

**GREATER RICHMOND CONVENTION CENTER AUTHORITY  
MEETING**

**November 17, 2023**

**Greater Richmond Convention Center  
Administrative Offices  
401 N. 3<sup>rd</sup> Street, Richmond, VA 23219  
2:00 p.m.**

Mr. Lincoln Saunders, Chairman, called the Greater Richmond Convention Center Authority Annual Meeting to order at 2:03 p.m. A quorum was present. Chair Saunders stated that he appreciated the flexibility with the time change of the meeting.

Mr. Jack Berry introduced Bryan Panhorst as the new Assistant General Manager of the facility after being the Director of Events Services for 10 years. Mr. Dave Anderson, Executive Vice President of OVG360 was also in attendance and Ms. Cari Johansen was introduced as the new Director of Finance and Administration.

**APPROVAL OF MINUTES**

The Authority reviewed the minutes from the September 8<sup>th</sup> meeting. A motion was made by Mr. John Budesky, which motion was seconded by Mr. John Vithoukas. **The Board approved the motion by the following vote:**

<b>Ayes:</b>	<b>Budesky, Saunders, Thomas, Vithoukas</b>
<b>Nays:</b>	<b>None</b>
<b>Absent:</b>	<b>Casey</b>

**REPORTS OF COMMITTEES**

Finance

Mr. Brandon Hinton, chair of the Finance Committee, reported on the first four months of lodging tax collections for FY24 and noted that all of the counties are up. Mr. Hinton reported that some of the numbers are not accurate and that the City of Richmond has verified the numbers. A corrected report will be submitted. Overall, the hotel taxes for the entire region are up. Mr. Hinton reported that action needs to be taken on the excess tax rebate. The total excess tax rebate is \$14,540,671 and will be made to the jurisdictions as follows: Henrico \$7,201,940 Chesterfield \$3,404,208, Hanover \$793,951 and the City of Richmond at \$3,140,572, the highest refund to the city to date.

A motion was made by Mr. John Budesky to approve the excess tax rebates, which motion was seconded by Ms. Nancy Thomas. **The Board approved the motion by the following vote:**

<b>Ayes:</b>	<b>Budesky, Saunders, Thomas, Vithoukas</b>
<b>Nays:</b>	<b>None</b>
<b>Absent:</b>	<b>Casey</b>

The Audit which has been completed and presented by Cherry Bekaert was shared with the finance team and the audit clean with no issues, greatly due to Ms. Baicy and her team at Chesterfield County.

Legal

Mr. Brennen Keene stated that there will be a closed session but has no report at this time.

OVG360

Mr. Bryan Panhorst, Assistant General Manager of OVG360, reported that for September 15 events were held vs. a budget of 18. Revenue and attendance for the month were lower than expected with \$234,000 in revenue and 19,000 in attendance. Expenses were \$503,000 and overall, for the month with a positive variance. October was a busy month with 23 events vs. 25. Attendance was 46,000 and revenue was up \$637,000 with expenses under budget. Year to date, \$538,000 ahead of budget. Events that did not materialize in September were not lost but moved to other months. The next 8 months of the fiscal year look to be strong.

Aramark

Mr. Blaine Scalard, General Manager of Armark, reported that for September revenue was \$216,000 which was \$5,000 over budget. Several annual groups met during September and the food costs were below budget and payroll was slightly above budget. October was a very busy month with \$395,000 in sales. A new Galaxy Con Halloween event was held with a solid attendance. Cost of sales for the month were over budget and payroll costs were up slightly. For the month profit was \$131,000 which is \$57,000 below budget.

Richmond Region Tourism

Mr. Jack Berry, President & CEO of Richmond Region Tourism, reported that the Governor’s Conference on Tourism was held in the building this week and accolades continue to be received regarding the venue, food service and region overall. The Smith Travel market trends were reviewed and while occupancies are starting to soften the room rates remain strong with September REVPAR at record levels. One fee waiver was presented:

Travel Blog Exchange (TBEX) North American 2026 – June 21-28, 2026 for 500-600 people. Richmond Region Tourism will invest \$15,000 for a hosting fee and \$19,000 for pre-promotion. The Tourism Improvement District has approved an incentive of \$110,000. RRT will also work to secure sponsorships for the event. The waiver requested is a full rental waiver of \$53,752.00.

Ms. Nancy Thomas made a motion to accept the waiver, which motion was seconded by Mr. John Vithoukaskas. **The Board approved the motion by the following vote:**

<b>Ayes:</b>	<b>Budesky, Saunders, Thomas, Vithoukaskas</b>
<b>Nays:</b>	<b>None</b>
<b>Absent:</b>	<b>Casey</b>

No New Business was introduced. Chairman Saunders read the following:

CLOSED SESSION  
 GREATER RICHMOND CONVENTION CENTER AUTHORITY  
 General Meeting  
 November 17, 2023

Pursuant to Sections 2.2-3711(A)(3), (5), (6), and (7) and Section 2.2-3712 of The Virginia Freedom of Information Act (Code of Virginia Section 2.2-3700 et. seq.), I move that the Board go into closed session to consult with legal counsel and staff for the following purposes:

- (1) To the possible acquisition or disposition of real property;
- (2) To discuss a prospective business or industry;
- (3) To discuss potential investment of public funds where competition or bargaining may be involved; and

(4) To discuss specific legal matters requiring the provision of legal advice by counsel.

Motion -- John Vithoukaskas  
Second – John Budesky

Vote:

	Ayes	Nays
John A. Budesky	X	
Joseph P. Casey		
Lincoln Saunders	X	
Nancy C. Thomas	X	
John A. Vithoukaskas	X	

Absent During Session: Joseph P. Casey

#### CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Commissioners (the “Board”) for the Greater Richmond Convention Center Authority (the “Authority”) convened a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed session was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed, or considered by the Authority.

The following roll call vote was taken:

Vote:

	Ayes	Nays
John A. Budesky	X	
Joseph P. Casey		
Lincoln Saunders	X	
Nancy C. Thomas	X	
John A. Vithoukaskas	X	

Absent during session: Joseph P. Casey

There being no further business to discuss, the meeting adjourned at 3:00 p.m. The next meeting date is scheduled for Friday, January 19, 2024 at 10:00 a.m.