

AGENDA
Irving Convention and Visitors Bureau Board of Directors
Monday, November 17, 2025 at 11:45 AM
Irving Convention Center – 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. Nominating Task Force Recommendations:
 - i. Nomination for Chair – Sam Reed
 - ii. Nomination for Vice Chair – Michael Basoco
 - b. Call for Nominations from the Floor
 - c. Vote

Consent Agenda

3. Approving ICVB Board Meeting Minutes for September 29 and October 24, 2025
4. Reviewing the Hotel Occupancy Tax Collections
5. Accepting the Irving Convention Center Financial Reports for September 2025

Individual Consideration

6. Accepting the Irving Convention Center Audit Report for FY2024-25 – BVWD, LLP
7. Approving the Budget Adjustment Transfer Achieved from the Irving Convention Center FY2024-25 Operational Savings to the Convention Center Reserve/Capital Projects Fund
8. Approving the Transfer of Funds from the General Fund to the Irving Convention Center Reserve/CIP Fund for FY2024-25 Payments Made from the General Fund in the Amount of \$289,886.00 for Westin Irving Convention Center Hotel Parking Garage Payments
9. Approving to Increase the Expenditure Budget of the Irving Convention Center Reserve/CIP Fund for FY2025-26 Payments in the Amount of \$324,000.00 for Westin Irving Convention Center Hotel Parking Garage Payments
10. Approving to Increase the Irving CVB Contribution to the City Risk Insurance Fund for FY2025-26 in the amount of \$15,185.00

AGENDA - Continued

Board Reports

11. Board Chair Report

- a. Recognition of Outgoing Board Member
- b. Introduction of New Board Members
- c. Staff Service Awards:
 - i. ICVB Technology Manager Brice Petty – 5 years
 - ii. ICVB Senior Accounting and Purchasing Assistant Monica Soto – 10 years
- d. Next Board Meeting – December 15, 2025

12. Board Committee Reports

- a. Board and Business Development – Michael Basoco
 - Next Meeting - TBD
- b. Community Engagement – David Cole
 - Recap High Spirited Citizen Luncheon – November 14
 - Next Meeting – TBD
- c. Destination Development – Colvin Gibson
 - Next Meeting – TBD

13. City Reports

- a. Council Liaison – Councilman Al Zapanta
- b. Mayor & Other Council Members
 - DART/Transportation and Infrastructure – Mayor Rick Stopfer
- c. City Manager – Chris Hillman
 - Delinquent Hotel Occupancy Tax Collection Updates
 - Hotel Audit Report
 - Visitor Development Updates
 - Other City Updates

14. Bureau Monthly Management Reports

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

15. Convention Center Management Report – Tom Meehan, Jeremy Pierce, Casey Villasenör

16. Industry Partner Reports

- a. The Pavilion at the Toyota Music Factory/Live Nation Report – Tommy DeBeaudry
- b. Hotel Industry Updates – Anthony Buttafuoco, Kim Limon
- c. Industry-At-Large Report – Stephanie Fenley-Garcia
- d. Restaurant Industry Update – David Cole

AGENDA - Continued

17. Partner Organization & Stakeholder Reports
- a. DCURD and Irving Flood Control Districts – Dallas Burke
 - b. Chamber of Commerce –Harry Lake/Beth Bowman
 - c. Irving Arts and Culture – Chris Wallace/Todd Hawkins
 - d. The Las Colinas Association – Hammond Perot
 - e. TIF – Dick Rogers
 - f. University of Dallas – J. Lee Whittington

CERTIFICATION

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the Kiosk at the City Hall of the City of Irving, Texas, a place convenient and 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 3 business days 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.