

# Georgia International and Maritime Trade Center Authority

Minutes of the Regular Meeting of the Board of Directors  
**Wednesday, August 10, 2016, 11:00am**

Employee Lounge, Savannah International Trade & Convention Center

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**Members present:** Tony Center, Arnold Jackson, Joe Marinelli, Martin Miller, Ben Polote, Anne Scheer, Mark Smith and Trip Tollison **Members absent:** Dennis Baxter, Trey Cook and Stephanie Cutter **Also present:** GIMTCA Counsels Tom Gray and Jon Pannell, Mary Mayle, Denny Little (PSAV), Andrew Roling (PSAV) Marc Friday, Jeff Hewitt, Lee Hughes, Frank Poe (GWCCA) and SITCC staff Sherrie Spinks, Stephen Hall, Fredia Brady, Ronnie Hickman, Judy Johnson, Jamie Parks and Gail Terrell

Chairman Smith convened the meeting at 11:03 am.

Mr. Smith asked for approval of the July minutes and treasurer's report. Motion made by Mr. Center; seconded by Mr. Marinelli, approved by voice vote.

Ms. Spinks presented the staff nominated Employee of the Quarter and Employee of the Year for FY 2016. Employee of the Quarter winners included Nyosha Thomas - Steward, Penny Evans – Cook, Dain Huerta – Lead Housekeeper and Alecia Reese – Lead Set up. Employee of the Year winner was Alecia Reese.

Mr. Smith asked for the counsel report. Mr. Gray replied no report at this time.

Mr. Smith asked for the financial reports. Mr. Hall reported an unfavorable variance to Center budget for July, and year-end on budget. Mr. Hall reported a favorable variance to the Water Transportation budget for July, and year-end on budget. Mr. Hall continued with the Authority's financials, noting a favorable performance for July and year-end on budget. Hotel/motel tax revenues for FY17 not yet received.

Mr. Smith asked for the Sales and Marketing Report. Ms. Brady noted 8 definite and 16 tentative bookings in July. Ms. Brady continued with the year over year 'Pace' report and event statistics. Ms. Brady provided favorable reports from Airborne Law Enforcement (ALEA) and Gulfstream Operator's conference. Ms. Brady commented that both events have maximized their space at the Trade Center and cited that additional exhibit space is needed. To Mr. Jackson's questions regarding the percentage of lost opportunities due to space shortage, Ms. Brady replied 20%-25%. Mr. Marinelli commented on Savannah's continued appeal for meetings and conventions. Mr. Marinelli commented on the Trade Show Executive listings of top convention centers by size. Mr. Marinelli provided an overview of the Association Chamber of Commerce Executives currently being held in the Trade Center. Mr. Marinelli also shared additional information of the positive impact the Passenger Vessel Association convention in January 2018 will provide the City of Savannah.

Mr. Smith asked for the Food and Beverage Report. Mr. Parks reviewed SAVOR's July financial statement, upcoming events and client comments.

Mr. Smith asked for the Operations Report. Mr. Hickman provided a review of the July facility event demands and reviewed the specifications for the Hutchinson Island monument sign. To Mr. Jackson's question with regards to the monument sign being illuminated, Mr. Hickman affirmed. To Mr. Marinelli's question with regards to any DOT concerns, Mr. Hickman replied no DOT issues anticipated.

Mr. Smith asked for the General Manager's Report. Ms. Spinks introduced Mr. Denny Little, Sr. Vice President of PSAV (Event Technology provider at the Trade Center) and Mr. Andrew Roling, Trade Center's onsite Director of Event Technology for PSAV. Mr. Little provided a presentation on PSAV's Regional and Sales resources as well as additional services provided to the clients.

Ms. Spinks reminded the board members of the upcoming GA Ports Authority – State of the Port luncheon on September 15 and requested bios from the board members to add to the new member information binders.

Mr. Smith provided a brief update on the potential Hotel RFQ/RFP process. Mr. Smith commented on the RFP to be issued by the end of August with 60 days for the candidates to reply. Motion by Mr. Center to issue the Hotel RFP; seconded by Mr. Polote. Mr. Tollison commented on the possibility that Starwood may be delayed to respond timely to the RFP if interested; citing recent newspaper articles. Motion approved by voice vote.

Mr. Smith provided an overview of the potential Trade Center expansion and requested a proposal to upgrade the feasibility study. Motion by Mr. Tollison for GIMTCA to upgrade the feasibility study to include location and concept at a cost of \$61k; seconded by Mr. Center and approved by voice vote.

Mr. Smith commented on extending the contractual relationship with GWCCA as provided in the joint agreement. The current contract ends on June 30, 2017. Motion by Mr. Tollison to extend the GWCCA management contract an additional three years; seconded by Mr. Center and approved by voice vote.

Mr. Smith then asked for any other business; hearing none, adjourned the meeting at 12:03pm.

Respectfully Submitted,



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Trey Cook, Secretary