

AGENDA
Irving Convention and Visitors Bureau Board of Directors
Executive Committee
Friday, April 19, 2019 at 9:00 AM
Irving Convention Center, First Floor Board Room
500 W. Las Colinas Blvd.
Irving, Texas 75039

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

1. Accepting the ICVB Financial Reports for March 2019
2. Accepting the Irving Convention Center Financial Reports for March 2019
3. Chairman / Executive Director Reports
 - a. Approving March 22, 2019 Minutes
 - b. Review of April 22, 2019 Board meeting draft agenda
4. Next meeting – Friday, May 17, 2019

CERTIFICATION

I, the undersigned authority, do hereby certify that this notice of meeting was posted on the kiosk at City Hall of the City of Irving, Texas, a place 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 72 hours 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.

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.



ICVB FINANCIAL STATEMENTS

For Period Ending:
March 31, 2019

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
BALANCE SHEET
MARCH 31, 2019

ASSETS

Cash	147,207
Petty Cash	250
Investments	826,000
Accounts Receivable - Miscellaneous	75
Total Assets	<u>973,532</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts Payable	9,087
Accrued Wages and Benefits	35,750
Due to City of Irving General Fund	86
	<u>44,923</u>

FUND BALANCE

Reserved for Encumbrances	780,083
Unreserved	<u>148,526</u>
Total Fund Balance	<u>928,609</u>
Total Liabilities and Fund Balance	<u>973,532</u>

Notes:

Reserved for Encumbrances:

Crowdriff - 21,870

Destination Analysts - 35,000

Irving Convention Center/Fulcrum - 40,963

Maloney Strategic Communications - 73,548

Media Advertising - 357,140

Simpleview - 152,617

Tucker & Associates - 33,908

Miscellaneous - 65,037

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE SIX MONTH PERIOD ENDING MARCH 31, 2019

	----- Budget -----		----- Actual -----			Unencumbered	Percent	Prior
	Adopted	Adjusted	Current Month	Year-to-Date	Encumbrances	Available Budget	Collected/ Expended	Year to Date Actual
<u>REVENUES AND TRANSFERS IN:</u>								
<u>REVENUES:</u>								
Hotel/Motel Taxes:								
Current Year	8,593,019	8,593,019	0	2,021,033	0	6,571,986	23.52%	1,928,422
Penalties and Interest	0	0	0	0	0	0	0.00%	4,051
Prior Years	0	0	0	7,360	0	(7,360)	0.00%	0
Interest	26,450	26,450	1,912	8,808	0	17,642	33.30%	10,107
State of Texas Events Trust Fund	25,000	25,000	0	0	0	25,000	0.00%	9,622
Miscellaneous	13,000	13,000	0	3,741	0	9,259	28.78%	15,443
Total Revenues	8,657,469	8,657,469	1,912	2,040,942	0	6,616,527	23.57%	1,967,645
<u>TOTAL REVENUES AND TRANSFERS IN</u>	8,657,469	8,657,469	1,912	2,040,942	0	6,616,527	23.57%	1,967,645
<u>EXPENDITURES AND TRANSFERS OUT:</u>								
<u>EXPENDITURES:</u>								
Salaries	2,257,287	2,224,228	229,499	1,021,851	0	1,202,377	45.94%	933,940
Benefits	564,825	564,825	58,593	267,696	0	297,129	47.39%	263,734
Supplies	46,975	49,788	3,659	16,543	6,700	26,545	46.68%	13,418
Equipment Maintenance	6,300	6,300	324	1,251	0	5,049	19.86%	1,856
Miscellaneous	179,025	179,025	2,735	77,502	0	101,523	43.29%	82,975
Equipment Rentals	6,900	6,900	0	1,113	2,474	3,313	51.99%	825
Special Services	1,824,765	1,890,545	87,703	690,093	413,769	786,683	58.39%	831,886
Facility Management Services	1,395,000	1,395,000	350,000	698,000	0	697,000	50.04%	698,000
Advertising Projects	146,400	197,665	1,786	90,592	0	107,073	45.83%	6,192
Sponsorships / Partnerships	125,000	147,059	0	82,059	0	65,000	55.80%	53,966
Media Advertising	580,000	663,098	41,570	244,449	357,140	61,509	90.72%	193,776
Travel	666,580	666,580	74,809	248,156	0	418,424	37.23%	189,780
Promotions / Special Events	1,080,150	1,061,935	82,898	344,247	0	717,688	32.42%	340,327
Memberships	91,215	91,215	885	34,107	0	57,108	37.39%	43,069
Total Expenditures	8,970,422	9,144,163	934,461	3,817,659	780,083	4,546,421	50.28%	3,653,744
<u>TRANSFERS OUT:</u>								
Transfer to ICVB Reserve Fund	125,000	125,000	0	0	0	125,000	0.00%	0
Transfer to ICC Reserve/CIP Fund	400,000	705,281	0	0	0	705,281	0.00%	0
Total Transfers Out	525,000	830,281	0	0	0	830,281	0.00%	0
<u>TOTAL EXPENDITURES AND TRANSFERS OUT</u>	9,495,422	9,974,444	934,461	3,817,659	780,083	5,376,702	46.10%	3,653,744

Percent of year completed = 50%

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE SIX MONTH PERIOD ENDING MARCH 31, 2019

SUMMARY:

Beginning Fund Balance at October 1, 2018	2,705,326
Revenues and Transfers In	2,040,942
Expenditures and Transfers Out	<u>(3,817,659)</u>
Ending Fund Balance at March 31, 2019	928,609
Encumbrances	<u>(780,083)</u>
Unreserved Fund Balance at March 31, 2019	<u><u>148,526</u></u>

NOTES:

Adjusted Budget

The adjusted budget includes prior year encumbrances in the amount of 173,741.

Revenues & Transfers In

Hotel/Motel Taxes: Taxes for the 1st quarter (Oct-Dec) were received in February.

Expenditures & Transfers Out

Special Services: Advertising Agency (MSC) - 14,795; Outside Services - 72,352; Miscellaneous - 556

Facility Management Services: The second subsidy payment to SMG was processed in this month.

Promotions / Special Events: Business Development Incentive Program - 47,534; Local Programs - 27,936; Miscellaneous - 7,428

IRVING CONVENTION AND VISITORS BUREAU
RESERVE FUND
BALANCE SHEET
MARCH 31, 2019

ASSETS

Cash	2,114
Investments	1,154,900
Total Assets	<u>1,157,014</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

None	<u>0</u>
Total Liabilities	<u>0</u>

FUND BALANCE

Unreserved	1,157,014
Total Fund Balance	<u>1,157,014</u>
Total Liabilities and Fund Balance	<u>1,157,014</u>

The primary purpose for this fund is to serve as a catastrophic reserve, to protect the Bureau from events beyond the control of the organization which substantially and negatively impact funding for operations.

The only source of revenues is transfers from the ICVB General Fund.

Per the ICVB General and Reserve Fund Policy, the goal is to achieve and sustain six months of operating revenues in this fund.

Funds are designated for the following future events:

1 - Texas Society of Assn Executives 2022 Annual Meeting - \$50,000

IRVING CONVENTION AND VISITORS BUREAU
RESERVE FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE SIX MONTH PERIOD ENDING MARCH 31, 2019

	----- Budget -----		----- Actual -----			Unencumbered	Percent	Prior
	Adopted	Adjusted	Current Quarter	Year-to-Date	Encumbrances	Available Budget	Collected/ Expended	Year to Date Actual
<u>REVENUES AND TRANSFERS IN:</u>								
Interest	9,200	9,200	6,641	10,790	0	(1,590)	117.28%	4,514
Transfer from ICVB General Fund	125,000	125,000	0	0	0	125,000	0.00%	0
<u>TOTAL REVENUES AND TRANSFERS IN</u>	<u>134,200</u>	<u>134,200</u>	<u>6,641</u>	<u>10,790</u>	<u>0</u>	<u>123,410</u>	<u>8.04%</u>	<u>4,514</u>
<u>EXPENDITURES AND TRANSFERS OUT:</u>								
None	0	0	0	0	0	0	0.00%	0
<u>TOTAL EXPENDITURES AND TRANSFERS OUT</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>

*Percent of year completed = 50%

SUMMARY:

Beginning Fund Balance at October 1, 2018	1,146,224
Revenues and Transfers In	10,790
Expenditures and Transfers Out	<u>0</u>
Ending Fund Balance at March 31, 2019	1,157,014
Encumbrances	<u>0</u>
Unreserved Fund Balance at March 31, 2019	<u>1,157,014</u>

NOTES:

Fund Balance increased 215,327 over the prior year.

IRVING CONVENTION AND VISITORS BUREAU
COMPUTER REPLACEMENT FUND
BALANCE SHEET
MARCH 31, 2019

ASSETS

Cash	5,491
Investments	<u>272,500</u>
Total Assets	<u><u>277,991</u></u>

LIABILITIES AND FUND BALANCE

LIABILITIES

None	<u>0</u>
Total Liabilities	<u>0</u>

FUND BALANCE

Unreserved	<u>277,991</u>
Total Fund Balance	<u><u>277,991</u></u>
Total Liabilities and Fund Balance	<u><u>277,991</u></u>

Funds are designated to replace Bureau computer hardware and systems, including large software packages (such as the CRM system) and other technology-related upgrades.

The only source of revenues for this fund is transfers from the ICVB General Fund or ICVB Reserve Fund.

IRVING CONVENTION AND VISITORS BUREAU
COMPUTER REPLACEMENT FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE SIX MONTH PERIOD ENDING MARCH 31, 2019

	----- Budget -----		----- Actual -----			Unencumbered	Percent*	Prior
	Adopted	Adjusted	Current Quarter	Year-to-Date	Encumbrances	Available Budget	Collected/ Expended	Year to Date Actual
<u>REVENUES AND TRANSFERS IN:</u>								
Interest	3,450	3,450	1,584	2,574	0	876	74.61%	1,322
<u>TOTAL REVENUES AND TRANSFERS IN</u>	<u>3,450</u>	<u>3,450</u>	<u>1,584</u>	<u>2,574</u>	<u>0</u>	<u>876</u>	<u>74.61%</u>	<u>1,322</u>
<u>EXPENDITURES AND TRANSFERS OUT:</u>								
Computers/Software	46,800	46,800	0	0	0	46,800	0.00%	0
<u>TOTAL EXPENDITURES AND TRANSFERS OUT</u>	<u>46,800</u>	<u>46,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>46,800</u>	<u>0.00%</u>	<u>0</u>

*Percent of year completed = 50%

SUMMARY:

Beginning Fund Balance at October 1, 2018	275,417
Revenues and Transfers In	2,574
Expenditures and Transfers Out	<u>0</u>
Ending Fund Balance at March 31, 2019	277,991
Encumbrances	<u>0</u>
Unreserved Fund Balance at March 31, 2019	<u>277,991</u>

NOTES:

Fund Balance increased 4,177 over the prior year.

IRVING CONVENTION AND VISITORS BUREAU
CONVENTION CENTER RESERVE/CAPITAL PROJECTS FUND
BALANCE SHEET
MARCH 31, 2019

ASSETS

Cash	242
Investments	1,686,000
Total Assets	<u>1,686,242</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts Payable	<u>0</u>
Total Liabilities	<u>0</u>

FUND BALANCE

Assigned	<u>1,686,242</u>
Total Fund Balance	<u>1,686,242</u>
Total Liabilities and Fund Balance	<u>1,686,242</u>

This fund provides funding for repair and replacement projects and the capital improvement program for the Irving Convention Center, which are budgeted annually and reflected in a 20-year plan that is updated annually.

The only source of revenues for this fund is transfers from the ICSVB General Fund or ICSVB Reserve Fund.

Per the ICSVB General and Reserve Fund Policy, the goal is to achieve and sustain a balance of \$1,300,000 in this fund.

IRVING CONVENTION AND VISITORS BUREAU
CONVENTION CENTER RESERVE/CAPITAL PROJECTS FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE SIX MONTH PERIOD ENDING MARCH 31, 2019

	----- Budget -----		----- Actual -----			Unencumbered	Percent*	Prior
	Adopted	Adjusted	Current Quarter	Year-to-Date	Encumbrances	Available Budget	Collected/ Expended	Year to Date Actual
<u>REVENUES AND TRANSFERS IN:</u>								
Interest	12,650	12,650	9,969	16,270	0	(3,620)	128.62%	6,360
Transfer from ICVB General Fund	400,000	705,281	0	0	0	705,281	0.00%	0
<u>TOTAL REVENUES AND TRANSFERS IN</u>	<u>412,650</u>	<u>717,931</u>	<u>9,969</u>	<u>16,270</u>	<u>0</u>	<u>701,661</u>	<u>2.27%</u>	<u>6,360</u>
<u>EXPENDITURES AND TRANSFERS OUT:</u>								
Capital Expenditures	992,250	992,250	33,940	47,560	0	944,690	4.79%	0
<u>TOTAL EXPENDITURES AND TRANSFERS OUT</u>	<u>992,250</u>	<u>992,250</u>	<u>33,940</u>	<u>47,560</u>	<u>0</u>	<u>944,690</u>	<u>4.79%</u>	<u>0</u>

*Percent of year completed = 50%

SUMMARY:

Beginning Fund Balance at October 1, 2018	1,717,531
Revenues and Transfers In	16,270
Expenditures and Transfers Out	<u>(47,560)</u>
Ending Fund Balance at March 31, 2019	1,686,241
Encumbrances	<u>0</u>
Unreserved Fund Balance at March 31, 2019	<u>1,686,241</u>

NOTES:

Fund Balance increased 539,773 over the prior year.

Irving Convention and Visitors Bureau

Check Register Report - March 2019



Generated: 4/12/2019 6:10:19 PM

Batch: 7628

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80060092	03/07/19	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	2,205.00
80060093	03/07/19	DOUBLETREE DALLAS DFW AIRPORT	\$	588.00
80060094	03/07/19	FOUR SEASONS RESORT & CLUB DALLAS AT LAS COLINAS	\$	5,680.00
80060095	03/07/19	GREATER IRVING/LAS COLINAS CHAMBER OF COMMERCE	\$	5,675.00
80060096	03/07/19	GUARANTEED EXPRESS, INC.	\$	47.54
80060097	03/07/19	ON POINT PROMOTIONAL TEAM	\$	1,418.41
80060098	03/07/19	PATHWAYS CORE TRAINING	\$	1,065.00
80060099	03/07/19	TEXICAN COURT	\$	560.00
8 payments Batch Total: \$				17,238.95

Batch: 7636

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80060100	03/14/19	ABOVE AND BEYOND INCENTIVES	\$	299.79
80060101	03/14/19	AJR MEDIA GROUP	\$	5,150.00
80060102	03/14/19	AMERICAN EXPRESS	\$	74,265.89
80060103	03/14/19	ARES TRAVEL INC.	\$	1,250.00
80060104	03/14/19	BH DFW PROPERTY LP (WESTIN DFW)	\$	4,610.00
80060105	03/14/19	BT HOTEL LAS COLINAS LLC (NYLO HOTEL)	\$	700.00
80060106	03/14/19	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	3,921.00
80060107	03/14/19	DALLAS MARRIOTT LAS COLINAS	\$	215.00
80060108	03/14/19	EMBASSY SUITES DFW INT'L AIRPORT SOUTH	\$	364.00
80060109	03/14/19	FEDERAL EXPRESS CORPORATION	\$	266.34
80060110	03/14/19	JULIA HATFIELD	\$	200.00
80060111	03/14/19	HOUSTON FIRST CORPORATION	\$	8,257.68
80060112	03/14/19	IRVING - LAS COLINAS ROTARY CLUB	\$	112.00
80060113	03/14/19	IRVING CONVENTION CENTER	\$	350,000.00
80060114	03/14/19	OMNI MANDALAY HOTEL	\$	3,990.00
80060115	03/14/19	PCMA SERVICES	\$	1,350.00
80060116	03/14/19	ROSELLE PLIEGO	\$	170.82
80060117	03/14/19	SHERATON DFW AIRPORT HOTEL	\$	2,800.00
80060118	03/14/19	SIMPLEVIEW CANADA, LLC	\$	2,397.00
80060119	03/14/19	STR, INC	\$	3,350.00
80060120	03/14/19	TEXAS HOUSE OF REPRESENTATIVES	\$	78.52
80060121	03/14/19	TUCKER & ASSOCIATES, LLC	\$	65.69
22 payments Batch Total: \$				463,813.73

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Batch: 7640

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80060122	03/21/19	BOY SCOUTS OF AMERICA	\$	545.00
80060123	03/21/19	CAROL J. BOYER JAUDS	\$	84.55
80060124	03/21/19	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	894.00
80060125	03/21/19	KATHERINE DIPIETRO	\$	68.20
80060126	03/21/19	LORI M. FOJTASEK	\$	65.00
80060127	03/21/19	WENDY FOSTER	\$	116.26
80060128	03/21/19	GUARANTEED EXPRESS, INC.	\$	13.44
80060129	03/21/19	HILTON GARDEN INN LAS COLINAS	\$	525.00
80060130	03/21/19	IRVING CONVENTION CENTER	\$	5,472.74
80060131	03/21/19	MARIANNE LAUDA	\$	89.65
80060132	03/21/19	KATHY LEVINE	\$	230.00
80060133	03/21/19	BRENDA LOPEZ	\$	65.00
80060134	03/21/19	LORI MANSELL	\$	65.00
80060135	03/21/19	KAYLA MANSOUR	\$	65.00
80060136	03/21/19	MCKESSON CORPORATION	\$	580.00
80060137	03/21/19	MEETING PROFESSIONALS INTERNATIONAL	\$	11,892.00
80060138	03/21/19	DIANA PFAFF	\$	65.00
80060139	03/21/19	RESIDENCE INN BY MARRIOTT DALLAS/LAS COLINAS	\$	745.00
80060140	03/21/19	DEBBIE ROBERTS	\$	82.81
80060141	03/21/19	KELLY ROCHE	\$	231.16
80060142	03/21/19	SHERATON DFW AIRPORT HOTEL	\$	1,055.00
80060143	03/21/19	SIMPLEVIEW	\$	20,958.66
80060144	03/21/19	LORI SIRMEN	\$	240.38
80060145	03/21/19	STAPLES	\$	133.50
80060146	03/21/19	CAROL STODDARD	\$	53.87
80060147	03/21/19	TEXAS HOUSE OF REPRESENTATIVES	\$	22.63
80060148	03/21/19	TEXAS STEEL GUITAR ASSOCIATION	\$	335.00
80060149	03/21/19	TRIPADVISOR, LLC	\$	813.30
80060150	03/21/19	TUCKER & ASSOCIATES, LLC	\$	4,000.00
80060151	03/21/19	VERIZON WIRELESS	\$	492.04
80060152	03/21/19	MONTY WHITE	\$	16.94

31 payments Batch Total: \$ 50,016.13

Batch: 7650

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80060153	03/28/19	AERIAL PHOTOGRAPHY	\$	97.00
80060154	03/28/19	BH DFW PROPERTY LP (WESTIN DFW)	\$	1,070.00
80060155	03/28/19	COGNIZANT TECHNOLOGY SOLUTIONS U.S. CORP	\$	2,575.00

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Batch: 7650

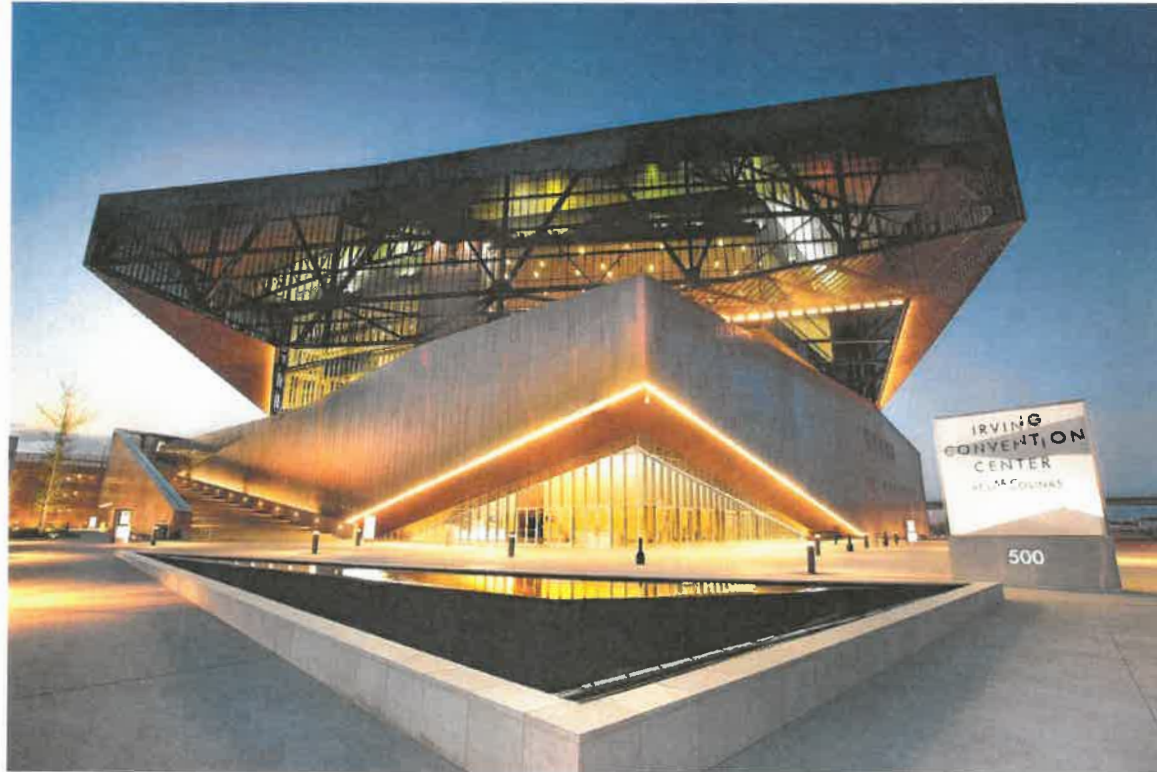
<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80060156	03/28/19	CROWDRIFT INC.	\$	2,187.00
80060157	03/28/19	SUSAN D. CUTTS	\$	787.50
80060158	03/28/19	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	350.00
80060159	03/28/19	FEDERAL EXPRESS CORPORATION	\$	142.49
80060160	03/28/19	FOUR SEASONS RESORT & CLUB DALLAS AT LAS COLINAS	\$	4,796.00
80060161	03/28/19	FOUR SEASONS RESORT & CLUB DALLAS AT LAS COLINAS	\$	800.00
80060162	03/28/19	FREEDOM FOUNDERS	\$	1,260.00
80060163	03/28/19	MARK Q. FREEMAN	\$	30.00
80060164	03/28/19	IRVING CONVENTION CENTER	\$	36,321.68
80060165	03/28/19	MALONEY STRATEGIC COMMUNICATIONS	\$	14,795.00
80060166	03/28/19	MEETING PROFESSIONALS INTERNATIONAL	\$	4,000.00
80060167	03/28/19	MEETINGS TODAY	\$	5,000.00
80060168	03/28/19	MELTWATER NEWS US INC	\$	27,350.00
80060169	03/28/19	NORTHSTAR TRAVEL MEDIA, LLC	\$	1,685.00
80060170	03/28/19	PATHWAYS CORE TRAINING	\$	430.00
80060171	03/28/19	SCRAPBOOK EXPO INC	\$	3,470.00
80060172	03/28/19	SHERATON DFW AIRPORT HOTEL	\$	465.00
80060173	03/28/19	SOUTHERN BAPTISTS OF TEXAS CONVENTION	\$	1,310.00
80060174	03/28/19	TEXAS DEPARTMENT OF TRANSPORTATION	\$	2,679.29
			22 payments Batch Total: \$	111,600.96
			83 payments Sub Total: \$	642,669.77

SUMMARY

83 payments TOTAL: \$ 642,669.77



IRVING CONVENTION CENTER
AT LAS COLINAS



Date Distributed: April 12, 2019

Monthly Financial Summary

For Period Ending March 31, 2019

IRVING CONVENTION CENTER
Monthly Financial Reports
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Period Ending
March 31, 2019

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	October	November	December	January	February	March	April	May	June	July	August	September	Total		
Event Income															
Direct Event Income															
Rental Income	149,333	68,131	33,970	63,975	124,800	158,913	180,375	117,965	74,395	111,500	175,720	133,070	1,392,146		
Service Income	54,972	45,310	39,186	20,276	50,979	47,795	66,272	41,816	32,816	35,066	43,316	60,022	537,826		
Service Expenses	(104,721)	(110,920)	(53,660)	(74,381)	(108,715)	(90,103)	(76,673)	(58,300)	(47,475)	(49,300)	(52,885)	(69,980)	(897,112)		
Total Direct Event Income	99,584	2,521	19,496	9,870	67,064	116,605	169,974	101,481	59,736	97,266	166,151	123,112	1,032,859		
Ancillary Income															
F & B Concessions	36,083	4,486	3,101	14,907	16,273	23,917	15,000	10,770	3,750	3,750	3,250	8,250	143,596		
F & B Catering	259,698	219,548	341,388	384,540	452,880	162,213	202,911	413,325	431,872	101,686	169,744	187,000	3,326,805		
Parking: Self Parking	47,590	5,619	(854)	17,873	18,318	35,447	16,810	23,200	21,200	14,400	25,604	23,680	248,889		
Electrical Services	15,176	2,883	6,315	14,715	12,820	38,878	18,890	3,000	24,000	750	-	3,000	140,427		
Audio Visual	-	-	3	30	(1,447)	1,301	-	-	-	-	-	-	(113)		
Internet Services	555	125	-	-	-	2,397	2,450	1,500	1,250	900	780	950	10,907		
Total Ancillary Income	359,102	232,661	349,953	432,065	498,844	264,153	256,061	451,795	482,072	121,486	199,378	222,880	3,870,451		
Total Event Income	458,686	235,182	369,449	441,935	565,908	380,758	426,035	553,276	541,808	218,752	365,529	345,992	4,903,310		
Other Operating Income	21,305	33,334	25,594	76,444	43,462	15,852	61,110	45,200	37,056	41,000	39,200	183,467	623,025		
ICVB Operating Subsidy			348,000			350,000			348,750			348,250	1,395,000		
Adjusted Gross Income	479,991	268,516	743,043	518,379	609,370	746,611	487,145	598,476	927,614	259,752	404,729	877,709	6,921,335		
Operating Expenses															
Employee Salaries and Wages	230,208	211,994	295,950	228,291	199,150	205,064	228,092	228,092	228,092	228,092	228,092	237,849	2,748,964		
Benefits	55,020	61,618	66,098	66,299	64,558	64,418	67,804	67,804	67,804	67,804	67,804	168,606	885,635		
Less: Event Labor Allocations	(67,492)	(77,786)	(50,423)	(50,905)	(56,624)	(46,077)	(46,375)	(50,349)	(50,349)	(50,349)	(50,349)	(52,109)	(649,188)		
Net Employee Wages and Benefits	217,736	195,826	311,625	243,685	207,084	223,405	249,520	245,546	245,546	245,546	245,546	354,345	2,985,412		
Contracted Services	63,247	63,778	70,975	62,066	53,814	55,954	52,045	52,045	52,045	52,045	52,045	54,867	684,926		
General and Administrative	37,849	41,516	48,468	34,104	39,690	34,520	43,877	50,357	55,472	88,213	55,853	180,474	710,394		
Operations	61,736	37,486	36,298	55,399	42,840	44,957	52,149	52,149	52,149	52,149	59,149	77,748	624,208		
Repair & Maintenance	63,632	46,729	42,881	44,357	51,275	58,412	48,859	52,359	48,859	60,859	48,859	3,147	570,229		
Supplies	23,696	27,123	8,539	17,559	6,565	7,464	16,604	24,604	25,104	24,604	24,604	23,364	229,830		
Insurance	6,373	6,476	6,545	6,189	6,519	6,863	10,172	10,172	10,172	10,172	10,172	10,172	99,997		
Utilities	42,583	40,959	52,957	35,824	53,031	41,890	53,419	53,419	53,419	53,419	53,419	53,419	587,759		
Other	-	-	-	-	-	-	417	417	417	417	417	417	2,502		
SMG Management Fees	43,521	41,556	46,399	53,888	58,743	34,558	35,986	35,986	35,986	18,237	13,486	13,485	431,831		
Total Operating Expenses	560,373	501,449	624,687	553,071	519,561	508,023	563,048	577,054	579,169	605,661	563,550	771,438	6,927,088		
Net Income (Loss) From Operations	(80,382)	(232,933)	118,356	(34,692)	89,809	238,588	(75,903)	21,422	348,445	(345,909)	(158,821)	106,270	(5,753)		
Net Income After Other Income (Expenses)	(80,382)	(232,933)	118,356	(34,692)	89,809	238,588	(75,903)	21,422	348,445	(345,909)	(158,821)	106,270	(5,753)	(1,395,000)	(1,400,753)
Budget Forecast Comparison by Month															
2019	355,094	(45,974)	(149,927)	(98,439)	(13,378)	(5,753)									
2018	47,856	494,666	472,986	314,913	336,267	350,441	290,325	430,161	460,996	355,888	292,993	305,281			

IRVING CONVENTION CENTER/SMG
Financial Statements Monthly Highlights
For the Month Ending March 31, 2019

	Current Actual	Current Budget	Variance	Prior Year Actual
Attendance	22,630	11,025	11,605	21,925
Events	20	7	13	21
Event Days	38	16	22	34
Direct Event Income	116,605	113,669	2,936	121,669
Ancillary Income	264,153	226,992	37,161	324,102
Total Event Income	380,758	340,661	40,097	445,771
Other Operating Income	15,852	77,058	(61,206)	82,058
Adjusted Gross Income	396,610	417,719	(21,109)	527,829
Indirect Expenses	(508,023)	(566,915)	58,892	(606,340)
Net Income (Loss) From Operations	(111,413)	(149,196)	37,783	(78,511)

IRVING CONVENTION CENTER/SMG
Financial Statements Year to Date Highlights
For the Six Months Ending March 31, 2019

	Year to Date Actual	Year to Date Budget	Variance	Prior YTD Actual
Attendance	110,958	78,670	32,288	108,245
Events	125	80	45	132
Event Days	197	130	67	195
Direct Event Income	315,140	452,021	(136,881)	370,022
Ancillary Income	2,136,790	2,088,105	48,685	2,253,835
Total Event Income	2,451,930	2,540,126	(88,196)	2,623,857
Other Operating Income	215,991	366,395	(150,404)	400,393
Adjusted Gross Income	2,667,921	2,906,521	(238,600)	3,024,250
Indirect Expenses	(3,267,156)	(3,447,061)	179,905	(3,380,951)
Net Income (Loss) From Operations	(599,235)	(540,540)	(58,695)	(356,701)

IRVING CONVENTION CENTER/SMG

Balance Sheet

March 31, 2019

ASSETS

Current Assets

Cash	\$	1,035,888
Accounts Receivable		525,895
Prepaid Assets		49,513
Inventory		62,834

Total Current Assets 1,674,130

Total Assets \$ **1,674,130**

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	\$	335,226
Accrued Expenses		268,417
Deferred Income		0
Advance Ticket Sales/Deposits		972,727
Other Current Liabilities		0

Total Current Liabilities 1,576,370

Long-Term Liabilities

Long Term Liabilities		0
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Total Long-Term Liabilities 0

Total Liabilities 1,576,370

Equity

Net Funds Received	10,811,638
Retained Earnings	(10,114,643)
Net Income (Loss)	(599,235)

Total Equity 97,760

Total Liabilities & Equity \$ **1,674,130**

IRVING CONVENTION CENTER/SMG
Income Statement
For the Six Months Ending March 31, 2019

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
EVENT INCOME							
Direct Event Income							
Rental Income	158,913	90,975	67,938	599,122	541,571	57,551	541,571
Service Revenue	47,795	104,848	(57,053)	258,515	288,914	(30,399)	288,913
Service Expenses	(90,103)	(82,154)	(7,949)	(542,497)	(378,464)	(164,033)	(460,462)
Total Direct Event In	116,605	113,669	2,936	315,140	452,021	(136,881)	370,022
Ancillary Income							
F & B Concessions	23,917	35,895	(11,978)	98,774	102,491	(3,717)	96,257
F & B Catering	162,213	118,039	44,174	1,820,269	1,706,299	113,970	1,932,171
Parking	35,447	45,553	(10,106)	123,996	173,307	(49,311)	123,258
Electrical Services	38,878	22,195	16,683	90,787	95,063	(4,276)	95,063
Audio Visual	1,301	0	1,301	(113)	0	(113)	(3,609)
Internet Services	2,397	5,310	(2,913)	3,077	10,945	(7,868)	10,695
Total Ancillary Inco	264,153	226,992	37,161	2,136,790	2,088,105	48,685	2,253,835
Total Event Income	380,758	340,661	40,097	2,451,930	2,540,126	(88,196)	2,623,857
OTHER OPERATING INCOME							
Other Income	15,852	77,058	(61,206)	215,991	366,395	(150,404)	400,393
Total Other Operatin	15,852	77,058	(61,206)	215,991	366,395	(150,404)	400,393
Adjusted Gross Inco	396,610	417,719	(21,109)	2,667,921	2,906,521	(238,600)	3,024,250
INDIRECT EXPENSES							
Salaries & Wages	205,064	239,709	34,645	1,370,654	1,438,254	67,600	1,198,271
Payroll Taxes & Ben	64,418	71,466	7,048	378,010	428,796	50,786	287,398
Labor Allocations to	(46,077)	(43,201)	2,876	(349,307)	(259,206)	90,101	(186,347)
Net Salaries and Ben	223,405	267,974	44,569	1,399,357	1,607,844	208,487	1,299,322
Contracted Services	55,954	52,045	(3,909)	369,835	312,270	(57,565)	408,124
General and Adminis	34,520	47,470	12,950	236,144	301,641	65,497	370,776
Operating	44,957	45,260	303	278,716	301,560	22,844	277,702
Repairs & Maintenan	58,412	46,096	(12,316)	307,286	276,576	(30,710)	316,830
Operational Supplies	7,464	15,417	7,953	90,944	91,252	308	126,666
Insurance	6,863	8,333	1,470	38,965	49,998	11,033	33,091
Utilities	41,890	48,334	6,444	267,244	290,004	22,760	282,403
SMG Management F	34,558	35,986	1,428	278,665	215,916	(62,749)	258,221
Total Indirect Expens	508,023	566,915	58,892	3,267,156	3,447,061	179,905	3,373,135

An SMG Managed Facility

IRVING CONVENTION CENTER/SMG
Income Statement
For the Six Months Ending March 31, 2019

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
Net Income (Loss)	(111,413)	(149,196)	37,783	(599,235)	(540,540)	(58,695)	(348,885)

IRVING CONVENTION CENTER/SMG
Year Over Year Income Comparison
For the Five Months Ending March 31, 2019

	Current Month Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	158,913	155,975	105,033	144,068	174,470	133,026
F & B Concessions	23,917	35,895	25,160	28,455	18,813	16,995
F & B Catering	162,213	217,908	181,846	172,127	74,648	60,737
Total Event Income	380,758	445,771	380,067	369,569	285,884	221,653
Total Indirect Expenses	508,023	606,340	489,261	419,769	437,247	390,499

	Year to Date Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	599,122	541,571	431,861	610,110	732,791	545,145
F & B Concessions	98,774	96,257	80,750	134,512	137,202	98,986
F & B Catering	1,820,269	1,932,171	1,653,008	1,691,063	1,324,207	1,003,817
Total Event Income	2,451,930	2,623,857	2,203,533	2,515,767	2,310,181	1,680,002
Total Indirect Expenses	3,267,156	3,380,951	2,962,865	2,684,192	2,601,199	2,454,433

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Assemblies
For the Six Months Ending March 31, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	600	600	4,824	4,200
Events	1	1	6	5
Event Days	1	1	8	12
Direct Event Income				
Rental Income	4,000	4,000	63,315	63,315
Service Revenue	113	0	1,638	0
Service Expenses	(1,667)	0	(24,553)	0
Total Direct Event Income	2,446	4,000	40,400	63,315
Ancillary Income				
F & B Concessions	0	0	6,801	0
F & B Catering	989	750	(5,481)	750
Parking	0	0	797	3,280
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	750	(75)	19,500
Audio Visual	(99)	0	(100)	0
Internet Services	0	0	0	0
Total Ancillary Income	890	1,500	1,942	23,530
Total Event Income	3,336	5,500	42,342	86,845

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Banquets
For the Six Months Ending March 31, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	2,359	875	12,668	7,470
Events	5	2	27	17
Event Days	5	2	29	17
Direct Event Income				
Rental Income	5,000	0	29,350	20,025
Service Revenue	4,094	0	42,257	0
Service Expenses	(10,830)	0	(68,611)	0
Total Direct Event Income	(1,736)	0	2,996	20,025
Ancillary Income				
F & B Concessions	399	0	517	0
F & B Catering	62,702	20,625	483,874	204,187
Parking	3,477	0	1,794	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	4,170	0
Audio Visual	50	0	53	0
Internet Services	0	0	0	0
Total Ancillary Income	66,628	20,625	490,408	204,187
Total Event Income	64,892	20,625	493,404	224,212

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Consumer / Public Shows
For the Six Months Ending March 31, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	9,986	5,000	37,756	26,000
Events	3	1	10	6
Event Days	9	3	30	15
Direct Event Income				
Rental Income	53,113	28,669	186,463	137,019
Service Revenue	22,345	750	70,797	750
Service Expenses	(25,443)	0	(132,026)	0
Total Direct Event Income	50,015	29,419	125,234	137,769
Ancillary Income				
F & B Concessions	16,907	7,500	60,496	30,000
F & B Catering	25,487	11,250	40,949	16,125
Parking	14,025	0	62,224	22,140
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	4,940	0	20,411	0
Audio Visual	0	0	0	0
Internet Services	647	0	852	0
Total Ancillary Income	62,006	18,750	184,932	68,265
Total Event Income	112,021	48,169	310,166	206,034

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Conventions
For the Six Months Ending March 31, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	2,100	0	11,390	5,200
Events	1	0	4	3
Event Days	1	0	10	10
Direct Event Income				
Rental Income	3,000	0	61,900	58,900
Service Revenue	2,150	0	38,277	0
Service Expenses	(11,141)	0	(67,675)	0
Total Direct Event Income	(5,991)	0	32,502	58,900
Ancillary Income				
F & B Concessions	0	0	11,478	2,500
F & B Catering	47,423	0	163,800	100,500
Parking	(732)	0	12,429	13,940
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	3,591	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	46,691	0	191,298	116,940
Total Event Income	40,700	0	223,800	175,840

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Family Shows
For the Six Months Ending March 31, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	253	0	253	0
Event Days	1	0	1	0
Direct Event Income				
Rental Income	32,000	0	32,000	0
Service Revenue	4,505	0	4,505	0
Service Expenses	(6,931)	0	(6,931)	0
Total Direct Event Income	29,574	0	29,574	0
Ancillary Income				
F & B Concessions	1,369	0	1,369	0
F & B Catering	0	0	0	0
Parking	15	0	15	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	850	0	850	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	2,234	0	2,234	0
Total Event Income	31,808	0	31,808	0

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Meetings
For the Six Months Ending March 31, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	2,232	300	30,887	19,514
Events	4	1	51	33
Event Days	5	1	75	49
Direct Event Income				
Rental Income	15,200	0	103,888	81,450
Service Revenue	2,469	0	54,053	0
Service Expenses	(9,303)	0	(153,408)	0
Total Direct Event Income	8,366	0	4,533	81,450
Ancillary Income				
F & B Concessions	1,311	0	9,105	5,000
F & B Catering	25,620	0	1,063,320	569,004
Parking	996	656	15,354	4,756
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	1,040	0	27,641	0
Audio Visual	0	0	(86)	0
Internet Services	0	0	700	0
Total Ancillary Income	28,967	656	1,116,034	578,760
Total Event Income	37,333	656	1,120,567	660,210

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Trade Shows
For the Six Months Ending March 31, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	5,060	4,250	6,660	5,370
Events	2	2	5	5
Event Days	10	9	16	13
Direct Event Income				
Rental Income	46,600	46,600	64,450	64,275
Service Revenue	12,119	1,000	29,672	1,000
Service Expenses	(24,788)	0	(55,560)	0
Total Direct Event Income	33,931	47,600	38,562	65,275
Ancillary Income				
F & B Concessions	4,180	500	4,214	500
F & B Catering	1,035	0	65,307	42,375
Parking	17,666	0	17,807	246
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	32,048	0	33,810	0
Audio Visual	1,350	0	1,350	0
Internet Services	1,750	0	1,750	0
Total Ancillary Income	58,029	500	124,238	43,121
Total Event Income	91,960	48,100	162,800	108,396

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: ICVB
For the Six Months Ending March 31, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	30	0	660	116
Events	2	0	15	5
Event Days	2	0	15	5
Direct Event Income				
Rental Income	0	0	0	0
Service Revenue	0	0	4,105	0
Service Expenses	0	(82,154)	(4,949)	(378,464)
Total Direct Event Income	0	(82,154)	(844)	(378,464)
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	182	0	7,138	1,125
Parking	0	44,897	0	120,745
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	0	0
Audio Visual	0	0	(1,330)	0
Internet Services	0	5,310	0	10,945
Total Ancillary Income	182	50,207	5,808	132,815
Total Event Income	182	(31,947)	4,964	(245,649)

MINUTES
IRVING CONVENTION AND VISITORS BUREAU
BOARD OF DIRECTORS - EXECUTIVE COMMITTEE MEETING
IRVING CONVENTION CENTER
March 22, 2019

Attendance: Clem Lear-Board Chair, Ron Mathai, Board Vice Chair, David Cole, Debbi Haacke, Rick Lindsey, and Greg Malcolm – Committee Members; Bob Bettis, Bob Bourgeois, and Joe Marshall– Board Members; Tom Meehan, Matt Tungett, and Verenis Pedraza – SMG/ICC; Maura Gast, Carol Boyer, and Marianne Lauda– ICVB Staff; Guest – Councilman Al Zapanta.

Board Chair Clem Lear called the meeting to order at 9:00 a.m.

Accounting Director Marianne Lauda reviewed the ICVB Financial reports for February 2019. In reviewing the General Fund Balance Sheet, Lauda pointed out the positive fund balance for the month due to the Hotel Occupancy Tax Collections that were received. The Statement of Revenues and Expenditures reflects the Hotel Occupancy Tax Collection of \$2,021,033. Special Services reflects the administrative cost reimbursement of \$81,136, advertising agency payment of \$178,972, Outside Services and Miscellaneous of \$40,235. Lauda reported five months into the budget year expenses are on track.

In reviewing the Check Register, Lauda pointed two checks to the Four Seasons Resort & Club Dallas at Las Colinas: one for monthly dues and one for Business Development Incentive Program payment. Check #80060032 to Maloney Strategic Communications is advertising agency expenses related to the South by Southwest project and other Marketing Communications Department projects. Two checks to the Irving Convention Center: \$8,541.96 is a Capital Improvement Projects payment and \$11,055.89 is Catering and IT services. In response to a question, Lauda reported the two checks to Texas Aggregates and Concrete Association are a Business Development Incentive Program payment, the first check was voided, and a second check was issued to a different address.

Lear asked for a motion to accept the ICVB Financials for February 2019. With a motion from Board Member David Cole, and a second from Board Member Debbi Haacke, the motion was unanimously approved.

Lauda then reviewed the Hotel Occupancy Tax Collection reports for the first quarter FY 2018-19. She reported one hotel (Extended Stay America) was a “no pay.” The larger hotels did well, and overall the collections were up 3.04% actual vs. budget, and 3.15% vs. prior year. In response to a question from Cole regarding hotel closings, Executive Director Maura Gast replied the Home2Suites was temporarily closed. She further noted the DFW Conference Center was a topic of discussion at a recent City Council Committee meeting and will be added as an agenda item for the next meeting. Gast pointed out the Texican Court opened in November 2018 and will start to show on the report next quarter for the full second quarter.

Meehan gave an overview of the ICC February 2019 financial reports. He reported the snapshot for the month ending in February: the ICC made \$89,809, which is \$139,829 better than budget for the month. YTD Net Income (Loss) From Operations is -\$96,479 behind budget. Rental for the month was strong at \$124,800. Other Ancillary Catering was a huge success at \$452,880, which is a net number. Concessions were budgeted for \$8,000 and reported an actual of \$16,273. This is a very high number for Concessions. Parking and Electrical were down. Parking budget had anticipated revenue from the Westin Convention Center Hotel, which was not available in February. Total Event Income is up \$93,589 and Adjusted Gross Income is up \$91,214. Meehan reported Expenses are flat with Salaries and Benefits under budget \$60,890. He noted that salaries depend on how the weeks of payroll fall within a four- or five-week cycle.

Meehan reviewed the Year-Over-Year Income Comparison report. The report shows a history comparison and Meehan pointed Rental for this year is \$124,000 over previous years and only Year 4 was higher. Catering is up substantially compared to prior years. Meetings accounted for \$272,000 of the Catering income. ICC Director of Sales Matt Tungett added that a Mr. Cooper event was a three-day meeting for 600-700 people and Franklin Covey was another big meeting event for the month. In response to a question from Cole, Meehan noted that Concessions were scaled back at ZestFest this year due to the sampling on the floor and we focused more on the bars and milk. The popular root beer vendor Pecos Pete gives a percent of their revenue back to the ICC. Gast stated there are several small meal events over the course of the week for catering, as well as the Friday night Golden Chile awards dinner. Meehan reported \$1,658,056 for F&B for the year, which is well over prior years and significant growth in almost all categories on the report. He noted Expenses are up, but as the building gets older, the expenses will increase for repairs and maintenance.

Meehan reviewed the forecast report and reported - \$13,378 off budget, and he expects the numbers to be positive next month and will continue to grow. March is anticipated to be a good month with several large events. The NBM Show, which is a digital and screen-printing show will test the building. This is the first time an event has used compressed air. A new compressor more suitable to the needs of the building did not come in on time, but a temporary compressor is being installed for this cost and the cost will be shared. Gast added this is an opportunity to build a good relationship and the show has some guest hotel rooms as well. Their rooms were scheduled for the Westin Convention Center Hotel but have been moved to Texican Court. Meehan commented there is a lot to learn from this show and every effort has been put forth to make sure it happens correctly. After the event, a review of what went well and what can be improved will be put into place for future events. Extra electricians and compression personnel will be onsite.

Lear asked for a motion to accept the ICC financials for February 2019. With a motion from Board Member Rick Lindsey, and a second from Malcolm, the motion was unanimously approved.

Lear asked for a motion to approve the Executive Committee meeting minutes from February 22, 2019. Board Member Debbi Haacke made a motion to approve; with a second from Board Vice Chair Ron Mathai, the motion was unanimously approved.

Lear reviewed the March 25, 2019 Board meeting agenda. She reminded the group in the change of location to the Texican Court hotel. Gast added that parking is available in the front of the hotel, but the majority is on the north side closest to Northwest Highway/348. Attendees will be encouraged to enjoy their lunch before the meeting, as the buffet will not be available after the meeting due to requirements of the Texican Court. General Manager John Thomas will attend the meeting and tours of the property will be available after the meeting.

Councilman Al Zapanta gave a brief legislative update and shared his concerns. Gast reported the TPID hearing in the Senate passed unanimously, and the hearing in the House of Representatives is scheduled for Tuesday, March 26. The Omnibus Bill is moving forward simultaneously. Gast will attend the March 26 hearing.

At 9:58 a.m., the Board entered into Executive Session to discuss personnel matters. At 10:20 a.m. the Board adjourned from Executive Session and re-entered Open Meeting. Lear made a motion to accept the Executive Director Performance Update and to maintain the performance review schedule of the annual update in October, and a second by Haacke. With no further discussion, the recommendation was unanimously approved.

The next Executive Committee meeting will be held on April 19, 2019.

Lear adjourned the meeting at 10:29 a.m.

Respectfully submitted,



Maura Allen Gast, FCDME
Executive Director

AGENDA
Irving Convention & Visitors Bureau Board of Directors
Monday, April 22, 2019 at 11:45 a.m.
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.

Consent Agenda

1. Approving ICVB Board Minutes for March 25, 2019
2. Accepting Irving Convention Center Financial Reports for March 2019
3. Accepting ICVB Financial Reports for March 2019
4. Approving High Spirited Citizen Nomination – Chuck Kirk

Presentation

5. Irving Convention Center Environmental Initiatives
6. South by Southwest Recap

Reports

5. Board Chair Report
6. Board Committee Reports
 - Board & Business Development – Debbi Haacke
 - Tourism Public Improvement District Legislation Update
 - Next Meeting – June 7
 - Community Engagement – Rick Lindsey
 - Recap of April 2 Committee Meeting
 - National Travel & Tourism Week Proclamation – May 2, 7 pm
 - Next Meeting – July 9
 - Destination Development – Greg Malcolm
 - Next Meeting – May 7, 2019 - Competitive Site Visit to Frisco/Plano
7. City Reports
 - a. Council Liaison – Mayor Pro Tem John Danish
 - b. Mayor & Other Council Members
 - c. City Manager – Chris Hillman
 - Visitor Development Updates
 - Headquarter Hotel
 - Toyota Music Factory
 - Other City Updates

AGENDA - Continued

- 8. Bureau Monthly Management Reports**
 - a. Executive Director – Maura Gast
 - b. Sales and Services – Lori Fojtasek
 - c. Marketing and Communications – Diana Pfaff
 - d. Finance and Administration – Maura Gast
 - o Smith Travel Research and AirDNA Monthly Reports
- 9. Convention Center Management Report – Tom Meehan**
- 10. Industry Partner Reports**
 - a. The Pavilion at the Music Factory/Live Nation Report – Mike Riley
 - b. Hotel Industry Updates – Greg Malcolm, Dirk Burghartz, Kim Limon, Holly Turner
 - c. Restaurant Industry Update – David Cole
- 11. Partner Organization & Stakeholder Reports**
 - a. DART/Transportation and Infrastructure – Mayor Rick Stopfer
 - b. DCURD – Jacky Knox
 - c. Chamber of Commerce – Lars Rosene/Beth Bowman
 - d. Irving Arts and Culture – Todd Hawkins/Judy Pierson
 - e. TIF – Michael Randall
 - f. The Las Colinas Association – Hammond Perot
 - g. University of Dallas – Karin Riley

CERTIFICATION

I, the undersigned authority, do hereby certify that this notice of meeting was posted on the kiosk at City Hall of the City of Irving, Texas, a place readily accessible to the general public at all times, and said notice was posted by the following date and time:

_____ at _____ and will remain so posted at least 72 hours 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.

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.