
Tuesday, February 17, 2026
Monthly Joint Staff Meeting Agenda

Those in attendance are Brenda Lopez, Lori Mansell, Breanna Gallagher, Breahn Fisher, Wendy Foster, Carol Boyer, Monica Soto, Lori Fojtasek, Marianne Lauda, Kayla Mansour, Monty White, Susan Rose, Donna Groves, Cheryl Hopkins, Matt Tungett, Cassie Villasenor, Maddie Thornton, Bria Scott, Anabel Espinoza, Kim Ates, David McMillan, Kathy Levine, Andrea Sawall, and Amanda Adams

Meeting began at 9:03 a.m.

1. Living Our Values Out Loud

a) Staff Sharing

- Trust, Respect, Communication, Personal Responsibility, Empowerment, Purposeful
- Shoutout to the Irving Convention Center team for supporting all events and remaining flexible with last-minute changes.
- Shoutout to Maddie Thornton for overseeing the Valentine's events.

2. Executive Director

- City Council Work Session meeting will begin promptly at 10 a.m.; Maura will be in attendance
- Cvent contract approved
- Update on tax allocations. Sandman accounts caught up.

3. ICVB

a) Sales and Services

- Breanna returned from RCMA show. She received strong engagement at the booth; many attendees stopped by to say hello. Breanna thanked the marketing team for their support and ideas for the Booth giveaway. The activations included cookie cutters, postcards and heart-shaped glasses. Collaboration with Irvine was mentioned.
- No hotel updates

- Job posting for national sales manager will be active for two weeks.
 - FIFA dropped a lot of hotel room blocks
 - Matt to attend FIFA operational meeting at AT&T stadium
- b) Marketing and Communications
- New Advocacy and Community Engagement Manager will begin Monday, March 2nd.
 - Job posting for graphic designer will go live today
 - Lots of influencers in town for the weekend covering Valentine's events
 - Kudos to Cassie and her boyfriend for helping with a photoshoot at PINSTACK
 - https://www.instagram.com/p/DUtiNPVEcMK/?hl=en&img_index=1
 - Partner involvement has been very strong, everyone is "spreading the love"
 - Grab & Go name contest will launch next week. Next staff meeting will have voting.
 - Headshots are coming up. Kayla will send out the sign-up sheet.
- c) Finance and Administration
- Team Irving
 - 2026 Fired Up Training – Susan asked everyone to take time to read the Fired-Up email she sent. There will be two ice breakers – nickname and a three-minute tour of your life
 - i. Tuesday, March 3, 2026 – ICVB (9 a.m. to 1 p.m.)
 - ii. Wednesday, March 4, 2026 – ICC (noon to 5 p.m.)
 - iii. Thursday, March 5, 2026 – Joint (8:30 am to 1 pm)
 - Lunch and Learn – Tuesday, March 24th at noon
 - The Gold Standard – Learning about the Housekeeping Team's training.
 - Safety First – See Something, Say Something
 - Brice will be back Monday or Tuesday
 - Meet your Peepza Day today

4. ICC General Manager Report

a) Building/Project Updates

- Working on lights in the Grand Ballroom
- Elevator six is still under maintenance
- Due to FIFA, AT&T is boosting all sites close to the stadium. They are installing about 50 boosters throughout the building. They are aiming to be done by April.

b) Building Security

c) Events

- Several events this week:
 - Today: number of teachers onsite this week for the Lead4ward conference designed to help educators prepare for state testing.
 - Thursday and Friday: expecting two large groups (please park at Dock or Westin).
 - Saturday: four events scheduled.
- March is shaping up to be busy.
- Booked and busy for next couple of weeks.

d) Finance

e) Food and Beverage

- Grab & Go doing really well

f) Information Technology

g) Sales

- New team member starting March 9th
- Working diligently on bookings
- Dallas Market Hall shutting down in August — monitoring leads impact.

Meeting ended at 9:46 a.m.

Team Irving Vision

Irving will be a uniquely vibrant destination attracting visitors of all kinds for unforgettable experiences.

Team Irving Mission

The Irving Convention and Visitors Bureau enhances Irving's economy and quality of life by marketing and advocating for the development of Irving as a premier destination.

Team Irving Values

TRUST

Trust is our foundation: We trust in each other, our teams and the process and know each of us is true to our word.

RESPECT

Everyone and everything deserve my respect.

COMMUNICATION

I Listen, I Hear, I Respond, I Act.

PERSONAL RESPONSIBILITY

Do the right thing.

EMPOWERMENT

Do what needs doing when it needs to be done.

PURPOSEFUL

We are deliberate in our actions towards the common purpose of making Irving stronger.