

AGENDA
Irving Convention and Visitors Bureau
Board of Directors Executive Committee
Friday, June 26, 2026 at 9:00 AM
Irving Convention Center – First Floor Boardroom
500 W. Las Colinas Blvd.
Irving, Texas 75039

NOTE: A possible quorum of the Irving Convention and Visitors Bureau (ICVB) Board of Directors and City Council may be present at this committee meeting.

1. Citizen Comments on Items Listed on the Agenda
2. Approving Executive Committee Minutes – May 15, 2026
3. Accepting ICVB Financial Reports – May 2026
4. Review of Hotel Occupancy Tax Collections
5. Accepting the ICC Financial Reports – April and May 2026
6. Recommendation from Board and Business Development Committee - Approving Updated Executive Director Evaluation Framework
7. Overview of Budget and Marketing Plan for FY2026-27
8. Review of Board Meeting Agenda – June 29, 2026
9. Mayor, City Council Updates and Staff Comments
10. Chairman/Executive Director Reports
11. Next Meeting – July 27, 2026

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.

MINUTES
IRVING CONVENTION AND VISITORS BUREAU
EXECUTIVE COMMITTEE
IRVING CONVENTION CENTER – FIRST FLOOR CONFERENCE ROOM
FRIDAY, MAY 15, 2026

Attendance: Sam Reed – Chair; Karen Cooperstein, Cambria Jones, Julia Kang, and Richard G. Stewart, Jr. – Committee Members; Bob Bourgeois and Colvin Gibson – Board Members; Mayor and Council Liaison Al Zapanta – City of Irving; Regional General Manager Tom Meehan, IT Coordinator Josh Perkins, and Assistant General Manager Kayla Perez, and – ICC Staff; Carol Boyer, Maura Gast, Marianne Lauda, Susan Rose, and Matt Tungett – ICVB. Guest: Interim President and CEO Carmen Guzman – Irving Hispanic Chamber of Commerce.

Board Chair Sam Reed called the meeting to order at 9:00 a.m. There were no citizen comments.

Reed introduced Carmen Guzman, Interim President and CEO of the Irving Hispanic Chamber.

Reed asked for a motion to approve the April 24, 2026 Executive Committee meeting minutes. On a motion from Board member Julia Kang and a second from Board member Richard Stewart, Jr., the motion passed unanimously.

ACCEPTING THE ICVB FINANCIAL REPORTS

ICVB Accounting and Budget Director Marianne Lauda reviewed the ICVB Financial Reports for April 2026. The complete report is included in the packet and on the Board portal.

General Fund

- Hotel Occupancy Tax collections through February were approximately 47% of budget.
- Expenditures are approximately 56% of budget year-to-date and are tracking in line with expectations.
- The ending fund balance was reported at \$5,373,323.69.

ICC CIP Fund

- Lauda reported investment income continues to perform well and is approximately 91% better than budgeted year-to-date.
- The ending fund balance was reported at \$4,767,210.32.

Check Register

Lauda reviewed key payments, including:

- Check to Lamont & Company is for an event sponsorship – premier partner agreement. Executive Director Maura Gast noted they are a relatively new third-party site selection company. The information is for educational purposes.
- SMG – Business Development Incentive Program payment.
- Granicus is the company that purchased Simpleview. This is the third quarter payment.
- Lewis Marketing Partners – media buy.
- Irving Marathon Group – a second payment for Irving Marathon series sponsorship.

- SMG capital project items, Westin garage rental for April 2026, catering, new golf carts, and box office improvements.

Cash Flow

- Cash flow is performing well, with an anticipated ending balance of \$5,203,329.

Fund Balances

- All fund balances remain positive.
- The Technology Fund goal is \$1 million, and staff believe the remaining \$500,000 balance will be funded.
- The ICC Fund will fluctuate but remains at goal.

Gast noted that during the Strategic Planning Retreat for the next fiscal year, staff discussed a potential fifth fund for strategic plan implementation. The fund would be created from the General Fund balance and could support studies, research, and related strategic plan implementation needs.

Board member Bob Bourgeois commented that the investment income is impressive and asked whether the City still manages those funds. Lauda explained the ICVB partners with the City on investments, and that current interest rates are higher than budgeted.

At the request of the Committee, Lauda further explained that TexPool and TexSTAR function similarly to mutual funds and provide safe, liquid investment options. She noted the City Financial Services Department includes a treasury function, the ICVB partners with that team, and that checks and balances are in place.

Reed asked for a motion to accept the ICVB Financial Reports. On a motion from Board member Karen Cooperstein and a second from Stewart, the motion passed unanimously.

REVIEW OF HOTEL OCCUPANCY TAX COLLECTIONS

Lauda reviewed Hotel Occupancy Tax collections for February 2026.

Luxury / Full Service

- Atrium Hotel and Suites DFW Airport were delinquent for February.
- DoubleTree DFW Airport North and Sheraton DFW Airport Hotel remain delinquent.
- The Sheraton is on a payment plan but is not current.

All Suite / Extended Stay

- Homewood Suites by Hilton Las Colinas was noted as delinquent for January but paid in February.

Budget Service

- Budget Suites of America Las Colinas is delinquent for January and February.
- Delux Suites Motel, Red Roof Inn & Suites Irving DFW South, The Crossroads Hotel & Suites, and Extended Stay America Dallas Las Colinas have not paid for February.
- Studio 6 Airport North is delinquent for January.

Limited Service

- Best Western did not pay in December.
- La Quinta was also noted as delinquent for January and February.

Short-Term Rentals

- Lauda reported approximately \$23,000 was collected from 31 short-term rental properties.

Summary

- February collections of \$851,853.49 compared to a budget of \$805,041.00, and 5.8% over budget for the month.
- For the fiscal year, collections are 2.5% below budget.
- Lauda noted that once delinquent payments are collected, collections should be on target.

Lauda reported that the City conducted a 2025 audit of 40 properties. As of the meeting date, approximately 20 properties had paid in full, and the City continues working to receive funds from the remaining properties.

In response to a question regarding short term rentals, Gast explained the City agreement provides for remittance in aggregate, which is how the payments are received. She noted the City partners with a service that will scrape the internet for listings that are not currently registered in the City's system, after which a letter is sent requiring compliance. Gast further noted that, like hotels, stays exceeding 30 days are Hotel Occupancy Tax-exempt, which may become relevant during the FIFA World Cup period.

Kang asked whether the data could be tracked by ZIP code. Gast stated the vendor may have that capability, but the ICVB does not currently have access to that level of data.

Board member Colvin Gibson commented that Hotel Occupancy Tax delinquent payments include penalty and interest, which creates additional revenue. Gast responded that delinquency also sets a negative precedent for other properties. Stewart added that if a property files bankruptcy, there is a risk that payments could potentially not be collected.

Gast noted that many Budget Service properties may have stays exceeding 30 days, which would explain why they may show zero Hotel Occupancy Tax remittance. She cautioned that staff does not assume all such properties are delinquent. Cooperstein noted that Catholic Charities often uses hotels for relocation of refugee families. Stewart commented that Budget Service properties lack consistency in quality. Gast stated that the Board should continue providing thoughtful input to the City and Council regarding quality hotel properties.

ACCEPTING THE IRVING CONVENTION CENTER FINANCIAL REPORTS

The ICC Financial Report was not ready this month, due to the earlier than normal timing of the board meeting.

ICC General Manager Tom Meehan reported the building will be quiet over the next several weeks. Meehan noted the Irving Convention Center is now 15 years old, and items are beginning to wear out and

require a lot of repairs. He stated it remains important to keep the CIP Fund fully funded. Meehan described the current fiscal year as a reset year and noted that next year's bookings already appear strong.

Gast discussed potential FIFA World Cup impacts during the summer and noted that several regional convention center and event facilities are closed or undergoing phased work, including the Dallas Convention Center, Fort Worth, Austin, Corpus Christi, Houston, San Antonio, and Dallas Market Hall. Gast noted that some large, displaced groups will not fit at the Irving Convention Center. She stated Dallas Market Hall's closure may create opportunities for a few events to fill open dates, but such events are not expected to generate significant hotel room demand. Gast reported staff have worked with Gaylord for overflow opportunities and will continue to do so as appropriate.

Reed commended the ICC team for keeping the Board informed and expressed appreciation for the insights provided.

BOARD AGENDA REVIEW

Reed reviewed the May 18, 2026 Board meeting agenda and noted it would follow the standard agenda format. The meeting will be held in Exhibit Hall B. Reed also noted there would be a tribute for Mayor Rick Stopfer as he completes his mayoral term.

CITY COUNCIL UPDATES

Mayor Al Zapanta provided City Council updates and discussed initial thoughts regarding the stadium site, PUD 6, and the ExxonMobil site.

Zapanta stated the stadium site and the entire PUD 6 district represent tremendous opportunity and stated this Board will be critical in helping shape the vision for future development.

Zapanta also reported that substantial potential interests are reviewing the ExxonMobil site.

Stewart asked about data centers. Zapanta stated Irving is ahead of the issue and that citizens are asking questions. He noted the City is in an advantageous position to address public concerns. Zapanta further stated artificial intelligence is not going away and that he wants to create a new Council Committee focused on technology and cybersecurity. He noted the City has designated areas for data centers and must address associated costs. Stewart commented that companies such as Google will go to cities that have a plan, and that this is the future and it is good to see Irving at the forefront. Stewart stated Council needs to be educated so that when citizens ask questions, Council members can respond knowledgeably.

Zapanta reported that a Charter Review process is expected to start soon. He stated the Committee likely will consist of at-large citizens and that proposed changes would be considered in connection with the 2027-2028 budget and election cycle.

Reed thanked Zapanta for his insights and stated he is always welcome.

CHAIR / EXECUTIVE DIRECTOR & STAFF UPDATES

Gast reported the resignation of Board Member Anthony Buttafuoco effective immediately from the Board, as he is leaving Irving and from the Omni Las Colinas for another opportunity. Gast stated the Board Chair will identify a new Destination Development Committee Chair.

Stewart asked whether the Board should do something to recognize Buttafuoco. Gast stated she had asked Omni Las Colinas about that opportunity and is awaiting their response. Gast noted the Board has two voting seats specific to hotels, one for the Chair of the Irving-Las Colinas Hotel Association and one for a hotelier, either an owner or general manager. The Hotel Association chair position is also currently vacant.

In conclusion, Kang reported on the Las Colinas Association Tour of Homes, noting volunteers are needed and tickets are on sale.

Reed reminded the Committee that the next meeting will be held on Friday, June 26, 2026.

With no further comments or discussion, Reed adjourned the meeting at 10:05 a.m.

Respectfully submitted,

Maura Allen Gast, FCDME
Executive Director



ICVB FINANCIAL STATEMENTS

For Period Ending
May 2026

IRVING
CONVENTION &
VISITORS BUREAU



2201 - ICVB GENERAL
MONTHLY BALANCE SHEET
MAY 2026

Assets

Cash and equivalents	180,241.72
Investments	5,556,130.00

Total Assets	<u>5,736,371.72</u>
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Liabilities

Accounts payables	401,539.93
Due to other funds	721.10

Total Liabilities	<u>402,261.03</u>
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Fund Balance (Budgetary basis)

Reserve for encumbrances	550,470.67
Unreserved	4,783,640.02

Total Fund Balance	<u>5,334,110.69</u>
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Total Liabilities and Fund Balance	<u>5,736,371.72</u>
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IRVING CONVENTION AND VISITORS BUREAU - GENERAL FUND
MONTHLY FINANCIAL REPORT
MAY 2026

Code	Account	MTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
REVENUE							
L3 - HOTEL/MOTEL TAX							
	CURRENT YEAR	944,472.12	5,094,727.70	9,945,613.00	51.2%	0.00	4,850,885.30
	PENALTY AND INTEREST	4,130.53	59,112.79	0.00	0.0%	0.00	(59,112.79)
	PRIOR YEAR	25,485.90	384,937.86	0.00	0.0%	0.00	(384,937.86)
	SHORT-TERM RENTALS	29,651.53	147,607.71	0.00	0.0%	0.00	(147,607.71)
	TOTAL HOTEL/MOTEL TAX	1,003,740.08	5,686,386.06	9,945,613.00	57.2%	0.00	4,259,226.94
M1 - CHARGES FOR SERVICES							
	EVENTS TRUST FUND RECEIPTS	0.00	5,004.46	0.00	100.0%	0.00	(5,004.46)
	M4 - INVESTMENT INCOME	14,615.09	117,355.19	185,000.00	63.4%	0.00	67,644.81
	M5 - MISCELLANEOUS	0.00	0.00	10,000.00	0.0%	0.00	10,000.00
	M6 - TRANSFER FROM ICC RESERVE/CIP	0.00	289,886.00	289,886.00	0.0%	0.00	0.00
	TOTAL REVENUE	1,018,355.17	6,098,631.71	10,430,499.00	58.5%	0.00	4,331,867.29
EXPENDITURES							
	N1 - SALARIES	346,680.45	1,877,223.45	3,459,324.00	54.3%	0.00	1,582,100.55
	N2 - BENEFITS	64,398.05	382,894.04	690,885.00	55.4%	0.00	307,990.96
	N4 - SUPPLIES	9,061.29	34,085.07	109,010.00	31.3%	0.00	74,924.93
	O1 - UTILITIES (COMMUNICATIONS)	2,439.53	12,414.97	29,336.00	42.3%	0.00	16,921.03
	O2 - COST ALLOCATION TO HEALTH SELF INSUR	0.00	0.00	3,550.00	0.0%	0.00	3,550.00
	O3 - OUTSIDE SERVICES						
	CLOUD BASED SOFTWARE FEES	10,728.59	135,190.82	260,942.00	51.8%	0.00	125,751.18
	FREIGHT	145.51	723.47	3,250.00	22.3%	0.00	2,526.53
	MARKETING AND SALES RESOURCES	1,074.40	18,357.63	64,300.00	28.5%	0.00	45,942.37
	MEDIA ADVERTISING	24,430.25	243,131.23	345,059.50	70.5%	88,630.25	13,298.02
	POSTAGE EQUIPMENT RENTAL	0.00	2,157.75	2,950.00	73.1%	719.25	73.00
	PROFESSIONAL SERVICES	53,711.32	1,329,684.07	2,239,132.49	59.4%	413,121.17	496,327.25
	PROPERTY MANAGEMENT SERVICES	348,750.00	1,046,750.00	1,395,000.00	75.0%	0.00	348,250.00
	TOTAL OUTSIDE SERVICES	438,840.07	2,775,994.97	4,310,633.99	64.4%	502,470.67	1,032,168.35
	O4 - TRAVEL - TRAINING - DUES						
	TRAVEL AND TRAINING	39,751.43	206,371.43	470,654.00	43.8%	40,000.00	224,282.57
	MILEAGE REIMBURSEMENT	173.64	1,199.65	3,900.00	30.8%	0.00	2,700.35
	MEMBERSHIP AND DUES	1,530.00	52,811.00	79,160.00	66.7%	0.00	26,349.00
	TOTAL TRAVEL - TRAINING - DUES	41,455.07	260,382.08	553,714.00	47.0%	40,000.00	253,331.92
	O5 - CLAIMS AND INSURANCE	0.00	0.00	167,035.00	0.0%	0.00	167,035.00
	O7 - MISCELLANEOUS EXPENSES						
	ADM COST REIMBURSEMENT	40,149.60	227,455.41	397,824.00	57.2%	0.00	170,368.59
	BUSINESS DEV INCENTIVE PROG	34,407.00	336,314.00	550,000.00	61.1%	0.00	213,686.00
	CONVENTION SERVICES MATERIALS	13,341.65	84884.81	160,350.00	52.9%	0.00	75,465.19
	EVENT SPONSORSHIPS	8,000.00	79,772.50	113,273.00	70.4%	0.00	33,500.50
	LOCAL PROGRAMS-PROMOTIONS	9,990.30	220,289.58	312,777.00	70.4%	8,000.00	84,487.42
	TOTAL MISCELLANEOUS EXPENSES	105,888.55	948,716.30	1,534,224.00	61.8%	8,000.00	577,507.70
	P5 - TRANSFERS OUT						
	TRSF TO ICC RESERVE / CIP FUND	0.00	2,110,321.00	2,110,321.00	100.0%	0.00	0.00
	TRSF TO GENERAL DS FUND	0.00	0.00	90,306.00	0.0%	0.00	90,306.00
	TOTAL TRANSFERS OUT	0.00	2,110,321.00	2,200,627.00	0.0%	0.00	90,306.00
	TOTAL EXPENDITURES	1,008,763.01	8,402,031.88	13,058,338.99	64.3%	550,470.67	4,105,836.44

Beginning Fund Balance	7,637,510.86
Revenues	6,098,631.71
Expenditures	(8,402,031.88)
Ending Fund Balance	5,334,110.69



2204 - ICVB CONV CENTER RESERVE / CIP
MONTHLY BALANCE SHEET
MAY 2026

Assets

Cash and equivalents	24,333.02
Investments	5,908,000.00
Receivables	7,852,917.20

Total Assets	13,785,250.22
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Liabilities

Unearned revenue	1,475,707.77
Deferred inflow	7,565,578.90
Total Liabilities	9,041,286.67

Fund Balance (Budgetary basis)

Reserve for encumbrances	0.00
Unreserved	4,743,963.55

Total Fund Balance	4,743,963.55
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Total Liabilities and Fund Balance	13,785,250.22
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IRVING CONVENTION AND VISITORS BUREAU - ICC RESERVE / CIP FUND
MONTHLY FINANCIAL REPORT
MAY 2026

Code	Account	MTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
REVENUE							
M1 - CHARGES FOR SERVICES							
	LEASE REVENUE	0.00	0.00	147,621.00	0.0%	0.00	147,621.00
M4 - INVESTMENT INCOME							
		20,125.23	120,408.59	110,000.00	109.5%	0.00	(10,408.59)
M5 - MISCELLANEOUS							
		26,453.67	211,629.36	364,072.00	58.1%	0.00	152,442.64
M6 -TRANSFER FROM ICVB GENERAL FUND							
		0.00	2,110,321.00	2,110,321.00	100.0%	0.00	0.00
TOTAL REVENUE		46,578.90	2,442,358.95	2,732,014.00	89.4%	0.00	289,655.05
EXPENDITURES							
N7 - STRUCTURE MAINTENANCE							
		69,825.67	1,254,559.92	1,910,655.00	65.7%	0.00	656,095.08
P1 - CAPITAL EXPENDITURES							
		0.00	13,345.00	313,345.00	4.3%	0.00	300,000.00
P5 - TRANSFER TO ICVB GENERAL FUND							
		0.00	289,886.00	289,886.00	100.0%	0.00	0.00
TOTAL EXPENDITURES		69,825.67	1,557,790.92	2,513,886.00	62.0%	0.00	956,095.08

Beginning Fund Balance	3,859,395.52
Revenues	2,442,358.95
Expenditures	(1,557,790.92)
Ending Fund Balance	4,743,963.55



Irving Convention and Visitors Bureau

Check Register

May 2026

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80065445	5/5/2026	AMERICAN COLLEGE OF EMERGENCY PHYSICIANS			90.00
		BUSINESS DEV INCENTIVE PROG	EMERGENCY MEDICINE FOUNDATION/APR 2026	90.00	
80065446	5/5/2026	ASHFORD TRS CORPORATION			1,925.00
		BUSINESS DEV INCENTIVE PROG	OXFORD HOUSE/APR 2026	1,925.00	
80065447	5/5/2026	BH DFW PROPERTY LP			2,550.00
		BUSINESS DEV INCENTIVE PROG	DLAT/OG/APR 2026	2,550.00	
80065448	5/5/2026	DELTA DELTA DELTA FRATERNITY			4,305.00
		BUSINESS DEV INCENTIVE PROG	ANNUAL CONFERENCE/APR 2026	4,305.00	
80065449	5/5/2026	FISHER, BREAHN			75.00
		COMMUNICATIONS	MAR 2026 - CELL	75.00	
80065450	5/5/2026	GALLAGHER, BREANNA DAWN			75.00
		COMMUNICATIONS	MAR 2026 - CELL	75.00	
80065451	5/5/2026	GAST, MAURA			233.80
		TRAVEL AND TRAINING	DI - CDME BOARD MEETING 2026	3.00	
		MILEAGE REIMBURSEMENT	FEB 2026 - MILEAGE	107.30	
		MILEAGE REIMBURSEMENT	MAR 2026 - MILEAGE	101.50	
		TRAVEL AND TRAINING	DI CEO SUMMIT 2026	22.00	
80065452	5/5/2026	HERZOG FOUNDATION RESOURCE MANAGEMENT			900.00
		BUSINESS DEV INCENTIVE PROG	TRAINING #13/MAR 2026	378.00	
		BUSINESS DEV INCENTIVE PROG	TRAINING #14/APR 2026	459.00	
		BUSINESS DEV INCENTIVE PROG	TRAINING #15/APR 2026	63.00	
80065453	5/5/2026	INDEPENDENT MEDICAL ALLIANCE, INC			1,855.00
		BUSINESS DEV INCENTIVE PROG	IMA CONFERENCE/APR 2026	1,855.00	
80065454	5/5/2026	MALONEY STRATEGIC COMMUNICATION INC			16,000.00
		PROFESSIONAL SERVICES	MARKETING/ADVERTISING PROJECTS-INV 7 OF 12	16,000.00	
80065455	5/5/2026	MANSELL, LORI			75.00
		COMMUNICATIONS	MAR 2026 - CELL	75.00	
80065456	5/5/2026	PANADE II, LTD			165.00
		BUSINESS DEV INCENTIVE PROG	UNIV OF THE CUMBERLANDS RB1/APR 2026	165.00	
80065457	5/5/2026	PETTY, BRICE			139.84
		COMMUNICATIONS	MAR 2026 - CELL	66.15	
		COMMUNICATIONS	FEB 2026 - CELL / MILEAGE	66.15	
		MILEAGE REIMBURSEMENT	FEB 2026 - CELL / MILEAGE	7.54	
80065458	5/5/2026	ROSE, SUSAN			75.00
		COMMUNICATIONS	MAR 2026 - CELL	75.00	
80065459	5/5/2026	SMG			756,062.02
		BUILDINGS MAINT	LIGHTING SYSTEM	121,489.02	
		BUILDINGS MAINT	ELEVATOR REPLACEMENT	634,573.00	
80065460	5/5/2026	IRVING HERITAGE SOCIETY			3,000.00
		LOCAL PROGRAMS-PROMOTIONS	SPONSOR - 2026 FISH FRY	3,000.00	
80065461	5/12/2026	ASHFORD TRS CORPORATION			3,062.00
		BUSINESS DEV INCENTIVE PROG	BIBLE STUDY FELLOWSHIP/APR 2026	2,814.00	
		BUSINESS DEV INCENTIVE PROG	SAMMONS MIDLAND NATL LIFE INSURANCE/APR 2026	116.00	
		BUSINESS DEV INCENTIVE PROG	SAMMONS LIFE & HEALTH INSURANCE/APR 2026	132.00	



Irving Convention and Visitors Bureau

Check Register

May 2026

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80065462	5/12/2026	BH DFW PROPERTY LP BUSINESS DEV INCENTIVE PROG	TX JR COLLEGE STUDENT GOVM'T ASSN/APR 2026	2,605.00	2,605.00
80065463	5/12/2026	HCD DALLAS CORPORATION BUSINESS DEV INCENTIVE PROG	GENUS PLC/APR 2026	3,256.00	8,891.00
		BUSINESS DEV INCENTIVE PROG	ONCO360 NATL SALES/APR 2026	5,635.00	
80065464	5/12/2026	MANUSAMA, DEBORA CHRISTY PROFESSIONAL SERVICES	DIGITAL CONTENT SPECIALIST - ROMANCE CAMPAIGN	2,490.00	2,490.00
80065465	5/12/2026	MEETING PROFESSIONALS INTERNATIONAL MEDIA ADVERTISING	SPONSOR - 2026 WEC HOSTED BUYER LUNCHEON	15,000.00	18,200.00
		MEDIA ADVERTISING	ADVERTISING	3,200.00	
80065466	5/12/2026	PACIFIC DENTAL SERVICES, LLC BUSINESS DEV INCENTIVE PROG	ICE/RECRUITING/MTD/MAR 2026	720.00	720.00
80065467	5/12/2026	SOUTHWEST DRYCLEANERS ASSOCIATION BUSINESS DEV INCENTIVE PROG	DRYCLEANING & LAUNDRY EXPO/MAR 2026	3,595.00	3,595.00
80065468	5/12/2026	SPORTS CLUB LC OWNER LLC MEMBERSHIPS, CERTS, & LICENSES	MAY 2026	1,400.00	1,400.00
80065469	5/12/2026	THE RITZ-CARLTON HOTEL COMPANY, L.L.C. BUSINESS DEV INCENTIVE PROG	PITTSBURG PIRATES/APR 2026	1,585.00	2,815.00
		BUSINESS DEV INCENTIVE PROG	THE ATHLETICS/APR 2026	1,230.00	
80065470	5/12/2026	TRADE PRESS MEDIA GROUP, INC MEDIA ADVERTISING	ADVERTISING	4,500.00	4,500.00
80065471	5/19/2026	CUTTS, SUSAN PROFESSIONAL SERVICES	DATA ENTRY SERVICES - 04/20-05/08/26	576.00	576.00
80065472	5/19/2026	FOJTASEK, LORI COMMUNICATIONS	MAR 2026 - CELL / MILEAGE	75.00	85.59
		MILEAGE REIMBURSEMENT	MAR 2026 - CELL / MILEAGE	10.59	
80065473	5/19/2026	FOSTER, WENDY COMMUNICATIONS	MAR 2026 - CELL / MILEAGE	75.00	98.96
		MILEAGE REIMBURSEMENT	MAR 2026 - CELL / MILEAGE	23.96	
80065474	5/19/2026	GANDY, THOMAS COMMUNICATIONS	MAR 2026 - CELL	67.61	67.61
80065475	5/19/2026	GROVES, DONNA COMMUNICATIONS	MAR 2026 - CELL	75.00	75.00
80065476	5/19/2026	IRVING - LAS COLINAS ROTARY CLUB MEMBERSHIPS, CERTS, & LICENSES	APRIL 2026	40.00	40.00
80065477	5/19/2026	LEVI MANUEL GOMEZ ANDRADE PROFESSIONAL SERVICES	VIDEOGRAPHY - MESSAGES TO THE MAYOR	300.00	300.00
80065478	5/19/2026	LEVINE, KATHY COMMUNICATIONS	MAR 2026 - CELL	65.44	65.44
80065479	5/19/2026	LOPEZ, BRENDA COMMUNICATIONS	MAR 2026 - CELL	75.00	75.00



Irving Convention and Visitors Bureau

Check Register

May 2026

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80065480	5/19/2026	MALONEY STRATEGIC COMMUNICATION INC			20,892.32
		PROFESSIONAL SERVICES	Q2 MATERIALS PRINTING & STORAGE	3,774.59	
		PROFESSIONAL SERVICES	MEETING PLANNER PROMOTIONAL ITEMS	1,117.73	
		PROFESSIONAL SERVICES	MARKETING/ADVERTISING PROJECTS-INV 8 OF 12	16,000.00	
80065481	5/19/2026	MANSOUR, KAYLA			75.00
		COMMUNICATIONS	MAR 2026 - CELL	75.00	
80065482	5/19/2026	MANUSAMA, DEBORA CHRISTY			2,100.00
		PROFESSIONAL SERVICES	DIGITAL CONTENT SPECIALIST - APR 2026	2,100.00	
80065483	5/19/2026	MEETING PROFESSIONALS INTERNATIONAL			15,000.00
		TRAVEL AND TRAINING	2026 WEC HOSTED BUYER APPOINTMENT PACKAGE	15,000.00	
80065484	5/19/2026	PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC			1,500.00
		POSTAGE	POSTAGE FOR METER	1,500.00	
80065485	5/19/2026	SOTO, MONICA			106.66
		COMMUNICATIONS	MAR 2026 - CELL / MILEAGE	41.00	
		MILEAGE REIMBURSEMENT	MAR 2026 - CELL / MILEAGE	11.17	
		COMMUNICATIONS	APR 2026 - CELL / MILEAGE	41.00	
		MILEAGE REIMBURSEMENT	APR 2026 - CELL / MILEAGE	13.49	
80065486	5/19/2026	TEXAS DEPARTMENT OF TRANSPORTATION			999.40
		MEDIA ADVERTISING	ADVERTISING	999.40	
80065487	5/19/2026	TEXAS DEPARTMENT OF TRANSPORTATION			3,080.85
		MEDIA ADVERTISING	ADVERTISING	3,080.85	
80065488	5/19/2026	WHITE, MONTY			75.00
		COMMUNICATIONS	MAR 2026 - CELL	75.00	
80065489	5/26/2026	ASHFORD TRS CORPORATION			425.00
		BUSINESS DEV INCENTIVE PROG	DALLAS STARS ELITE HOCKEY/FEB 2026	425.00	
80065490	5/26/2026	BH DFW PROPERTY LP			1,716.00
		BUSINESS DEV INCENTIVE PROG	TPUSA SUMMIT/APR 2026	624.00	
		BUSINESS DEV INCENTIVE PROG	CONCENTRIC CONFERENCE/MAY 2026	1,092.00	
80065491	5/26/2026	CARMELA BADKE			1,500.00
		PROFESSIONAL SERVICES	INFLUENCER - ROMANCE CAMPAIGN	1,500.00	
80065492	5/26/2026	CITY OF FRISCO			1,149.00
		TRAVEL AND TRAINING	HELMSBRISCOE NTX CVB SOCIAL/APR 2026	1,149.00	
80065493	5/26/2026	FEDERAL EXPRESS CORPORATION			145.51
		FREIGHT	SHIPPING	145.51	
80065494	5/26/2026	GREYSTONE DEVELOPMENT COMPANY, LLC			184.00
		BUSINESS DEV INCENTIVE PROG	GREYSTONE DEVELOPMENT CONFERENCE/APR 2026	184.00	
80065495	5/26/2026	HCD DALLAS CORPORATION			2,870.00
		BUSINESS DEV INCENTIVE PROG	SCARRITT GROUP/APR 2026	2,870.00	
80065496	5/26/2026	MEETING PROFESSIONALS INTERNATIONAL			3,200.00
		MEDIA ADVERTISING	ADVERTISING	3,200.00	
80065497	5/26/2026	SETZER FAMILY ENTERPRISE, LLC			755.00
		BUSINESS DEV INCENTIVE PROG	TEAM 100/APR 2026	755.00	
80065498	5/26/2026	SMG			282.00
		BUSINESS DEV INCENTIVE PROG	THE PILOT NETWORK CONFERENCE/MAY 2026	282.00	



Irving Convention and Visitors Bureau

Check Register

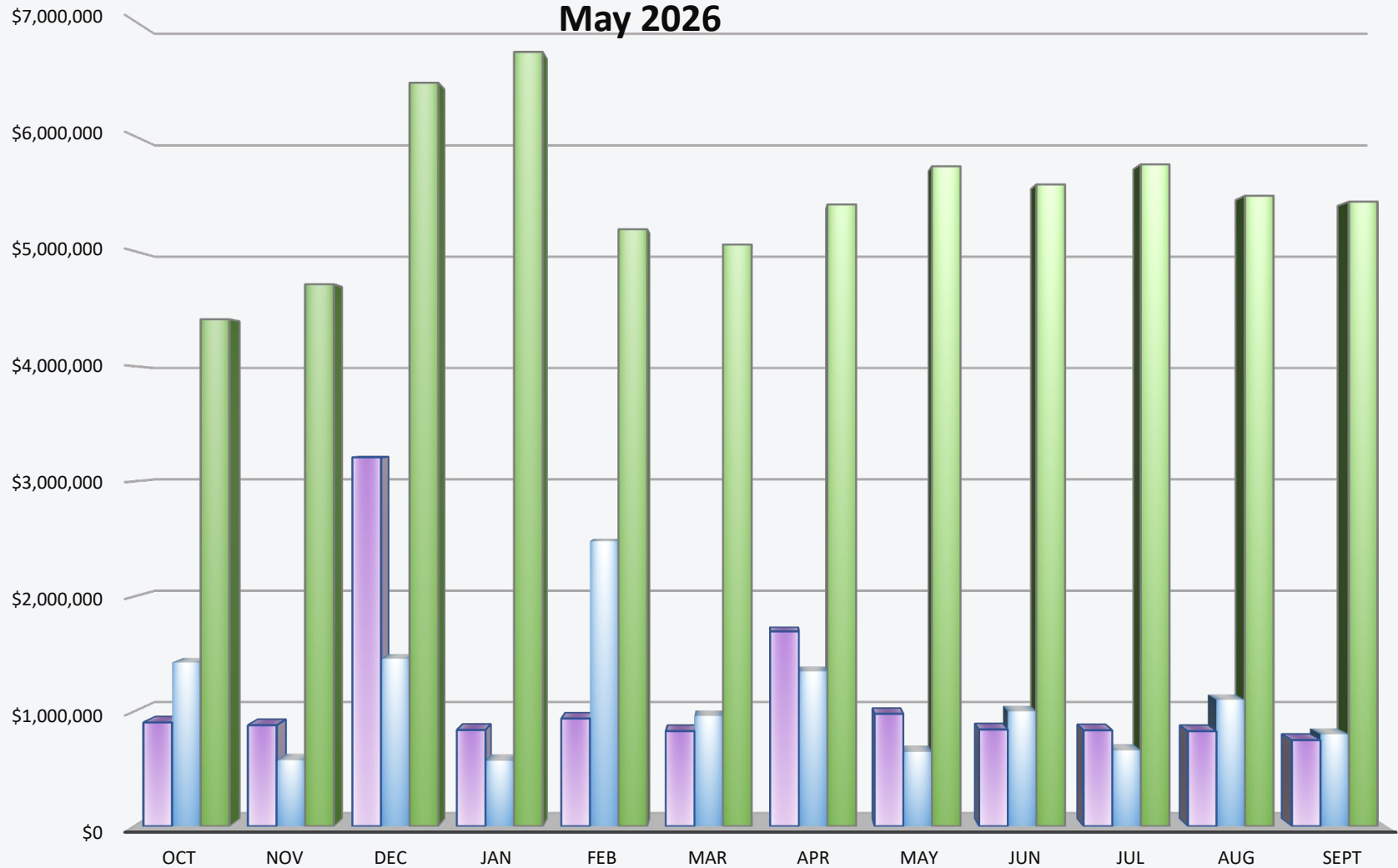
May 2026

Check #	Check Date	Vendor Name Object Description	Line Item Description	Invoice Amount	Check Amount
80065499	5/26/2026	SMG			61,800.01
		PROFESSIONAL SERVICES	FIRE UP CULTURE - PYMT 1 OF 4	15,000.00	
		LOCAL PROGRAMS-PROMOTIONS	CATERING	5,461.80	
		CLOUD BASED SOFTWARE SUB FEES	NOVATECH - APR 2026	1,593.00	
		CONVENTION SERVICES MATERIALS	KLEERTECH - BADGE HOLDERS	13,291.54	
		BUILDINGS MAINT	WESTIN GARAGE RENTAL - MAY 2026	26,453.67	
80065500	5/26/2026	SMG			43,372.00
		BUILDINGS MAINT	COOLING TOWER #1 REPAIR	27,045.00	
		BUILDINGS MAINT	1ST FL PREFUNCTION AREA POWER (EAST)	16,327.00	
80065501	5/26/2026	THE RITZ-CARLTON HOTEL COMPANY, L.L.C.			5,810.00
		BUSINESS DEV INCENTIVE PROG	RICHMOND HUMAN RESOURCES/MAY 2026	1,565.00	
		BUSINESS DEV INCENTIVE PROG	RICHMOND CIO FORUM/MAY 2026	765.00	
		BUSINESS DEV INCENTIVE PROG	ARIZONA DIAMONDBACKS/MAY 2026	1,150.00	
		BUSINESS DEV INCENTIVE PROG	TRUE HEALTHCARE & HARMONY/FEB 2026	2,330.00	
Total Number of Invoices			90	1,004,225.01	
Total Number of Checks			57		1,004,225.01

Irving Convention and Visitors Bureau

FY26 Cash Flow

May 2026



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
REVENUE	\$903,333	\$879,365	\$3,207,955	\$837,564	\$937,643	\$827,293	\$1,695,752	\$978,206	\$841,746	\$834,970	\$826,953	\$748,863
EXPENSES	\$1,425,307	\$574,487	\$1,458,117	\$569,328	\$2,478,548	\$959,796	\$1,347,243	\$646,645	\$1,000,000	\$660,000	\$1,100,000	\$800,000
ENDING CASH	\$4,406,758	\$4,711,636	\$6,461,474	\$6,729,710	\$5,188,805	\$5,056,302	\$5,404,811	\$5,736,372	\$5,578,118	\$5,753,088	\$5,480,041	\$5,428,904

IRVING CONVENTION AND VISITORS BUREAU

FUND BALANCES

MAY 2026



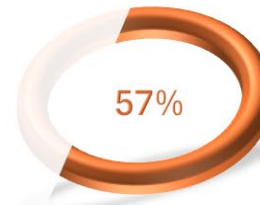
General

GOAL: \$2,000,000
CURRENT: \$5,334,111



Reserve

GOAL: \$5,000,000
CURRENT: \$6,209,910



Technology

GOAL: \$1,000,000
CURRENT: \$565,485



ICC CIP

GOAL: \$3,000,000
CURRENT: \$4,743,963

A golfer in a light blue polo shirt, khaki shorts, a dark cap, and dark sneakers with white socks is captured in the middle of a golf swing on a green. A golf club is behind his head, and a golf ball sits on the grass near his feet. In the background, there is a large clubhouse with many windows and a stone wall. The entire image has a warm, golden-yellow tint.

ICVB HOTEL OCCUPANCY TAX COLLECTIONS

For Period Ending
March 2026

IRVING
CONVENTION &
VISITORS BUREAU

**IRVING CONVENTION AND VISITORS BUREAU
HOTEL OCCUPANCY TAX
2025 - 2026**

LUXURY & FULL SERVICE		OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026
1	Atrium Hotel and Suites DFW Airport	14,484.61	12,551.54	16,720.18	16,945.08	12,817.76	15,537.26
2	Dallas Marriott Hotel Las Colinas	61,406.87	51,082.88	36,969.93	45,136.88	54,381.51	59,127.73
3	DFW Airport Marriott	64,697.81	51,920.64	41,848.36	55,956.90	58,364.57	26,937.81
4	<i>Doubletree by Hilton DFW Airport North</i>	17,092.10	14,443.64	9,070.18	14,040.90	18,736.32	0.00
5	Embassy Suites by Hilton Dallas Las Colinas	23,186.65	20,989.07	18,375.17	17,493.26	20,600.15	22,926.57
6	<i>Embassy Suites DFW Airport South</i>	14,755.16	13,794.52	11,675.03	16,716.10	12,486.64	0.00
7	Hilton Garden Inn DFW Airport South	14,636.66	10,690.37	8,519.62	12,753.06	12,782.31	13,807.97
8	Hilton Garden Inn Las Colinas	16,777.27	12,991.52	10,106.65	12,979.02	15,267.93	16,328.61
9	Holiday Inn Irving Las Colinas	11,634.69	7,876.69	6,578.66	7,828.16	8,582.27	10,110.40
10	Hotel Indigo Las Colinas	17,570.53	12,601.37	9,944.88	12,734.00	15,167.80	13,516.76
11	NYLO Las Colinas Tapestry Collection by Hilton	22,901.97	17,412.63	16,993.36	15,842.55	17,554.05	19,600.50
12	Omni Las Colinas Hotel	76,471.23	63,325.09	43,185.46	44,366.76	64,171.60	69,831.11
13	Sandman Signature Las Colinas Hotel & Suites	11,306.47	11,944.62	11,372.47	8,285.87	14,334.45	15,392.98
14	<i>Sheraton DFW Airport Hotel</i>	22,008.90	24,488.56	12,967.49	0.00	0.00	0.00
15	Texican Court	21,543.54	16,201.77	13,133.21	17,417.74	15,972.91	18,446.26
16	The Ritz-Carlton Dallas, Las Colinas	122,861.42	99,077.05	75,473.97	73,420.30	81,486.09	112,119.80
17	Westin DFW Airport	56,115.31	43,095.26	37,535.64	55,038.86	60,524.17	42,965.42
18	Wyndham DFW Airport Hotel	13,553.72	11,222.49	8,500.99	12,918.93	9,999.12	15,129.47
TOTAL LUXURY & FULL SERVICE		603,004.91	495,709.71	388,971.25	439,874.37	493,229.65	471,778.65
19	Westin Irving Convention Center Las Colinas	58,175.23	49,103.56	43,419.34	48,360.77	56,600.52	64,320.14

Westin pays 9% tax which is applied to bond payments. The 9% has been converted to the ICVB's share of the tax (57% of 5%) in order to compare with payments from other hotels. Amount is not included in the totals.

ALL SUITE / EXTENDED STAY		OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026
1	Best Western Plus DFW Airport Suites North	4,827.35	4,138.48	3,181.88	4,122.97	4,009.67	4,462.25
2	Candlewood Suites DFW Airport North	6,256.20	4,660.53	4,222.42	4,652.17	4,791.11	5,704.55
3	Comfort Suites DFW Airport North	3,802.10	2,950.09	3,409.71	3,983.01	3,015.14	4,055.87
4	Element Dallas Las Colinas	16,447.05	15,017.32	13,549.25	15,729.49	16,713.07	13,061.52
5	Extended Stay Deluxe Green Park	2,166.29	1,723.88	1,844.62	1,706.88	1,220.17	1,638.78
6	Extended Stay Deluxe Las Colinas	861.03	611.38	655.51	927.70	892.44	1,584.48
7	Hawthorn Extended Stay by Wyndham Irving DFW North	1,987.22	1,419.01	1,269.41	2,126.30	1,652.23	2,159.46
8	Hawthorn Suites by Wyndham Irving DFW South	1,689.35	1,586.11	1,574.35	1,702.51	972.84	1,476.98
9	Holiday Inn Express & Suites Irving Las Colinas	9,545.33	6,787.95	5,733.14	6,116.28	7,951.91	7,646.67
10	Holiday Inn Express Hotel & Suites DFW Airport North	13,760.68	12,194.14	11,882.86	12,420.26	12,309.70	14,586.36
11	Holiday Inn Express Hotel & Suites DFW Airport South	9,089.02	7,398.19	6,561.42	8,833.01	8,184.92	7,990.58
12	Home Towne Studios Dallas Irving	1,419.87	836.48	1,010.92	1,888.16	1,518.01	2,229.40
13	Homewood Suites by Hilton DFW North	8,735.42	7,173.02	5,998.79	7,081.12	7,363.23	9,066.60
14	Homewood Suites by Hilton Las Colinas	10,442.21	8,196.81	6,883.28	0.00	8,685.44	8,502.43
15	Hyatt House Dallas Las Colinas	7,760.11	6,525.00	4,504.69	5,337.96	4,700.53	4,485.33
16	Hyatt Place Dallas Las Colinas	10,249.96	7,810.06	5,945.42	7,086.02	8,064.45	7,706.71
17	Quality Suites Las Colinas	1,335.34	815.38	653.60	1,596.28	382.12	415.25
18	Residence Inn Dallas DFW Airport North Irving	6,454.10	5,488.91	4,752.86	6,061.89	6,468.26	7,180.52
19	Residence Inn Dallas DFW Airport South Irving	10,668.38	9,250.07	7,569.72	13,063.21	6,923.48	8,066.75
20	Residence Inn Dallas Las Colinas	10,238.56	9,244.85	7,827.79	8,873.89	9,154.96	10,738.44
21	Soka Suites Dallas Las Colinas	10,713.57	10,103.50	8,710.43	9,621.94	9,534.65	9,031.76
22	Sonesta Simply Suites Dallas Las Colinas	2,198.86	2,352.35	2,200.43	2,070.65	2,446.98	2,498.34
23	Springhill Suites Dallas DFW Airport East Las Colinas	11,074.88	8,989.27	6,839.57	8,285.11	9,970.72	11,597.37
24	Staybridge Suites Dallas Las Colinas	5,424.03	2,908.54	4,003.65	4,039.73	5,227.29	5,652.13
25	Staybridge Suites DFW Airport North	6,777.28	4,855.59	3,903.30	4,342.67	5,971.35	7,032.81
26	TownePlace Suites by Marriott Dallas DFW Airport North	9,951.79	8,743.01	7,125.42	9,361.58	10,551.63	11,686.17
27	TownePlace Suites Dallas Las Colinas	7,049.62	5,374.40	3,704.13	3,883.25	5,378.86	5,630.17
28	Woodspring Suites Signature	1,664.24	901.01	1,226.59	1,268.75	1,401.28	1,085.54
TOTAL ALL SUITE / EXTENDED STAY		192,589.84	158,055.33	136,745.16	156,182.79	165,456.44	176,973.22

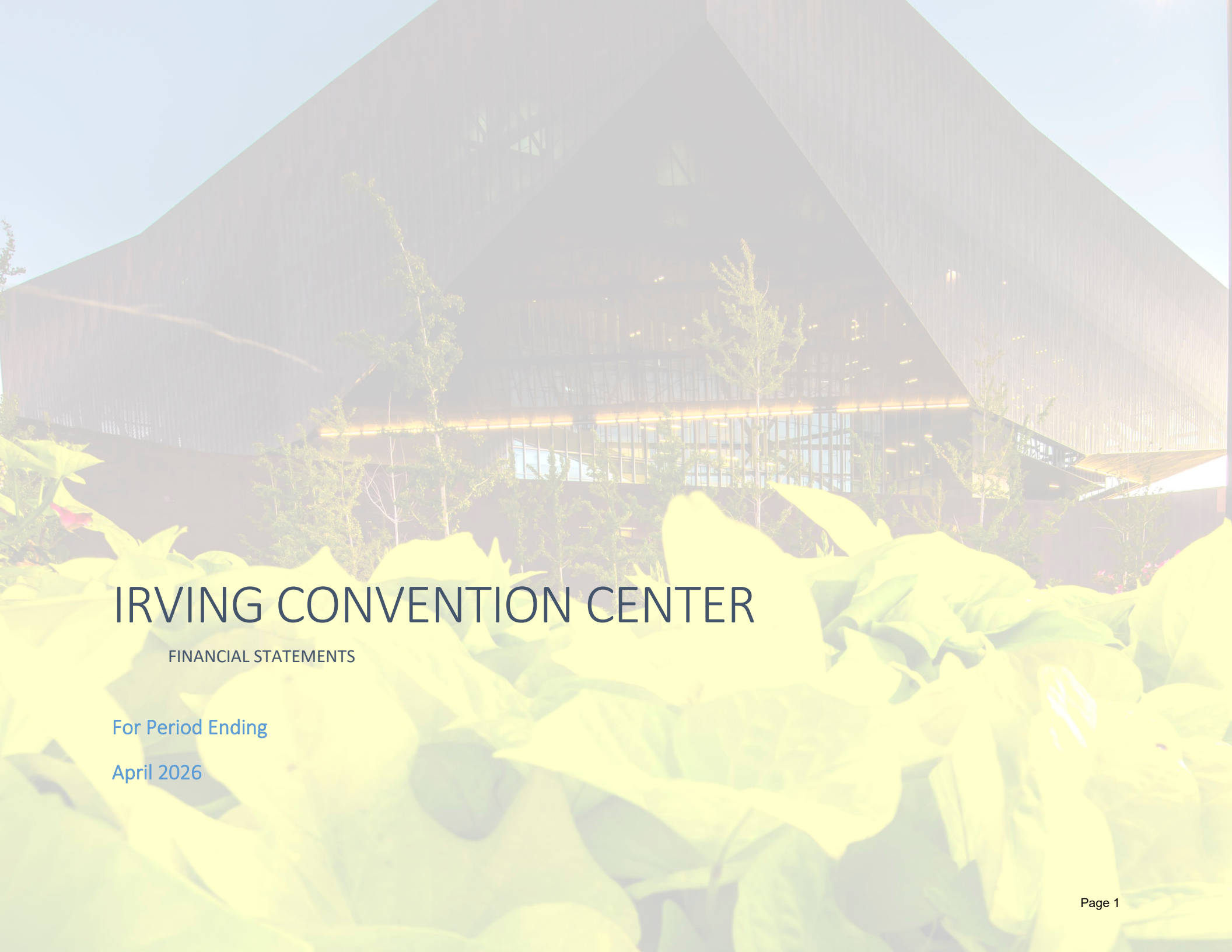
BUDGET SERVICE		OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026
1	Arya Inn & Suites	735.04	780.35	824.74	823.55	753.46	963.09
2	Budget Inn & Suites	39.25	72.73	8.80	10.66	18.34	16.08
3	<i>Budget Suites of America Las Colinas</i>	522.54	760.82	332.02	0.00	0.00	850.78
4	Clarion Inn & Suites DFW North	2,388.96	4,386.89	2,048.09	2,472.28	2,372.30	3,043.88
5	Comfort Inn & Suites Irving Las Colinas DFW	4,874.88	4,001.98	3,485.59	3,726.79	3,690.96	4,286.88
6	Days Inn	4,061.16	3,346.77	3,254.17	3,245.29	3,068.35	4,116.29
7	Days Inn DFW Airport North	2,028.25	1,334.75	1,872.51	1,760.13	1,792.03	2,520.68
8	Delux Inn	810.45	738.56	942.35	1,053.43	1,046.83	1,157.73
9	Delux Suites Motel	61.34	47.45	70.18	127.26	116.97	118.58
10	<i>Extended Stay America Dallas Las Colinas</i>	536.15	0.00	0.00	0.00	0.00	0.00
11	Gateway Inn	327.01	375.35	348.21	328.26	282.66	241.88
12	<i>Hampton Inn & Suites by Hilton DFW Airport North</i>	N/A	N/A	968.25	7,269.28	8,702.98	0.00
13	Magnuson Extended Stay & Suites Airport Hotel	799.07	659.55	615.77	1,012.05	715.57	715.08
14	Motel 6 Dallas - Irving, DFW Airport East	3,005.35	2,905.62	2,890.57	2,595.96	2,394.40	3,072.24
15	Motel 6 Dallas DFW South	1,783.21	1,594.77	1,571.33	1,317.29	1,298.35	1,666.10
16	Motel 6 Dallas Irving	2,839.55	2,503.15	2,680.28	2,580.89	2,103.78	2,481.14
17	Motel 6 DFW North	3,811.46	3,794.68	4,430.03	4,558.48	3,564.20	4,248.13
18	Motel 6 Irving Loop 12	1,000.18	899.23	760.92	875.42	910.02	931.89
19	OYO Hotel Irving DFW Airport South	2,115.77	1,576.66	1,446.48	1,670.47	1,283.07	1,330.03
20	Quality Inn & Suites DFW Airport	5,625.64	4,721.31	4,669.95	4,993.37	5,005.51	5,874.41
21	Quality Inn & Suites DFW Airport South	3,425.28	2,918.24	3,431.66	3,762.05	2,862.02	3,858.95
22	<i>Red Roof Inn & Suites Irving DFW Airport South</i>	2,955.05	3,004.28	2,156.82	2,787.87	1,977.07	0.00
23	Red Roof Inn Dallas DFW Airport North	3,968.31	3,163.13	3,577.72	4,167.99	3,772.70	4,220.36
24	<i>Studio 6 DFW Airport North</i>	1,580.54	1,583.97	1,340.32	0.00	999.70	0.00
25	Super 8 Hotel DFW South	2,267.33	1,893.19	1,995.69	2,172.74	1,575.80	2,020.79
26	Super 8 Motel DFW North	2,564.96	2,475.85	2,377.06	2,258.45	1,832.65	2,471.42
27	The Crossroads Hotel & Suites	844.15	883.66	797.05	934.81	742.34	801.78
TOTAL BUDGET SERVICE		54,970.88	50,422.94	48,896.56	56,504.77	52,882.06	51,008.19

LIMITED SERVICE		OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026
1	aLoft DFW Airport North	12,273.01	9,624.57	9,391.42	10,303.62	12,586.88	13,813.65
2	aLoft Las Colinas	15,111.03	11,942.79	9,082.19	10,648.39	13,068.05	9,168.09
3	Best Western Plus Las Colinas Inn & Suites	472.26	1,109.89	0.00	436.37	783.28	2,510.15
4	Country Inn & Suites by Radisson DFW Airport South	3,221.90	2,892.55	2,401.67	2,843.82	2,405.57	3,142.07
5	Courtyard Dallas DFW Airport North Irving	15,495.70	13,422.71	10,509.69	12,638.66	8,502.07	14,882.96
6	Courtyard Dallas DFW Airport South Irving	11,448.31	8,796.87	7,583.62	11,569.53	11,676.85	11,497.24
7	Courtyard Dallas Las Colinas	13,122.90	9,624.88	6,761.80	10,583.79	11,903.45	12,192.03
8	Element DFW Airport North	11,953.02	8,989.13	7,323.90	9,068.92	11,158.70	12,312.96
9	Fairfield Inn & Suites Dallas DFW Airport South Irving	8,436.23	8,335.43	7,955.34	9,372.44	9,238.29	10,492.17
10	Fairfield Inn & Suites DFW Airport North Irving	9,870.08	7,667.65	7,186.77	9,255.95	10,685.79	10,744.51
11	Hampton Inn & Suites Irving Highway 183	8,055.25	6,910.97	5,402.61	6,799.91	8,069.92	8,750.59
12	Hampton Inn Dallas Irving Las Colinas	9,413.25	7,623.52	7,876.33	8,153.29	9,693.35	9,986.02
13	Home2 Suites by Hilton DFW Airport South Irving	3,087.68	7,466.99	6,008.12	7,090.43	7,804.72	9,402.36
14	Home2 Suites by Hilton Irving DFW Airport North	14,863.38	12,025.37	11,120.76	12,520.11	13,128.40	14,834.37
15	La Quinta Inn & Suites DFW Airport North	7,752.73	6,810.09	6,775.11	7,994.54	0.00	0.00
16	La Quinta Inn & Suites DFW Airport South	7,878.38	7,032.95	5,685.64	5,931.09	5,883.46	6,732.55
17	La Quinta Inn Hotel & Suites Las Colinas	4,859.97	4,246.91	3,326.47	3,965.84	3,936.49	4,275.71
18	TRU by Hilton DFW Airport South	5,301.38	4,809.22	4,776.68	6,428.66	7,075.44	8,258.84
19	Wingate Inn by Wyndham - DFW Airport North	4,561.51	3,717.85	3,685.51	4,165.78	3,567.12	4,453.81
TOTAL LIMITED SERVICE		167,177.97	143,050.34	122,853.63	149,771.14	151,167.83	167,450.08

TOTAL SHORT TERM RENTALS		20,104.63	23,280.18	26,213.02	24,850.38	23,507.97	29,651.53
Number of locations		30	36	34	36	31	38

SUMMARY	OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026
ACTUAL GRAND TOTAL	1,037,848.23	870,518.50	723,679.62	827,183.45	886,243.95	896,861.67
BUDGET	892,889.00	957,558.00	864,714.00	856,698.00	805,041.00	726,002.00
DIFFERENCE	144,959.23	(87,039.50)	(141,034.38)	(29,514.55)	81,202.95	170,859.67
	16.2%	-9.1%	-16.3%	-3.4%	10.1%	23.5%

CUMULATIVE YEAR TO DATE						
ACTUAL	1,037,848.23	1,908,366.73	2,632,046.35	3,459,229.80	4,345,473.75	5,242,335.42
BUDGET	892,889.00	1,850,447.00	2,715,161.00	3,571,859.00	4,376,900.00	5,102,902.00
DIFFERENCE	144,959.23	57,919.73	(83,114.65)	(112,629.20)	(31,426.25)	139,433.42
	16.2%	3.1%	-3.1%	-3.2%	-0.7%	2.7%



IRVING CONVENTION CENTER

FINANCIAL STATEMENTS

For Period Ending

April 2026

IRVING CONVENTION CENTER

MONTHLY FINANCIAL REPORTS

PERIOD ENDING

APRIL 30, 2026

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	October	November	December	January	February	March	April	May	June	July	August	September	Total
Event Income													
Direct Event Income													
Rental Income	360,675	157,987	83,000	186,300	154,250	288,450	209,750	247,250	158,050	169,000	317,250	169,375	2,501,337
Service Income	178,379	140,907	46,367	165,954	159,875	116,467	153,773	103,695	55,810	44,550	50,390	65,380	1,281,547
Service Expenses	(262,359)	(195,512)	(145,685)	(284,353)	(263,880)	(219,688)	(265,103)	(191,575)	(146,145)	(92,350)	(152,090)	(151,995)	(2,370,737)
Total Direct Event Income	276,695	103,382	(16,318)	67,901	50,245	185,229	98,420	159,370	67,715	121,200	215,550	82,760	1,412,147
Ancillary Income													
F & B Concessions	25,581	25,061	5,165	75,478	65,924	25,140	21,937	44,650	16,650	12,400	28,905	10,100	356,991
F & B Catering	269,448	236,089	155,909	908,362	736,623	286,870	470,203	372,052	204,197	88,568	158,825	633,413	4,520,558
Parking: Self Parking	76,813	44,351	19,276	40,793	98,265	49,285	72,616	35,465	17,630	22,140	26,650	33,980	537,264
Electrical Services	34,725	16,385	12,405	13,350	23,215	25,038	40,872	16,475	6,200	7,630	7,150	31,500	234,945
Audio Visual	0	(0)	(0)	0	0	(251)	(104)	-	-	-	-	-	(354)
Internet Services	4,831	9,009	6,371	851	11,857	2,417	18,027	16,800	3,850	300	305	7,050	81,668
Total Ancillary Income	411,398	330,895	199,126	1,038,834	935,884	388,499	623,551	485,442	248,527	131,038	221,835	716,043	5,731,072
Total Event Income	688,093	434,277	182,808	1,106,735	986,129	573,728	721,971	644,812	316,242	252,238	437,385	798,803	7,143,220
Other Operating Income	141,474	126,535	53,765	88,816	136,840	89,233	121,221	111,183	111,183	111,183	111,183	110,966	1,313,583
ICVB Operating Subsidy			348,000			350,000			348,750			348,250	1,395,000
Adjusted Gross Income	829,567	560,812	584,573	1,195,551	1,122,969	1,012,961	843,192	755,995	776,175	363,421	548,568	1,258,019	9,851,802
Operating Expenses													
Employee Salaries and Wages	322,611	281,868	339,571	303,967	281,852	311,785	316,870	320,227	322,852	320,227	320,227	330,775	3,772,832
Benefits	76,384	73,833	77,829	78,961	68,309	69,879	72,435	73,689	73,689	73,689	73,689	75,084	887,469
Less: Event Labor Allocations	(61,725)	(44,381)	(36,185)	(63,090)	(61,555)	(56,957)	(58,092)	(52,083)	(52,083)	(52,083)	(52,083)	(40,011)	(630,328)
Net Employee Wages and Benefits	337,270	311,320	381,215	319,838	288,606	324,707	331,213	341,833	344,458	341,833	341,833	365,848	4,029,973
Contracted Services	89,806	86,547	90,103	90,119	86,986	90,845	90,923	90,011	90,361	90,011	90,011	90,942	1,076,665
General and Administrative	79,394	76,962	63,532	67,233	75,426	57,243	98,048	82,102	92,042	75,952	81,252	222,563	1,071,748
Operations	36,412	29,115	29,118	40,041	55,572	41,513	39,051	43,055	43,055	43,055	43,055	43,831	486,873
Repair & Maintenance	66,547	50,449	48,917	50,981	50,573	53,600	73,844	71,706	71,706	71,706	71,706	71,705	753,440
Supplies	22,481	5,361	9,760	1,059	9,328	5,832	6,974	10,453	10,453	10,453	10,453	9,891	112,499
Insurance	23,768	23,768	23,048	23,768	23,768	23,768	23,768	23,768	23,768	26,208	23,768	28,828	291,996
Utilities	55,946	60,291	54,489	56,476	63,202	54,940	91,692	99,083	97,083	99,583	90,583	95,833	919,202
Other	1,334	2,729	5,112	784	2,814	1,510	978	417	417	417	417	417	17,346
Legends Global Management Fees	50,677	48,650	41,320	98,302	91,174	53,279	67,867	65,595	54,436	30,431	88,603	69,190	759,524
Total Operating Expenses	763,635	695,192	746,614	748,601	747,448	707,238	824,358	828,023	827,779	789,649	841,681	999,048	9,519,265
Net Income (Loss) From Operations	65,932	(134,380)	(162,041)	446,950	375,521	305,724	18,834	(72,028)	(51,604)	(426,228)	(293,113)	258,971	332,537

Irving Convention Center
Financial Statement Monthly & YTD Highlights
For the Month Ending April 30, 2026

	Current Month	PY Current Month	YTD Actual	Prior YTD Actual
Attendance	15,903	27,395	130,236	143,142
Events	25	19	112	110
Event Days	44	39	247	243
Direct Event Income	98,420	138,306	765,554	627,547
Ancillary Income	623,551	662,104	3,928,178	3,778,932
Total Event Income	721,971	800,410	4,693,732	4,406,479
Other Operating Income	121,221	102,704	757,881	796,342
Adjusted Gross Income	843,192	903,114	5,451,613	5,202,821
Indirect Expenses	(824,358)	(730,362)	(5,233,736)	(5,214,673)
Net Income (Loss) From Operations	18,834	172,752	217,877	(11,852)

Irving Convention Center
Balance Sheet
April 30, 2026

ASSETS

Current Assets

Cash	\$ 2,652,043
Accounts Receivable	1,764,494
Prepaid Assets	382,655
Inventory	97,706

Total Current Assets		4,896,898
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Total Assets	\$	4,896,898
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LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	\$ 1,464,200
Accrued Expenses	213,280
Deferred Income	0
Advance Deposits	2,303,542
Other Current Liabilities	0

Total Current Liabilities		3,981,022
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Long-Term Liabilities

Long Term Liabilites	0

Total Long-Term Liabilities		0
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Total Liabilities		3,981,022
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Equity

Net Funds Received	16,420,552
Retained Earnings	(15,722,552)
Net Income (Loss)	217,876

Total Equity		915,876
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Total Liabilities & Equity	\$	4,896,898
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Irving Convention Center
Income Statement
For the Seven Months Ending April 30, 2026

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
EVENT INCOME							
Rental Income	209,750	183,500	26,250	1,440,412	1,413,175	27,237	1,278,250
Service Revenue	153,773	54,290	99,483	961,715	422,950	538,765	812,084
Service Expenses	(265,103)	(115,361)	(149,742)	(1,636,573)	(972,841)	(663,732)	(1,462,787)
Total Direct Event In	98,420	122,429	(24,009)	765,554	863,284	(97,730)	627,547
F & B Concessions	21,937	16,000	5,937	244,285	176,474	67,811	200,277
F & B Catering	470,203	314,112	156,091	3,063,493	1,713,325	1,350,168	2,940,513
Parking	72,616	40,490	32,126	401,400	229,090	172,310	428,942
Electrical Services	40,872	31,275	9,597	165,990	121,175	44,815	169,654
Audio Visual	(104)	0	(104)	(353)	0	(353)	(3,581)
Internet Services	18,027	5,300	12,727	53,363	51,300	2,063	43,127
Total Ancillary Inco	623,551	407,177	216,374	3,928,178	2,291,364	1,636,814	3,778,932
Total Event Income	721,971	529,606	192,365	4,693,732	3,154,648	1,539,084	4,406,479
OTHER OPERATING INCOME							
Other Income	121,221	121,183	38	757,881	848,281	(90,400)	796,342
Total Other Operatin	121,221	121,183	38	757,881	848,281	(90,400)	796,342
Adjusted Gross Inco	843,192	650,789	192,403	5,451,613	4,002,929	1,448,684	5,202,821
INDIRECT EXPENSES							
Salaries & Wages	316,870	314,476	(2,394)	2,158,521	2,206,582	48,061	2,092,305
Payroll Taxes & Ben	72,435	75,206	2,771	517,625	526,442	8,817	497,051
Labor Allocations to	(58,092)	(52,083)	6,009	(381,986)	(364,581)	17,405	(424,753)
Net Salaries and Ben	331,213	337,599	6,386	2,294,160	2,368,443	74,283	2,164,603
Contracted Services	90,923	88,792	(2,131)	625,334	622,244	(3,090)	617,803
General and Adminis	98,048	65,447	(32,601)	517,840	416,021	(101,819)	554,350
Operating	39,051	30,710	(8,341)	271,480	221,110	(50,370)	268,018
Repairs & Maintenan	73,844	60,560	(13,284)	394,908	423,920	29,012	577,667
Operational Supplies	6,974	10,453	3,479	60,792	73,721	12,929	103,864
Insurance	23,768	20,000	(3,768)	165,656	145,060	(20,596)	105,529
Utilities	91,692	86,416	(5,276)	437,034	396,262	(40,772)	377,272
Other	978	417	(561)	15,263	2,919	(12,344)	8,689
Legends Global Man	67,867	61,961	(5,906)	451,269	366,688	(84,581)	436,878
Total Indirect Expens	824,358	762,355	(62,003)	5,233,736	5,036,388	(197,348)	5,214,673
Net Income (Loss)	18,834	(111,566)	130,400	217,877	(1,033,459)	1,251,336	(11,852)

IRVING CONVENTION CENTER/ASM Global
Year Over Year Income Comparison
For the Seven Months Ending April 30, 2026

	Current Month Actual (FY26)	Prior Year (FY25)	Two Years Prior (FY24)	Three Years Prior (FY23)	Four Years Prior (FY22)	Five Years Prior (FY21)
Rental Income	209,750	217,050	250,820	207,450	141,320	63,100
F & B Concessions	21,937	32,396	20,604	37,932	30,507	11,320
F & B Catering	470,203	491,120	515,013	371,875	197,441	1,870
Total Event Income	721,971	800,410	776,463	627,831	373,744	118,294
Total Indirect Expenses	824,358	730,362	643,413	564,642	400,518	366,247

	Year to Date Actual (FY26)	Prior Year (FY25)	Two Years Prior (FY24)	Three Years Prior (FY23)	Four Years Prior (FY22)	Five Years Prior (FY21)
Rental Income	1,440,412	1,278,250	1,141,058	1,049,678	714,886	349,456
F & B Concessions	244,285	200,277	123,728	156,948	163,743	38,834
F & B Catering	3,063,493	2,940,513	2,851,778	2,297,054	1,163,613	115,553
Total Event Income	4,693,732	4,406,479	4,113,183	3,543,947	2,222,115	804,806
Total Indirect Expenses	5,233,736	5,214,673	4,601,867	4,208,996	3,319,245	2,523,842

Irving Convention Center
Monthly Event Income Statement: Assemblies
For the Seven Months Ending April 30, 2026

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	825	0	825	800
Events	1	0	1	1
Event Days	1	0	1	1
Direct Event Income				
Rental Income	6,500	0	6,500	5,000
Service Revenue	1,340	0	1,340	1,250
Service Expenses	(5,022)	0	(5,022)	(6,800)
Total Direct Event Income	2,818	0	2,818	(550)
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	2,941	0	2,941	0
Parking	278	0	278	0
Electrical Services	0	0	0	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	3,219	0	3,219	0
Total Event Income	6,037	0	6,037	(550)

Irving Convention Center
Monthly Event Income Statement: Banquets
For the Seven Months Ending April 30, 2026

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,719	850	6,409	5,615
Events	2	1	13	10
Event Days	3	2	15	12
Direct Event Income				
Rental Income	1,000	500	17,100	14,600
Service Revenue	6,192	2,050	57,776	13,600
Service Expenses	(15,806)	(6,400)	(86,496)	(62,950)
Total Direct Event Income	(8,614)	(3,850)	(11,620)	(34,750)
Ancillary Income				
F & B Concessions	0	0	179	0
F & B Catering	60,339	51,250	203,723	271,470
Parking	7,935	2,050	14,284	9,430
Electrical Services	0	1,750	1,885	2,950
Audio Visual	0	0	0	0
Internet Services	0	0	1,009	0
Total Ancillary Income	68,274	55,050	221,080	283,850
Total Event Income	59,660	51,200	209,460	249,100

Irving Convention Center
Monthly Event Income Statement: Conventions
For the Seven Months Ending April 30, 2026

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,300	900	31,875	16,280
Events	1	1	16	16
Event Days	3	2	55	50
Direct Event Income				
Rental Income	52,000	4,000	445,350	425,800
Service Revenue	8,565	1,500	314,480	134,950
Service Expenses	(14,698)	(6,800)	(486,660)	(255,390)
Total Direct Event Income	45,867	(1,300)	273,170	305,360
Ancillary Income				
F & B Concessions	108	0	53,670	27,370
F & B Catering	7,357	101,250	1,018,456	618,126
Parking	9,300	0	88,391	52,890
Electrical Services	11,095	0	61,120	38,450
Audio Visual	0	0	(250)	0
Internet Services	7,910	0	27,684	26,900
Total Ancillary Income	35,769	101,250	1,249,071	763,736
Total Event Income	81,635	99,950	1,522,241	1,069,096

Irving Convention Center
Monthly Event Income Statement: Family Shows
For the Seven Months Ending April 30, 2026

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	320	0	820	800
Event Days	1	0	2	1
Direct Event Income				
Rental Income	5,000	0	42,400	37,400
Service Revenue	3,125	0	10,775	4,700
Service Expenses	(4,603)	0	(19,043)	(18,500)
Total Direct Event Income	<u>3,522</u>	<u>0</u>	<u>34,132</u>	<u>23,600</u>
Ancillary Income				
F & B Concessions	0	0	465	3,700
F & B Catering	(171)	0	(4,893)	0
Parking	1,186	0	5,254	820
Electrical Services	0	0	0	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	<u>1,015</u>	<u>0</u>	<u>826</u>	<u>4,520</u>
Total Event Income	<u>4,537</u>	<u>0</u>	<u>34,958</u>	<u>28,120</u>

Irving Convention Center
Monthly Event Income Statement: Meetings
For the Seven Months Ending April 30, 2026

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	6,754	3,575	34,451	17,170
Events	11	5	33	22
Event Days	18	12	63	47
Direct Event Income				
Rental Income	49,250	84,500	223,850	233,650
Service Revenue	47,167	20,790	138,106	71,740
Service Expenses	(111,893)	(51,511)	(350,100)	(234,061)
Total Direct Event Income	(15,476)	53,779	11,856	71,329
Ancillary Income				
F & B Concessions	5,715	6,900	26,440	26,674
F & B Catering	402,739	152,537	1,581,221	608,897
Parking	13,310	11,790	40,371	28,600
Electrical Services	4,737	10,700	25,757	23,000
Audio Visual	(104)	0	(103)	0
Internet Services	9,251	3,300	12,866	11,650
Total Ancillary Income	435,647	185,227	1,686,552	698,821
Total Event Income	420,172	239,006	1,698,408	770,150

Irving Convention Center
Monthly Event Income Statement: Sporting Event
For the Seven Months Ending April 30, 2026

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	2,300	5,300	19,300	18,050
Events	2	2	11	11
Event Days	6	6	37	37
Direct Event Income				
Rental Income	46,500	45,000	285,837	258,700
Service Revenue	31,728	16,500	162,497	95,400
Service Expenses	(37,484)	(27,450)	(264,553)	(171,350)
Total Direct Event Income	40,744	34,050	183,781	182,750
Ancillary Income				
F & B Concessions	2,208	4,950	64,192	63,800
F & B Catering	(914)	4,500	22,079	20,700
Parking	20,367	12,300	123,463	73,800
Electrical Services	300	600	15,013	6,650
Audio Visual	0	0	0	0
Internet Services	251	1,500	6,832	9,200
Total Ancillary Income	22,212	23,850	231,579	174,150
Total Event Income	62,956	57,900	415,360	356,900

Irving Convention Center
Monthly Event Income Statement: Trade Shows
For the Seven Months Ending April 30, 2026

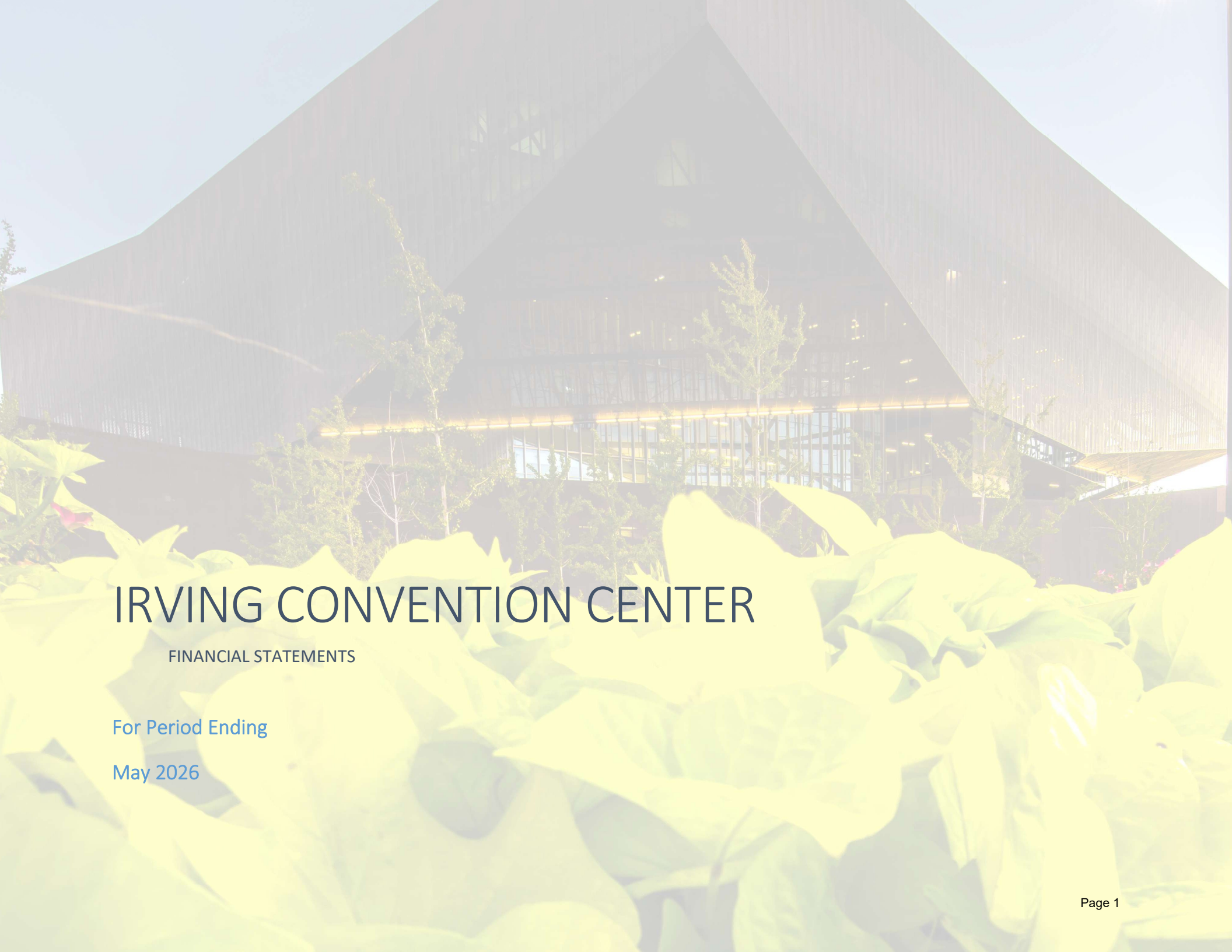
	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	2,575	1,700	11,430	28,500
Events	2	2	10	11
Event Days	7	7	34	41
Direct Event Income				
Rental Income	49,500	49,500	225,200	233,100
Service Revenue	55,656	13,450	163,233	41,250
Service Expenses	(72,045)	(23,200)	(226,093)	(113,100)
Total Direct Event Income	33,111	39,750	162,340	161,250
Ancillary Income				
F & B Concessions	3,300	4,150	8,475	15,280
F & B Catering	(4,601)	4,575	177,876	133,890
Parking	20,240	14,350	55,378	29,520
Electrical Services	24,740	18,225	44,610	45,225
Audio Visual	0	0	0	0
Internet Services	615	500	2,801	2,050
Total Ancillary Income	44,294	41,800	289,140	225,965
Total Event Income	77,405	81,550	451,480	387,215

Irving Convention Center
Monthly Event Income Statement: ICVB
For the Seven Months Ending April 30, 2026

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	110	0	501	290
Events	5	0	16	4
Event Days	5	0	15	4
Direct Event Income				
Rental Income	0	0	0	0
Service Revenue	0	0	0	0
Service Expenses	(3,552)	0	(7,582)	(1,950)
Total Direct Event Income	(3,552)	0	(7,582)	(1,950)
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	2,513	0	3,180	787
Parking	0	0	0	0
Electrical Services	0	0	0	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	2,513	0	3,180	787
Total Event Income	(1,039)	0	(4,402)	(1,163)

Irving Convention Center
Monthly Event Income Statement: Grab & Go
For the Seven Months Ending April 30, 2026

	Current Actual	Current Budget	Year to Date Actual	Year to Date Budget
Attendance	0	0	0	0
Events	0	0	0	0
Event Days	0	0	0	0
Direct Event Income				
Rental Income	0	0	0	0
Service Revenue	0	0	0	0
Service Expenses	0	0	0	0
Total Direct Event Income	0	0	0	0
Ancillary Income				
F & B Concessions	10,606	0	10,606	0
F & B Catering	0	0	0	0
Parking	0	0	0	0
Electrical Services	0	0	0	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	10,606	0	10,606	0
Total Event Income	10,606	0	10,606	0

The background of the page is a photograph of the Irving Convention Center, a large building with a dark, angular facade and a prominent glass section. In the foreground, there are large, bright green leaves, possibly from a plant like a Philodendron, which are slightly out of focus. The overall lighting is soft, suggesting an overcast day or early morning/late afternoon.

IRVING CONVENTION CENTER

FINANCIAL STATEMENTS

For Period Ending

May 2026

IRVING CONVENTION CENTER

MONTHLY FINANCIAL REPORTS

PERIOD ENDING

MAY 31, 2026

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	October	November	December	January	February	March	April	May	June	July	August	September	Total
Event Income													
Direct Event Income													
Rental Income	360,675	157,987	83,000	186,300	154,250	288,450	209,750	203,832	159,300	169,000	317,250	175,375	2,465,169
Service Income	178,379	140,907	46,367	165,954	159,875	116,467	153,773	217,060	55,060	45,050	50,390	65,880	1,395,162
Service Expenses	(262,359)	(195,512)	(145,685)	(284,353)	(263,880)	(219,688)	(265,103)	(320,308)	(139,345)	(92,350)	(152,090)	(151,995)	(2,492,670)
Total Direct Event Income	276,695	103,382	(16,318)	67,901	50,245	185,229	98,420	100,584	75,015	121,700	215,550	89,260	1,367,661
Ancillary Income													
F & B Concessions	25,581	25,061	5,165	75,478	65,924	25,140	21,937	59,114	16,650	12,400	28,905	10,100	371,456
F & B Catering	269,448	236,089	155,909	908,362	736,623	286,870	470,203	433,659	246,270	89,488	158,825	633,413	4,625,159
Parking: Self Parking	76,813	44,351	19,276	40,793	98,265	49,285	72,616	81,807	17,630	22,140	26,650	33,980	583,606
Electrical Services	34,725	16,385	12,405	13,350	23,215	25,038	40,872	22,276	6,200	7,630	7,150	31,500	240,746
Audio Visual	0	(0)	(0)	0	0	(251)	(104)	(0)	-	-	-	-	(354)
Internet Services	4,831	9,009	6,371	851	11,857	2,417	18,027	19,342	3,850	300	305	7,050	84,210
Total Ancillary Income	411,398	330,895	199,126	1,038,834	935,884	388,499	623,551	616,198	290,600	131,958	221,835	716,043	5,904,822
Total Event Income	688,093	434,277	182,808	1,106,735	986,129	573,728	721,971	716,782	365,615	253,658	437,385	805,303	7,272,484
Other Operating Income	141,474	126,535	53,765	88,816	136,840	89,233	121,221	147,658	111,183	111,183	111,183	110,966	1,350,058
ICVB Operating Subsidy			348,000			350,000			348,750			348,250	1,395,000
Adjusted Gross Income	829,567	560,812	584,573	1,195,551	1,122,969	1,012,961	843,192	864,440	825,548	364,841	548,568	1,264,519	10,017,541
Operating Expenses													
Employee Salaries and Wages	322,611	281,868	339,571	303,967	281,852	311,785	316,870	305,372	322,852	320,227	320,227	364,966	3,792,168
Benefits	76,384	73,833	77,829	78,961	68,309	69,879	72,435	68,592	74,442	74,442	74,442	74,679	884,225
Less: Event Labor Allocations	(61,725)	(44,381)	(36,185)	(63,090)	(61,555)	(56,957)	(58,092)	(55,891)	(52,083)	(52,083)	(52,083)	(38,532)	(632,657)
Net Employee Wages and Benefits	337,270	311,320	381,215	319,838	288,606	324,707	331,213	318,073	345,211	342,586	342,586	401,113	4,043,736
Contracted Services	89,806	86,547	90,103	90,119	86,986	90,845	90,923	92,618	90,361	90,011	90,011	90,142	1,078,472
General and Administrative	79,394	76,962	63,532	67,233	75,426	57,243	98,048	63,679	92,817	76,727	79,777	293,585	1,124,422
Operations	36,412	29,115	29,118	40,041	55,572	41,513	39,051	37,252	43,055	43,055	43,055	44,299	481,539
Repair & Maintenance	66,547	50,449	48,917	50,981	50,573	53,600	73,844	51,462	71,706	71,706	71,706	70,253	731,744
Supplies	22,481	5,361	9,760	1,059	9,328	5,832	6,974	6,853	10,453	10,453	10,453	9,882	108,890
Insurance	23,768	23,768	23,048	23,768	23,768	23,768	23,768	23,768	23,768	26,208	23,768	28,828	291,996
Utilities	55,946	60,291	54,489	56,476	63,202	54,940	91,692	45,143	97,083	99,583	90,583	95,833	865,262
Other	1,334	2,729	5,112	784	2,814	1,510	978	1,369	417	417	417	417	18,298
Legends Global Management Fees	50,677	48,650	41,320	98,302	91,174	53,279	67,867	67,019	57,601	34,994	46,888	82,104	739,875
Total Operating Expenses	763,635	695,192	746,614	748,601	747,448	707,238	824,358	707,236	832,472	795,740	799,244	1,116,456	9,484,233
Net Income (Loss) From Operations	65,932	(134,380)	(162,041)	446,950	375,521	305,724	18,834	157,204	(6,924)	(430,899)	(250,676)	148,063	533,308

Irving Convention Center
Financial Statement Monthly & YTD Highlights
For the Month Ending May 31, 2026

	Current Month	PY Current Month	YTD Actual	Prior YTD Actual
Attendance	33,447	38,835	163,683	181,977
Events	16	19	128	129
Event Days	34	41	281	284
Direct Event Income	100,584	110,147	866,138	737,694
Ancillary Income	616,198	1,145,399	4,544,375	4,924,326
Total Event Income	716,782	1,255,546	5,410,513	5,662,020
Other Operating Income	147,658	143,366	905,538	939,707
Adjusted Gross Income	864,440	1,398,912	6,316,051	6,601,727
Indirect Expenses	(707,236)	(821,082)	(5,940,974)	(6,035,747)
Net Income (Loss) From Operations	157,204	577,830	375,077	565,980

Irving Convention Center
Balance Sheet
May 31, 2026

ASSETS

Current Assets

Cash	\$ 2,895,831
Accounts Receivable	974,556
Prepaid Assets	391,392
Inventory	76,872

Total Current Assets		4,338,651
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Total Assets	\$	4,338,651
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LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	\$ 1,170,561
Accrued Expenses	2,330
Deferred Income	0
Advance Deposits	2,092,679
Other Current Liabilities	0

Total Current Liabilities		3,265,570
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Long-Term Liabilities

Long Term Liabilites	0

Total Long-Term Liabilities		0
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Total Liabilities		3,265,570
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Equity

Net Funds Received	16,420,552
Retained Earnings	(15,722,552)
Net Income (Loss)	375,081

Total Equity		1,073,081
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Total Liabilities & Equity	\$	4,338,651
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Irving Convention Center
Income Statement
For the Eight Months Ending May 31, 2026

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
EVENT INCOME							
Rental Income	203,832	171,500	32,332	1,644,244	1,584,675	59,569	1,489,850
Service Revenue	217,060	97,945	119,115	1,178,774	520,895	657,879	1,077,072
Service Expenses	(320,308)	(157,575)	(162,733)	(1,956,880)	(1,130,416)	(826,464)	(1,829,228)
Total Direct Event In	100,584	111,870	(11,286)	866,138	975,154	(109,016)	737,694
F & B Concessions	59,114	44,650	14,464	303,403	221,124	82,279	245,521
F & B Catering	433,659	444,476	(10,817)	3,497,148	2,157,802	1,339,346	3,912,687
Parking	81,807	35,465	46,342	483,207	264,555	218,652	517,002
Electrical Services	22,276	16,475	5,801	188,266	137,650	50,616	192,789
Audio Visual	0	0	0	(354)	0	(354)	(3,582)
Internet Services	19,342	16,800	2,542	72,705	68,100	4,605	59,909
Total Ancillary Inco	616,198	557,866	58,332	4,544,375	2,849,231	1,695,144	4,924,326
Total Event Income	716,782	669,736	47,046	5,410,513	3,824,385	1,586,128	5,662,020
OTHER OPERATING INCOME							
Other Income	147,658	121,183	26,475	905,538	969,464	(63,926)	939,707
Total Other Operatin	147,658	121,183	26,475	905,538	969,464	(63,926)	939,707
Adjusted Gross Inco	864,440	790,919	73,521	6,316,051	4,793,849	1,522,202	6,601,727
INDIRECT EXPENSES							
Salaries & Wages	305,372	314,476	9,104	2,463,894	2,521,058	57,164	2,399,128
Payroll Taxes & Ben	68,592	75,206	6,614	586,214	601,648	15,434	569,756
Labor Allocations to	(55,891)	(52,083)	3,808	(437,877)	(416,664)	21,213	(486,416)
Net Salaries and Ben	318,073	337,599	19,526	2,612,231	2,706,042	93,811	2,482,468
Contracted Services	92,618	88,792	(3,826)	717,952	711,036	(6,916)	706,964
General and Adminis	63,679	46,767	(16,912)	581,522	462,789	(118,733)	668,373
Operating	37,252	30,710	(6,542)	308,733	251,820	(56,913)	319,130
Repairs & Maintenan	51,462	64,060	12,598	446,370	487,980	41,610	636,135
Operational Supplies	6,853	10,453	3,600	67,645	84,174	16,529	114,610
Insurance	23,768	20,000	(3,768)	189,424	165,060	(24,364)	125,040
Utilities	45,143	93,916	48,773	482,177	490,178	8,001	432,565
Other	1,369	417	(952)	16,632	3,336	(13,296)	10,541
Legends Global Man	67,019	66,457	(562)	518,288	433,145	(85,143)	539,921
Total Indirect Expens	707,236	759,171	51,935	5,940,974	5,795,560	(145,414)	6,035,747
Net Income (Loss)	157,204	31,748	125,456	375,077	(1,001,711)	1,376,788	565,980

IRVING CONVENTION CENTER/SMG
Year Over Year Income Comparison
For the Eight Months Ending May 31, 2026

	Current Month Actual (FY26)	Prior Year (FY25)	Two Years Prior (FY24)	Three Years Prior (FY23)	Four Years Prior (FY22)	Five Years Prior (FY21)
Rental Income	203,832	211,600	205,875	159,850	156,425	134,200
F & B Concessions	59,114	45,245	49,190	61,329	4,666	15,286
F & B Catering	433,659	972,179	481,472	418,811	264,090	49,057
Total Event Income	716,782	1,255,547	753,089	618,225	437,434	250,278
Total Indirect Expenses	707,236	821,083	723,845	612,201	575,028	335,612

	Year to Date Actual (FY26)	Prior Year (FY25)	Two Years Prior (FY24)	Three Years Prior (FY23)	Four Years Prior (FY22)	Five Years Prior (FY21)
Rental Income	1,644,244	1,489,850	1,346,933	1,209,528	871,311	483,656
F & B Concessions	303,403	245,521	172,915	218,275	168,407	54,117
F & B Catering	3,497,148	3,912,687	3,333,247	2,715,868	1,427,702	164,612
Total Event Income	5,410,513	5,662,020	4,866,264	4,162,169	2,659,551	869,300
Total Indirect Expenses	5,940,974	6,035,747	5,325,707	4,821,194	3,894,273	2,859,449

Irving Convention Center
Monthly Event Income Statement: Assemblies
For the Eight Months Ending May 31, 2026

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	2,100	0	2,925	800
Events	1	0	2	1
Event Days	1	0	2	1
Direct Event Income				
Rental Income	8,000	0	14,500	5,000
Service Revenue	1,970	0	3,310	1,250
Service Expenses	(4,252)	0	(9,273)	(6,800)
Total Direct Event Income	5,718	0	8,537	(550)
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	(666)	0	2,275	0
Parking	2,000	0	2,278	0
Electrical Services	0	0	0	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	1,334	0	4,553	0
Total Event Income	7,052	0	13,090	(550)

Irving Convention Center
Monthly Event Income Statement: Banquets
For the Eight Months Ending May 31, 2026

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	990	600	7,399	6,215
Events	2	1	15	11
Event Days	2	1	17	13
Direct Event Income				
Rental Income	0	0	17,100	14,600
Service Revenue	1,310	820	59,086	14,420
Service Expenses	(7,446)	(5,150)	(93,943)	(68,100)
Total Direct Event Income	(6,136)	(4,330)	(17,757)	(39,080)
Ancillary Income				
F & B Concessions	0	0	179	0
F & B Catering	28,064	63,000	231,785	334,470
Parking	0	0	14,284	9,430
Electrical Services	0	0	1,885	2,950
Audio Visual	0	0	0	0
Internet Services	0	0	1,009	0
Total Ancillary Income	28,064	63,000	249,142	346,850
Total Event Income	21,928	58,670	231,385	307,770

Irving Convention Center
Monthly Event Income Statement: Consumer / Public Shows
For the Eight Months Ending May 31, 2026

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	21,000	4,900	45,475	34,400
Events	1	1	10	11
Event Days	4	4	27	26
Direct Event Income				
Rental Income	77,800	70,000	271,975	267,175
Service Revenue	129,894	47,700	243,402	107,760
Service Expenses	(142,189)	(55,050)	(333,215)	(163,790)
Total Direct Event Income	65,505	62,650	182,162	211,145
Ancillary Income				
F & B Concessions	45,562	33,500	82,135	73,150
F & B Catering	46,374	39,665	105,285	99,120
Parking	40,621	16,400	112,984	50,430
Electrical Services	4,363	2,500	21,968	7,400
Audio Visual	0	0	0	0
Internet Services	3,143	3,000	5,314	4,500
Total Ancillary Income	140,063	95,065	327,686	234,600
Total Event Income	205,568	157,715	509,848	445,745

Irving Convention Center
Monthly Event Income Statement: Conventions
For the Eight Months Ending May 31, 2026

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	7,050	2,925	38,925	19,205
Events	6	4	22	20
Event Days	14	9	69	59
Direct Event Income				
Rental Income	38,532	25,000	483,882	450,800
Service Revenue	41,434	21,350	355,913	156,300
Service Expenses	(88,822)	(52,225)	(575,482)	(307,615)
Total Direct Event Income	(8,856)	(5,875)	264,313	299,485
Ancillary Income				
F & B Concessions	8	4,700	53,678	32,070
F & B Catering	278,346	224,859	1,296,800	842,985
Parking	21,235	2,460	109,626	55,350
Electrical Services	15,978	10,625	77,098	49,075
Audio Visual	0	0	(251)	0
Internet Services	12,899	7,800	40,583	34,700
Total Ancillary Income	328,466	250,444	1,577,534	1,014,180
Total Event Income	319,610	244,569	1,841,847	1,313,665

Irving Convention Center
Monthly Event Income Statement: Meetings
For the Eight Months Ending May 31, 2026

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	312	700	34,763	17,870
Events	2	1	35	23
Event Days	6	5	69	52
Direct Event Income				
Rental Income	42,000	40,000	265,850	273,650
Service Revenue	4,678	2,875	142,784	74,615
Service Expenses	(18,489)	(9,250)	(368,586)	(243,311)
Total Direct Event Income	28,189	33,625	40,048	104,954
Ancillary Income				
F & B Concessions	0	0	26,440	26,674
F & B Catering	53,747	85,000	1,634,967	693,897
Parking	0	0	40,371	28,600
Electrical Services	0	0	25,757	23,000
Audio Visual	0	0	(103)	0
Internet Services	2,600	5,000	15,466	16,650
Total Ancillary Income	56,347	90,000	1,742,898	788,821
Total Event Income	84,536	123,625	1,782,946	893,775

Irving Convention Center
Monthly Event Income Statement: Sporting Event
For the Eight Months Ending May 31, 2026

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,030	1,500	20,330	19,550
Events	1	1	12	12
Event Days	4	4	41	41
Direct Event Income				
Rental Income	33,500	30,000	319,337	288,700
Service Revenue	18,878	22,700	181,375	118,100
Service Expenses	(26,713)	(23,600)	(291,269)	(194,950)
Total Direct Event Income	25,665	29,100	209,443	211,850
Ancillary Income				
F & B Concessions	(4,500)	5,300	59,695	69,100
F & B Catering	(548)	450	21,531	21,150
Parking	16,768	14,760	140,232	88,560
Electrical Services	1,500	1,600	16,513	8,250
Audio Visual	0	0	0	0
Internet Services	700	1,000	7,532	10,200
Total Ancillary Income	13,920	23,110	245,503	197,260
Total Event Income	39,585	52,210	454,946	409,110

Irving Convention Center
Monthly Event Income Statement: Trade Shows
For the Eight Months Ending May 31, 2026

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	850	1,000	12,280	29,500
Events	1	1	11	12
Event Days	1	1	35	42
Direct Event Income				
Rental Income	4,000	6,500	229,200	239,600
Service Revenue	18,896	2,500	182,129	43,750
Service Expenses	(31,443)	(12,300)	(257,534)	(125,400)
Total Direct Event Income	(8,547)	(3,300)	153,795	157,950
Ancillary Income				
F & B Concessions	33	1,150	8,508	16,430
F & B Catering	26,820	31,502	204,697	165,393
Parking	1,488	1,845	56,866	31,365
Electrical Services	435	1,750	45,045	46,975
Audio Visual	0	0	0	0
Internet Services	0	0	2,801	2,050
Total Ancillary Income	28,776	36,247	317,917	262,213
Total Event Income	20,229	32,947	471,712	420,163

Irving Convention Center
Monthly Event Income Statement: ICVB
For the Eight Months Ending May 31, 2026

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	115	0	616	290
Events	2	0	18	4
Event Days	2	0	17	4
Direct Event Income				
Rental Income	0	0	0	0
Service Revenue	0	0	0	0
Service Expenses	(954)	0	(8,535)	(1,950)
Total Direct Event Income	(954)	0	(8,535)	(1,950)
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	1,522	0	4,701	787
Parking	(305)	0	(305)	0
Electrical Services	0	0	0	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	1,217	0	4,396	787
Total Event Income	263	0	(4,139)	(1,163)

Irving Convention Center
Monthly Event Income Statement: Grab & Go
For the Eight Months Ending May 31, 2026

	Current Actual	Current Budget	Year to Date Actual	Year to Date Budget
Attendance	0	0	0	0
Events	0	0	0	0
Event Days	0	0	0	0
Direct Event Income				
Rental Income	0	0	0	0
Service Revenue	0	0	0	0
Service Expenses	0	0	0	0
Total Direct Event Income	0	0	0	0
Ancillary Income				
F & B Concessions	18,011	0	18,011	0
F & B Catering	0	0	0	0
Parking	0	0	0	0
Electrical Services	0	0	0	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	18,011	0	18,011	0
Total Event Income	18,011	0	18,011	0

ICVB Executive Director Evaluation Framework Recommendations

Board & Business Development Committee | June 2026

PREPARED BY

Cambria Jones, CDME, CDMP

Chief Marketing & Experience Officer, SearchWide Global
Community Engagement Chair, ICVB Board of Directors

Executive Summary

The current Executive Director evaluation framework has guided the Irving Convention & Visitors Bureau for many years and contains strong performance measures tied to organizational success.

As the organization continues to evolve, there is an opportunity to enhance the evaluation process to better reflect the full scope of executive leadership responsibilities while preserving the measures that have historically driven accountability and results. The proposed enhancements are intended to:

- Preserve existing performance measures and institutional knowledge
- Align evaluation criteria more closely with the Board's strategic priorities
- Incorporate destination organization best practices
- Establish a standardized process that extends beyond any individual Executive Director or Board Chair
- Support long-term succession planning and organizational continuity

The proposed framework builds upon the current evaluation structure rather than replacing it.

Guiding Principles

Six principles anchor the proposed enhancements and keep the framework grounded in continuity, strategy, and long-term organizational health.

1) Preserve What Works

Maintain the current evaluation categories and performance measures that have historically contributed to organizational success.

2) Align with Strategy

Tie performance evaluation directly to the Board's strategic plan and long-term organizational objectives.

3) Evaluate Leadership, Not Just Metrics

Recognize that executive success includes leadership effectiveness, stakeholder engagement, culture, succession planning, and strategic influence.

4) Standardize the Process

Create a consistent process that remains effective regardless of future Board leadership transitions.

5) Position-Based Evaluation

Evaluate the responsibilities, competencies, and expectations of the position rather than the characteristics of any individual in the role.

6) Support Future Transitions

Build a framework that applies to future Executive Directors while maintaining continuity and institutional knowledge.

Current Framework vs. Proposed Framework

The proposed structure preserves all current evaluation categories while organizing them into broader executive leadership responsibilities.

CURRENT EVALUATION CATEGORY	PROPOSED EVALUATION CATEGORY
Strategic Planning & Initiatives	Strategic Leadership & Organizational Performance
Irving CVB Initiatives	
Irving Convention Center Initiatives	
Partnerships & Alliances	Community Leadership & Stakeholder Relations
Board Facilitation & Committee Coordination	Governance, Talent & Organizational Development
Professional Development	Professional Growth & Executive Effectiveness

Proposed Evaluation Framework

Four weighted categories capture the full scope of executive leadership while preserving the operational measures that have driven accountability.

35%

Strategic Leadership & Organizational
Performance

25%

Community Leadership &
Stakeholder Relations

25%

Governance, Talent &
Organizational Development

15%

Professional Growth
& Executive
Effectiveness

Strategic Leadership & Organizational Performance

35%

Measures the Executive Director's ability to execute Board priorities while ensuring organizational sustainability and operational success.

FOCUS AREAS

- Strategic Plan implementation
- Organizational sustainability and growth
- Visitor experience initiatives
- Destination-enhancing development
- Sales and room night performance
- Marketing and communications effectiveness
- Customer service delivery
- Convention Center oversight
- Financial stewardship
- Contract administration

EVALUATION QUESTION

Is the Executive Director successfully leading the organization toward its strategic objectives while maintaining strong organizational performance?

Community Leadership & Stakeholder Relations

25%

Measures effectiveness in advancing organizational priorities through leadership, advocacy, and relationship management.

FOCUS AREAS

- Partnerships and alliances
- Hotel community engagement
- City Council relationships
- Chamber and economic development partnerships
- Industry leadership
- Community visibility and involvement
- Destination advocacy
- Political and stakeholder acumen
- Relationship management and influence

EVALUATION QUESTION

Is the Executive Director effectively representing and advancing the organization within the community, industry, and stakeholder environment?

Governance, Talent & Organizational Development**25%**

Measures organizational leadership, Board support, staff development, and succession readiness.

FOCUS AREAS

- Board facilitation
- Committee coordination
- Governance support
- Organizational culture
- Employee engagement
- Staff development
- Leadership pipeline development
- Succession planning

EVALUATION QUESTION

Is the Executive Director building a strong organization while supporting effective governance and long-term sustainability?

Professional Growth & Executive Effectiveness**15%**

Measures leadership growth, innovation, and executive effectiveness.

FOCUS AREAS

- Professional development
- Industry engagement
- Executive leadership development
- Innovation and continuous improvement
- Communication effectiveness
- Strategic problem solving

EVALUATION QUESTION

Is the Executive Director continuing to evolve as a leader while preparing the organization for future success?

Evaluation Inputs

To ensure a balanced and comprehensive review, performance should be evaluated using multiple sources of information.

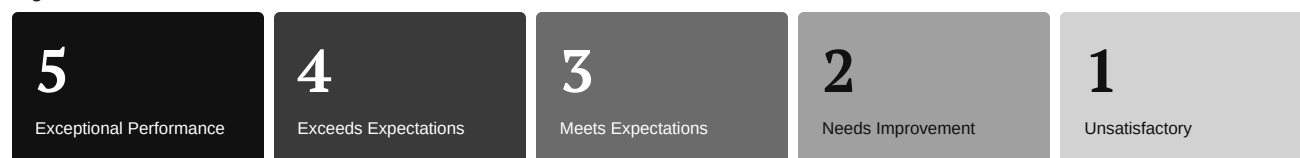
- Strategic Plan progress
- Organizational KPIs and performance metrics
- Board observations
- Committee feedback
- Stakeholder and community engagement
- Staff leadership outcomes
- Professional development accomplishments
- Industry leadership activities
- Community visibility and influence

IN PRACTICE

Operational metrics remain important, but should be considered alongside broader leadership responsibilities and organizational impact.

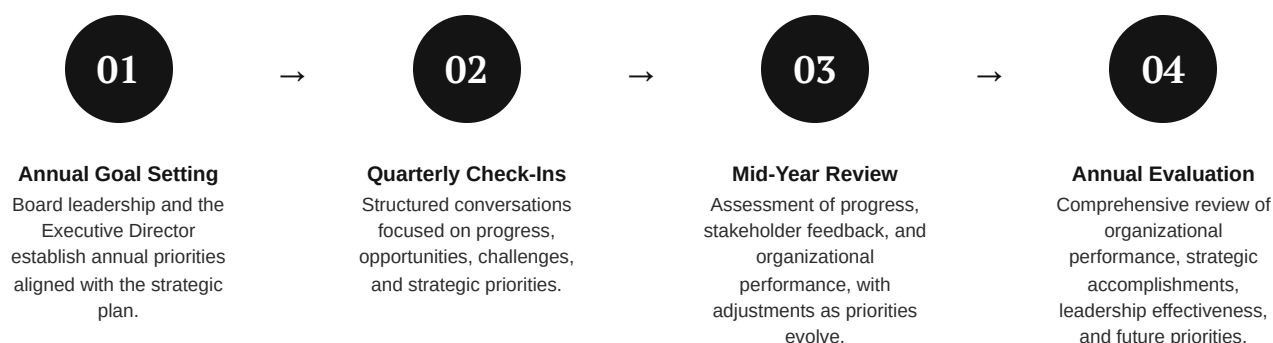
Recommended Evaluation Scale

A five-point scale provides flexibility to evaluate overall executive effectiveness while maintaining accountability for measurable organizational outcomes.



Recommended Annual Performance Management Cycle

A consistent annual rhythm creates transparency and continuity regardless of changes in Board leadership.



AGENDA
Irving Convention and Visitors Bureau Board of Directors
Monday, June 29, 2026 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

Consent Agenda

2. Approving ICVB Board Meeting Minutes for May 18, 2026
3. Accepting the ICVB Financial Reports for May 2026
4. Reviewing the Hotel Occupancy Tax Collections
5. Accepting the Irving Convention Center Financial Reports for April and May 2026
6. Recommendation from Board and Business Development and Executive Committees - Approving Updated Executive Director Evaluation Framework

Individual Consideration

7. Approving the Budget and Marketing Plan for FY2026-27
8. Approving the ICC Capital Improvement Plan
9. Strategic Plan Update
10. Accepting the Destinations International Code of Ethics

Board Reports

11. Board Chair Report
 - a. Recognition of Service
 - Assistant Executive Director Finance and Administration Susan Rose – 35 years
 - b. Next Meeting – July 27
12. Board Committee Reports
 - a. Board and Business Development – Karen Cooperstein
 - Recap of June 12 Meeting
 - Next Meeting – September 11
 - b. Community Engagement – Cambria Jones
 - Next Meeting – July 1
 - c. Destination Development – Julia Kang
 - Next Meeting – August 11

AGENDA - Continued

- 13. City Reports**
 - a. Mayor & Council Members
 - b. City Manager – Chris Hillman
 - Delinquent Hotel Occupancy Tax Collection Updates
 - Irving Via Routes & Urban Center Circulator
 - 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
 - FIFA World Cup Sales Update
 - c. Marketing and Communications – Monty White
 - FIFA World Cup Marketing Update
 - d. Administration and Finance – Susan Rose
 - Smith Travel Research and AirDNA Monthly Reports
- 15. Convention Center Management Report – Tom Meehan, Kayla Perez, Jeremy Pierce, Casey Villaseñor**
- 16. Industry Partner Reports**
 - a. The Pavilion at the Toyota Music Factory/Live Nation Report – Tommy DeBeaudry
 - b. Hotel Industry Updates – Kim Limon
 - c. Industry-At-Large Report – Stephanie Fenley-Garcia
 - d. Restaurant Industry Update – David Cole
- 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.