

**AGENDA**  
**Irving Convention and Visitors Bureau Board of Directors**  
**Executive Committee**  
**Friday, February 21, 2020 at 9:00 AM**  
**Irving Convention Center, First Floor Conference Room**  
**500 W. Las Colinas Blvd.**  
**Irving, Texas 75039**

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

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1. Citizen Comments on Items Listed on the Agenda
2. Accepting ICVB Financial Report for January 2020
3. Reviewing the Hotel Occupancy Tax Results for First Quarter 2019-20
4. Accepting Irving Convention Center Financial Report for January 2020
5. Chairman / Executive Director Reports
  - a. Approving January 24, 2019 Minutes
  - b. Review of February 24, 2020 Board Meeting Agenda  
Hilton Garden Inn DFW South
6. Next meeting – Friday, March 20, 2020

**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 remained so posted at least 72 hours before said meeting convened.

\_\_\_\_\_  
Deputy Clerk, City Secretary's Office

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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 FINANCIAL STATEMENTS

For Period Ending:  
January 31, 2020



02/19/2020 17:54  
mlauda

City of Irving, TX  
YEAR-TO-DATE BUDGET REPORT

P 1  
glytddbud

FOR 2020 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
N1 SALARIES	2,530,519	0	2,530,519	710,914.55	.00	1,819,604.45	28.1%
N2 BENEFITS	679,622	0	679,622	194,246.68	.00	485,375.67	28.6%
N4 SUPPLIES	32,000	6,700	38,700	18,901.89	10,050.00	9,748.11	74.8%
O1 UTILITIES	23,900	0	23,900	5,324.44	.00	18,575.56	22.3%
O3 OUTSIDE SERVICES	3,095,902	162,680	3,258,582	954,374.23	948,493.60	1,355,714.52	58.4%
O4 TRAVEL, TRAIN, DUES	829,903	34,000	863,903	108,131.88	840.00	754,931.12	12.6%
O5 CLAIMS AND INSURANCE	138,045	0	138,045	34,511.25	.00	103,533.75	25.0%
O7 MISCELLANEOUS EXP	1,433,809	0	1,433,809	374,081.22	.00	1,059,727.78	26.1%
P5 TRANSFERS OUT	250,000	314,042	564,042	.00	.00	564,042.00	.0%
GRAND TOTAL	9,013,700	517,422	9,531,123	2,400,486.14	959,383.60	6,171,252.96	35.3%

\*\* END OF REPORT - Generated by Marianne Lauda \*\*



# Check by Entity

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Run by: Marianne Lauda

Entity	Check Date	Check #	Vendor Name	Amount
ICVB				
	1/2/2020	80060921	CUTTS, SUSAN	375.00
	1/2/2020	80060922	DALLAS FORT WORTH AIRPORT MARRIOTT	248.00
	1/2/2020	80060923	OMNI MANDALAY HOTEL	2,960.00
	1/2/2020	80060924	THE HOTEL ASSOCIATION	500.00
	1/2/2020	80060925	ZUMBAUGH, MICHAEL	442.45
	1/9/2020	80060926	AMERICAN COLLEGE OF EMERGENCY PHYSICIANS	190.00
	1/9/2020	80060927	BT HOTEL LAS COLINAS LLC	770.00
	1/9/2020	80060928	DIPIETRO, KATHERINE	34.00
	1/9/2020	80060929	FOJTASEK, LORI	57.21
	1/9/2020	80060930	FOUR SEASONS RESORT & CLUB DALLAS	2,230.00
	1/9/2020	80060931	HYATT PLACE DALLAS/LAS COLINAS	135.00
	1/9/2020	80060932	IRVING - LAS COLINAS ROTARY CLUB	94.00
	1/9/2020	80060933	IRVING ARTS CENTER	35.00
	1/9/2020	80060934	KEYNOTE SPEAKERS CANADA INC	1,107.36
	1/9/2020	80060935	MALONEY STRATEGIC COMMUNICATION INC	205.00
	1/9/2020	80060936	MCKESSON CORPORATION	1,405.00
	1/9/2020	80060937	MEETINGS TODAY	2,000.00
	1/9/2020	80060938	NORTHSTAR TRAVEL MEDIA, LLC	2,000.00
	1/9/2020	80060939	OMNI MANDALAY HOTEL	175.00
	1/9/2020	80060940	SHERATON DFW AIRPORT HOTEL	3,070.00
	1/9/2020	80060941	TEAM MANAGEMENT	500.00
	1/9/2020	80060942	TRIPADVISOR, LLC	1,005.74
	1/9/2020	80060943	TUCKER & ASSOCIATES, LLC	4,000.00
	1/9/2020	80060944	UNIVERSITY SPORTS TOURS LLC	335.00
	1/9/2020	80060945	WFAA-TV INC	1,450.00
	1/16/2020	80060946	AMERICAN EXPRESS TRAVEL RELATED SERVICES	32,396.74
	1/16/2020	80060947	BATTLE OF TEXAS	435.00
	1/16/2020	80060948	BH DFW PROPERTY LP	705.00
	1/16/2020	80060949	CONFERENCE DIRECT	10,400.00
	1/16/2020	80060950	CUTTS, SUSAN	525.00
	1/16/2020	80060951	DOUBLETREE DALLAS DFW AIRPORT	1,555.00
	1/16/2020	80060952	EAUTOFEEDBACK, LLC	2,050.00
	1/16/2020	80060953	FEDERAL EXPRESS CORPORATION	112.05
	1/16/2020	80060954	FOSTER, WENDY	104.39
	1/16/2020	80060955	FOUR SEASONS RESORT & CLUB DALLAS	4,449.00
	1/16/2020	80060956	FOUR SEASONS RESORT & CLUB DALLAS	855.74
	1/16/2020	80060957	GROOM LAKE MEDIA, LLC	18,750.00
	1/16/2020	80060958	HIDDEN VALLEY PROMOTIONS, LLC	2,999.00
	1/16/2020	80060959	LAUDA, MARIANNE	77.18



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Entity	Check Date	Check #	Vendor Name	Amount
	1/16/2020	80060960	LIVE NATION MARKETING INC	74,240.00
	1/16/2020	80060961	MALONEY STRATEGIC COMMUNICATION INC	31,772.30
	1/16/2020	80060962	MANSELL, LORI	123.00
	1/16/2020	80060963	MANSOUR, KAYLA	65.00
	1/16/2020	80060964	MEETINGS TODAY	2,000.00
	1/16/2020	80060965	NORTHSTAR TRAVEL MEDIA, LLC	10,250.00
	1/16/2020	80060966	OMNI MANDALAY HOTEL	180.00
	1/16/2020	80060967	PCMA SERVICES	7,320.00
	1/16/2020	80060968	SALESMANSHIP CLUB OF DALLAS	50.00
	1/16/2020	80060969	SANS INSTITUTE	1,305.00
	1/16/2020	80060970	STR, INC	3,350.00
	1/16/2020	80060971	TRIPADVISOR, LLC	1,039.26
	1/16/2020	80060972	TUCKER & ASSOCIATES, LLC	4,086.87
	1/16/2020	80060973	WHITE, MONTY	46.03
	1/23/2020	80060974	3 FOOLS ON 3 STOOLS / DOC WESSON	1,500.00
	1/23/2020	80060975	BOYER JAUDES, CAROL	76.83
	1/23/2020	80060976	CIVITAS ADVISORS	2,198.82
	1/23/2020	80060977	COWBOYS EXPERIENCE	1,615.00
	1/23/2020	80060978	CUTTS, SUSAN	618.75
	1/23/2020	80060979	DALLAS FORT WORTH AIRPORT MARRIOTT	2,394.00
	1/23/2020	80060980	DFW HUMANE SOCIETY OF IRVING INC	50.00
	1/23/2020	80060981	DOUBLETREE DALLAS DFW AIRPORT	870.00
	1/23/2020	80060982	FOUR SEASONS RESORT & CLUB DALLAS	1,390.00
	1/23/2020	80060983	GALLEGOS, DAVID	300.00
	1/23/2020	80060984	HILTON GARDEN INN DFW AIRPORT SOUTH	755.00
	1/23/2020	80060985	HOLIDAY INN LAS COLINAS	70.00
	1/23/2020	80060986	IRVING - LAS COLINAS ROTARY CLUB	94.00
	1/23/2020	80060987	IRVING CONVENTION CENTER AT LAS COLINAS	7,449.93
	1/23/2020	80060988	LAUDA, MARIANNE	71.67
	1/23/2020	80060989	MANSOUR, KAYLA	71.78
	1/23/2020	80060990	MILLA, MIGUEL	960.00
	1/23/2020	80060991	PROVIDENT GROUP - IRVING PROPERTIES, LLC	3,948.00
	1/23/2020	80060992	ROSE, SUSAN	68.02
	1/23/2020	80060993	SHERATON DFW AIRPORT HOTEL	3,095.00
	1/23/2020	80060994	TEXAS DEPARTMENT OF TRANSPORTATION	6,043.41
	1/23/2020	80060995	VERIZON WIRELESS SERVICES, LLC	596.69
	1/23/2020	80060996	WHITE, MONTY	65.00
	1/30/2020	80060997	ADARA, INC	7,500.00
	1/30/2020	80060998	CVENT INC	54,586.50
	1/30/2020	80060999	DALLAS MARRIOTT LAS COLINAS	1,515.00



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Entity	Check Date	Check #	Vendor Name	Amount
	1/30/2020	80061000	FOUR SEASONS RESORT & CLUB DALLAS	708.00
	1/30/2020	80061001	HILL, DEWAYNE	2,100.00
	1/30/2020	80061002	HILTI, INC.	16,751.00
	1/30/2020	80061003	IRVING CONVENTION CENTER AT LAS COLINAS	25,842.81
	1/30/2020	80061004	PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC	825.12
	1/30/2020	80061005	PROVIDENT GROUP - IRVING PROPERTIES, LLC	1,020.00
	1/30/2020	80061006	SHERATON DFW AIRPORT HOTEL	1,300.00
	1/30/2020	80061007	SIMPLEVIEW WORLDWIDE, INC.	67,393.00
	1/30/2020	80061008	STAPLES	202.46
	1/30/2020	80061009	USA BOWL LLC	224.00
	1/30/2020	80061010	ZURIEL MEREK MUSIC, LLC	500.00
		90		451,335.11





ICVB  
HOTEL OCCUPANCY TAX COLLECTIONS

First Quarter FY 2019-20



**IRVING CONVENTION AND VISITORS BUREAU  
HOTEL OCCUPANCY TAX  
BUDGET / ACTUAL  
2019 - 2020**

	QTR ENDING 12/31/19 ACTUAL
STATE TAX (estimated) - 6%	4,352,335
CITY OF IRVING TAX - 9%	6,528,502
TOTAL ADMINISTRATIVE COST	139,275
<b>CONVENTION &amp; VISITORS BUREAU - 57% OF 5%</b>	2,067,359
Administrative Cost	(82,694)
Remittance Amount	1,984,665
<b>ARTS CENTER - 35.5% of 5% + 1.6M</b>	1,287,566
Administrative Cost	(51,503)
Remittance Amount	1,236,063
<b>MUSEUM - 2.5% of 5%</b>	90,674
Administrative Cost	(3,627)
Remittance Amount	87,047
<b>DOWNTOWN &amp; EVENTS - 1% of 5%</b>	36,269
Administrative Cost	(1,451)
Remittance Amount	34,818
<b>CONVENTION CENTER FUND - 2% of 9%</b> (effective 01/01/00)	1,450,778
<b>DEBT SERVICE - 4% of 5%</b>	145,078
<b>TOTAL</b>	1,595,856
<b>ENTERTAINMENT VENUE - 2% of 9%</b> (effective 04/01/08)	1,450,778
<b>WESTIN IRVING CONVENTION CENTER</b>	336,250
(hotel pays 9% tax (not included in totals above) which is applied to bond payments for headquarter hotel, ICC, and Entertainment Venue )	

**IRVING CONVENTION AND VISITORS BUREAU  
HOTEL OCCUPANCY TAX  
OCTOBER - DECEMBER**

<b>HOTEL</b>	<b>ACTUAL 18-19</b>	<b>ACTUAL 19-20</b>	<b>DIFFERENCE</b>	<b>PERCENT</b>
1 Atrium Hotel and Suites	12,055.27	12,874.59	819.32	6.80%
2 Dallas Marriott Las Colinas	103,439.12	114,028.05	10,588.93	10.24%
3 DFW Airport Hotel & Conf Center	6,317.77	5,418.11	(899.66)	-14.24%
4 DFW Airport Marriott	123,439.34	138,139.76	14,700.42	11.91%
5 Doubletree DFW Airport North	49,246.43	45,379.77	(3,866.66)	-7.85%
6 Embassy Suites - DFW Airport South	88,469.58	83,704.96	(4,764.62)	-5.39%
7 Four Seasons Resort & Club	211,383.09	206,383.32	(4,999.77)	-2.37%
8 Hilton Garden Inn - DFW South	39,574.63	38,576.30	(998.33)	-2.52%
9 Hilton Garden Inn - Las Colinas	38,597.02	39,963.41	1,366.39	3.54%
10 Holiday Inn Las Colinas	21,698.19	24,280.87	2,582.68	11.90%
11 NYLO Dallas/Las Colinas	44,537.76	48,782.17	4,244.41	9.53%
12 Omni Mandalay Hotel at Las Colinas	126,304.99	127,232.37	927.38	0.73%
13 Sheraton Grand Hotel	64,350.55	61,145.05	(3,205.50)	-4.98%
14 Texican Court	1,729.42	29,211.73	27,482.31	1589.11%
15 Westin DFW	127,419.73	98,271.17	(29,148.56)	-22.88%
<b>TOTAL LUXURY &amp; FULL SERVICE</b>	<b>1,058,562.89</b>	<b>1,073,391.63</b>	<b>14,828.74</b>	<b>1.40%</b>

<b>ALL-SUITE / EXTENDED STAY</b>				
1 Best Western - DFW Airport Suites	14,669.44	13,514.29	(1,155.15)	-7.87%
2 Candlewood Suites - Las Colinas	8,744.65	9,621.66	877.01	10.03%
3 Comfort Inn - DFW North	15,158.85	14,490.70	(668.15)	-4.41%
4 Comfort Suites - DFW Airport	15,771.98	14,356.48	(1,415.50)	-8.97%
5 Comfort Suites - Las Colinas	6,437.14	5,543.84	(893.30)	-13.88%
6 Country Inn & Suites - DFW South	10,534.12	11,228.63	694.51	6.59%
7 Element DFW North	24,995.01	24,585.16	(409.85)	-1.64%
8 Extended Stay America	2,621.86	3,973.85	1,351.99	51.57%
9 Extended Stay America - DFW North	4,894.30	5,852.21	957.91	19.57%
10 Extended Stay America - Las Colinas	8,110.47	8,067.08	(43.39)	-0.53%
11 Extended Stay Deluxe	2,911.71	3,768.60	856.89	29.43%
12 Hawthorne Suites - DFW North	9,352.96	9,574.19	221.23	2.37%
13 Hawthorne Suites - DFW South	5,306.55	6,037.85	731.30	13.78%
14 Holiday Inn Express - DFW North	25,877.59	25,649.89	(227.70)	-0.88%
15 Holiday Inn Express - DFW South	21,477.43	23,268.17	1,790.74	8.34%
16 Holiday Inn Express - Las Colinas	19,576.71	20,770.36	1,193.65	6.10%
17 Home Towne Studios	5,683.81	7,146.06	1,462.25	25.73%
18 Home2 Suites - DFW North	24,666.49	26,253.48	1,586.99	6.43%
19 Home2 Suites - DFW South	20,639.24	22,824.09	2,184.85	10.59%
20 Homewood Suites - DFW Airport	19,592.04	19,598.51	6.47	0.03%
21 Homewood Suites - Las Colinas	31,236.46	30,978.20	(258.26)	-0.83%
22 Hyatt House Dallas-Las Colinas	31,711.11	30,947.17	(763.94)	-2.41%
23 Hyatt Place Las Colinas	29,358.27	29,232.95	(125.32)	-0.43%
24 Motel 6 / Studio 6 - DFW East	7,544.06	8,744.98	1,200.92	15.92%
25 Residence Inn - DFW North	9,737.77	19,683.75	9,945.98	102.14%
26 Residence Inn - DFW South	18,165.69	25,344.26	7,178.57	39.52%
27 Residence Inn - Las Colinas	21,255.03	19,899.85	(1,355.18)	-6.38%
28 Springhill Suites	25,242.29	25,715.65	473.36	1.88%
29 Staybridge Suites Las Colinas	21,115.71	22,362.45	1,246.74	5.90%
30 Staybridge Suites North	20,588.58	19,056.13	(1,532.45)	-7.44%
31 Studio 6 - DFW North	263.72	638.87	375.15	142.25%
31 Towneplace Suites - DFW North	n/a	21,740.14	21,740.14	100.00%
32 Towneplace Suites - Las Colinas	21,362.52	19,899.54	(1,462.98)	-6.85%
33 Waterwalk - Las Colinas	3,081.72	8,668.07	5,586.35	181.27%
34 Woodspring Suites Signature	4,761.08	4,631.79	(129.29)	-2.72%
35 Extended Stay Properties*	793.18	1,484.05	690.87	87.10%
<b>TOTAL ALL SUITE / EXTENDED STAY</b>	<b>513,239.54</b>	<b>565,152.95</b>	<b>51,913.41</b>	<b>10.11%</b>

**HOTEL OCCUPANCY TAX**  
**OCT - DEC (page 2)**

<b>HOTEL</b>	<b>ACTUAL 18-19</b>	<b>ACTUAL 19-20</b>	<b>DIFFERENCE</b>	<b>PERCENT</b>
<b>LIMITED SERVICE</b>				
1 Aloft Las Colinas	32,620.22	32,147.04	(473.18)	-1.45%
2 Courtyard by Marriott - DFW North	38,694.65	40,092.77	1,398.12	3.61%
3 Courtyard by Marriott - DFW South	25,941.08	29,029.50	3,088.42	11.91%
4 Courtyard by Marriott - Las Colinas	31,990.38	29,555.06	(2,435.32)	-7.61%
5 Fairfield Inn & Suites	22,559.10	20,460.68	(2,098.42)	-9.30%
6 Fairfield Inn - DFW North	22,231.38	15,421.28	(6,810.10)	-30.63%
7 Fairfield Inn - Las Colinas	22,635.62	18,280.27	(4,355.35)	-19.24%
8 Hampton Inn - Las Colinas	26,725.18	28,494.38	1,769.20	6.62%
9 Jefferson Street Bed & Breakfast	103.54	40.76	(62.78)	-60.63%
10 La Quinta Inn & Suites - Las Colinas	16,099.95	14,445.15	(1,654.80)	-10.28%
11 La Quinta Inn & Suites - DFW South	23,312.22	17,754.35	(5,557.87)	-23.84%
12 La Quinta Inn & Suites - DFW North	23,998.15	25,223.78	1,225.63	5.11%
13 Wingate Inn - DFW North	8,700.94	7,837.91	(863.03)	-9.92%
14 Wingate Inn - Las Colinas	16,430.53	16,135.81	(294.72)	-1.79%
<b>TOTAL LIMITED SERVICE</b>	<b>312,042.94</b>	<b>294,918.74</b>	<b>(17,124.20)</b>	<b>-5.49%</b>

<b>BUDGET</b>				
1 America's Best Value Inn	4,445.10	6,318.39	1,873.29	42.14%
2 Arya Inn & Suites	1,698.89	2,544.72	845.83	49.79%
3 Best Western Irving Inn & Suites	15,081.65	14,360.80	(720.85)	-4.78%
4 Budget Inn	1,496.98	3,155.16	1,658.18	110.77%
5 Budget Inn & Suites	630.88	477.80	(153.08)	-24.26%
6 Budget Lodge of Irving (renovating)	1,782.05	n/a	(1,782.05)	-100.00%
7 Budget Suites of America - Las Colinas	1,975.19	1,621.71	(353.48)	-17.90%
8 Clarion Inn & Suites	10,148.46	9,671.01	(477.45)	-4.70%
9 Crossroads Hotel	2,952.49	4,792.12	1,839.63	62.31%
10 Days Inn	10,518.52	9,888.55	(629.97)	-5.99%
11 Days Inn - DFW North	10,698.73	11,272.12	573.39	5.36%
12 Delux Inn	1,881.42	1,852.77	(28.65)	-1.52%
13 Delux Suites	560.11	642.31	82.20	14.68%
14 Gateway Suites	1,756.63	1,648.44	(108.19)	-6.16%
15 Motel 6 - Dallas / Irving	9,026.47	8,508.71	(517.76)	-5.74%
16 Motel 6 - DFW North	7,856.34	6,593.38	(1,262.96)	-16.08%
17 Motel 6 - DFW South	3,379.25	3,145.41	(233.84)	-6.92%
18 Quality Inn & Suites - DFW Airport	16,222.71	13,897.87	(2,324.84)	-14.33%
19 Quality Inn & Suites - DFW South	9,830.91	9,417.23	(413.68)	-4.21%
20 Red Roof Inn - DFW North	14,746.21	10,228.62	(4,517.59)	-30.64%
21 Super 8 Motel - DFW North	8,493.42	11,483.41	2,989.99	35.20%
22 Super 8 Motel - DFW South	4,917.13	2,375.19	(2,541.94)	-51.70%
<b>TOTAL BUDGET</b>	<b>140,099.54</b>	<b>133,895.72</b>	<b>(6,203.82)</b>	<b>-4.43%</b>

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>DIFFERENCE</b>	<b>PERCENT</b>
<b>GRAND TOTAL</b>	<b>2,023,944.91</b>	<b>2,067,359.04</b>	<b>43,414.13</b>	<b>2.15%</b>

	<b>BUDGET</b>	<b>ACTUAL</b>	<b>DIFFERENCE</b>	<b>PERCENT</b>
<b>1ST QUARTER</b>	<b>2,021,096.00</b>	<b>2,067,359.04</b>	<b>46,263.04</b>	<b>2.29%</b>

\*Amli at Escena; National Corporate Housing; The Wild Wild West; 555 Vacations; Sijia Zhao

**IRVING CONVENTION AND VISITORS BUREAU  
HOTEL OCCUPANCY TAX  
2019 - 2020 BUDGET**

<b>BUDGET VS ACTUAL</b>	<b>BUDGET 18-19</b>	<b>ACTUAL 19-20</b>	<b>DIFFERENCE</b>	<b>%</b>
1ST QUARTER OCT - DEC 2018	2,021,096	2,067,359	46,263	2.29%
2ND QUARTER JAN - MAR 2019	2,203,207	0	(2,203,207)	-100.00%
3RD QUARTER APR - JUN 2019	2,248,820	0	(2,248,820)	-100.00%
4TH QUARTER JUL - SEP 2019	2,071,476	0	(2,071,476)	-100.00%
<b>YTD TOTALS</b>	<b>8,544,599</b>	<b>2,067,359</b>	<b>(6,477,240)</b>	<b>-75.81%</b>

<b>PRIOR YEAR VS CURRENT YEAR</b>	<b>ACTUAL 18-19</b>	<b>ACTUAL 19-20</b>	<b>DIFFERENCE</b>	<b>%</b>
1ST QUARTER OCT - DEC	2,023,945	2,067,359	43,414	2.15%
2ND QUARTER JAN - MAR	0	0	0	0.00%
3RD QUARTER APR - JUN	0	0	0	0.00%
4TH QUARTER JUL - SEP	0	0	0	0.00%
<b>YTD TOTALS</b>	<b>2,023,945</b>	<b>2,067,359</b>	<b>43,414</b>	<b>2.15%</b>



Date Distributed: February 17, 2020

# Monthly Financial Summary

For Period Ending January 31, 2020

IRVING CONVENTION CENTER  
Monthly Financial Reports  
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Period Ending  
January 31, 2020

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	October	November	December	January	February	March	April	May	June	July	August	September	Total		
Event Income															
Direct Event Income															
Rental Income	183,185	77,985	38,650	80,100	104,950	151,469	210,425	140,870	38,500	102,641	157,800	120,000	1,406,574		
Service Income	77,389	12,540	19,135	49,059	50,750	56,750	57,050	78,750	40,000	31,500	31,500	32,750	537,173		
Service Expenses	(133,229)	(35,838)	(35,116)	(106,040)	(90,000)	(85,000)	(90,000)	(80,000)	(80,000)	(75,000)	(75,000)	(80,000)	(965,223)		
Total Direct Event Income	127,345	54,687	22,669	23,119	65,700	123,219	177,475	139,620	(1,500)	59,141	114,300	72,750	978,524		
Ancillary Income															
F & B Concessions	24,866	6,231	10,154	12,039	2,750	24,000	20,000	16,000	13,000	5,000	9,000	16,000	159,040		
F & B Catering	605,052	150,709	235,426	794,222	450,990	208,302	275,898	359,374	365,063	114,000	133,760	215,460	3,908,256		
Parking: Self Parking	46,410	12,908	13,104	21,671	30,176	31,345	21,279	24,190	20,172	10,250	5,330	20,500	257,335		
Electrical Services	12,365	4,750	5,220	6,790	12,000	26,000	16,000	13,000	11,000	5,000	9,000	17,000	138,125		
Audio Visual	347	(0)	(896)	997	-	-	-	-	-	-	-	-	448		
Internet Services	-	(595)	-	350	1,000	2,200	3,100	500	1,500	150	2,000	2,500	12,705		
Total Ancillary Income	689,040	174,003	263,008	836,069	496,916	291,847	336,277	413,064	410,735	134,400	159,090	271,460	4,475,910		
Total Event Income	816,385	228,690	285,677	859,188	562,616	415,065	513,752	552,684	409,235	193,541	273,390	344,210	5,454,434		
Other Operating Income	95,000	26,741	24,454	97,002	50,000	40,000	55,000	45,000	55,000	35,000	40,000	65,000	628,197		
ICVB Operating Subsidy			348,000			350,000			348,750			348,250	1,395,000		
Adjusted Gross Income	911,385	255,431	658,131	956,190	612,616	805,065	568,752	597,684	812,985	228,541	313,390	757,460	7,477,631		
Operating Expenses															
Employee Salaries and Wages	233,091	208,787	217,242	226,057	242,888	243,370	243,370	243,370	242,888	242,888	242,888	242,893	2,829,731		
Benefits	70,845	68,953	59,915	67,392	74,509	74,509	74,509	74,509	74,509	74,509	74,509	188,518	977,186		
Less: Event Labor Allocations	(30,233)	(5,970)	(13,934)	(19,415)	(49,730)	(49,730)	(49,730)	(49,730)	(49,730)	(49,730)	(49,730)	(49,730)	(467,392)		
Net Employee Wages and Benefits	273,703	271,770	263,223	274,034	267,667	268,149	268,149	268,149	267,667	267,667	267,667	381,681	3,339,525		
Contracted Services	56,602	52,476	61,359	57,942	62,097	62,097	62,097	62,097	62,097	62,097	62,097	62,097	725,158		
General and Administrative	91,072	29,306	36,616	98,275	43,023	74,722	57,701	35,031	46,041	60,796	42,726	130,397	745,703		
Operations	65,204	40,269	31,883	40,909	49,134	49,134	49,134	49,134	49,134	49,134	49,134	48,324	570,528		
Repair & Maintenance	63,829	34,962	41,317	44,162	46,808	51,808	51,808	46,808	46,808	58,808	46,808	47,312	581,237		
Supplies	10,646	31,569	11,001	21,278	17,849	17,099	17,099	17,849	17,099	30,432	30,682	30,909	253,515		
Insurance	23,137	8,501	6,489	7,544	10,203	10,203	10,203	10,203	10,203	10,203	10,203	10,203	127,295		
Utilities	48,248	39,696	38,576	43,396	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	529,915		
Other	6	-	34	-	208	208	208	208	208	208	208	212	1,708		
ASM Global Management Fees	67,946	29,543	36,621	83,042	36,323	36,323	36,323	36,323	36,323	36,323	33,682	13,823	482,595		
Total Operating Expenses	700,393	538,092	527,119	670,582	578,312	614,743	597,722	570,802	580,580	620,668	588,207	769,958	7,357,179		
Net Income (Loss) From Operations	210,992	(282,661)	131,012	285,608	34,304	190,322	(28,970)	26,882	232,405	(392,127)	(274,817)	(12,498)	120,452	(1,395,000)	(1,274,548)

Budget Forecast Comparison by Month

(35,141)	(11,028)	22,219	120,452										
355,094	(45,974)	(149,927)	(98,439)	(13,378)	(5,753)	(11,877)	3,100	10,562	33,041	143,191	314,010		

IRVING CONVENTION CENTER/SMG  
Financial Statements Monthly Highlights  
For the Month Ending January 31, 2020

	Current Actual	Current Budget	Variance	Prior Year Actual
Attendance	19,772	8,700	11,072	17,781
Events	25	9	16	22
Event Days	44	21	23	40
Direct Event Income	23,118	43,500	(20,382)	9,870
Ancillary Income	836,069	474,044	362,025	432,065
Total Event Income	859,187	517,544	341,643	441,935
Other Operating Income	97,002	70,000	27,002	76,444
Adjusted Gross Income	956,189	587,544	368,645	518,379
Indirect Expenses	(670,582)	(549,676)	(120,906)	(553,071)
Net Income (Loss) From Operations	285,607	37,868	247,739	(34,692)

IRVING CONVENTION CENTER/SMG  
Financial Statements Year to Date Highlights  
For the Four Months Ending January 31, 2020

	Year to Date Actual	Year to Date Budget	Variance	Prior YTD Actual
Attendance	64,725	58,392	6,333	72,879
Events	89	71	18	79
Event Days	146	123	23	121
Direct Event Income	227,826	297,920	(70,094)	131,471
Ancillary Income	1,962,122	1,241,770	720,352	1,373,793
Total Event Income	2,189,948	1,539,690	650,258	1,505,264
Other Operating Income	243,193	245,000	(1,807)	156,677
Adjusted Gross Income	2,433,141	1,784,690	648,451	1,661,941
Indirect Expenses	(2,436,195)	(2,211,332)	(224,863)	(2,239,575)
Net Income (Loss) From Operations	(3,054)	(426,642)	423,588	(577,634)

IRVING CONVENTION CENTER/SMG

Balance Sheet

January 31, 2020

**ASSETS**

**Current Assets**

Cash	\$	1,158,223
Accounts Receivable		1,218,763
Prepaid Assets		53,043
Inventory		81,243

Total Current Assets 2,511,272

**Total Assets** \$ **2,511,272**

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	\$	778,908
Accrued Expenses		381,884
Deferred Income		0
Advance Ticket Sales/Deposits		1,005,534
Other Current Liabilities		0

Total Current Liabilities 2,166,326

**Long-Term Liabilities**

Long Term Liabilites		0
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Total Long-Term Liabilities 0

Total Liabilities 2,166,326

**Equity**

Net Funds Received	11,550,786
Retained Earnings	(11,202,786)
Net Income (Loss)	(3,054)

Total Equity 344,946

**Total Liabilities & Equity** \$ **2,511,272**

**IRVING CONVENTION CENTER/SMG**  
**Income Statement**  
For the Four Months Ending January 31, 2020

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
<b>EVENT INCOME</b>							
Direct Event Income							
Rental Income	80,100	80,375	(275)	379,920	402,245	(22,325)	315,409
Service Revenue	49,059	18,125	30,934	158,121	125,675	32,446	159,742
Service Expenses	(106,041)	(55,000)	(51,041)	(310,215)	(230,000)	(80,215)	(343,680)
Total Direct Event In	23,118	43,500	(20,382)	227,826	297,920	(70,094)	131,471
Ancillary Income							
F & B Concessions	12,039	11,000	1,039	53,293	55,500	(2,207)	58,583
F & B Catering	794,222	415,540	378,682	1,785,407	1,049,919	735,488	1,205,178
Parking	21,671	26,404	(4,733)	94,096	87,601	6,495	70,230
Electrical Services	6,790	21,000	(14,210)	29,125	46,000	(16,875)	39,089
Audio Visual	997	0	997	446	0	446	33
Internet Services	350	100	250	(245)	2,750	(2,995)	680
Total Ancillary Inco	836,069	474,044	362,025	1,962,122	1,241,770	720,352	1,373,793
Total Event Income	859,187	517,544	341,643	2,189,948	1,539,690	650,258	1,505,264
<b>OTHER OPERATING INCOME</b>							
Other Income	97,002	70,000	27,002	243,193	245,000	(1,807)	156,677
Total Other Operatin	97,002	70,000	27,002	243,193	245,000	(1,807)	156,677
Adjusted Gross Inco	956,189	587,544	368,645	2,433,141	1,784,690	648,451	1,661,941
<b>INDIRECT EXPENSES</b>							
Salaries & Wages	226,057	226,745	688	885,177	906,980	21,803	966,441
Payroll Taxes & Ben	67,392	68,840	1,448	267,102	275,360	8,258	249,038
Labor Allocations to	(19,415)	(49,730)	(30,315)	(69,552)	(198,920)	(129,368)	(246,606)
Net Salaries and Ben	274,034	245,855	(28,179)	1,082,727	983,420	(99,307)	968,873
Contracted Services	57,942	62,090	4,148	228,380	248,360	19,980	260,067
General and Adminis	98,275	42,209	(56,066)	255,275	180,214	(75,061)	161,931
Operating	40,909	45,751	4,842	178,268	183,004	4,736	192,563
Repairs & Maintenanc	44,162	46,808	2,646	184,270	187,232	2,962	195,954
Operational Supplies	21,278	17,099	(4,179)	74,495	69,646	(4,849)	76,919
Insurance	7,544	8,333	789	45,671	33,332	(12,339)	25,583
Utilities	43,396	45,208	1,812	169,957	180,832	10,875	172,321
SMG Management F	83,042	36,323	(46,719)	217,152	145,292	(71,860)	185,364
Total Indirect Expens	670,582	549,676	(120,906)	2,436,195	2,211,332	(224,863)	2,239,575

An ASM Global Managed Facility

IRVING CONVENTION CENTER/SMG  
Income Statement  
For the Four Months Ending January 31, 2020

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
Net Income (Loss)	285,607	37,868	247,739	(3,054)	(426,642)	423,588	(577,634)

IRVING CONVENTION CENTER/SMG  
Year Over Year Income Comparison  
For the Four Months Ending January 31, 2020

	Current Month Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	80,100	63,975	105,725	102,020	111,770	139,938
F & B Concessions	12,039	14,907	12,586	11,689	15,041	8,658
F & B Catering	794,222	384,540	275,097	135,973	324,528	294,396
Total Event Income	859,188	441,935	393,723	241,664	448,927	484,630
Total Indirect Expenses	670,582	553,071	546,441	436,205	432,392	454,954

	Year to Date Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	379,920	315,409	298,706	254,661	368,712	406,821
F & B Concessions	53,293	58,583	53,324	48,963	62,417	59,525
F & B Catering	1,785,407	1,205,178	1,352,807	1,148,212	1,155,336	1,029,644
Total Event Income	2,189,948	1,505,264	1,716,696	1,433,791	1,633,713	1,561,864
Total Indirect Expenses	2,436,195	2,239,575	2,228,243	1,945,177	1,788,539	1,747,877

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Banquets  
For the Four Months Ending January 31, 2020

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	3,350	1,600	10,355	7,850
Events	5	2	20	17
Event Days	5	2	22	19
Direct Event Income				
Rental Income	3,800	3,400	19,135	14,450
Service Revenue	2,350	750	6,723	2,250
Service Expenses	(5,686)	0	(23,455)	0
Total Direct Event Income	464	4,150	2,403	16,700
Ancillary Income				
F & B Concessions	17	0	1	0
F & B Catering	179,415	34,200	443,639	195,280
Parking	(156)	0	1,928	2,665
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	0	0
Audio Visual	0	0	100	0
Internet Services	0	0	0	0
Total Ancillary Income	179,276	34,200	445,668	197,945
Total Event Income	179,740	38,350	448,071	214,645



IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Consumer / Public Shows  
For the Four Months Ending January 31, 2020

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	4,900	2,000	12,256	18,650
Events	2	1	7	7
Event Days	5	2	15	15
Direct Event Income				
Rental Income	30,500	9,500	94,400	75,050
Service Revenue	1,545	375	32,221	2,675
Service Expenses	(16,044)	0	(56,518)	0
Total Direct Event Income	16,001	9,875	70,103	77,725
Ancillary Income				
F & B Concessions	4,059	0	20,212	14,000
F & B Catering	20,584	0	32,512	11,280
Parking	9,587	1,640	41,811	27,470
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	6,140	0	12,620	0
Audio Visual	0	0	0	0
Internet Services	350	0	350	0
Total Ancillary Income	40,720	1,640	107,505	52,750
Total Event Income	56,721	11,515	177,608	130,475

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Meetings  
For the Four Months Ending January 31, 2020

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	9,090	3,100	26,079	15,580
Events	15	5	42	32
Event Days	29	13	76	57
Direct Event Income				
Rental Income	27,800	12,475	104,225	113,675
Service Revenue	42,717	2,000	90,600	4,000
Service Expenses	(73,451)	0	(165,983)	0
Total Direct Event Income	(2,934)	14,475	28,842	117,675
Ancillary Income				
F & B Concessions	2,523	0	2,613	1,500
F & B Catering	574,396	228,340	1,187,566	596,192
Parking	3,725	2,214	17,229	9,906
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	650	0	12,610	0
Audio Visual	997	0	346	0
Internet Services	0	0	0	0
Total Ancillary Income	582,291	230,554	1,220,364	607,598
Total Event Income	579,357	245,029	1,249,206	725,273

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Sporting Event  
For the Four Months Ending January 31, 2020

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	2,400	2,000	6,020	5,100
Events	1	1	3	3
Event Days	3	4	6	10
Direct Event Income				
Rental Income	18,000	18,000	41,190	35,150
Service Revenue	2,447	0	6,833	0
Service Expenses	(10,860)	0	(18,735)	0
Total Direct Event Income	9,587	18,000	29,288	35,150
Ancillary Income				
F & B Concessions	5,349	4,000	15,876	7,000
F & B Catering	19,255	10,500	18,317	10,500
Parking	8,515	8,200	14,512	9,430
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	(595)	0
Total Ancillary Income	33,119	22,700	48,110	26,930
Total Event Income	42,706	40,700	77,398	62,080

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: ICVB  
For the Four Months Ending January 31, 2020

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	32	0	406	112
Events	2	0	10	5
Event Days	2	0	10	5
Direct Event Income				
Rental Income	0	0	0	0
Service Revenue	0	0	0	0
Service Expenses	0	0	(367)	0
Total Direct Event Income	0	0	(367)	0
Ancillary Income				
F & B Concessions	0	0	(123)	0
F & B Catering	572	0	6,667	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	572	0	6,544	0
Total Event Income	572	0	6,177	0

**MINUTES**  
**IRVING CONVENTION AND VISITORS BUREAU**  
**BOARD OF DIRECTORS – EXECUTIVE COMMITTEE MEETING**  
**IRVING CONVENTION CENTER**  
**JANUARY 24, 2020**

Attendance: Rick Lindsey – Board Chair; Karen Cooperstein – Board Vice Chair, Bob Bourgeois, David Cole, Debbi Haacke, Clem Lear, Greg Malcolm – Committee Members; Bob Bettis - Board members; Tom Meehan, Vernis Pedraza, and Matt Tungett – SMG/ICC; Maura Gast, Carol Boyer, Marianne Lauda, and Susan Rose - ICVB; Mayor Pro Tem Oscar Ward and Councilman Al Zapanta – Guests.

Board Chair Rick Lindsey called the meeting to order at 9:00 a.m. and inquired if there were any citizens present that would like to make a comment on any subject on the agenda. There were none.

General Manager Tom Meehan

November 2019 ICC financial report:

- November ended \$5,644 better than budget for the month and \$122,106 for the year
- Income Statement shows F&B Catering is up slightly at \$150,709
- Rental Income was \$77,985 for the month
- Expenses show a savings of over \$5,000.00 for the month
- The Forecast Report: Discussion on Jehovah Witness group cut in number of events this year with three events in July. The ICC sales team is working to fill the other dates they previously held.

ICC December 2019 financial report:

- December shows \$33,745 better than budget for the month and \$175,850 year-to-date
- Rental Income was down slightly at -\$45.00.
- F&B Catering finished the month with \$235,426 in revenue, up \$49,720 from budget.
- Adjusted Gross Income was \$36,980 better than budget for the month and \$279,803 year-to-date
- December was a good month with several large holiday parties, in spite of one very large party from the previous year not returning.
- Expenses are in-line and \$16,765 better than budget.
- Year-Over-Year Income Comparison report shows Rental Income and F&B Catering are both up from the prior year.
- Total Event Income shows \$1,330,756 year-to-date which is up significantly from the prior year
- Expenses are up - the building is entering its 10<sup>th</sup> year in operation and repairs and maintenance are a factor in expenses.
- The Forecast is conservative and shows what was on the books when the budget was developed and does not include any additional business booked after that time.
- The report reflects a solid start to the year and shows \$22,219 better than budget after only three months into the fiscal year. Executive Director Maura Gast added the numbers are usually in the positive by July or August of most years so this is shaping up to be a good year.

Lindsey requested a motion to accept the Irving Convention Center Financial Report for November 2019 and December 2019. On a motion from Lear and a second from Haacke, the motion was unanimously approved.

Director of Accounting Marianne Lauda

October through December 2019 ICVB financial reports:

- Formatting of the new report was discussed, and it was noted the format for the reports is temporary while the new City accounting system (Munis) is still being tweaked and implemented.
- Accounting Director Marianne Lauda is working with the City on formatting of reports and it may look different for the next few months. Some of the changes and pointed out normally the General Operating Fund is presented, but in Munis the report is broken down by each department so far.
- There is no monthly expenditure column and this report is cumulative for October through December 2019.
- Financials have not been presented to City Council to date because the format has not been rectified, as well as the Check Register.
- Account descriptions are noted by department and larger accounts will be noted and explained as needed in future reports.
- The Irving Convention Center CIP account is the maintenance fund for the Convention Center.
- The Original Budget and Revised Budget columns, as well as the % Used column were explained.

Check Register highlights for October through December 2019:

- The format for this report will change as well and descriptions for each item are being developed.
- Check #80060714 - Four Seasons for \$21,616: Twelve Business Incentive Development program payments
- Check #80060717 - Irving Convention Center for \$310,577.93: Capital Improvement Program payment
- Check #80060770 - Texas Hotel & Lodging Association for \$47,720: Annual marketing and contract services payment
- Check #80060888 - Irving Convention Center for \$10,309: CIP payment
- Check #80060889 - Irving Convention Center for \$89,007: Prior year ASM management fee
- Check #80060905 - Irving Convention Center for \$7,375.89: IT support and Catering
- Check #80060906 - Irving Convention Center for \$12,754.00: Another CIP payment
- Check #80060907 - Irving Convention Center for \$348,000: First subsidy payment for the year
- Lauda expressed her appreciation for the Committee's patience on waiting for financial reports and she commented they are making great strides in formatting the new reports.
- The City's new Human Resources module software has begun its planning for implementation and scheduled to roll that out by January 2021.

Lindsey requested a motion to accept the ICVB financials for October, November and December 2019. On a motion from Lear and a second from Board member Greg Malcolm, the motion was unanimously approved.

With no changes and no further discussion, Lindsey requested a motion to approve the Executive Committee meeting minutes from December 13, 2019. Haacke made a motion to approve; with a second from Board Vice Chair Karen Cooperstein, the motion was unanimously approved.

Chairman/Executive Director Reports:

- Lindsey reviewed the ICVB Board of Directors meeting agenda for January 27
  - Action items on the agenda include:
  - Approving Board & Business Development Committee Recommendations for Bylaws Amendments
  - Two High Spirited Citizen nominations
  - Salesmanship Club report was added back to the agenda; if available a representative will attend.
  - Karin Riley has resigned from University of Dallas. New UD President, Dr. Thomas Hibbs will appoint someone from his staff to attend Board meetings.

Mayor Pro Tem Oscar Ward gave a brief City Council update:

- Hot topics on next week's City Council meeting: Bond election, rental registration for single family homes, duplexes and tri-plex. Gast explained the difference in long-term and short-term rentals and noted confusion is arising between the two topics and they are two separate items.
- City Attorney's office believes the City Ordinance is clear on short-term rentals regarding hotel tax; discussion is needed around the best approach to collection. Based on the AirDNA reports, \$200,000 a year is not being reported.
- Ward reminded the Committee of the opening ceremony for the Jack D. Huffman Community Building on Wednesday, January 29 at 9:00 a.m.

Ward had suggested that Dr. Elba Garcia, Dallas County Commissioner for District 4, be invited to attend and give a report at a future ICVB Board meeting, possibly on a quarterly basis.

Councilman Al Zapanta reported J.J. Koch, Dallas County Commissioners Court, is the newest member of Dallas County suggested inviting him to give a report at the ICVB Board meetings as well since his district also includes Irving. Koch is open and positive and looking to be involved in the community. Gast to extend an invitation to both Commissioners.

Lindsey noted the next Executive Committee meeting will be held on February 21 and adjourned the meeting at 9:40 a.m.

Respectfully submitted,



Maura Allen Gast, FCDME  
Executive Director





**AGENDA**  
**Irving Convention and Visitors Bureau Board of Directors**  
**Monday, February 24, 2020 at 11:45 AM**  
**Hilton Garden Inn DFW South – Camellia/Orchid Rooms**  
**2001 Valley View Lane**  
**Irving, Texas 75061**

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

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**1. Citizen Comments on Items Listed on the Agenda**

**Consent Agenda**

- 2. Approving ICVB Board Minutes for January 27, 2020**
- 3. Accepting the Irving Convention Center Financial Report for January 2020**
- 4. Accepting the ICVB Financial Report for January 2020**
- 5. Reviewing the Hotel Occupancy Tax Results for First Quarter 2019-20**

**Presentation**

- 6. Live Nation – Toyota Music Factory Economic Impact Analysis – Mike Riley**

**Reports**

- 7. Board Chair Report**
  - a. Service Award Recognition**
    - Connie Gifford-Herrington – Convention Services Associate
    - Pat Nicks – Convention Services Associate
    - Carol Stoddard – Marketing Communications Coordinator
  - b. Schedule of Upcoming Meetings and Activities**
    - Next Executive Committee Meeting – March 20, 2020
    - Next Board Meeting – March 23, 2020
    - Recap of Industry Hospitality Annual Meeting
    - Religious Conference Management Association (RCMA) Recap
- 8. Board Committee Reports**
  - Board & Business Development – Debbi Haacke
    - Next Meeting – March 13, 2020
  - Community Engagement – Bob Bourgeois
    - Next Meeting – April 14, 2020
  - Destination Development – Greg Malcolm
    - Recap of February 11, 2020 Meeting
    - Next Meeting – May 5, 2020

## **AGENDA - Continued**

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### **9. City Reports**

- Council Liaison – Councilman John Danish
- Mayor & Other Council Members
- City Manager – Chris Hillman
  - Visitor Development Updates
  - Toyota Music Factory
  - Other City Updates

### **10. Bureau Monthly Management Reports**

- Executive Director – Maura Gast
- Sales and Services – Lori Fojtasek
  - RCMA Recap
- Marketing and Communications – Diana Pfaff
- Finance and Administration – Susan Rose
  - Smith Travel Research and AirDNA Monthly Reports
  - Volunteer Visitor Information Center Update – Carol Boyer

### **11. Convention Center Management Report – Tom Meehan/Matt Tungett**

### **12. Industry Partner Reports**

- a. The Pavilion at the Music Factory/Live Nation Report – Mike Riley
- b. Hotel Industry Updates – Greg Malcolm, Dirk Burghartz, Kim Limon
- c. Restaurant Industry Update – David Cole

### **13. Partner Organization & Stakeholder Reports**

- a. DART/Transportation and Infrastructure - Mayor Rick Stopfer
- b. DCURD and Irving Flood Control Districts – Jacky Knox
- c. Chamber of Commerce – David Pfaff/Beth Bowman
- d. Irving Arts and Culture – Todd Hawkins/Kim Andres
- e. Salesmanship Club – Jon Drago
- f. The Las Colinas Association – Hammond Perot
- g. TIF – Michael Randall
- h. University of Dallas – Jason Wu Trujillo

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

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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.