

IRVING CONVENTION AND VISITORS BUREAU

DRAFT MINUTES – SPECIAL BOARD OF DIRECTORS MEETING

IRVING CONVENTION CENTER AT LAS COLINAS, FIRST FLOOR BOARDROOM

FRIDAY, OCTOBER 25, 2019

Those present for the meeting were: Clem Lear, Chair; Bob Bourgeois, Beth Bowman, David Cole, Karen Cooperstein, Debbi Haacke, Rick Lindsey, Greg Malcolm, Joe Marshall, Hammond Perot, Joe Philipp - Board Members. Guest: Al Zapanta, Irving City Council

Board and Committee Chair Clem Lear called the meeting to order at 9:00 a.m. and welcomed those in attendance. Lear then indicated the agenda for today's meeting is to conduct the annual performance review of the executive director.

Executive Director Maura Gast then reviewed highlights from her 2018-19 Year-End Report, distributed in advance to the full board.

Gast noted that the Performance Evaluation process for the Executive Director has two components. One component is the Annual Merit Review, which allows for adjustments to the position's base pay. Department heads of the City are on an "open range" plan with no pre-defined steps between a position's starting pay and its top range. City staff are eligible for a 3.5% percent "step" merit increase for all city department heads, there are no "steps." The second component is the Incentive Compensation/Performance Management Review, which is based on specific Performance Categories and Weightings established by the Board each year. The maximum established for the incentive payout is 35%. It is the combined components of the base pay and incentive opportunity that make the total compensation competitive with the market.

ITEM I. PERSONNEL – EXECUTIVE DIRECTOR

TEXAS OPEN MEETINGS ACT § 551.074

At 9:42 a.m., Gast read the meeting into Executive Session. Pursuant to Section 551.074, Chapter 551 Texas Government Code, the Irving Convention and Visitors Bureau Board of Directors entered Executive Session to discuss personnel matters relative to Item I – Personnel – Executive Director.

At 11:05 a.m., the ICVB Board of Directors adjourned from Executive Session and entered the open meeting.

A motion was made by Rick Lindsey, and seconded by Karen Cooperstein, that based upon the performance criteria set and associated point allocations achieved, a rating of 93 for an incentive of 30.92% be awarded. The motion was approved unanimously.

Discussion then took place regarding the annual merit increase for which the position is eligible. Cooperstein made a motion for a 2% merit increase, and added that while it is not as much as the standard 3.5% step for which city employees are eligible, that is not a reflection on Gast's performance, but an

acknowledgment of the current fiscal issues impacting the ICVB operating budget, and the recognition that the City budget that has been authorized includes a 2% Cost-Of-Living Adjustment effective in January 2020. It was seconded by Debbi Haacke. After a question regarding clarification of the city's merit raise process, the vote was approved unanimously.

Further discussion took place regarding the performance evaluation criteria and weightings for 2019-20. Based on the wide range of input provided from the attendees, a finalization of the criteria was postponed until the November executive committee meeting, with a vote by the full board at its November meeting, so that additional input could be gathered.

Gast thanked the board members for their support and commitment, and noted her gratefulness for the ability to work with this board and the ICVB and ICC staffs.

There being no further discussion, the meeting was adjourned at 11:21 a.m.

Respectfully submitted,

Maura Allen Gast, FCDME
Executive Director

Draft Approved

Board Chair Clem Lear

Date