

AGENDA
Irving Convention and Visitors Bureau Board of Directors
Executive Committee
Friday, November 12, 2021, at 9:00 AM
Irving Convention Center – First Floor Conference Room
500 W. Las Colinas Blvd.
Irving, Texas 75039

NOTE: A possible quorum of the Irving Convention and Visitors Bureau (ICVB) Board of Directors may be present at this committee meeting.

1. Citizen Comments on Items Listed on the Agenda
2. Review of Hotel Occupancy Tax Collections
3. Accepting the ICC Financial Reports for September 2021
4. Accepting the Irving Convention Center Audit Report for FY 2020-21 – Laura Edwards, Crowe LLC
5. Review Draft of ICVB FY2021-2026 Strategic Plan
6. Approving Executive Committee Minutes - September 24, 2021
7. Review of Board Meeting Agenda - November 15, 2021
8. Chairman / Executive Director Reports
9. City Council Updates
10. Next Committee Meeting – Friday, December 10, 2021

CERTIFICATION

I, the undersigned authority, do hereby certify that this notice of meeting was posted on the kiosk at City Hall of the City of Irving, Texas, a place readily accessible to the general public at all times, and said notice was posted by the following date and time:

_____ at _____ and will remain so posted at least 72 hours before said meeting convened.

Deputy Clerk, City Secretary's Office

This meeting can be adjourned and reconvened, if necessary, the following regular business day.

Any item on this posted agenda could be discussed in executive session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and section 551.087 of the Texas Government Code.

A member of the public may address the governing body regarding an item on the agenda either before or during the body's consideration of the item, upon being recognized by the presiding officer or the consent of the body.

This facility is physically accessible and parking spaces for the disabled are available. Accommodations for people with disabilities are available upon request. Requests for accommodations must be made 48 hours prior to the meeting. Contact the City Secretary's Office at 972-721-2493 or Relay Texas at 7-1-1 or 1-800-735-2988.



ICVB
HOTEL OCCUPANCY TAX COLLECTIONS

**IRVING CONVENTION AND VISITORS BUREAU
HOTEL OCCUPANCY TAX
2020 - 2021**

LUXURY & FULL SERVICE		OCT 2020	NOV 2020	DEC 2020	Q1: OCT-DEC	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021
1	Atrium Hotel and Suites DFW Airport	2,104.65	1,350.47	1,717.94		1,032.28	2,251.17	3,281.09	3,182.89	4,080.73	3,972.97	3,682.83	4,078.37
2	Dallas Marriott Hotel Las Colinas	8,972.72	6,318.26	5,874.95		8,098.15	10,115.44	14,276.17	16,024.69	21,158.45	24,994.65	23,290.55	24,272.03
3	DFW Airport Hotel & Conference Center	614.34	416.13	613.22		643.01	887.85	2,265.65	2,533.76	2,637.63	2,973.79	3,238.58	2,798.05
4	DFW Airport Marriott	14,047.23	13,398.13	11,944.64		15,237.63	18,587.13	20,804.58	20,757.66	22,145.56	34,793.48	26,968.95	27,486.06
5	Doubletree by Hilton DFW Airport North	8,502.99	5,270.97	3,443.01		3,954.32	5,562.86	10,256.80	5,363.20	0.00	0.00	0.00	0.00
6	Embassy Suites DFW Airport South	10,012.68	8,754.21	10,204.59		11,835.34	15,714.39	19,798.65	18,469.63	20,216.22	19,920.21	23,855.75	20,044.74
7	Four Seasons Resort & Club	74,294.78	20,807.95	18,699.84		16,747.10	17,133.41	30,537.18	41,673.53	54,965.96	58,583.61	61,518.27	58,411.48
8	Hilton Garden Inn DFW Airport South	4,278.38	3,794.30	2,393.15		4,431.22	6,816.13	9,662.75	8,888.23	11,018.06	10,813.01	11,952.38	10,916.20
9	Hilton Garden Inn Las Colinas	3,534.59	2,088.01	2,655.73		3,820.57	4,269.92	6,736.69	6,847.20	7,765.17	8,388.75	9,764.93	8,273.65
10	Holiday Inn Irving Las Colinas	1,654.54	2,441.05	2,403.20		1,666.45	3,446.42	4,361.44	4,381.55	4,608.90	6,817.67	6,983.44	4,811.14
11	NYLO Las Colinas Tapestry Collection by Hilton	4,807.75	3,172.37	2,726.34		3,575.11	4,672.29	6,344.98	7,379.70	9,585.98	10,266.06	11,534.12	10,634.46
12	Omni Las Colinas Hotel	10,424.47	8,238.86	7,078.09		5,188.86	9,146.00	13,474.53	15,343.37	20,951.82	26,109.27	25,951.62	23,739.40
13	Sheraton DFW Airport Hotel	8,977.78	2,901.17	4,786.51		4,453.17	9,699.95	11,060.55	11,609.92	10,531.13	12,394.83	0.00	0.00
14	Texican Court	5,848.19	4,277.56	4,275.50		4,017.60	4,119.10	6,359.93	8,434.49	9,556.93	9,420.46	11,418.60	10,016.93
15	Westin DFW Airport	8,019.52	4,697.05	5,662.14		5,408.38	3,468.91	closed	4,771.06	13,324.09	21,184.58	23,144.19	19,042.00
TOTAL LUXURY & FULL SERVICE		166,094.61	87,926.49	84,478.85	0.00	90,109.19	115,890.97	159,220.99	175,660.88	212,546.63	250,633.34	243,304.21	224,524.51
16	Westin Irving Convention Center Las Colinas	9,658.90	8,918.25	7,420.36		7,411.83	9,226.96	12,876.23	15,645.56	22,004.80	23,427.56	27,944.66	25,142.59

Westin pays 9% tax which is applied to bond payments. The 9% has been converted to the ICVB's share of the tax (57% of 5%) in order to compare with payments from other hotels. Amount is not included in the totals.

ALL SUITE / EXTENDED STAY	OCT 2020	NOV 2020	DEC 2020	Q1: OCT-DEC	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021
1 Comfort Inn DFW Airport North	2,609.71	2,025.07	1,913.42		1,776.65	2,998.35	3,876.05	3,761.47	4,535.05	5,162.82	4,895.92	3,994.23
2 Comfort Suites DFW Airport North	3,171.31	2,368.47	3,105.01		2,703.50	3,458.50	4,222.31	3,572.39	4,421.67	4,692.16	5,315.78	4,483.09
3 Comfort Suites Las Colinas	448.60	426.28	322.50		608.58	750.55	1,121.76	1,130.25	1,446.28	1,466.09	1,458.50	918.09
4 Country Inn & Suites by Carlson DFW Airport South	2,029.83	1,474.85	1,746.56		1,208.37	1,586.37	2,716.29	2,404.13	3,013.77	3,075.43	3,826.78	3,581.52
5 Element DFW Airport North	2,567.72	2,166.92	2,000.87		2,650.43	3,645.57	5,801.45	5,913.96	7,247.58	6,615.83	7,241.65	7,137.99
6 Extended Stay America Dallas DFW Airport North	494.65	423.91	1,006.45		1,665.88	1,210.78	2,573.46	2,055.22	2,045.96	2,791.68	2,990.84	1,644.87
7 Extended Stay America Dallas Las Colinas	1,777.48	862.39	1,446.46		1,269.81	1,183.21	1,417.07	2,117.65	2,082.30	1,305.07	1,173.96	1,442.21
8 Extended Stay Deluxe Green Park	953.96	551.80	919.27		740.98	697.61	1,873.02	476.49	1,684.25	1,200.33	2,179.65	1,489.14
9 Extended Stay Deluxe Las Colinas	729.20	475.72	485.83		371.20	661.58	1,523.49	1,184.62	1,382.00	956.75	1,234.45	980.16
10 Hawthorne Suites Irving DFW Airport South	585.57	476.79	692.68		524.09	799.51	1,144.27	1,160.91	1,595.58	1,313.33	1,547.03	2,089.58
11 Hawthorne Suites DFW Airport North	2,021.14	1,639.21	2,021.00		2,008.12	1,243.78	closed	closed	closed	closed	closed	closed
12 Holiday Inn Express Hotel & Suites DFW Airport North	1,916.98	1,849.26	2,358.41		2,534.84	2,788.32	4,263.50	3,585.59	3,433.84	6,330.65	8,163.13	7,430.37
13 Holiday Inn Express Hotel & Suites DFW Airport South	2,092.00	1,561.44	1,748.94		1,701.39	3,142.99	5,224.59	4,566.35	5,822.30	6,039.04	8,439.87	6,972.32
14 Holiday Inn Express Hotel & Suites Irving Las Colinas	2,014.92	1,474.14	2,152.44		2,171.23	3,355.19	4,540.48	4,955.85	5,923.26	6,256.16	7,333.69	5,313.96
15 Home Towne Studios Dallas Irving	2,199.98	1,565.12	1,947.78		1,888.00	1,591.16	2,358.83	2,613.48	2,241.40	1,954.08	1,999.58	2,031.82
16 Homewood Suites by Hilton DFW Airport North	3,323.61	2,848.36	2,967.65		3,012.48	3,811.56	4,572.52	5,182.86	4,952.10	5,292.56	6,332.15	5,077.70
17 Homewood Suites by Hilton Las Colinas	7,589.78	5,007.87	4,161.41		3,125.15	1,856.56	6,009.83	5,883.55	0.00	0.00	0.00	0.00
18 Hyatt House Dallas Las Colinas	3,845.11	1,630.91	4,611.68		2,113.93	4,261.58	4,333.32	0.00	0.00	8,480.99	0.00	9,860.96
19 Oakwood Waterwalk Dallas Las Colinas	2,287.60	2,289.07	1,798.33		1,089.97	2,195.74	3,355.22	840.68	2,009.52	2,152.15	1,057.32	2,717.41
20 Residence Inn Dallas DFW Airport North Irving	3,413.20	1,876.10	2,425.20		3,022.72	2,631.24	3,306.36	2,836.03	3,946.05	3,216.74	4,739.46	4,403.34
21 Residence Inn Dallas Las Colinas	4,258.41	3,432.69	4,031.18		3,564.84	4,469.32	5,782.88	6,184.03	5,838.77	5,854.13	6,079.87	6,229.85
22 Sonesta ES Suites Dallas Las Colinas	3,177.28	2,186.73	676.02		1,244.96	2,142.76	3,344.46	3,288.26	2,578.65	3,212.70	3,087.64	2,882.63
23 Sonesta Simply Suites Dallas Las Colinas	1,116.67	758.03	675.78		839.46	395.02	1,631.97	1,859.41	2,162.57	2,005.13	1,884.62	1,636.95
24 Springhill Suites Dallas DFW Airport East Las Colinas	1,402.29	1,329.28	1,408.75		1,388.33	2,450.60	3,492.56	3,069.48	4,964.01	5,674.38	5,839.57	4,450.61
25 Staybridge Suites DFW Airport North	2,839.84	2,472.53	2,586.62		2,947.51	2,384.31	4,815.96	4,096.52	4,538.94	4,072.22	4,091.86	3,282.66
26 TownePlace Suites Dallas DFW Airport North Irving	0.00	0.00	0.00	5,413.33	2,872.14	4,258.45	5,435.14	5,370.92	6,108.64	6,811.29	6,641.35	6,948.16
27 TownePlace Suites Dallas Las Colinas	1,657.23	1,997.10	1,558.83		1,564.81	1,121.99	3,641.45	2,644.10	2,480.53	2,990.26	3,214.10	2,960.50
28 Woodspring Suites Signature	0.00	0.00	0.00	2,494.29	1,141.32	1,660.02	2,874.37	1,707.38	1,594.56	1,884.50	2,481.09	2,069.18
TOTAL ALL SUITE / EXTENDED STAY	60,524.07	45,170.04	50,769.07	7,907.62	51,750.69	62,752.62	95,252.61	82,461.58	88,049.58	100,806.47	103,249.86	102,029.30

BUDGET SERVICE	OCT 2020	NOV 2020	DEC 2020	Q1: OCT-DEC	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021
1 Arya Inn & Suites	695.41	594.56	481.58		559.46	795.59	1,019.29	800.06	979.13	1,208.19	1,314.95	1,076.45
2 Best Western Irving Inn & Suites DFW South	2,587.95	2,325.97	2,494.69		2,561.43	1,836.32	3,190.65	4,199.56	4,577.10	4,714.17	4,770.92	4,258.69
3 Budget Inn & Suites	79.94	31.82	33.63		46.46	92.06	90.35	91.03	91.20	87.58	89.68	57.00
4 Budget Suites of America Las Colinas	0.00	0.00	0.00	2,300.73	22.56	1,422.40	558.21	1,882.54	686.15	538.51	492.89	1,527.11
5 Clarion Inn & Suites	1,486.65	1,006.81	999.23		1,218.74	2,902.99	2,697.04	2,614.67	3,908.18	3,872.59	4,081.13	3,054.09
6 Crossroads Hotel & Suites	926.95	783.14	354.91		743.36	826.00	901.06	1,257.48	1,297.00	1,150.84	1,284.44	1,352.53
7 Days Inn	2,742.91	2,226.42	2,342.59		2,240.56	3,322.14	3,963.61	3,499.06	3,951.24	3,527.40	4,042.29	3,922.91
8 Days Inn DFW Airport North	2,926.49	2,191.26	1,780.51		1,926.47	2,698.62	3,975.66	3,435.65	4,667.35	4,711.66	5,001.71	4,636.36
9 Delux Inn	622.90	538.10	452.94		356.90	553.88	747.11	757.91	858.68	822.55	799.50	846.67
10 Delux Suites Motel	160.29	123.98	52.58		65.98	54.77	69.85	69.05	85.39	103.46	116.14	102.51
11 Gateway Inn	509.18	371.64	375.09		317.12	377.71	566.92	648.57	605.34	673.74	637.06	563.07
12 Magnuson Extended Stay & Suites Airport Hotel	1,180.07	1,104.81	1,105.01		1,359.90	1,443.10	2,358.22	1,648.98	1,588.89	1,794.62	1,746.13	2,043.86
13 Motel 6 Dallas DFW South	1,346.43	1,214.36	1,026.93		1,368.43	1,504.29	1,640.69	1,594.88	1,950.45	1,860.91	2,187.55	2,142.88
14 Motel 6 Dallas Irving	1,933.16	1,666.13	2,013.60		2,134.74	2,133.88	2,723.02	2,999.98	3,235.04	3,029.43	3,546.57	3,431.35
15 Motel 6 DFW North	1,577.78	1,633.80	1,780.31		1,544.13	2,201.63	2,808.70	2,418.61	3,067.39	3,321.96	3,320.15	2,870.63
16 Motel 6 Irving Loop 12	909.07	793.11	727.35		728.41	747.09	1,018.09	1,051.05	1,106.15	1,004.57	1,102.89	1,056.10
17 OYO Hotel DFW Airport South	2,034.44	1,539.01	1,962.14		2,143.55	2,051.88	2,724.87	2,651.06	2,317.74	2,261.31	2,640.20	2,523.37
18 OYO Hotel DFW Airport North	0.00	0.00	0.00		0.00	124.97	234.44	0.00	0.00	0.00	824.68	0.00
19 Quality Inn & Suites DFW Airport South	798.30	580.48	684.92		813.98	972.92	2,075.04	1,955.04	2,621.85	2,962.62	2,761.21	2,848.03
20 Red Roof Inn Dallas DFW Airport North	0.00	0.00	0.00	12,100.20	3,876.72	3,494.39	4,787.59	4,773.12	5,101.02	4,951.60	4,884.07	4,647.51
21 Studio 6 / Motel 6 DFW Airport East	2,094.60	1,880.73	1,924.57		2,154.89	2,138.45	4,071.36	2,965.81	3,030.99	3,621.36	3,716.17	3,358.98
22 Super 8 Hotel DFW South	1,230.68	999.82	1,098.61		1,153.44	1,752.40	2,035.81	2,384.91	2,702.30	2,778.36	2,873.29	2,797.76
23 Super 8 Motel DFW North	1,376.26	798.10	1,041.94		1,396.24	1,356.02	1,594.18	1,968.81	2,682.09	2,892.65	3,100.69	2,890.30
TOTAL BUDGET SERVICE	27,219.46	22,404.05	22,733.13	14,400.93	28,733.47	34,803.50	45,851.76	45,667.83	51,110.67	51,890.08	55,334.31	52,008.16

LIMITED SERVICE	OCT 2020	NOV 2020	DEC 2020	Q1: OCT-DEC	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021
1 aLoft Las Colinas	3,011.24	2,055.77	2,132.88		2,347.38	1,743.46	4,924.33	5,126.42	6,529.87	8,012.61	7,700.90	7,758.20
2 Best Western Plus DFW Airport Suites North	2,261.03	1,566.26	1,738.27		1,903.10	3,225.23	4,257.74	4,085.94	4,606.22	4,742.29	5,209.98	4,164.00
3 Courtyard Dallas DFW Airport North Irving	4,151.82	3,201.29	3,453.65		3,860.93	6,243.18	9,047.74	8,571.88	10,311.39	12,613.70	12,662.50	11,655.30
4 Courtyard Dallas DFW Airport South Irving	3,512.83	2,182.55	3,126.66		2,134.99	3,007.01	5,994.13	5,878.73	7,685.74	10,936.27	13,819.69	12,823.05
5 Courtyard Dallas Las Colinas	1,819.43	2,439.12	2,418.13		2,898.25	4,044.69	5,256.76	4,253.01	5,628.11	7,642.90	6,778.04	6,360.48
6 Fairfield Inn & Suites Dallas DFW Airport South Irving	3,421.96	2,680.91	4,314.62		4,039.52	4,336.70	5,740.05	5,364.62	6,673.83	7,101.31	7,975.48	6,071.24
7 Fairfield Inn & Suites Dallas Las Colinas	0.00	0.00	0.00	644.67	0.00	0.00	4,734.32	0.00	0.00	12,352.29	4,886.64	3,664.03
8 Fairfield Inn Dallas DFW Airport North Irving	closed	closed	closed		closed	closed	closed	closed	closed	closed	closed	closed
9 Hampton Inn Dallas Irving Las Colinas	2,894.26	1,795.53	1,485.40		2,505.26	2,991.80	4,598.54	5,488.30	6,667.29	6,533.37	7,856.67	6,748.39
10 Home2 Suites by Hilton DFW Airport North	4,083.85	3,278.44	3,284.21		3,896.09	5,142.28	6,656.50	6,539.69	7,539.93	7,522.32	8,288.43	6,998.86
11 Home2 Suites by Hilton DFW Airport South Irving	5,624.70	4,888.82	3,367.53		4,543.52	4,844.34	7,434.46	5,820.67	6,636.03	6,733.95	6,147.58	6,153.69
12 Hyatt Place Dallas Las Colinas	0.00	0.00	5,236.41		0.00	0.00	8,988.66	4,028.31	5,349.06	6,340.99	6,901.51	6,939.97
13 Jefferson Street Bed & Breakfast Inn	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14 La Quinta Inn & Suites DFW Airport North	3,827.38	4,209.23	1,032.28		4,422.23	5,281.12	2,569.18	6,148.82	6,093.14	2,782.26	8,494.00	7,971.41
15 La Quinta Inn & Suites DFW Airport South	2,472.14	2,035.75	2,211.31		3,191.32	5,017.02	6,599.31	4,653.07	6,820.34	7,955.29	7,427.22	6,769.19
16 La Quinta Inn Hotel & Suites Las Colinas	0.00	0.00	0.00	3,721.06	2,198.62	3,199.40	3,749.00	3,748.38	4,512.34	4,761.80	5,588.76	3,523.52
17 Quality Inn & Suites DFW Airport	2,103.72	1,788.98	1,934.92		2,219.85	2,091.87	3,534.24	3,687.20	4,639.69	5,478.11	6,212.49	5,615.68
18 Residence Inn Dallas DFW Airport South Irving	4,038.81	3,872.00	3,918.98		4,027.49	4,364.00	7,251.67	5,529.36	4,599.72	6,573.27	8,084.77	7,096.55
19 Wingate Inn by Wyndham Dallas Las Colinas	2,535.59	1,551.55	2,324.05		2,111.72	2,702.89	3,248.48	3,534.43	3,308.42	4,240.70	0.00	0.00
20 Wingate Inn by Wyndham DFW Airport North	922.57	1,068.24	1,868.22		1,215.38	2,076.00	3,243.73	0.00	3,810.71	4,239.12	4,337.10	3,747.55
TOTAL LIMITED SERVICE	46,681.33	38,614.44	43,847.52	4,365.73	47,515.65	60,310.99	97,828.84	82,458.83	101,411.83	126,562.55	128,371.76	114,061.11

TOTAL SHORT TERM RENTALS	1,947.58	1,627.32	3,487.37	n/a	3,163.99	3,036.39	4,725.74	4,405.96	5,310.78	5,674.61	5,947.64	2,848.97
Number of locations	9	6	53		40	45	45	46	48	51	40	39



Hotel Occupancy Tax Collections Update

Item #3 Audit & Finance Committee Meeting
October 28, 2021

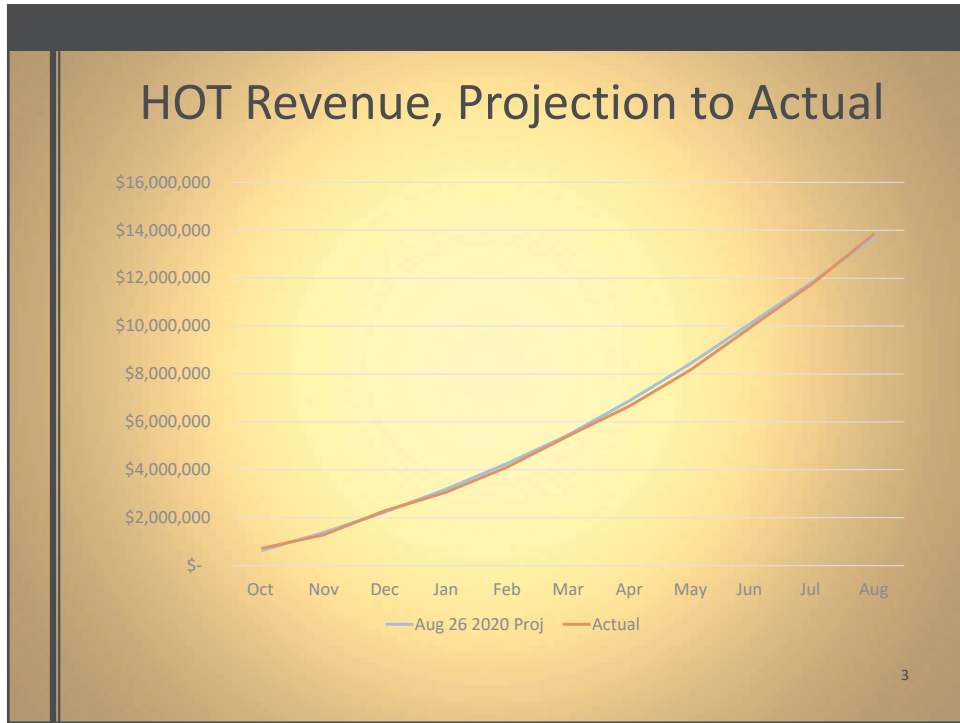


1

HOT Revenue Performance

- Actual HOT revenues have exceeded projections through August by \$133,558
 - August 26, 2020, projection: \$13,705,132
 - Actual revenue: \$13,838,690
- The August 26, 2020 projection was calculated using projected occupancy and daily rates provided by the Executive Director of the Irving Convention and Visitors Bureau (ICVB)

2



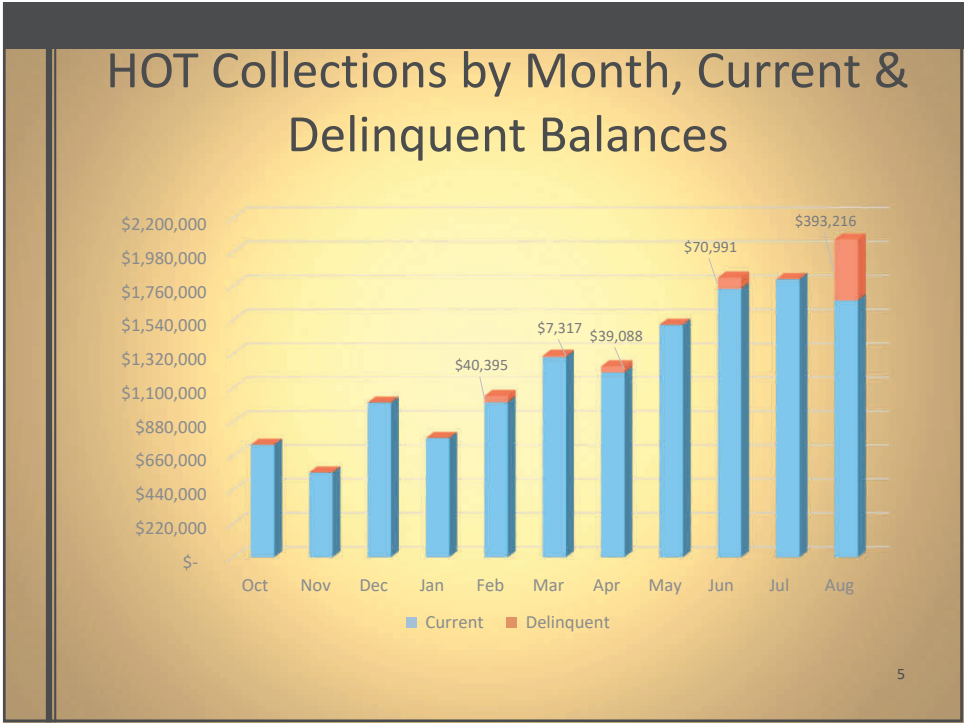
3

Delinquent Collections

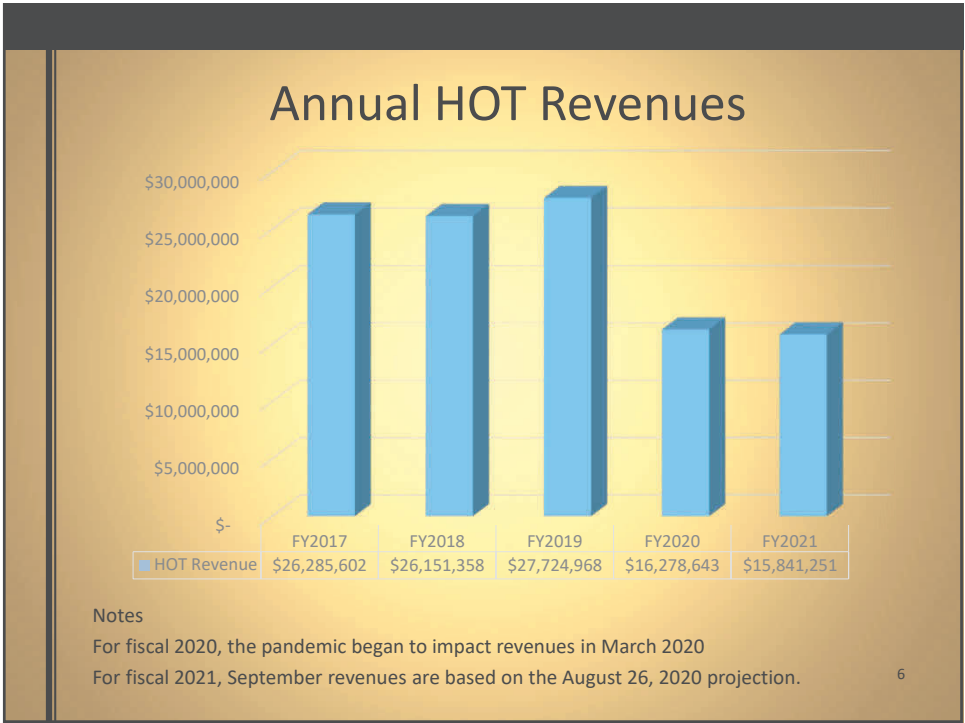
- Collection of delinquent balances discussed in the September A&F meeting were \$393,216
- During October 2021 to date, \$111,826 in additional delinquent HOT taxes have been collected (excluded from following table)

4

4



5



6

Looking Forward

- The ICVB has engaged Tourism Economics to do a hotel tax projection study and they have begun their work
 - The projection study is being funded with American Recuse Plan Act funds.

7

7

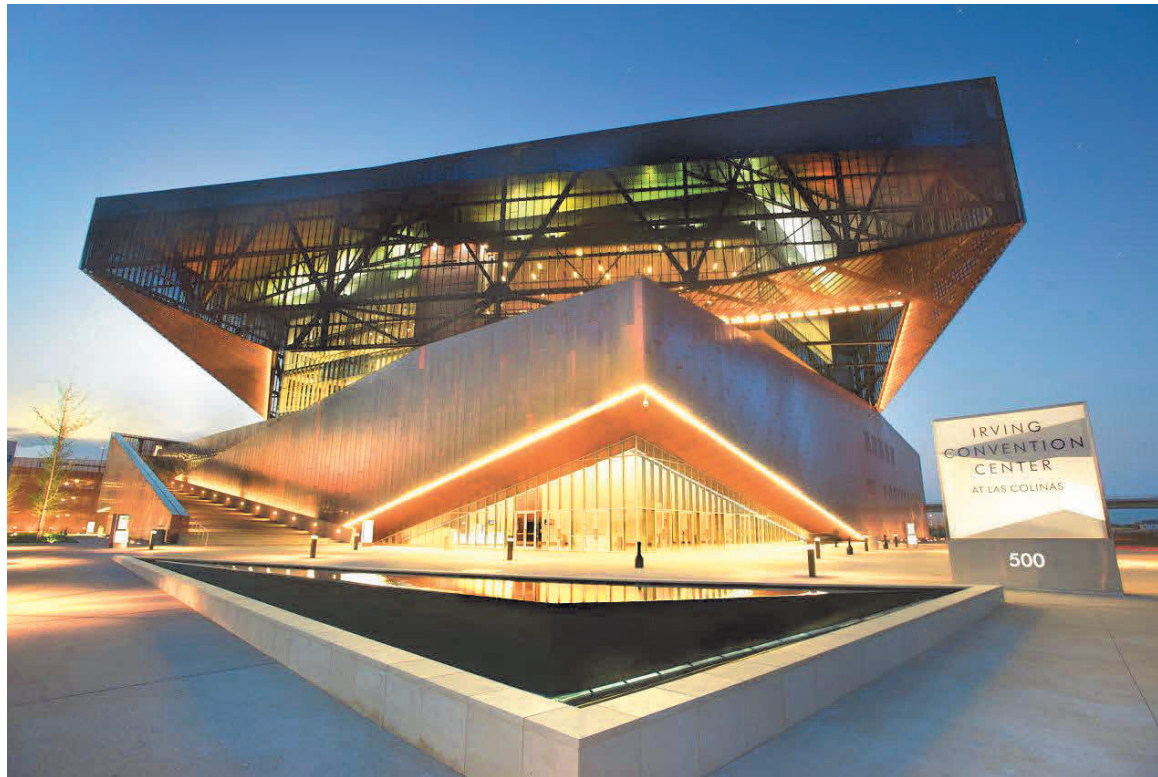
Questions?

8

8



IRVING CONVENTION CENTER
AT LAS COLINAS



Date Distributed: November 8, 2021

Monthly Financial Summary

For Period Ending September 30, 2021

IRVING CONVENTION CENTER
Monthly Financial Reports
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Period Ending
September 30, 2021

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	October	November	December	January	February	March	April	May	June	July	August	September	Total
Event Income													
Direct Event Income													
Rental Income	6,700	58,881	47,350	24,400	82,050	66,975	63,100	134,200	58,963	70,400	98,799	89,925	801,743
Service Income	1,163	2,200	13,388	1,450	32,912	8,880	13,069	25,633	34,488	18,544	11,401	108,281	271,408
Service Expenses	(912)	(1,820)	(9,969)	(2,994)	(24,973)	(4,861)	(6,525)	(18,745)	(43,884)	(32,116)	(35,833)	(140,000)	(322,632)
Total Direct Event Income	6,951	59,261	50,769	22,856	89,989	70,994	69,644	141,088	49,567	56,828	74,367	58,206	750,519
Ancillary Income													
F & B Concessions	-	-	5,195	4,919	4,287	13,112	11,320	15,286	21,421	7,872	22,275	9,021	114,710
F & B Catering	-	7,705	24,452	11,352	42,966	27,207	1,870	49,057	128,035	67,156	110,360	497,601	967,762
Parking: Self Parking	1,432	342	6,851	13,268	6,600	22,264	30,275	24,485	11,715	13,178	30,931	36,611	197,952
Electrical Services	-	950	300	1,560	750	4,173	4,430	20,980	(755)	9,590	2,890	15,183	60,051
Audio Visual	-	-	(0)	-	-	-	-	1,007	-	20	-	(273)	754
Internet Services	-	400	(840)	-	405	255	755	(1,625)	-	1,255	2,205	907	3,717
Total Ancillary Income	1,432	9,397	35,958	31,099	55,008	67,011	48,650	109,190	160,416	99,071	168,661	559,050	1,344,945
Total Event Income	8,383	68,658	86,727	53,955	144,997	138,005	118,294	250,278	209,983	155,899	243,028	617,256	2,095,462
Other Operating Income	26,152	21,440	17,278	22,428	41,150	29,661	27,675	34,031	46,119	35,862	44,264	119,363	465,424
ICVB Operating Subsidy			348,000			350,000		174,375	174,375		348,250	418,712	1,813,712
Adjusted Gross Income	34,535	90,098	452,005	76,382	186,147	517,666	145,969	458,685	430,477	191,761	635,542	1,155,331	4,374,597
Operating Expenses													
Employee Salaries and Wages	140,680	146,675	157,405	111,514	130,489	151,976	146,611	150,091	152,754	146,470	96,844	132,483	1,663,992
Benefits	60,444	60,261	61,935	64,201	58,347	53,863	57,515	52,239	51,214	54,701	47,059	(104,724)	517,055
Less: Event Labor Allocations	-	(1,755)	(1,880)	(960)	(1,711)	(2,060)	(535)	(2,467)	(6,560)	(5,530)	(5,437)	(8,206)	(37,101)
Net Employee Wages and Benefits	201,124	205,181	217,460	174,755	187,125	203,779	203,591	199,863	197,408	195,641	138,466	19,553	2,143,946
Contracted Services	41,352	37,428	38,674	40,001	37,974	29,978	27,867	28,926	29,067	44,624	53,161	24,917	433,969
General and Administrative Operations	18,120	35,920	36,120	23,698	14,053	10,284	33,990	13,618	12,557	18,081	84,804	90,633	391,878
Repair & Maintenance	15,945	10,583	11,742	11,977	12,440	10,812	11,457	15,146	19,366	17,120	16,563	36,771	189,923
Supplies	16,541	22,755	32,712	21,623	24,313	23,496	29,472	10,626	17,399	21,608	17,148	90,637	328,331
Insurance	5,665	8,613	9,190	8,917	8,924	336	699	5,139	1,212	6,428	6,718	22,816	84,655
Utilities	6,036	6,036	7,091	6,036	6,036	6,332	6,036	5,195	6,745	5,195	5,195	5,195	71,969
Other	37,290	36,007	40,379	37,169	38,234	36,481	37,435	37,786	43,436	47,538	44,011	50,917	486,683
SMG Management Fees	(4,826)	(6,777)	(4,256)	2,070	1,789	1,954	951	-	13	19	1,119	73	(7,871)
Total Operating Expenses	350,997	370,377	406,943	341,112	348,357	339,802	366,247	335,612	353,757	378,813	391,294	391,302	4,374,615
Net Income (Loss) From Operations	(316,462)	(280,279)	45,062	(264,729)	(162,210)	177,864	(220,278)	123,073	76,720	(187,053)	244,248	764,029	0

3,866,967

(1,395,000)

ASM - Irving Convention Center
 Financial Statements Monthly Highlights
 For the Month Ending September 30, 2021

	Current Actual	Current Budget	Variance	Prior Year Actual
Attendance	12,315	5,900	6,415	0
Events	20	9	11	0
Event Days	39	26	13	0
Direct Event Income	58,206	132,775	(74,569)	0
Ancillary Income	559,050	428,688	130,362	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Event Income	617,256	561,463	55,793	0
Other Operating Income	119,363	46,625	72,738	0
	<hr/>	<hr/>	<hr/>	<hr/>
Adjusted Gross Income	736,619	608,088	128,531	0
Indirect Expenses	(391,302)	(558,544)	167,242	0
	<hr/>	<hr/>	<hr/>	<hr/>
Net Income (Loss) From Operations	<u>345,317</u>	<u>49,544</u>	<u>295,773</u>	<u>0</u>

ASM - Irving Convention Center
Financial Statements Year to Date Highlights
For the Twelve Months Ending September 30, 2021

	Year to Date Actual	Year to Date Budget	Variance	Prior YTD Actual
Attendance	96,956	68,123	28,833	0
Events	103	73	30	0
Event Days	232	211	21	0
Direct Event Income	750,523	1,325,314	(574,791)	0
Ancillary Income	1,344,948	2,167,798	(822,850)	0
Total Event Income	<u>2,095,471</u>	<u>3,493,112</u>	<u>(1,397,641)</u>	<u>0</u>
Other Operating Income	465,422	383,000	82,422	0
Adjusted Gross Income	2,560,893	3,876,112	(1,315,219)	0
Indirect Expenses	(4,374,612)	(5,271,112)	896,500	0
Net Income (Loss) From Operations	<u><u>(1,813,719)</u></u>	<u><u>(1,395,000)</u></u>	<u><u>(418,719)</u></u>	<u><u>0</u></u>

ASM - Irving Convention Center
Balance Sheet
September 30, 2021

ASSETS

Current Assets

Cash	\$ 769,137
Accounts Receivable	683,235
Prepaid Assets	945
Inventory	58,789

Total Current Assets 1,512,106

Total Assets **\$ 1,512,106**

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	\$ 466,468
Accrued Expenses	250,036
Deferred Income	0
Advance Ticket Sales/Deposits	795,608
Other Current Liabilities	0

Total Current Liabilities 1,512,112

Long-Term Liabilities

Long Term Liabilities	0
-----------------------	---

Total Long-Term Liabilities 0

Total Liabilities 1,512,112

Equity

Net Funds Received	14,954,139
Retained Earnings	(13,140,426)
Net Income (Loss)	(1,813,719)

Total Equity (6)

Total Liabilities & Equity **\$ 1,512,106**

ASM - Irving Convention Center
Income Statement
For the Twelve Months Ending September 30, 2021

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
EVENT INCOME							
Direct Event Income							
Rental Income	89,925	128,275	(38,350)	801,743	1,248,286	(446,543)	0
Service Revenue	108,281	7,500	100,781	271,408	115,263	156,145	0
Service Expenses	(140,000)	(3,000)	(137,000)	(322,628)	(38,235)	(284,393)	0
Total Direct Event In	58,206	132,775	(74,569)	750,523	1,325,314	(574,791)	0
Ancillary Income							
F & B Concessions	9,021	8,059	962	114,707	131,159	(16,452)	0
F & B Catering	497,601	375,629	121,972	967,764	1,692,909	(725,145)	0
Parking	36,611	30,500	6,111	197,954	252,220	(54,266)	0
Electrical Services	15,183	14,500	683	60,051	89,910	(29,859)	0
Audio Visual	(273)	0	(273)	755	0	755	0
Internet Services	907	0	907	3,717	1,600	2,117	0
Total Ancillary Inco	559,050	428,688	130,362	1,344,948	2,167,798	(822,850)	0
Total Event Income	617,256	561,463	55,793	2,095,471	3,493,112	(1,397,641)	0
OTHER OPERATING INCOME							
Other Income	119,363	46,625	72,738	465,422	383,000	82,422	0
Total Other Operatin	119,363	46,625	72,738	465,422	383,000	82,422	0
Adjusted Gross Inco	736,619	608,088	128,531	2,560,893	3,876,112	(1,315,219)	0
INDIRECT EXPENSES							
Salaries & Wages	132,483	170,092	37,609	1,663,992	1,964,749	300,757	0
Payroll Taxes & Ben	(104,724)	98,661	203,385	517,054	776,191	259,137	0
Labor Allocations to	(8,206)	0	8,206	(37,101)	0	37,101	0
Net Salaries and Ben	19,553	268,753	249,200	2,143,945	2,740,940	596,995	0
Contracted Services	24,917	55,051	30,134	433,966	596,154	162,188	0
General and Adminis	90,633	71,499	(19,134)	391,877	329,365	(62,512)	0
Operating	36,771	35,083	(1,688)	189,922	292,872	102,950	0
Repairs & Maintenan	90,637	23,514	(67,123)	328,330	284,201	(44,129)	0
Operational Supplies	22,816	13,335	(9,481)	84,657	133,816	49,159	0
Insurance	5,195	7,544	2,349	71,969	89,020	17,051	0
Utilities	50,917	43,333	(7,584)	486,687	514,174	27,487	0
Other	73	0	(73)	(7,873)	0	7,873	0
ASM Management F	49,790	40,432	(9,358)	251,132	290,570	39,438	0
Total Indirect Expens	391,302	558,544	167,242	4,374,612	5,271,112	896,500	0

ASM - Irving Convention Center
Income Statement
For the Twelve Months Ending September 30, 2021

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
Net Income (Loss)	<u>345,317</u>	<u>49,544</u>	<u>295,773</u>	<u>(1,813,719)</u>	<u>(1,395,000)</u>	<u>(418,719)</u>	<u>0</u>

IRVING CONVENTION CENTER/SMG
Year Over Year Income Comparison
For the One Month Ending
September 30, 2021

	Current Month Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	89,925	28,025	109,102	102,697	135,320	136,005
F & B Concessions	9,021	0	15,820	18,432	22,043	14,632
F & B Catering	497,601	86,905	309,382	313,222	310,242	208,065
Total Event Income	617,256	111,470	438,357	443,074	486,898	357,059
Total Indirect Expenses	391,302	509,572	730,268	587,597	514,215	610,052

	Year to Date Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	801,743	675,839	1,359,744	1,281,498	1,216,436	1,356,996
F & B Concessions	114,707	101,602	178,917	208,898	164,186	215,659
F & B Catering	967,764	2,470,393	3,269,259	3,473,129	3,047,621	2,831,865
Total Event Income	2,095,471	3,247,716	4,963,817	4,916,342	4,445,336	4,480,399
Total Indirect Expenses	4,374,612	5,804,607	6,545,109	6,666,038	6,015,488	5,965,132

ASM - Irving Convention Center
Monthly Event Income Statement: Banquets
For the Twelve Months Ending September 30, 2021

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,210	1,400	5,350	7,500
Events	3	2	9	10
Event Days	3	3	9	13
Direct Event Income				
Rental Income	3,000	1,500	3,650	6,500
Service Revenue	600	500	6,900	1,500
Service Expenses	(5,147)	0	(9,178)	0
Total Direct Event Income	(1,547)	2,000	1,372	8,000
Ancillary Income				
F & B Concessions	4	0	29	0
F & B Catering	35,651	31,700	136,544	174,580
Parking	(156)	0	(156)	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	0	0
Audio Visual	(37)	0	(37)	0
Internet Services	0	0	0	0
Total Ancillary Income	35,462	31,700	136,380	174,580
Total Event Income	33,915	33,700	137,752	182,580

ASM - Irving Convention Center
Monthly Event Income Statement: Consumer / Public Shows
For the Twelve Months Ending September 30, 2021

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	750	0	17,898	14,300
Events	1	0	14	14
Event Days	1	0	35	47
Direct Event Income				
Rental Income	3,500	0	136,131	245,011
Service Revenue	1,550	0	43,891	10,413
Service Expenses	(1,840)	0	(52,655)	(735)
Total Direct Event Income	3,210	0	127,367	254,689
Ancillary Income				
F & B Concessions	2,245	0	37,873	1,500
F & B Catering	6,537	0	36,642	15,200
Parking	3,685	0	57,933	16,810
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	17,175	0
Audio Visual	0	0	20	0
Internet Services	0	0	2,115	0
Total Ancillary Income	12,467	0	151,758	33,510
Total Event Income	15,677	0	279,125	288,199

ASM - Irving Convention Center
 Monthly Event Income Statement: Conventions
 For the Twelve Months Ending September 30, 2021

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,950	1,400	23,375	17,050
Events	2	2	5	9
Event Days	5	13	13	39
Direct Event Income				
Rental Income	0	13,550	5,600	138,000
Service Revenue	2,424	0	32,846	3,000
Service Expenses	(8,881)	0	(56,704)	0
Total Direct Event Income	<u>(6,457)</u>	<u>13,550</u>	<u>(18,258)</u>	<u>141,000</u>
Ancillary Income				
F & B Concessions	61	0	2,956	10,000
F & B Catering	99,053	87,000	196,684	234,896
Parking	4,713	0	4,277	24,600
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	2,830	0	2,830	0
Audio Visual	0	0	0	0
Internet Services	0	0	5	0
Total Ancillary Income	<u>106,657</u>	<u>87,000</u>	<u>206,752</u>	<u>269,496</u>
Total Event Income	<u>100,200</u>	<u>100,550</u>	<u>188,494</u>	<u>410,496</u>

ASM - Irving Convention Center
Monthly Event Income Statement: Meetings
For the Twelve Months Ending September 30, 2021

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	6,405	2,600	15,747	16,873
Events	7	4	33	30
Event Days	21	7	111	74
Direct Event Income				
Rental Income	53,050	6,250	408,237	217,050
Service Revenue	59,335	0	87,030	6,000
Service Expenses	(75,465)	0	(102,544)	0
Total Direct Event Income	36,920	6,250	392,723	223,050
Ancillary Income				
F & B Concessions	6,383	0	10,925	0
F & B Catering	344,916	106,969	538,262	543,673
Parking	21,022	0	26,219	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	4,303	0	13,591	950
Audio Visual	0	0	0	0
Internet Services	(1,043)	0	427	400
Total Ancillary Income	375,581	106,969	589,424	545,023
Total Event Income	412,501	113,219	982,147	768,073

ASM - Irving Convention Center
Monthly Event Income Statement: Sporting Event
For the Twelve Months Ending September 30, 2021

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	500	0	22,520	4,500
Events	1	0	12	3
Event Days	1	0	23	10
Direct Event Income				
Rental Income	3,500	0	115,350	54,900
Service Revenue	3,033	0	26,309	350
Service Expenses	(3,740)	0	(33,658)	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Direct Event Income	2,793	0	108,001	55,250
Ancillary Income				
F & B Concessions	35	0	54,394	8,000
F & B Catering	2,032	0	33,674	3,800
Parking	5,540	0	82,926	4,920
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	1,720	0
Audio Visual	0	0	0	0
Internet Services	0	0	(290)	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Ancillary Income	7,607	0	172,424	16,720
Total Event Income	<hr/>	<hr/>	<hr/>	<hr/>
	10,400	0	280,425	71,970

ASM - Irving Convention Center
Monthly Event Income Statement: Trade Shows
For the Twelve Months Ending September 30, 2021

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,350	500	3,800	5,700
Events	2	1	3	4
Event Days	3	3	10	21
Direct Event Income				
Rental Income	26,875	31,975	55,575	82,825
Service Revenue	41,339	0	53,737	2,000
Service Expenses	(44,478)	0	(52,794)	0
Total Direct Event Income	<u>23,736</u>	<u>31,975</u>	<u>56,518</u>	<u>84,825</u>
Ancillary Income				
F & B Concessions	293	0	3,326	0
F & B Catering	7,140	15,960	9,401	18,960
Parking	1,807	0	9,724	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	8,050	0	23,000	0
Audio Visual	(236)	0	(235)	0
Internet Services	1,950	0	1,705	0
Total Ancillary Income	<u>19,004</u>	<u>15,960</u>	<u>46,921</u>	<u>18,960</u>
Total Event Income	<u>42,740</u>	<u>47,935</u>	<u>103,439</u>	<u>103,785</u>

ASM - Irving Convention Center
 Monthly Event Income Statement: ICVB
 For the Twelve Months Ending September 30, 2021

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	150	0	400	0
Events	4	0	15	0
Event Days	5	0	16	0
Direct Event Income				
Rental Income	0	0	0	0
Service Revenue	0	0	0	0
Service Expenses	0	0	0	0
Total Direct Event Income	0	0	0	0
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	2,445	0	2,445	0
Parking	0	0	0	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	0	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	2,445	0	2,445	0
Total Event Income	2,445	0	2,445	0

MINUTES
IRVING CONVENTION AND VISITORS BUREAU
BOARD OF DIRECTORS – EXECUTIVE COMMITTEE MEETING
IRVING CONVENTION CENTER – MEETING ROOM 6
Friday, September 24, 2021

Attendance: Karen Cooperstein – Board Chair; David Cole – Board Vice Chair; Bob Bourgeois, Julia Kang, Clem Lear, Rick Lindsey, and Greg Malcolm – Committee Members; Stephanie Fenley-Garcia, Herb Gears, Nydia Hoskins, Hammond Perot, Joe Philipp and Richard Stewart, Jr. – Board Members; Tom Meehan and Matt Tungett – ASM/ICC; Maura Gast, Carol Boyer, Lori Fojtasek, Marianne Lauda, Brice Petty, Diana Pfaff, Susan Rose, and Monty White – ICVB; Deputy Mayor Pro Tem Al Zapanta – City Council.

Board Chair Karen Cooperstein called the meeting to order at 9:01 a.m. and inquired if there were any citizens that would like to comment on any subject on the agenda. There were none.

ICVB FINANCIAL REPORTS:

Director of Accounting and Budget Marianne Lauda reported on the ICVB August 2021 financial reports:

- General Fund:
 - Ending fund balance is \$305,851.62.
 - Revenue received from Hotel Occupancy Tax was \$550,843.82 and \$5.48 in interest.
- Check Register:
 - The majority of checks were for Business Incentive Development Program payments.
 - Major League Baseball teams at the Four Seasons were majority of Business Incentive Development payments.
 - Reimbursements to staff.
 - Final CARES Act payments for media advertising.
 - Irving Convention Center payments:
 - Professional Services/Network Services
 - Westin Garage Rental
 - Property Management Services subsidy

HOTEL OCCUPANCY TAX COLLECTIONS – JULY 2021

- Luxury and Full Service:
 - Received \$243,304.21 for July 2021.
 - No payment from the Sheraton DFW Airport North nor from Doubletree by Hilton DFW Airport North and no status update on their status currently.
 - Westin Irving Convention Center Hotel is doing well.

- All Suite/Extended Stay:
 - All properties doing better this month.
 - Collected \$103,249.86 for July 2021.
 - Most properties have paid.
- Budget Service:
 - All properties doing better than prior months.
 - One hotel has not paid.
- Limited Service:
 - Collected \$123,485.12 for the month.
 - Two properties have not paid.
 - Two hotels paid back payments for May 2021 and are now current in collections.
- Short Term Rentals
 - Continue to be strong; collections in July from 32 properties versus 50 properties in June.
 - The City is on top of back payments and assessing penalties.
- Summary:
 - July 2021 collected \$529,542.06, short 2.4% of budgeted amount.
 - Collections from the Sheraton and/or Doubletree would be helpful in getting close to budgeted number.
 - YTD actual collections - \$3,437,902.39
 - Budgeted \$3,752,250.00.
 - Difference of negative \$314,347.61 or – 8.4%.

In response to a question from Board member Joe Philipp, Lauda replied that if the City was audited for CARES Act and ARPA funding, the ICVB will be included in that audit for compliance. Tracking of those funds is important will be a top priority for Lauda and the ICVB.

ICVB CASH FLOW REPORT:

- City Council approved the funds from ARPA for the ICVB FY 2020-21 on September 3. Lauda confirmed \$3,017,904.00 was received.
- The ending Cash balance estimate for September 2021 is \$1,151,176.00.
- There are a lot of expenses accruing and will be close to spending the \$3 million before September 30.
- Details on ARPA spending will be included in the September 2021 financial reports.

Gast added by using the ARPA funds to offset the operating shortfalls, the ICVB will be able to repay the City for the \$500,000.00 loan and not have to carry that obligation over into the next fiscal year. Lauda added the City has been very helpful in working out financial details. She reported that once the City has finished creating the accounting strings, we expect to be able to create a report that can be shared with the Committee. Without the ARPA funding, payroll and building maintenance would be the only expenditures and there would be no funds for programming.

Cooperstein asked for a motion to accept the ICVB Financial Reports for August 2021. On a motion from Board member Clem Lear and a second from Board member Rick Lindsey, the motion was approved unanimously.

ICC FINANCIALS:

General Manager Tom Meehan reviewed the following financial reports:

- August 2021:
 - Adjusted Gross Income is \$287,292.00 for the month.
 - There were 14 events in August, which generated the highest attendance the building has seen in some time. There were 10,000 attendees total for those events.
 - Budgeted +\$68,955.00 but lost \$104,002.00.
- YTD:
 - There have been 83 events with a total of 84,641 in attendance
 - Adjusted Gross Income YTD is \$1,824,273.00.
 - Indirect Expenses are \$3,983,307.00, last year was \$4,712,568.00.
 - Net Income (Loss) is \$2,159,034.00.
 - F&B Catering for the year is \$470,164.00.
 - YTD Rental Income is \$711,818.00.
- Five Year Comparison –
 - Current month Rental Income actual is \$98,799.00, compared to last August at \$8,750.00.
 - F&B Catering YTD is \$470,164.00, compared to last year of \$2,383,490.00 for half of the year.
 - Dance and wrestling events have been good rental income for the year.
 - Indirect Expenses are \$3,983,307.00, compared to last year of \$5,295,040.00. Reduction in expenses is primarily for staff and contract renegotiations.
- Forecast:
 - Currently reporting a loss of \$1,081,265.00 beyond the operating subsidy.
 - Considering the circumstances of last year, this year has not been too bad.
 - Staff has been creative in booking business for revenue and in contract negotiations with existing business.
 - September will be the busiest month of the 12-month fiscal cycle, even with losing three events in the month.

Gast noted that \$1.1 million of the \$3 million from ARPA funds was requested for this additional ICC shortfall. Meehan noted the annual audit process has begun and his staff is busy closing out September and working on the audit.

Cooperstein asked for a motion to accept the ICC Financial Reports for August 2021. On a motion from Board member Richard Stewart, Jr., and a second from Board member Julia Kang, the motion was approved unanimously.

CHAIR REPORT:

- The September 27, 2021, Board meeting agenda was reviewed. There is an Individual Consideration item from the Destination Development Committee's recommendation to approve a Resolution for changes to Irving's R-AB Ordinance. She noted the presentation from the Committee meeting that guided the conversation, and the Resolution draft are in the Board packet.
- Cooperstein reminded the Committee the October 22 Board meeting is a Special Meeting for the ICVB Executive Director's performance evaluation. The meeting is scheduled to begin at 9:00 a.m. at the Irving Convention Center and is normally a longer than normal meeting.

EXECUTIVE COMMITTEE

September 24, 2021

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Cooperstein adjourned the meeting at 9:32 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Maura Allen Gast". The signature is written in a cursive, flowing style.

Maura Allen Gast, FCDME
Executive Director

AGENDA
Irving Convention and Visitors Bureau Board of Directors
Monday, November 15, 2021, at 11:45 AM
Irving Convention Center, Third Floor Junior Ball Room C-D
500 W. Las Colinas Blvd.
Irving, Texas 75039

NOTE: A possible quorum of the Irving City Council may be present at this committee meeting.

1. Citizen Comments on Items Listed on the Agenda
2. Review of Nominating Taskforce Report and Election of Officers
 - a. Chair
 - b. Vice chair

Consent Agenda

3. Approving ICVB Board Meeting Minutes for September 27 and October 22, 2021
4. Reviewing the Hotel Occupancy Tax Collections
5. Accepting the Irving Convention Center Financial Report for September 2021

Individual Consideration

6. Accepting the Irving Convention Center Audit Report for FY 2020-21 – Laura Edwards, Crowe LLC
7. Approving the ICVB Five-Year FY2021-26 Strategic Plan

Board Reports

8. COVID-19/American Rescue Plan Act Update
9. Board Chair Report
 - a. Welcome New/Incoming Board Members
 - b. Acknowledgement of Retiring Board Members
 - c. Schedule of Upcoming Meetings and Activities
 - d. Next Board Meeting – December 13, 2021

AGENDA - Continued

10. Board Committee Reports

- a. Board and Business Development – Bob Bourgeois
 - Next Meeting – December 3, 2021
- b. Community Engagement – Clem Lear
 - Recap of October 12 meeting
 - Next Meeting – TBD
- c. Destination Development – Greg Malcolm
 - Recap of November 9 Meeting
 - Next Meeting – TBD

11. City Reports

- a. Council Liaison – Mayor Pro Tem Kyle Taylor
- b. Mayor & Other Council Members
 - DART/Transportation and Infrastructure – Mayor Rick Stopfer
- c. City Manager – Chris Hillman
 - Visitor Development Updates
 - Toyota Music Factory
 - Other City Updates

12. Bureau Monthly Management Reports

- a. Executive Director – Maura Gast
- b. Sales and Services – Lori Fojtasek
- c. Marketing and Communications – Diana Pfaff
- d. Administration and Finance – Susan Rose
 - Smith Travel Research and AirDNA Monthly Reports

13. Convention Center Management Report – Tom Meehan/Matt Tungett

14. Industry Partner Reports

- a. Hotel Industry Updates – Greg Malcolm, Kim Limon, Nydia Hoskins
- b. Restaurant Industry Update – David Cole

AGENDA - Continued

15. Partner Organization & Stakeholder Reports

- a. DCURD and Irving Flood Control Districts – Dallas Burke
- b. Chamber of Commerce – John Nicks/Beth Bowman
- c. Irving Arts and Culture – Todd Hawkins/Kim Andres
- d. The Las Colinas Association – Hammond Perot
- e. TIF – Michael Randall
- f. University of Dallas – Clare Venegas

CERTIFICATION

I, the undersigned authority, do hereby certify that this notice of meeting was posted on the kiosk at City Hall of the City of Irving, Texas, a place readily accessible to the general public at all times, and said notice was posted by the following date and time:

_____ at _____ and will remain so posted at least 72 hours before said meeting convened.

Deputy Clerk, City Secretary's Office

This meeting can be adjourned and reconvened, if necessary, the following regular business day.

Any item on this posted agenda could be discussed in executive session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and section 551.087 of the Texas Government Code.

A member of the public may address the governing body regarding an item on the agenda either before or during the body's consideration of the item, upon being recognized by the presiding officer or the consent of the body.

This facility is physically accessible and parking spaces for the disabled are available. Accommodations for people with disabilities are available upon request. Requests for accommodations must be made 48 hours prior to the meeting. Contact the City Secretary's Office at 972-721-2493 or Relay Texas at 7-1-1 or 1-800-735-2988.