

## **MINUTES – BOARD AND BUSINESS DEVELOPMENT COMMITTEE**

### **IRVING CONVENTION CENTER**

**Friday, June 11, 2021**

Those in attendance: Committee Chair Bob Bourgeois, Committee Vice Chair Richard Stewart, Jr; Board Chair Karen Cooperstein; Board Vice Chair David Cole; Rick Lindsey, Sam Reed – Board Members; Maura Gast, Susan Rose, and Brenda Lopez – ICVB Staff; Tom Meehan – ICC Staff; Mayor Pro Tem and Council Liaison Kyle Taylor, Herb Gears – Guest.

Committee Chair Bob Bourgeois called the meeting to order at 9:06 a.m.

Bourgeois asked for any citizen comments and there were none.

Discussion was held on the Board Applicant Recruitment Process and Formalizing Board Officer Nomination Process. Executive Director Maura Gast discussed with the City Attorney's office the best way to formalize the officer nominations process. It was agreed that the best way for this to be accomplished would be by the Board Chair creating a three-person task force each year. The task force would receive and discuss nominations. The task force would bring the nominations to the September or October meeting, in time for action at the November Board Meeting. The Chair will issue a call for nominations in July or August. The nominations would be turned into the Board Chair. Gast recommended that we proceed with the proposed process this year and bylaws could be revised in the future if needed.

Further discussion was held regarding the responsibilities of the Board Chair position. The biggest demand on the Chair and Vice Chair is time to attend all Board Meetings, Committee Meetings, and various community engagements. Also, being at City Council Meetings or Work Sessions when there is something impacting the ICVB on the agenda. The document will be incorporated into the Board Orientation.

**ACTION ITEM:** A date will be set to call for interest at the July Board meeting to notify Board Chair Karen Cooperstein. The task force will be announced by Cooperstein at the July Board meeting.

Gast gave an update on the legislative session. The Texas Tourism office did receive its full funding. This is a top priority for the Texas Travel Alliance and the Texas Hotel & Lodging Association. Thus far, the outcome has been mostly good, but there may still be a special session. Tentative dates have been proposed for the Strategic Plan retreat, a half day on July 29 and a full day on the 30<sup>th</sup>. An outside facilitator may be brought in to facilitate discussions. The retreat will establish the plan for the next three years - what the Board's primary responsibilities will be, how the Committees will focus themselves and what is needed from staff to support the Board's plan. The Board will be given a survey to complete before the Strategic Plan retreat.

Tom Meehan discussed the Related Party Transaction Policy for the Irving Convention Center. This came as a recommendation from the Convention Center Audit. The document is included in the Board meeting packet and is part of the SMG/ASM Global hiring packet. The document states that business cannot be conducted with companies with a related party and describes and gives examples of related parties. This

is part of the Business Conduct Policy. There was consensus from the Board to move this policy as an individual item for consideration on the June Board Meeting agenda.

Meehan reviewed the Debt Management & Bad Debt Write-off Policy and the amount of bad debt write-off in the past 10 years. There have been about 4 events that totaled approximately \$40,000 the convention center could not collect. Every building handles this policy differently; the policy presented only pertains to the Irving Convention Center. There are many structures in place regarding event payment and it can be handled differently according to the type of event. Any time there is an adjustment or a bad debt, a form needs to be filled out and requires three signatures. Meehan must sign the form in order for it to be approved. Each year, a line is entered in the budget planning process for any bad debt write-offs. Gast also receives the 30, 60 and 90 day aging reports and meets with Meehan to discuss. There was consensus from the Board to move this policy as an individual item for consideration on the June Board Meeting agenda.

The Board Portal was discussed and will be taken off the discussion agenda and will be revisited next year.

Bourgeois asked for a motion to approve the March 12, 2021, minutes. On a motion from Committee Vice Chair Richard Stewart, Jr. and a second from Board member Rick Lindsey, the motion was unanimously approved.

Bourgeois will not attend the June Executive Committee Meeting and Board Meeting.

Bourgeois adjourned the meeting at 10:02 a.m.

Respectfully submitted,

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

Maura Allen Gast, FCDME  
Executive Director