

AGENDA
Irving Convention and Visitors Bureau Board of Directors
Executive Committee
Friday, December 14, 2018 at Time 9:00 AM
Irving Convention Center, Third 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 Irving Convention Center Financial Reports for November 2018
2. Accepting the ICVB Financial Reports for September, October and November 2018
3. 2018-19 Performance Priorities, Goals & Objectives for Executive Director
4. Chairman / Executive Director Reports
 - a. Approving November 16, 2018 Minutes
 - b. Review of December 17, 2018 Board meeting draft agenda
5. Next meeting – Friday, January 25, 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: October 31, 2018

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
BALANCE SHEET
SEPTEMBER 30, 2018

ASSETS

Cash	36,633
Petty Cash	250
Investments	1,046,000
Receivables:	
Hotel and Motel Tax	2,072,918
Miscellaneous	305,356
Accrued Interest	3,045
Total Assets	<u>3,464,202</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts Payable	441,707
Accrued Wages and Benefits	234,252
Due to City of Irving General Fund	82,917
	<u>758,876</u>

FUND BALANCE

Reserved for Encumbrances	173,740
Unreserved	2,531,586
Total Fund Balance	<u>2,705,326</u>

Total Liabilities and Fund Balance	<u>3,464,202</u>
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Notes:

Receivables-Miscellaneous:

 Subsidy refund from SMG - 305,281

Accounts Payable:

 SMG management incentive fee - 154,788

 Miscellaneous - 286,919

Due to City of Irving General Fund:

 Administrative fee (4%) for the 4th qtr hotel tax - 82,917

Reserved for Encumbrances:

 Destination Analysts - 35,000

 Media Advertising - 83,098

 Specialty Advertising Items - 51,265

 Miscellaneous - 4,377

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE TWELVE MONTH PERIOD ENDING SEPTEMBER 30, 2018

	----- Budget -----		----- Actual -----			Unencumbered Available Budget	Percent Collected/ Expended	Prior Year to Date Actual
	Adopted	Adjusted	Current Month	Year-to-Date	Encumbrances			
<u>REVENUES AND TRANSFERS IN:</u>								
REVENUES:								
Hotel/Motel Taxes:								
Current Year	8,485,907	8,485,907	2,071,476	8,393,297	0	92,610	98.91%	8,259,219
Penalties and Interest	0	0	0	6,046	0	(6,046)	0.00%	5,931
Prior Years	0	0	1,442	1,442	0	(1,442)	0.00%	58,624
Interest	17,000	17,000	6,813	32,771	0	(15,771)	192.77%	22,354
State of Texas Events Trust Fund	50,000	50,000	0	9,622	0	40,378	19.24%	0
Miscellaneous	5,000	5,000	75	24,912	0	(19,912)	498.24%	17,210
Total Revenues	<u>8,557,907</u>	<u>8,557,907</u>	<u>2,079,806</u>	<u>8,468,090</u>	<u>0</u>	<u>89,817</u>	<u>98.95%</u>	<u>8,363,338</u>
TOTAL REVENUES AND TRANSFERS IN	<u>8,557,907</u>	<u>8,557,907</u>	<u>2,079,806</u>	<u>8,468,090</u>	<u>0</u>	<u>89,817</u>	<u>98.95%</u>	<u>8,363,338</u>
<u>EXPENDITURES AND TRANSFERS OUT:</u>								
EXPENDITURES:								
Salaries	2,106,626	2,133,789	347,001	2,117,945	0	15,844	99.26%	2,000,367
Benefits	561,825	586,714	83,218	579,622	0	7,092	98.79%	545,452
Supplies	61,900	52,987	9,224	32,715	2,813	17,459	67.05%	54,581
Equipment Maintenance	6,900	6,900	1,001	5,006	0	1,894	72.55%	6,478
Miscellaneous	180,095	183,950	6,150	173,242	0	10,708	94.18%	159,638
Equipment Rentals	7,900	5,625	1,325	3,801	0	1,824	67.57%	2,475
Special Services	1,675,881	1,927,220	376,814	1,791,137	35,780	100,303	94.80%	1,585,490
Facility Management Services	1,395,000	1,395,000	42,969	1,089,719	0	305,281	78.12%	1,079,751
Advertising Projects	140,000	107,000	5,309	38,559	51,265	17,176	83.95%	181,866
Sponsorships / Partnerships	174,000	161,920	21,000	96,966	0	64,954	59.89%	343,783
Media Advertising	680,000	650,126	91,787	556,292	83,097	10,737	98.35%	719,109
Travel	680,265	635,166	75,443	449,695	0	185,471	70.80%	402,969
Promotions / Special Events	1,171,000	1,583,593	203,077	1,084,430	785	498,378	68.53%	1,102,370
Memberships	82,615	101,785	5,280	76,538	0	25,247	75.20%	76,140
Total Expenditures	<u>8,924,007</u>	<u>9,531,775</u>	<u>1,269,598</u>	<u>8,095,667</u>	<u>173,740</u>	<u>1,262,368</u>	<u>86.76%</u>	<u>8,260,469</u>
TRANSFERS OUT:								
Transfer to ICVB Reserve Fund	200,000	200,000	0	200,000	0	0	100.00%	200,000
Transfer to ICC Reserve/CIP Fund	900,000	1,215,249	465,249	1,215,249	0	0	100.00%	1,238,528
Total Transfers Out	<u>1,100,000</u>	<u>1,415,249</u>	<u>465,249</u>	<u>1,415,249</u>	<u>0</u>	<u>0</u>	<u>100.00%</u>	<u>1,438,528</u>
TOTAL EXPENDITURES AND TRANSFERS OUT	<u>10,024,007</u>	<u>10,947,024</u>	<u>1,734,847</u>	<u>9,510,916</u>	<u>173,740</u>	<u>1,262,368</u>	<u>88.47%</u>	<u>9,698,997</u>

Percent of year completed = 100%

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE TWELVE MONTH PERIOD ENDING SEPTEMBER 30, 2018

SUMMARY:

Beginning Fund Balance at October 1, 2017	3,748,152
Revenues and Transfers In	8,468,090
Expenditures and Transfers Out	<u>(9,510,916)</u>
Ending Fund Balance at September 30, 2018	2,705,326
Encumbrances	<u>(173,740)</u>
Unreserved Fund Balance at September 30, 2018	<u><u>2,531,586</u></u>

NOTES:

Year End

Fund Balance decreased 1,042,826 from the prior year.

Year-to-Date Expenditures:

Excluding encumbrances - 86.88% expended

Including encumbrances - 88.47% expended

Adjusted Budget

The adjusted budget includes prior year encumbrances in the amount of 607,768.

Transfer to ICC Reserve/CIP Fund - After approval by the Board and Council, the budget was adjusted by 315,249 which is the FY17 subsidy refund.

Revenues & Transfers In (YTD)

Hotel Tax: The 1st, 2nd, and 3rd quarters (October 2017 - June 2018) have been received. Taxes for the 4th quarter (July - September 2018) have been accrued.

State of Texas Events Trust Fund: Funds received were for the 2017 USA Wrestling Event.

Expenditures & Transfers Out (YTD)

Special Services: Administrative Cost Reimbursement - 336,031; Advertising Agency (MSC) - 597,382; Outside Services - 798,292; Miscellaneous - 59,432

Promotions / Special Events: Business Development Incentive Program - 700,748; Local Programs - 169,091; Toyota Music Factory Events - 139,719; Miscellaneous - 74,872

IRVING CONVENTION AND VISITORS BUREAU
RESERVE FUND
BALANCE SHEET
SEPTEMBER 30, 2018

ASSETS

Cash	2,050
Investments	1,142,300
Accrued Interest Receivable	<u>1,874</u>
Total Assets	<u><u>1,146,224</u></u>

LIABILITIES AND FUND BALANCE

LIABILITIES

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

FUND BALANCE

Unreserved	<u>1,146,224</u>
Total Fund Balance	<u>1,146,224</u>
Total Liabilities and Fund Balance	<u><u>1,146,224</u></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 - Headquarter hotel grand opening event - \$75,000
- 2 - 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 TWELVE MONTH PERIOD ENDING SEPTEMBER 30, 2018

	----- Budget -----		----- Actual -----			Unencumbered Available Budget	Percent Collected/ Expended	Prior Year to Date Actual
	Adopted	Adjusted	Current Quarter	Year-to-Date	Encumbrances			
<u>REVENUES AND TRANSFERS IN:</u>								
Interest	3,000	3,000	6,972	15,327	0	(12,327)	510.90%	5,979
Transfer from ICVB General Fund	200,000	200,000	0	200,000	0	0	100.00%	200,000
TOTAL REVENUES AND TRANSFERS IN	203,000	203,000	6,972	215,327	0	(12,327)	106.07%	205,979
<u>EXPENDITURES AND TRANSFERS OUT:</u>								
None	0	0	0	0	0	0	0.00%	0
TOTAL EXPENDITURES AND TRANSFERS OUT	0	0	0	0	0	0	0.00%	0

*Percent of year completed = 100%

SUMMARY:

Beginning Fund Balance at October 1, 2017	930,897
Revenues and Transfers In	215,327
Expenditures and Transfers Out	<u>0</u>
Ending Fund Balance at September 30, 2018	1,146,224
Encumbrances	<u>0</u>
Unreserved Fund Balance at September 30, 2018	<u><u>1,146,224</u></u>

NOTES:

Fund Balance increased 215,327 over the prior year.

IRVING CONVENTION AND VISITORS BUREAU
COMPUTER REPLACEMENT FUND
BALANCE SHEET
SEPTEMBER 30, 2018

ASSETS

Cash	2,470
Investments	272,500
Accrued Interest Receivable	<u>447</u>
Total Assets	<u><u>275,417</u></u>

LIABILITIES AND FUND BALANCE

LIABILITIES

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

FUND BALANCE

Unreserved	<u>275,417</u>
Total Fund Balance	<u>275,417</u>

Total Liabilities and Fund Balance	<u><u>275,417</u></u>
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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 TWELVE MONTH PERIOD ENDING SEPTEMBER 30, 2018

	----- Budget -----		----- Actual -----			Unencumbered Available Budget	Percent* Collected/ Expended	Prior Year to Date Actual
	Adopted	Adjusted	Current Quarter	Year-to-Date	Encumbrances			
<u>REVENUES AND TRANSFERS IN:</u>								
Interest	1,200	1,200	1,735	4,177	0	(2,977)	348.08%	1,959
TOTAL REVENUES AND TRANSFERS IN	1,200	1,200	1,735	4,177	0	(2,977)	348.08%	1,959
<u>EXPENDITURES AND TRANSFERS OUT:</u>								
Computers/Software	16,500	16,500	0	0	0	16,500	0.00%	14,853
TOTAL EXPENDITURES AND TRANSFERS OUT	16,500	16,500	0	0	0	16,500	0.00%	14,853

*Percent of year completed = 100%

SUMMARY:

Beginning Fund Balance at October 1, 2017	271,240
Revenues and Transfers In	4,177
Expenditures and Transfers Out	0
Ending Fund Balance at September 30, 2018	275,417
Encumbrances	0
Unreserved Fund Balance at September 30, 2018	<u>275,417</u>

NOTES:

Fund Balance increased 4,177 over the prior year.

IRVING CONVENTION AND VISITORS BUREAU
CONVENTION CENTER RESERVE/CAPITAL PROJECTS FUND
BALANCE SHEET
SEPTEMBER 30, 2018

ASSETS

Cash	1,385
Investments	1,742,000
Accrued Interest Receivable	<u>2,722</u>
Total Assets	<u><u>1,746,107</u></u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts Payable	<u>28,576</u>
Total Liabilities	<u>28,576</u>

FUND BALANCE

Assigned	<u>1,717,531</u>
Total Fund Balance	<u>1,717,531</u>

Total Liabilities and Fund Balance	<u><u>1,746,107</u></u>
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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 ICVB General Fund or ICVB Reserve Fund.

Per the ICVB 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 TWELVE MONTH PERIOD ENDING SEPTEMBER 30, 2018

	----- Budget -----		----- Actual -----			Unencumbered Available Budget	Percent* Collected/ Expended	Prior Year to Date Actual
	Adopted	Adjusted	Current Quarter	Year-to-Date	Encumbrances			
<u>REVENUES AND TRANSFERS IN:</u>								
Interest	3,200	3,200	8,275	19,298	0	(16,098)	603.06%	6,348
Miscellaneous	0	0	8,016	32,444	0	(32,444)	100.00%	0
Transfer from ICVB General Fund	900,000	1,215,249	965,249	1,215,249	0	0	100.00%	1,238,528
TOTAL REVENUES AND TRANSFERS IN	903,200	1,218,449	981,540	1,266,991	0	(48,542)	103.98%	1,244,876
<u>EXPENDITURES AND TRANSFERS OUT:</u>								
Capital Expenditures	798,000	798,000	465,759	727,218	0	70,782	91.13%	726,820
TOTAL EXPENDITURES AND TRANSFERS OUT	798,000	798,000	465,759	727,218	0	70,782	91.13%	726,820

*Percent of year completed = 100%

SUMMARY:

Beginning Fund Balance at October 1, 2017	1,177,758
Revenues and Transfers In	1,266,991
Expenditures and Transfers Out	<u>(727,218)</u>
Ending Fund Balance at September 30, 2018	1,717,531
Encumbrances	<u>0</u>
Unreserved Fund Balance at September 30, 2018	<u><u>1,717,531</u></u>

NOTES:

Fund Balance increased 539,773 over the prior year.

Revenues & Transfers In:

Miscellaneous: SMG issued a refund to the ICVB for FY16 invoices that were billed twice under two different CIP #s.

Irving Convention and Visitors Bureau

Check Register Report - September 2018

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Batch: 7443

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059586	09/06/18	DALLAS MARRIOTT LAS COLINAS	\$	230.00
80059587	09/06/18	DMO PROZ	\$	11,127.44
80059588	09/06/18	DOUBLETREE DALLAS DFW AIRPORT	\$	20.00
80059589	09/06/18	EMBASSY SUITES DFW INT'L AIRPORT SOUTH	\$	120.00
80059590	09/06/18	FAIRFIELD INN & SUITES DFW SOUTH	\$	155.00
80059591	09/06/18	FAIRFIELD INN & SUITES LAS COLINAS	\$	420.00
80059592	09/06/18	FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS	\$	6,149.00
80059593	09/06/18	GRAND CHAPTER OF TEXAS, ORDER OF EASTERN STAR	\$	7,602.00
80059594	09/06/18	HAWTHORN SUITES DFW	\$	70.00
80059595	09/06/18	HILTON GARDEN INN DFW AIRPORT SOUTH	\$	145.00
80059596	09/06/18	SHERATON DFW AIRPORT HOTEL	\$	80.00
			11 payments Batch Total: \$	26,118.44

Batch: 7451

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059597	09/13/18	AMERICAN EXPRESS	\$	46,679.25
80059598	09/13/18	ARES TRAVEL INC.	\$	1,250.00
80059599	09/13/18	BH DFW PROPERTY LP (WESTIN)	\$	620.00
80059600	09/13/18	BT HOTEL LAS COLINAS LLC (NYLO)	\$	1,208.00
80059601	09/13/18	SUSAN D. CUTTS	\$	850.00
80059602	09/13/18	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	545.00
80059603	09/13/18	FEDERAL EXPRESS CORPORATION	\$	65.75
80059604	09/13/18	FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS	\$	2,015.00
80059605	09/13/18	GREATER IRVING/LAS COLINAS CHAMBER OF COMMERCE	\$	4,664.44
80059606	09/13/18	GUARANTEED EXPRESS, INC.	\$	14.44
80059607	09/13/18	HOTEL ASSOCIATION OF NORTH TEXAS	\$	250.00
80059608	09/13/18	IRVING - LAS COLINAS ROTARY CLUB	\$	100.00
80059609	09/13/18	DEBORA C. MANUSAMA	\$	682.72
80059610	09/13/18	PETTY CASH	\$	75.00
80059611	09/13/18	ROSELLE PLIEGO	\$	139.59
80059612	09/13/18	PRE-TRIB RESEARCH CENTER	\$	1,425.00
80059613	09/13/18	SOURCE STRATEGIES, INC.	\$	550.00
80059614	09/13/18	SPORTS CLUB AT FOUR SEASONS	\$	800.00
			18 payments Batch Total: \$	61,934.19

continued on next page

Batch: 7457

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059615	09/20/18	CAROL BOYER	\$	81.35
80059616	09/20/18	CHRISTIAN CONGREGATION OF JEHOVAH'S WITNESSES	\$	17,750.00
80059617	09/20/18	CONNECT	\$	3,500.00
80059618	09/20/18	SUSAN D. CUTTS	\$	450.00
80059619	09/20/18	KATHERINE DIPIETRO	\$	62.59
80059620	09/20/18	DOUBLETREE DALLAS DFW AIRPORT	\$	1,554.00
80059621	09/20/18	LORI M. FOJTASEK	\$	95.57
80059622	09/20/18	WENDY FOSTER	\$	325.72
80059623	09/20/18	FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS	\$	6,865.00
80059624	09/20/18	GUARANTEED EXPRESS, INC.	\$	13.44
80059625	09/20/18	HIDDEN VALLEY PROMOTIONS, LLC	\$	300.00
80059626	09/20/18	HILTON GARDEN INN DFW AIRPORT SOUTH	\$	170.00
80059627	09/20/18	CHERYL HOPKINS	\$	65.00
80059628	09/20/18	IRVING CONVENTION CENTER	\$	17,527.89
80059629	09/20/18	IRVING CONVENTION CENTER	\$	348,250.00
80059630	09/20/18	IRVING CONVENTION CENTER	\$	5,463.33
80059631	09/20/18	MARIANNE LAUDA	\$	90.30
80059632	09/20/18	KATHY LEVINE	\$	65.00
80059633	09/20/18	LORI MANSELL	\$	559.01
80059634	09/20/18	KAYLA MANSOUR	\$	70.34
80059635	09/20/18	MEETING PROFESSIONALS INTERNATIONAL	\$	9,315.00
80059636	09/20/18	MEETINGS TODAY	\$	5,200.00
80059637	09/20/18	NORTHSTAR TRAVEL MEDIA, LLC	\$	1,666.00
80059638	09/20/18	OMNI MANDALAY HOTEL	\$	490.00
80059639	09/20/18	PCMA SERVICES	\$	14,330.00
80059640	09/20/18	DIANA PFAFF	\$	65.00
80059641	09/20/18	DEBBIE ROBERTS	\$	92.02
80059642	09/20/18	KELLY ROCHE	\$	421.15
80059643	09/20/18	LORI SIRMEN	\$	210.18
80059644	09/20/18	STAPLES	\$	2,549.81
80059645	09/20/18	CAROL STODDARD	\$	65.00
80059646	09/20/18	TRIPADVISOR, LLC	\$	5,903.90
80059647	09/20/18	TUCKER & ASSOCIATES, LLC	\$	4,071.10
80059648	09/20/18	VERIZON WIRELESS	\$	844.78
80059649	09/20/18	WFAA-TV INC	\$	6,470.00
80059650	09/20/18	MONTY WHITE	\$	191.99
80059651	09/20/18	MICHAEL ZUMBAUGH	\$	85.12

Batch: 7457

37 payments Batch Total: \$ 455,229.59

Batch: 7470

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059652	09/28/18	AERIAL PHOTOGRAPHY	\$	97.00
80059653	09/28/18	AMERICAN COLLEGE OF EMERGENCY PHYSICIANS	\$	70.00
80059654	09/28/18	AMERICAN SOCIETY OF ASSOCIATION EXECUTIVES	\$	5,410.59
80059655	09/28/18	CONFERENCE DIRECT	\$	3,000.00
80059656	09/28/18	D MAGAZINE PARTNERS LP	\$	5,400.00
80059657	09/28/18	DALLAS PRODUCERS ASSOCIATION	\$	150.00
80059658	09/28/18	DALLAS SECURITY TRADERS ASSN	\$	930.00
80059659	09/28/18	DOUBLETREE DALLAS DFW AIRPORT	\$	1,087.00
80059660	09/28/18	EMBASSY SUITES DFW INT'L AIRPORT SOUTH	\$	290.00
80059661	09/28/18	FEDERAL EXPRESS CORPORATION	\$	233.04
80059662	09/28/18	WENDY FOSTER	\$	100.00
80059663	09/28/18	FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS	\$	3,875.00
80059664	09/28/18	GREATER IRVING/LAS COLINAS CHAMBER OF COMMERCE	\$	8,880.00
80059665	09/28/18	JOSEPH HAUBERT	\$	1,000.00
80059666	09/28/18	HIDDEN VALLEY PROMOTIONS, LLC	\$	1,225.00
80059667	09/28/18	HILTON GARDEN INN LAS COLINAS	\$	405.00
80059668	09/28/18	HOME2 SUITES BY HILTON IRVING/DFW AIRPORT N.	\$	180.00
80059669	09/28/18	HOMEWOOD SUITES IRVING DFW AIRPORT NORTH	\$	225.00
80059670	09/28/18	INSIDE OUT MEDIA INC.	\$	9,988.14
80059671	09/28/18	IRVING CONVENTION CENTER	\$	353,893.80
80059672	09/28/18	MALONEY STRATEGIC COMMUNICATIONS	\$	26,683.20
80059673	09/28/18	MEETING PROFESSIONALS INTERNATIONAL	\$	500.00
80059674	09/28/18	NORTH TEXAS DIGNITARY ESCORT	\$	525.00
80059675	09/28/18	NORTH TEXAS FENCING TOURNAMENT COALITION	\$	1,675.00
80059676	09/28/18	OMNI MANDALAY HOTEL	\$	5,670.00
80059677	09/28/18	ROSELLE PLIEGO	\$	235.28
80059678	09/28/18	R FOX DESIGNS, LP	\$	2,999.00
80059679	09/28/18	SHERATON DFW AIRPORT HOTEL	\$	845.00
80059680	09/28/18	SIMPLEVIEW	\$	20,833.66
80059681	09/28/18	STR, INC	\$	2,812.50
80059682	09/28/18	THE FULCRUM GROUP INC.	\$	115.00
80059683	09/28/18	TIGER OAK MEDIA, INC	\$	5,000.00
80059684	09/28/18	TUCKER & ASSOCIATES, LLC	\$	62.19

33 payments Batch Total: \$ 464,395.40

99 payments TOTAL: \$ 1,007,677.62



**ICVB
FINANCIAL STATEMENTS**

For Period Ending: October 31, 2018

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
BALANCE SHEET
OCTOBER 31, 2018

ASSETS

Cash	17,252
Petty Cash	250
Investments	296,000
Receivables:	
Hotel and Motel Tax	2,072,918
Miscellaneous	<u>305,356</u>
Total Assets	<u><u>2,691,776</u></u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts Payable	236,038
Accrued Wages and Benefits	19,260
Due to City of Irving General Fund	<u>82,917</u>
	<u>338,215</u>

FUND BALANCE

Reserved for Encumbrances	477,505
Unreserved	<u>1,876,056</u>
Total Fund Balance	<u>2,353,561</u>
Total Liabilities and Fund Balance	<u><u>2,691,776</u></u>

Notes:

Receivables-Miscellaneous:

 Subsidy refund from SMG - 305,281

 Miscellaneous - 75

Accounts Payable:

 SMG management incentive fee - 154,788

 Miscellaneous - 81,250

Due to City of Irving General Fund:

 Administrative fee (4%) for the 4th qtr hotel tax - 82,917

Reserved for Encumbrances:

 Destination Analysts - 35,000

 Media Advertising - 62,038

 Simpleview - 255,494

 Tucker - 50,642

 Miscellaneous - 74,331

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE ONE MONTH PERIOD ENDING OCTOBER 31, 2018

	----- Budget -----		----- Actual -----			Unencumbered Available Budget	Percent Collected/ Expended	Prior Year to Date Actual
	Adopted	Adjusted	Current Month	Year-to-Date	Encumbrances			
<u>REVENUES AND TRANSFERS IN:</u>								
REVENUES:								
Hotel/Motel Taxes:								
Current Year	8,593,019	8,593,019	0	0	0	8,593,019	0.00%	0
Penalties and Interest	0	0	0	0	0	0	0.00%	0
Prior Years	0	0	0	0	0	0	0.00%	0
Interest	26,450	26,450	0	0	0	26,450	0.00%	0
State of Texas Events Trust Fund	25,000	25,000	0	0	0	25,000	0.00%	0
Miscellaneous	13,000	13,000	0	0	0	13,000	0.00%	0
Total Revenues	<u>8,657,469</u>	<u>8,657,469</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,657,469</u>	<u>0.00%</u>	<u>0</u>
TOTAL REVENUES AND TRANSFERS IN	<u>8,657,469</u>	<u>8,657,469</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,657,469</u>	<u>0.00%</u>	<u>0</u>
<u>EXPENDITURES AND TRANSFERS OUT:</u>								
EXPENDITURES:								
Salaries	2,257,287	2,257,287	119,686	119,686	0	2,137,601	5.30%	108,211
Benefits	564,825	564,825	33,565	33,565	0	531,260	5.94%	31,538
Supplies	46,975	49,788	5,813	5,813	0	43,975	11.68%	10
Equipment Maintenance	6,300	6,300	0	0	0	6,300	0.00%	(167)
Miscellaneous	179,025	179,025	34,511	34,511	0	144,514	19.28%	34,267
Equipment Rentals	6,900	6,900	0	0	3,300	3,600	47.83%	0
Special Services	1,824,765	1,860,545	17,119	17,119	411,382	1,432,044	23.03%	133,475
Facility Management Services	1,395,000	1,395,000	0	0	0	1,395,000	0.00%	0
Advertising Projects	146,400	197,665	51,402	51,403	0	146,262	26.01%	0
Sponsorships / Partnerships	125,000	125,000	47,059	47,059	0	77,941	37.65%	43,966
Media Advertising	580,000	663,098	21,061	21,061	62,038	579,999	12.53%	22,911
Travel	666,580	666,580	9,308	9,308	0	657,272	1.40%	0
Promotions / Special Events	1,080,150	1,080,935	12,240	12,240	785	1,067,910	1.20%	24,608
Memberships	91,215	91,215	0	0	0	91,215	0.00%	6,000
Total Expenditures	<u>8,970,422</u>	<u>9,144,163</u>	<u>351,764</u>	<u>351,765</u>	<u>477,505</u>	<u>8,314,893</u>	<u>9.07%</u>	<u>404,819</u>
TRANSFERS OUT:								
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	400,000	0	0	0	400,000	0.00%	0
Total Transfers Out	<u>525,000</u>	<u>525,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>525,000</u>	<u>0.00%</u>	<u>0</u>
TOTAL EXPENDITURES AND TRANSFERS OUT	<u>9,495,422</u>	<u>9,669,163</u>	<u>351,764</u>	<u>351,765</u>	<u>477,505</u>	<u>8,839,893</u>	<u>8.58%</u>	<u>404,819</u>

Percent of year completed = 8.33%

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE ONE MONTH PERIOD ENDING OCTOBER 31, 2018

SUMMARY:

Beginning Fund Balance at October 1, 2018	2,705,326
Revenues and Transfers In	0
Expenditures and Transfers Out	<u>(351,765)</u>
Ending Fund Balance at October 31, 2018	2,353,561
Encumbrances	<u>(477,505)</u>
Unreserved Fund Balance at October 31, 2018	<u><u>1,876,056</u></u>

NOTES:

Adjusted Budget

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

Revenues & Transfers In

Hotle/Motel Taxes: Taxes for the 1st quarter (Oct-Dec) are due February 1 and will be reflected on the February 2018 report.

Irving Convention and Visitors Bureau

Check Register Report - October 2018

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Batch: 7475

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059685	10/04/18	BT HOTEL LAS COLINAS LLC (NYLO)	\$	1,585.00
80059686	10/04/18	CONNECT	\$	21,000.00
80059687	10/04/18	SUSAN D. CUTTS	\$	675.00
80059688	10/04/18	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	1,020.00
80059689	10/04/18	FENCON	\$	1,825.00
80059690	10/04/18	FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS	\$	6,040.00
80059691	10/04/18	HAMPTON INN - LAS COLINAS	\$	530.00
80059692	10/04/18	BRENDA LOPEZ	\$	100.00
80059693	10/04/18	PATHWAYS CORE TRAINING	\$	1,135.00
80059694	10/04/18	PETTY CASH	\$	7.79
80059695	10/04/18	SHERATON DFW AIRPORT HOTEL	\$	1,095.00
80059696	10/04/18	TEXAS DEPARTMENT OF TRANSPORTATION	\$	2,679.29
80059697	10/04/18	TEXAS MANUFACTURED HOUSING ASSOCIATION, INC	\$	1,140.00
80059698	10/04/18	THE FULCRUM GROUP INC.	\$	10,066.28
			14 payments Batch Total: \$	48,898.36

Batch: 7477

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059699	10/05/18	MALONEY STRATEGIC COMMUNICATIONS	\$	25,796.48
			1 payment Batch Total: \$	25,796.48

Batch: 7482

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059700	10/11/18	AAERO AIRPORT BROCHURE AND DISPLAY INC	\$	1,200.00
80059701	10/11/18	AMERICAN EXPRESS	\$	41,874.17
80059702	10/11/18	BT HOTEL LAS COLINAS LLC (NYLO)	\$	280.00
80059703	10/11/18	COGNIZANT TECHNOLOGY SOLUTIONS U.S. CORP	\$	11,065.00
80059704	10/11/18	CROWDRIFF INC.	\$	2,083.00
80059705	10/11/18	DALLAS MARRIOTT LAS COLINAS	\$	1,190.00
80059706	10/11/18	DELTA AIR LINES, INC.	\$	4,880.00
80059707	10/11/18	DESTINATION ANALYSTS, INC	\$	15,000.00
80059708	10/11/18	DOUBLETREE DALLAS DFW AIRPORT	\$	927.00
80059709	10/11/18	ELEMENT DFW AIRPORT NORTH	\$	635.00
80059710	10/11/18	ENVOY AIR INC.	\$	3,821.00
80059711	10/11/18	FEDERAL EXPRESS CORPORATION	\$	381.27

continued on next page

Batch: 7482

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059712	10/11/18	FLOWERS OF LAS COLINAS	\$	71.99
80059713	10/11/18	FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS	\$	3,917.00
80059714	10/11/18	FREEMAN DECORATING COMPANY	\$	12,571.86
80059715	10/11/18	GUARANTEED EXPRESS, INC.	\$	43.68
80059716	10/11/18	HAMPTON INN - LAS COLINAS	\$	665.00
80059717	10/11/18	HILTON GARDEN INN DFW AIRPORT SOUTH	\$	260.00
80059718	10/11/18	IRVING - LAS COLINAS ROTARY CLUB	\$	112.00
80059719	10/11/18	LA BUENA VIDA YOUTH LEADERSHIP FOUNDATION	\$	1,000.00
80059720	10/11/18	MCKESSON CORPORATION	\$	1,065.00
80059721	10/11/18	NORTH TEXAS DIGNITARY ESCORT	\$	1,750.00
80059722	10/11/18	OMNI MANDALAY HOTEL	\$	4,250.00
80059723	10/11/18	PITNEY BOWES GLOBAL FINANCIAL SVCS, LLC	\$	825.12
80059724	10/11/18	ROSELLE PLIEGO	\$	237.42
80059725	10/11/18	SHERATON DFW AIRPORT HOTEL	\$	3,750.00
80059726	10/11/18	SPORTS CLUB AT FOUR SEASONS	\$	800.00
80059727	10/11/18	TIGER OAK MEDIA, INC	\$	2,500.00
			28 payments Batch Total: \$	117,155.51

Batch: 7487

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059728	10/18/18	AMERICAN AIRLINES	\$	8,020.00
80059729	10/18/18	ERIN BENDER	\$	45.50
80059730	10/18/18	BH DFW PROPERTY LP (WESTIN)	\$	2,707.00
80059731	10/18/18	CAROL BOYER	\$	117.43
80059732	10/18/18	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	2,178.00
80059733	10/18/18	KATHERINE DIPIETRO	\$	191.76
80059734	10/18/18	DOUBLETREE DALLAS DFW AIRPORT	\$	236.00
80059735	10/18/18	LORI M. FOJTASEK	\$	222.24
80059736	10/18/18	WENDY FOSTER	\$	93.33
80059737	10/18/18	MAURA GAST	\$	53.58
80059738	10/18/18	GUARANTEED EXPRESS, INC.	\$	89.39
80059739	10/18/18	CHERYL HOPKINS	\$	240.91
80059740	10/18/18	IRVING CONVENTION CENTER	\$	19,899.74
80059741	10/18/18	MARIANNE LAUDA	\$	108.93
80059742	10/18/18	KATHY LEVINE	\$	65.00
80059743	10/18/18	LORI MANSELL	\$	190.00
80059744	10/18/18	KAYLA MANSOUR	\$	79.60

Batch: 7487

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059745	10/18/18	DIANA PFAFF	\$	65.00
80059746	10/18/18	RESIDENCE INN BY MARRIOTT DALLAS/LAS COLINAS	\$	745.00
80059747	10/18/18	DEBBIE ROBERTS	\$	130.74
80059748	10/18/18	KELLY ROCHE	\$	257.59
80059749	10/18/18	LORI SIRMEN	\$	329.89
80059750	10/18/18	STAPLES	\$	1,056.09
80059751	10/18/18	CAROL STODDARD	\$	71.32
80059752	10/18/18	THE TRADE GROUP	\$	410.00
80059753	10/18/18	TRIPADVISOR, LLC	\$	4,453.91
80059754	10/18/18	UNIVERSITY AVIATION ASSOCIATION	\$	1,688.00
80059755	10/18/18	VERIZON WIRELESS	\$	530.11
80059756	10/18/18	WFAA-TV INC	\$	6,470.00
80059757	10/18/18	MONTY WHITE	\$	65.00
80059758	10/18/18	MICHAEL ZUMBAUGH	\$	103.66
			31 payments Batch Total: \$	50,914.72

Batch: 7498

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059759	10/25/18	AUSTIN CONVENTION & VISITORS BUREAU	\$	523.76
80059760	10/25/18	BARBERSTOCK SYSTEMS INC.	\$	2,397.00
80059761	10/25/18	CITY OF GRAPEVINE	\$	635.45
80059762	10/25/18	CONFERENCE DIRECT	\$	3,900.00
80059763	10/25/18	CROWDRIFF INC.	\$	2,083.00
80059764	10/25/18	SUSAN D. CUTTS	\$	506.25
80059765	10/25/18	CVENT INC	\$	9,308.41
80059766	10/25/18	DALLAS MARRIOTT LAS COLINAS	\$	715.00
80059767	10/25/18	ELEMENT DFW AIRPORT NORTH	\$	80.00
80059768	10/25/18	FEDERAL EXPRESS CORPORATION	\$	89.79
80059769	10/25/18	FLOWERS OF LAS COLINAS #101	\$	71.99
80059770	10/25/18	FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS	\$	420.00
80059771	10/25/18	IRVING CONVENTION CENTER	\$	28,575.52
80059772	10/25/18	IRVING SCHOOLS FOUNDATION	\$	100.00
80059773	10/25/18	MEETING PROFESSIONALS INTERNATIONAL	\$	750.00
80059774	10/25/18	RESERVE ACCOUNT	\$	3,000.00
80059775	10/25/18	SHERATON DFW AIRPORT HOTEL	\$	1,649.00
80059776	10/25/18	STR, INC	\$	2,812.50
80059777	10/25/18	TEXAS HOTEL & LODGING ASSN	\$	47,058.75

Processed

Batch: 7498

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059778	10/25/18	TEXAS OPTOMETRIC ASSOCIATION	\$	580.00
80059779	10/25/18	THE RICHEY COMPANY	\$	38,596.66
80059780	10/25/18	TIGER OAK MEDIA, INC	\$	4,000.00
80059781	10/25/18	TUCKER & ASSOCIATES, LLC	\$	4,000.00
80059782	10/25/18	UNIVERSITY OF OKLAHOMA	\$	3,700.00
			24 payments Batch Total: \$	155,553.08
			98 payments Sub Total: \$	398,318.15

SUMMARY

98 payments TOTAL: \$ 398,318.15



**ICVB
FINANCIAL STATEMENTS**

For Period Ending: November 30, 2018

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
BALANCE SHEET
NOVEMBER 30, 2018

ASSETS

Cash	198,462
Petty Cash	250
Investments	1,521,000
Accounts Receivable - Miscellaneous	<u>305,523</u>
Total Assets	<u><u>2,025,235</u></u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts Payable	168,053
Due to City of Irving General Fund	<u>71</u>
	<u>168,124</u>

FUND BALANCE

Reserved for Encumbrances	726,792
Unreserved	<u>1,130,319</u>
Total Fund Balance	<u>1,857,111</u>
Total Liabilities and Fund Balance	<u><u>2,025,235</u></u>

Notes:

Receivables-Miscellaneous:

Subsidy refund from SMG - 305,281
Miscellaneous - 242

Accounts Payable:

SMG management incentive fee - 154,788
Miscellaneous - 13,265

Reserved for Encumbrances:

Destination Analysts - 35,000
Maloney Strategic Communications - 310,249
Media Advertising - 25,713
Safeguard Business Systems - 29,145
Simpleview - 217,576
Tucker & Associates - 50,642
Miscellaneous - 58,467

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE TWO MONTH PERIOD ENDING NOVEMBER 30, 2018

	----- Budget -----		----- Actual -----			Unencumbered Available Budget	Percent Collected/ Expended	Prior Year to Date Actual
	Adopted	Adjusted	Current Month	Year-to-Date	Encumbrances			
<u>REVENUES AND TRANSFERS IN:</u>								
REVENUES:								
Hotel/Motel Taxes:								
Current Year	8,593,019	8,593,019	0	0	0	8,593,019	0.00%	0
Penalties and Interest	0	0	0	0	0	0	0.00%	0
Prior Years	0	0	0	0	0	0	0.00%	0
Interest	26,450	26,450	1,277	1,277	0	25,173	4.83%	1,372
State of Texas Events Trust Fund	25,000	25,000	0	0	0	25,000	0.00%	9,622
Miscellaneous	13,000	13,000	167	167	0	12,833	1.28%	1,257
Total Revenues	<u>8,657,469</u>	<u>8,657,469</u>	<u>1,444</u>	<u>1,444</u>	<u>0</u>	<u>8,656,025</u>	<u>0.02%</u>	<u>12,251</u>
TOTAL REVENUES AND TRANSFERS IN	<u>8,657,469</u>	<u>8,657,469</u>	<u>1,444</u>	<u>1,444</u>	<u>0</u>	<u>8,656,025</u>	<u>0.02%</u>	<u>12,251</u>
<u>EXPENDITURES AND TRANSFERS OUT:</u>								
EXPENDITURES:								
Salaries	2,257,287	2,257,287	163,805	283,491	0	1,973,796	12.56%	151,420
Benefits	564,825	564,825	45,524	79,089	0	485,736	14.00%	43,413
Supplies	46,975	49,788	813	6,626	0	43,162	13.31%	505
Equipment Maintenance	6,300	6,300	117	117	0	6,183	1.86%	338
Miscellaneous	179,025	179,025	1,153	35,664	0	143,361	19.92%	1,141
Equipment Rentals	6,900	6,900	288	288	3,300	3,312	52.00%	0
Special Services	1,824,765	1,860,545	154,530	171,650	668,633	1,020,262	45.16%	46,344
Facility Management Services	1,395,000	1,395,000	0	0	0	1,395,000	0.00%	0
Advertising Projects	146,400	197,665	763	52,164	29,146	116,355	41.14%	998
Sponsorships / Partnerships	125,000	125,000	0	47,059	0	77,941	37.65%	0
Media Advertising	580,000	663,098	36,324	57,385	25,713	580,000	12.53%	28,470
Travel	666,580	666,580	28,907	38,215	0	628,365	5.73%	42,578
Promotions / Special Events	1,080,150	1,080,935	61,344	73,583	0	1,007,352	6.81%	46,301
Memberships	91,215	91,215	4,328	4,328	0	86,887	4.74%	9,752
Total Expenditures	<u>8,970,422</u>	<u>9,144,163</u>	<u>497,896</u>	<u>849,659</u>	<u>726,792</u>	<u>7,567,712</u>	<u>17.24%</u>	<u>371,260</u>
TRANSFERS OUT:								
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	400,000	0	0	0	400,000	0.00%	0
Total Transfers Out	<u>525,000</u>	<u>525,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>525,000</u>	<u>0.00%</u>	<u>0</u>
TOTAL EXPENDITURES AND TRANSFERS OUT	<u>9,495,422</u>	<u>9,669,163</u>	<u>497,896</u>	<u>849,659</u>	<u>726,792</u>	<u>8,092,712</u>	<u>16.30%</u>	<u>371,260</u>

Percent of year completed = 16.7%

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE TWO MONTH PERIOD ENDING NOVEMBER 30, 2018

SUMMARY:

Beginning Fund Balance at October 1, 2018	2,705,326
Revenues and Transfers In	1,444
Expenditures and Transfers Out	<u>(849,659)</u>
Ending Fund Balance at November 30, 2018	1,857,111
Encumbrances	<u>(726,792)</u>
Unreserved Fund Balance at November 30, 2018	<u><u>1,130,319</u></u>

NOTES:

Adjusted Budget

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

Revenues & Transfers In

Hotle/Motel Taxes: Taxes for the 1st quarter (Oct-Dec) are due February 1 and will be reflected on the February 2018 report.

Irving Convention and Visitors Bureau

Check Register Report - November 2018

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Batch: 7506

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059783	11/01/18	AERIAL PHOTOGRAPHY	\$	97.00
80059784	11/01/18	AMERICAN SOCIETY OF ASSOCIATION EXECUTIVES	\$	5,410.59
80059785	11/01/18	CONNECT	\$	12,950.00
80059786	11/01/18	SUSAN D. CUTTS	\$	893.75
80059787	11/01/18	EAST AFRICA CHAMBER OF COMMERCE	\$	990.00
80059788	11/01/18	HILTON GARDEN INN DFW AIRPORT SOUTH	\$	220.00
80059789	11/01/18	KLEERTECH	\$	12,690.77
80059790	11/01/18	OMNI MANDALAY HOTEL	\$	565.00
80059791	11/01/18	LORI SIRMEN	\$	384.32
80059792	11/01/18	SOCIETY FOR MARKETING PROFESSIONAL SVCS	\$	828.00
80059793	11/01/18	VOLUNTEERS OF AMERICA	\$	1,720.00
			11 payments Batch Total: \$	36,749.43

Batch: 7512

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059794	11/08/18	AMERICAN ASSOCIATION OF NURSE PRACTITIONERS	\$	235.00
80059795	11/08/18	ARES TRAVEL INC.	\$	1,250.00
80059796	11/08/18	BH DFW PROPERTY LP (WESTIN)	\$	1,420.00
80059797	11/08/18	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	3,400.00
80059798	11/08/18	DALLAS MARRIOTT LAS COLINAS	\$	540.00
80059799	11/08/18	FASTSIGNS - IRVING / LAS COLINAS	\$	114.20
80059800	11/08/18	FOUR SEASONS RESORT & CLUB DALLAS AT LAS COLINAS	\$	3,475.00
80059801	11/08/18	MEETINGS TODAY	\$	7,000.00
80059802	11/08/18	OMNI MANDALAY HOTEL	\$	2,830.00
80059803	11/08/18	PATHWAYS CORE TRAINING	\$	1,065.00
80059804	11/08/18	PCMA SERVICES	\$	2,500.00
80059805	11/08/18	ROADRUNNER CHARTERS, INC.	\$	5,103.00
80059806	11/08/18	SIMPLEVIEW	\$	20,833.66
80059807	11/08/18	TUCKER & ASSOCIATES, LLC	\$	68.35
80059808	11/08/18	UNIVERSITY OF DALLAS	\$	2,226.00
80059809	11/08/18	WE ARE MEETINGS, LLC	\$	4,000.00
			16 payments Batch Total: \$	56,060.21

Batch: 7519

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059810	11/15/18	AMERICAN EXPRESS	\$	79,917.83
80059811	11/15/18	CAROL BOYER	\$	74.86
80059812	11/15/18	BT HOTEL LAS COLINAS LLC (NYLO)	\$	970.00
80059813	11/15/18	KATHERINE DIPIETRO	\$	84.57
80059814	11/15/18	FEDERAL EXPRESS CORPORATION	\$	6.25
80059815	11/15/18	WENDY FOSTER	\$	143.25
80059816	11/15/18	FOUR SEASONS RESORT & CLUB DALLAS AT LAS COLINAS	\$	1,555.00
80059817	11/15/18	FOUR SEASONS RESORT & CLUB DALLAS AT LAS COLINAS	\$	867.00
80059818	11/15/18	INTERACTIVE360	\$	250.00
80059819	11/15/18	IRVING - LAS COLINAS ROTARY CLUB	\$	112.00
80059820	11/15/18	IRVING CONVENTION CENTER	\$	4,490.73
80059821	11/15/18	MARIANNE LAUDA	\$	128.01
80059822	11/15/18	KATHY LEVINE	\$	65.00
80059823	11/15/18	MALONEY STRATEGIC COMMUNICATIONS	\$	12,425.30
80059824	11/15/18	LORI MANSELL	\$	85.00
80059825	11/15/18	KAYLA MANSOUR	\$	75.81
80059826	11/15/18	MCKESSON CORPORATION	\$	1,310.00
80059827	11/15/18	MILLER HOSPITALITY CONSULTING, LLC	\$	3,378.68
80059828	11/15/18	DIANA PFAFF	\$	65.00
80059829	11/15/18	SIMPLEVIEW	\$	20,833.66
80059830	11/15/18	MICHAEL ZUMBAUGH	\$	481.44
			21 payments Batch Total: \$	127,319.39

Batch: 7520

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059831	11/15/18	DAVID H. HOLCOMBE	\$	400.00
			1 payment Batch Total: \$	400.00

Batch: 7524

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059832	11/16/18	MALONEY STRATEGIC COMMUNICATIONS	\$	79,903.30
			1 payment Batch Total: \$	79,903.30

Batch: 7526

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059833	11/19/18	VERIZON WIRELESS	\$	575.69
			1 payment Batch Total: \$	575.69

Batch: 7532

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059834	11/29/18	AERIAL PHOTOGRAPHY	\$	97.00
80059835	11/29/18	AMERICAN SOCIETY OF ASSOCIATION EXECUTIVES	\$	6,562.00
80059836	11/29/18	ARES TRAVEL INC.	\$	1,250.00
80059837	11/29/18	ARIZONA CARDINALS FOOTBALL CLUB LLC	\$	580.00
80059838	11/29/18	BH DFW PROPERTY LP (WESTIN)	\$	3,611.00
80059839	11/29/18	BMW CCA	\$	1,170.00
80059840	11/29/18	BOY SCOUTS OF AMERICA	\$	405.00
80059841	11/29/18	BT HOTEL LAS COLINAS LLC (NYLO)	\$	455.00
80059842	11/29/18	CROWDRIFF INC.	\$	2,083.00
80059843	11/29/18	SUSAN D. CUTTS	\$	706.25
80059844	11/29/18	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	4,169.00
80059845	11/29/18	FAMILY LIFE	\$	2,400.00
80059846	11/29/18	FEDERAL EXPRESS CORPORATION	\$	342.18
80059847	11/29/18	GUARANTEED EXPRESS, INC.	\$	16.32
80059848	11/29/18	HIDDEN VALLEY PROMOTIONS, LLC	\$	2,600.00
80059849	11/29/18	HILTON GARDEN INN DFW AIRPORT SOUTH	\$	276.00
80059850	11/29/18	HILTON GARDEN INN LAS COLINAS	\$	290.00
80059851	11/29/18	IRVING SCHOOLS FOUNDATION	\$	1,250.00
80059852	11/29/18	MEETING PROFESSIONALS INTERNATIONAL	\$	9,440.00
80059853	11/29/18	NORTH STAR CONSULTING, INC	\$	390.00
80059854	11/29/18	PATHWAYS CORE TRAINING	\$	375.00
80059855	11/29/18	ROSELLE PLIEGO	\$	260.18
80059856	11/29/18	SELLINGER'S POWER GOLF, LTD	\$	1,930.00
80059857	11/29/18	SHERATON DFW AIRPORT HOTEL	\$	850.00
80059858	11/29/18	STAPLES	\$	173.27
80059859	11/29/18	THE NAVIGATORS	\$	2,652.00
80059860	11/29/18	THE POTTER'S HOUSE OF DALLAS, INC.	\$	1,825.00
80059861	11/29/18	TIGER OAK MEDIA, INC	\$	1,000.00
80059862	11/29/18	TRIPADVISOR, LLC	\$	4,326.94
80059863	11/29/18	TUCKER & ASSOCIATES, LLC	\$	4,000.00
80059864	11/29/18	UNIVERSITY OF DALLAS	\$	329.00
			31 payments Batch Total: \$	55,814.14
			82 payments Sub Total: \$	356,822.16

SUMMARY

82 payments TOTAL: \$ 356,822.16

AGENDA
Irving Convention & Visitors Bureau Board of Directors
Monday, December 17, 2018 at 11:45 a.m.
Irving Convention Center at Las Colinas
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 November 26, 2018
2. Accepting Irving Convention Center Financial Reports for November 2018
3. Accepting ICVB Financial Reports for September, October and November 2018

Individual Consideration

4. 2018-19 Performance Priorities, Goals & Objectives for Executive Director

Reports

5. Board Chair Report
 - a. Welcome State Representative-Elect Terry Meza
 - b. Tourism Public Improvement District Legislative Update
 - c. Employee Service Recognition – Lori Fojtasek 25 Years
 - d. 2019 Committee Meeting Schedule & Volunteer Process
6. Board Committee Reports
 - a. Board & Business Development – Debbi Haacke
 - Recap of December 7 meeting
 - Next Meeting – March 15
 - b. Community Engagement – Rick Lindsey
 - Recap of Holiday Parade & City Open House
 - Next Meeting – January 15
 - c. Destination Development – Greg Malcolm
 - Next Meeting – February 5
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 – Mike Zumbaugh
 - 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 – John Haigler
 - 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.