

AGENDA
Irving Convention and Visitors Bureau Board of Directors
Executive Committee
Friday, November 15, 2019 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 Board of Directors may be present at this committee meeting.

1. Citizen Comments on Items Listed on the Agenda
2. Accepting Irving Convention Center Financial Report for September 2019
3. Accepting the Irving Convention Center Audit Results for FY 2018-19
4. Approving Budget Adjustment Transfer Achieved from Convention Center FY 2018-19 Operational Savings to the Convention Center Reserve/Capital Projects Fund
5. Reviewing the Hotel Occupancy Tax Results for Fourth Quarter FY 2018-19
6. Munis Impact on Audit and Financial Reporting
7. Chairman / Executive Director Reports
 - a. Approving September 20, 2019 Minutes
 - b. Review of November 18, 2019 Board Meeting Agenda
 - c. 2019-20 Performance Priorities and Weightings for ICVB Executive Director
8. Next meeting – Friday, December 13, 2019

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

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

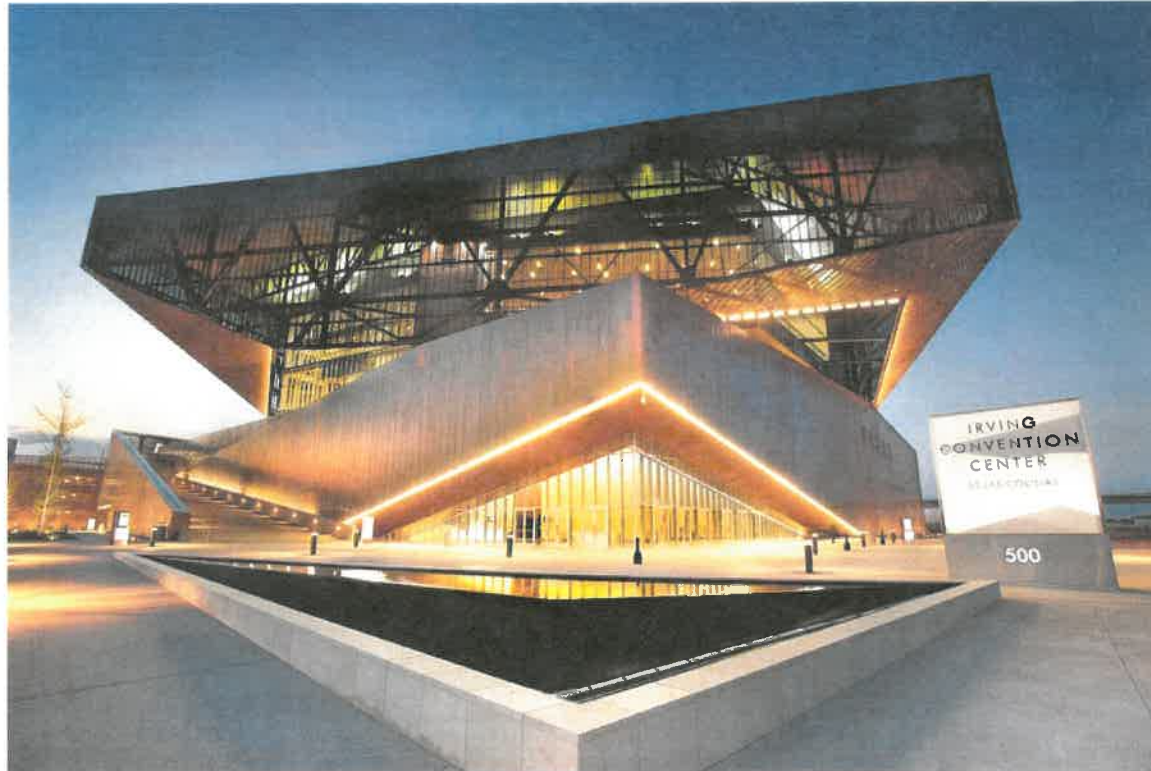
Any item on this posted agenda could be discussed in executive session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and section 551.087 of the Texas Government Code.

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.



IRVING CONVENTION CENTER
AT LAS COLINAS



Date Distributed: November 12, 2019

Monthly Financial Summary

For Period Ending September 30, 2019

IRVING CONVENTION CENTER
Monthly Financial Reports
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Period Ending
September 30, 2019

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	October	November	December	January	February	March	April	May	June	July	August	September	Total	
Event Income														
Direct Event Income														
Rental Income	149,333	68,131	33,970	63,975	124,800	158,913	182,875	120,075	60,395	114,725	173,450	109,102	1,359,743	
Service Income	54,972	45,310	39,186	20,276	50,979	47,795	127,707	264,622	56,508	61,545	34,563	49,184	852,647	
Service Expenses	(104,721)	(110,920)	(53,660)	(74,381)	(108,715)	(90,103)	(168,051)	(126,714)	(106,212)	(80,450)	(66,527)	(78,430)	(1,168,884)	
Total Direct Event Income	99,584	2,521	19,496	9,870	67,064	116,605	142,531	257,983	10,691	95,820	141,486	79,856	1,043,506	
Ancillary Income														
F & B Concessions	36,083	4,486	3,101	14,907	16,273	23,917	31,379	23,322	5,404	(2,444)	6,651	15,820	178,899	
F & B Catering	259,698	219,548	341,388	384,540	452,880	162,213	201,074	367,302	398,930	31,836	140,472	309,382	3,269,263	
Parking: Self Parking	47,590	5,619	(854)	17,873	18,318	35,447	30,605	44,269	18,403	5,922	8,559	22,744	254,497	
Electrical Services	15,176	2,883	6,315	14,715	12,820	38,878	37,525	18,110	14,065	8,485	5,200	9,905	184,077	
Audio Visual	-	-	3	30	(1,447)	1,301	(58)	(344)	(801)	26,900	-	0	25,584	
Internet Services	555	125	-	-	-	2,397	2,742	350	805	350	-	650	7,973	
Total Ancillary Income	359,102	232,661	349,953	432,065	498,844	264,153	303,267	453,009	436,806	71,049	160,882	358,501	3,920,294	
Total Event Income	458,686	235,182	369,449	441,935	565,908	380,758	445,798	710,992	447,497	166,869	302,368	438,357	4,963,799	
Other Operating Income	21,305	33,334	25,594	76,444	43,462	15,852	40,201	41,810	102,476	10,700	31,890	57,268	500,337	
ICVB Operating Subsidy			348,000			350,000			348,750			348,250	1,395,000	
Adjusted Gross Income	479,991	268,516	743,043	518,379	609,370	746,611	485,999	752,802	898,723	177,569	334,258	843,875	6,859,136	
Operating Expenses														
Employee Salaries and Wages	230,208	211,994	295,950	228,291	199,150	205,064	203,447	234,362	198,245	198,990	193,464	190,225	2,589,389	
Benefits	55,020	61,618	66,098	66,299	64,558	64,418	65,044	64,984	61,861	60,773	62,549	167,523	860,745	
Less: Event Labor Allocations	(67,492)	(77,786)	(50,423)	(50,905)	(56,624)	(46,077)	(48,150)	(51,497)	(43,141)	(23,999)	(31,937)	(38,037)	(586,069)	
Net Employee Wages and Benefits	217,736	195,826	311,625	243,685	207,084	223,405	220,341	247,849	216,965	235,764	224,076	319,711	2,864,065	
Contracted Services	63,247	63,778	70,975	62,066	53,814	55,954	57,982	62,602	68,109	66,637	62,971	59,128	747,263	
General and Administrative	37,849	41,516	48,468	34,104	39,690	34,520	31,600	37,231	46,573	55,550	32,769	146,369	586,239	
Operations	61,736	37,486	36,298	55,399	42,840	44,957	38,218	43,971	49,836	33,477	22,642	27,499	494,358	
Repair & Maintenance	63,632	46,729	42,881	44,357	51,275	58,412	32,345	45,488	38,879	45,770	33,628	57,029	560,427	
Supplies	23,696	27,123	8,539	17,559	6,565	7,464	15,497	20,521	12,807	22,874	20,086	53,949	236,679	
Insurance	6,373	6,476	6,545	6,189	6,519	6,863	6,223	6,352	(1,251)	21,000	7,321	7,544	86,152	
Utilities	42,583	40,959	52,957	35,824	53,031	41,890	48,407	39,527	46,075	41,686	49,608	45,553	538,101	
SMG Management Fees	43,521	41,556	46,399	53,888	58,743	34,558	39,109	53,015	20,586	13,486	13,486	13,486	431,832	
Total Operating Expenses	560,373	501,449	624,687	553,071	519,561	508,023	489,721	556,556	498,579	536,244	466,587	730,268	6,545,125	
Net Income (Loss) From Operations	(80,382)	(23,933)	118,356	(34,692)	89,809	238,588	(3,723)	196,246	400,144	(358,675)	(32,329)	113,607	314,011	
Net Income After Other Income (Expenses)	(80,382)	(23,933)	118,356	(34,692)	89,809	238,588	(3,723)	196,246	400,144	(358,675)	(32,329)	113,607	314,011	
													(1,395,000)	(1,080,989)
Budget Forecast Comparison by Month														
2019	355,094	(45,974)	(149,927)	(98,439)	(13,378)	(5,753)	(11,877)	3,100	10,562	33,041	143,191	314,011		
2018	47,856	494,666	472,986	314,913	336,267	350,441	290,325	430,161	460,996	355,888	232,993	305,281		

IRVING CONVENTION CENTER/SMG
 Financial Statements Monthly Highlights
 For the Month Ending September 30, 2019

	Current Actual	Current Budget	Variance	Prior Year Actual
Attendance	13,654	3,000	10,654	15,355
Events	25	1	24	19
Event Days	41	3	38	35
Direct Event Income	79,856	108,812	(28,956)	68,289
Ancillary Income	358,501	205,918	152,583	374,785
Total Event Income	438,357	314,730	123,627	443,074
Other Operating Income	57,268	33,063	24,205	54,244
Adjusted Gross Income	495,625	347,793	147,832	497,318
Indirect Expenses	(730,268)	(636,660)	(93,608)	(587,597)
Net Income (Loss) From Operations	(234,643)	(288,867)	54,224	(90,279)

IRVING CONVENTION CENTER/SMG
Financial Statements Year to Date Highlights
For the Twelve Months Ending September 30, 2019

	Year to Date Actual	Year to Date Budget	Variance	Prior YTD Actual
Attendance	264,835	125,700	139,135	270,178
Events	241	111	130	248
Event Days	427	204	223	405
Direct Event Income	1,043,510	1,085,416	(41,906)	832,799
Ancillary Income	3,920,307	3,915,663	4,644	4,083,543
Total Event Income	4,963,817	5,001,079	(37,262)	4,916,342
Other Operating Income	500,334	623,024	(122,690)	659,977
Adjusted Gross Income	5,464,151	5,624,103	(159,952)	5,576,319
Indirect Expenses	(6,545,109)	(7,019,103)	473,994	(6,666,038)
Net Income (Loss) From Operations	(1,080,958)	(1,395,000)	314,042	(1,089,719)

IRVING CONVENTION CENTER/SMG

Balance Sheet
September 30, 2019

ASSETS

Current Assets		
Cash	\$	1,214,688
Accounts Receivable		717,134
Prepaid Assets		12,715
Inventory		60,182
Total Current Assets		2,004,719
Total Assets		\$ 2,004,719

LIABILITIES AND EQUITY

Current Liabilities		
Accounts Payable	\$	612,694
Accrued Expenses		351,782
Deferred Income		0
Advance Ticket Sales/Deposits		1,040,239
Other Current Liabilities		0
Total Current Liabilities		2,004,715
Long-Term Liabilities		
Long Term Liabilites		0
Total Long-Term Liabilities		0
Total Liabilities		2,004,715
Equity		
Net Funds Received		11,202,786
Retained Earnings		(10,121,824)
Net Income (Loss)		(1,080,958)
Total Equity		4
Total Liabilities & Equity		\$ 2,004,719

IRVING CONVENTION CENTER/SMG
Income Statement
For the Twelve Months Ending September 30, 2019

	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	109,102	120,270	(11,168)	1,359,744	1,270,271	89,473	1,281,498
Service Revenue	49,184	58,522	(9,338)	852,639	548,222	304,417	587,665
Service Expenses	(78,430)	(69,980)	(8,450)	(1,168,873)	(733,077)	(435,796)	(1,036,364)
Total Direct Event In	79,856	108,812	(28,956)	1,043,510	1,085,416	(41,906)	832,799
Ancillary Income							
F & B Concessions	15,820	16,500	(680)	178,917	198,526	(19,609)	208,898
F & B Catering	309,382	161,788	147,594	3,269,259	3,253,095	16,164	3,473,129
Parking	22,744	23,680	(936)	254,495	301,734	(47,239)	245,450
Electrical Services	9,905	3,000	6,905	184,077	144,313	39,764	147,424
Audio Visual	0	0	0	25,585	0	25,585	(10,350)
Internet Services	650	950	(300)	7,974	17,995	(10,021)	18,992
Total Ancillary Inco	358,501	205,918	152,583	3,920,307	3,915,663	4,644	4,083,543
Total Event Income	438,357	314,730	123,627	4,963,817	5,001,079	(37,262)	4,916,342
OTHER OPERATING INCOME							
Other Income	57,268	33,063	24,205	500,334	623,024	(122,690)	659,977
Total Other Operatin	57,268	33,063	24,205	500,334	623,024	(122,690)	659,977
Adjusted Gross Inco	495,625	347,793	147,832	5,464,151	5,624,103	(159,952)	5,576,319
INDIRECT EXPENSES							
Salaries & Wages	190,225	239,710	49,485	2,589,384	2,876,509	287,125	2,415,996
Payroll Taxes & Ben	167,523	71,446	(96,077)	860,746	857,572	(3,174)	658,881
Labor Allocations to	(38,037)	(43,199)	(5,162)	(586,069)	(518,410)	67,659	(543,740)
Net Salaries and Ben	319,711	267,957	(51,754)	2,864,061	3,215,671	351,610	2,531,137
Contracted Services	59,128	52,055	(7,073)	747,264	624,550	(122,714)	783,938
General and Adminis	146,369	109,235	(37,134)	586,237	696,533	110,296	833,011
Operating	27,499	45,472	17,973	496,004	582,620	86,616	619,368
Repairs & Maintenan	57,029	45,880	(11,149)	558,782	566,148	7,366	593,566
Operational Supplies	53,949	23,413	(30,536)	236,678	221,750	(14,928)	245,159
Insurance	7,544	8,337	793	86,152	100,000	13,848	80,849
Utilities	45,553	48,326	2,773	538,099	580,000	41,901	554,222
SMG Management F	13,486	35,985	22,499	431,832	431,831	(1)	424,788
Total Indirect Expens	730,268	636,660	(93,608)	6,545,109	7,019,103	473,994	6,666,038

An SMG Managed Facility

IRVING CONVENTION CENTER/SMG
 Income Statement
 For the Twelve Months Ending September 30, 2019

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
Net Income (Loss)	(234,643)	(288,867)	54,224	(1,080,958)	(1,395,000)	314,042	(1,089,719)

IRVING CONVENTION CENTER/SMG
Year Over Year Income Comparison
For the Twelve Months Ending September 30, 2019

	Current Month Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	109,102	102,697	135,320	136,005	88,300	58,250
F & B Concessions	15,820	18,432	22,043	14,632	15,577	9,776
F & B Catering	309,382	313,222	310,242	208,065	209,982	236,743
Total Event Income	438,357	443,074	486,898	357,059	313,192	329,943
Total Indirect Expenses	730,268	587,597	514,215	610,052	655,023	559,786

	Year to Date Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	1,359,744	1,281,498	1,216,436	1,356,996	1,385,688	1,040,602
F & B Concessions	178,917	208,898	164,186	215,659	210,032	152,796
F & B Catering	3,269,259	3,473,129	3,047,621	2,831,865	2,503,360	2,118,241
Total Event Income	4,963,817	4,916,342	4,445,336	4,480,399	4,229,957	3,437,345
Total Indirect Expenses	6,545,109	6,666,038	6,015,488	5,965,132	5,895,201	5,084,046

IRVING CONVENTION CENTER/SMG
 Monthly Event Income Statement: Assemblies
 For the Twelve Months Ending September 30, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,600	0	13,224	4,700
Events	1	0	11	6
Event Days	1	0	14	14
Direct Event Income				
Rental Income	6,970	0	113,255	75,315
Service Revenue	600	0	9,910	0
Service Expenses	(1,849)	0	(35,746)	0
Total Direct Event Income	<u>5,721</u>	<u>0</u>	<u>87,419</u>	<u>75,315</u>
Ancillary Income				
F & B Concessions	437	0	7,464	0
F & B Catering	0	0	(5,152)	750
Parking	0	0	2,308	4,920
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	850	0	1,625	65,000
Audio Visual	0	0	(99)	0
Internet Services	0	0	0	0
Total Ancillary Income	<u>1,287</u>	<u>0</u>	<u>6,146</u>	<u>70,670</u>
Total Event Income	<u>7,008</u>	<u>0</u>	<u>93,565</u>	<u>145,985</u>

IRVING CONVENTION CENTER/SMG
 Monthly Event Income Statement: Banquets
 For the Twelve Months Ending September 30, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	431	0	18,150	8,670
Events	3	0	43	20
Event Days	3	0	45	20
Direct Event Income				
Rental Income	2,875	0	34,650	20,025
Service Revenue	100	0	47,632	0
Service Expenses	(1,344)	0	(83,763)	0
Total Direct Event Income	<u>1,631</u>	<u>0</u>	<u>(1,481)</u>	<u>20,025</u>
Ancillary Income				
F & B Concessions	0	0	517	0
F & B Catering	27,666	0	638,280	236,062
Parking	(1,060)	0	283	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	4,430	0
Audio Visual	0	0	(4)	0
Internet Services	0	0	0	0
Total Ancillary Income	<u>26,606</u>	<u>0</u>	<u>643,506</u>	<u>236,062</u>
Total Event Income	<u>28,237</u>	<u>0</u>	<u>642,025</u>	<u>256,087</u>

IRVING CONVENTION CENTER/SMG
 Monthly Event Income Statement: Consumer / Public Shows
 For the Twelve Months Ending September 30, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	3,650	3,000	65,609	53,500
Events	2	1	21	12
Event Days	7	3	66	28
Direct Event Income				
Rental Income	37,100	19,500	391,488	286,244
Service Revenue	26,389	0	182,788	750
Service Expenses	(27,861)	0	(261,981)	0
Total Direct Event Income	<u>35,628</u>	<u>19,500</u>	<u>312,295</u>	<u>286,994</u>
Ancillary Income				
F & B Concessions	9,963	0	106,816	45,000
F & B Catering	10,227	0	80,725	32,625
Parking	13,976	0	100,739	33,784
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	3,825	0	38,091	0
Audio Visual	0	0	(462)	0
Internet Services	350	0	2,007	0
Total Ancillary Income	<u>38,341</u>	<u>0</u>	<u>327,916</u>	<u>111,409</u>
Total Event Income	<u>73,969</u>	<u>19,500</u>	<u>640,211</u>	<u>398,403</u>

IRVING CONVENTION CENTER/SMG
 Monthly Event Income Statement: Meetings
 For the Twelve Months Ending September 30, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	6,378	0	61,218	27,989
Events	14	0	99	43
Event Days	23	0	164	72
Direct Event Income				
Rental Income	44,731	0	261,644	148,050
Service Revenue	21,345	0	126,533	500
Service Expenses	(42,337)	0	(315,493)	0
Total Direct Event Income	<u>23,739</u>	<u>0</u>	<u>72,684</u>	<u>148,550</u>
Ancillary Income				
F & B Concessions	3,502	0	11,440	7,500
F & B Catering	270,479	0	2,014,720	861,879
Parking	7,288	0	49,841	13,202
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	4,980	0	52,121	0
Audio Visual	0	0	(770)	0
Internet Services	0	0	1,400	0
Total Ancillary Income	<u>286,249</u>	<u>0</u>	<u>2,128,752</u>	<u>882,581</u>
Total Event Income	<u>309,988</u>	<u>0</u>	<u>2,201,436</u>	<u>1,031,131</u>

IRVING CONVENTION CENTER/SMG
 Monthly Event Income Statement: Sporting Event
 For the Twelve Months Ending September 30, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,500	0	9,515	7,700
Events	1	0	5	5
Event Days	3	0	14	10
Direct Event Income				
Rental Income	15,000	0	84,006	54,400
Service Revenue	750	0	11,541	0
Service Expenses	(3,877)	0	(37,036)	0
Total Direct Event Income	<u>11,873</u>	<u>0</u>	<u>58,511</u>	<u>54,400</u>
Ancillary Income				
F & B Concessions	2,575	0	25,433	6,000
F & B Catering	(882)	0	10,354	7,500
Parking	2,540	0	18,467	10,660
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	250	0	250	0
Audio Visual	0	0	0	0
Internet Services	300	0	75	0
Total Ancillary Income	<u>4,783</u>	<u>0</u>	<u>54,579</u>	<u>24,160</u>
Total Event Income	<u>16,656</u>	<u>0</u>	<u>113,090</u>	<u>78,560</u>

IRVING CONVENTION CENTER/SMG
 Monthly Event Income Statement: ICVB
 For the Twelve Months Ending September 30, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	95	0	957	116
Events	4	0	27	5
Event Days	4	0	27	5
Direct Event Income				
Rental Income	0	0	0	0
Service Revenue	0	0	4,105	0
Service Expenses	0	(69,980)	(5,082)	(733,077)
Total Direct Event Income	<u>0</u>	<u>(69,980)</u>	<u>(977)</u>	<u>(733,077)</u>
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	2,209	0	10,840	2,025
Parking	0	23,680	0	204,072
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	0	0
Audio Visual	0	0	(1,330)	0
Internet Services	0	950	0	17,995
Total Ancillary Income	<u>2,209</u>	<u>24,630</u>	<u>9,510</u>	<u>224,092</u>
Total Event Income	<u>2,209</u>	<u>(45,350)</u>	<u>8,533</u>	<u>(508,985)</u>

MINUTES
IRVING CONVENTION AND VISITORS BUREAU
BOARD OF DIRECTORS - EXECUTIVE COMMITTEE MEETING
IRVING CONVENTION CENTER
September 20, 2019

Attendance: Clem Lear - Board Chair; Ron Mathai – Board Vice Chair; David Cole, Debbi Haacke, and Greg Malcolm – Committee Members; Bob Bettis, Bob Bourgeois, Karen Cooperstein, Julia Kang, and Joe Marshall – Board Members; Tom Meehan – SMG/ICC; Maura Gast, Carol Boyer, and Marianne Lauda; Councilman Al Zapanta – Guest.

Board Chair Clem Lear called the meeting to order at 9:00 a.m.

Accounting Director Marianne Lauda reported the new City accounting software, Munis, will be going live on October 1. The first set of checks will be cut from the new system on October 3 and all ICVB staff have been through software training. The payroll function will be active in Munis in 2021. Lauda reviewed the Irving CVB (ICVB) Financial Reports for August 2019. She noted Hotel Tax collections were received in August and reported as the only revenue for the month. A review of the Check Register was provided with the typical monthly payments, including Capital Improvement Plan payments to SMG, Business Development Incentive Program and media advertising.

Lauda reviewed the third quarter FY 2018-19 Hotel Occupancy Tax Collections and noted that all hotel payments have been received. She reported there is additional money received for short-term rentals. Executive Director Maura Gast noted that some of the apartment complexes that provide corporate housing are also listed under the Extended Stay Properties category.

Lear asked for a motion to accept the ICVB Financials for August 2019. With a motion from Board Member Greg Malcolm, and a second from Board Member Debbi Haacke, the motion was unanimously approved.

Irving Convention General Manager Tom Meehan gave an overview of the Irving Convention Center (ICC) August 2019 financial reports. The current month was budgeted to lose \$198,581, and the actual was -\$132,329. He noted that Jehovah Witness groups were in-house for two weeks in August and picked up a significant amount of room nights. August was a good month. To date, financials show \$259,811 better than budget for the year. Rental income was up \$13,580 and F&B Catering was down \$30,767. He noted the real savings were in Indirect Expenses, reporting \$121,118 below budget for the month. Meehan pointed out of the \$140,472 reported for Catering, \$109,000 came from Meetings. There were not a lot of events, but some larger events that produced F&B numbers. In response to a question from Board Member Karen Cooperstein, Meehan noted that Salaries & Wages are tough to budget and the estimates are made high at the beginning of the budget year. There is currently one vacant Event Manager position.

The Forecast was reviewed, showing \$149,191 ahead of subsidy for the year. Meehan stated it has been a consistent year in comparison to the prior year. Repeat business is very good, repairs are being done to the building, the third-floor carpeting has been installed, mechanical repairs to the chillers are being done. The cooling tower will undergo a rebuild in November and will improve its life for another 15 years. There are some lighting projects to be done in the future. The budget for next year looks similar to this year. Gast noted for the first years of the building, the financials have reflected mostly captive audiences for F&B. Now that there is a mix of restaurants close enough to walk, we may start to see changes. Board Member Debbi Haacke asked if the ICC Café will be considered for changes to accommodate the corporate guests. Meehan replied the Café has not been a money-maker, but is offered as a convenience for guests.

Lear asked for a motion to accept the ICC financials for August 2019. With a motion from Haacke, and a second from Malcolm, the motion was unanimously approved.

Councilman Al Zapanta gave a brief City Council update. He reported the City's budget has been approved and the tax rate will remain the same. The economy is reported to make a downturn soon, and Council's decision was to wait a year to make any changes to the tax rate. The State passed legislation for changes to the Open Meetings Act, creating a right for members of the public to address the governing body at any open meeting. It also modified the procedures for providing the notice for a meeting and revised a criminal offense to knowingly engage in a series of communications that involve deliberation of a quorum outside of a properly called meeting. He commended Gast for her budget presentation to City Council Work Session. He suggested Gast and Irving Arts and Museum Executive Director Todd Hawkins give summary presentations to City Council twice a year. He reported the fire pension plan will be a future discussion for City Council. Council also approved a resolution to make an offer to ARK Group of Irving for amendments to the Entertainment Center lease agreement and the economic development incentive agreement under certain terms acceptable to the City.

Board Member David Cole asked about the process for citizen input at open meetings. Gast replied it is a process and procedure for calendaring open forum discussions. Topics must be items on the agenda and each person will be required to sign up to speak before the meeting and note the agenda item.

A review of the 2019-20 budget retreat was given and Gast noted the ICVB budget was approved as presented at City Council on September 19. Lear noted the presentation to Work Session prior to the September 19 Council meeting was well received. Gast noted a few questions did come from that meeting and have since been answered. There was an Open Records Request for salary and benefits and that has also been completed.

Gast reported the Munis training and ICVB computer replacements happened simultaneously and successfully. An offer has been made to Susan Rose for the Assistant Executive Director Administration/Finance position. Rose is currently the Director of Corporate Communications at

the City and she has accepted the offer. Gast commented she is excited to have her and her knowledge of City processes and procedures will be of great value.

Lear asked for a motion to approve the Executive Committee meeting minutes from August 26, 2019. Malcolm made a motion to approve; with a second by Haacke, the motion was unanimously approved.

Lear reviewed the September 23, 2019 Board meeting agenda. The Live Nation Seat Use Policy will be reviewed. Haacke will not attend the Board meeting, but Cooperstein will give the Board and Business Development Committee report. Executive Chef Eduardo Alvarez will be recognized for his Unsung Hero award at IMEX in Las Vegas.

The next Executive Committee meeting will be held on Friday, October 25 as a special ICVB Board meeting for the Executive Director performance evaluation and open to all Board members to attend.

Lear adjourned the meeting at 10:15 a.m.

Respectfully submitted,



Maura Allen Gast, FCDME
Executive Director

AGENDA
Irving Convention and Visitors Bureau Board of Directors
Monday, November 18, 2019 at 11:45 AM
Irving Convention Center, Third Floor Junior Ballroom 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. **Election of Officers**
 - a. Chair
 - b. Vice Chair

Consent Agenda

3. Approving ICVB Board Minutes for September 23 and October 25, 2019
4. Accepting the Irving Convention Center Financial Report for September 2019
5. Review of 2018-19 Fourth Quarter Hotel Occupancy Tax Collections

Individual Consideration

6. Accepting Irving Convention Center Audit Results for FY 2018-19 and Year End 2018-19
7. Approving the Budget Adjustment Transfer Achieved from Convention Center FY 2018-19 Operational Savings to the Convention Center Reserve/Capital Projects Fund
8. Approving Destination Development Committee Recommendations for Changes to the City's Hotel Development Ordinance
9. 2019-20 Performance Priorities and Weightings for the ICVB Executive Director

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.

AGENDA - Continued

Reports

10. Board Chair Report

- a. Employee Service Awards
 - David Gisler
 - Peggy Masters
 - Pat Nicks
 - Jonathan Smith
- b. Schedule of Upcoming Meetings and Activities
 - Next Executive Committee Meeting – December 13, 2019
 - Next Board Meeting – December 15, 2019
 - Committee Sign-Up for 2020

11. Board Committee Reports

- a. Board & Business Development – Debbi Haacke
 - Bylaws Review
 - Next Meeting – December 6
- b. Community Engagement – Rick Lindsey
 - Recap of Chuck Kirk High Spirited Citizen Presentation at October 28, 2019 City Council
 - Next Meeting – TBD
- c. Destination Development – Greg Malcolm
 - Recap of November 5 Meeting
 - Next Meeting - TBD

12. City Reports

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

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AGENDA - Continued

13. Bureau Monthly Management Reports

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

14. Convention Center Management Report – Tom Meehan

15. Industry Partner Reports

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

16. 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/Judy Pierson
- e. TIF – Michael Randall
- f. The Las Colinas Association – Hammond Perot
- g. University of Dallas – Karin Rilley/Dr. Thomas Hibbs

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