

JOINT MEETING BETWEEN IRVING CONVENTION AND VISITORS BUREAU AND IRVING CITY COUNCIL

Irving Convention Center – First Floor Conference Room

October 20, 2023

Attendance: Bob Bourgeois, Chair; Yasir Arafat, Michael Basoco, Beth Bowman*, David Cole, Stephanie Fenley-Garcia*, Herb Gears, Colvin Gibson, Julia Kang, Greg Malcolm, William Mahoney, Joe Philipp*, Sam Reed – ICVB Board of Directors; Maura Gast – ICVB Staff. (*Indicates Non-Voting members.)

Board Chair Bob Bourgeois called the meeting to order at 9:01 a.m. and inquired if there were any citizen comments; there were none.

Executive Director Maura Gast provided an Update and Implementation Plan for the Compensation Study recently conducted for the Convention and Visitors Bureau to parallel the process the City is currently undergoing. A 2% Cost-of-Living Adjustment is being provided for all city employees effective January 2024, and the City will move all personnel to the 80th percentile in order to lead the marketplace for recruitment and retention. The ICVB recommends following the same path; while it budgeted sufficiently for the implementation of the new pay study, the City's decision regarding the COLA as not taken until after the CVB Board had already adopted the Budget. Staff will bring forward a budget adjustment at the November Board meeting in order to implement the COLA as well; this is expected to cost approximately \$75,000, with funding to come from the ICVB General Fund – Fund Balance. There was a motion by William Mahoney, with a second by Herbert Gears to approve the Compensation Study Implementation. There being no further discussion, the item was approved unanimously.

Bourgeois provided an overview of the annual performance evaluation of the Executive Director, and reminded the group of the narrative report Gast had provided in advance of the meeting. At the February 2023 Executive Committee meeting, the Board indicated their desire to re-implement the annual performance incentive at year-end if funding would be available, after it being deferred the prior three years, and unanimously approved performance criteria for that purpose. At the Chair's recent request, Gast indicated that after discussions with Bureau Accounting & Budget Manager Marianne Lauda, that should the Board wish to add a performance incentive to this year's evaluation, there were sufficient funds available in the year-end unexpended budget to accommodate this.

PERSONNEL – EXECUTIVE DIRECTOR

Executive Director Maura Gast called the meeting into Executive Session pursuant to Section 551.074 of the Texas Local Government Code at approximately 9:13 a.m. The meeting reconvened from Executive Session at 10:39 a.m.

On a motion by Mahoney and seconded by Sam Reed, the Board unanimously approved a 3.5% Merit Increase for Gast. On a motion by Reed and seconded by Yasir Arafat, the Board unanimously approved a Performance Criteria ration of 98, or 34.3%.

Gast then provided a brief presentation on succession planning for the organization as the final element of her evaluation report. It was requested that a 90-120 day onboarding process be added to the framework for a new executive director, whenever that time occurs.

There being no further discussion, the meeting was adjourned at 10:47 a.m.

Respectfully submitted,

Maura Allen Gast, FCDME

Executive Director