

Georgia International and Maritime Trade Center Authority

Minutes of the Regular Meeting of the Board of Directors
Wednesday, January 10, 2018, 11:00am

Jasper Boardroom, Savannah International Trade & Convention Center

Members present: Ben Polote Jr., Joe Marinelli, Trey Cook, Trip Tollison, Mark Smith Anne Scheer and Arnold Jackson **Members absent:** Rob Hernandez, Martin Miller, Bill Grainger, Dennis Baxter and Lee Smith **Also present:** Lou Phelps, Counsel O'Connor, SITCC staff: Sherrie Spinks, Stephen Hall, Ronnie Hickman, Jamie Parks, Angela Daniels, Gail Terrell and Judy Johnson

Chairman, Mr. Mark Smith, convened the meeting at 11:05 am.

Mr. Smith asked for approval of the December minutes and treasurer's report. Motion made by Mr. Joe Marinelli; seconded by Mr. Polote and approved by unanimous voice vote.

Counsel's Report. Mr. O'Connor replied no report at this time.

Financial reports. Mr. Hall reported: an unfavorable variance to Center budget for December, and year-end forecasted to be favorable to budget; a favorable variance to the Water Transportation budget for December, and year-end forecasted to be favorable to budget; Authority financials are unfavorable for December, and year-end forecasted to be favorable to budget. Hotel/Motel tax revenues for FY18 are currently unfavorable year-to-date.

Sales and Marketing Report. Ms. Daniels, noted 8 definite and 12 tentative bookings in December. Ms. Daniels reviewed the tentative bookings with pending contracts. Ms. Daniels continued with the year over year 'Pace' report and event statistics. Mr. Smith requested an updated report of events in need of more space. Mr. Marinelli commented on the impact Winter Storm Grayson had on the American Philosophical Association event. Discussion ensued on the creation of an Operations Plan to include inclement weather preparation for the Water Ferry docks, Chatham Area Transit and stronger contingency plans.

Operations Report. Mr. Hickman commented on the annual maintenance performed on the facility generator, fire pump and fire sprinkler system. Mr. Hickman continued with a review of capital project updates to include schedule and completion dates for exterior lock replacement, escalator roller replacement, the completion of the escalator handrail replacement and Gemini oven replacement. Mr. Hickman also commented on the dimming system for the meeting rooms, boardrooms and auditorium with bids currently being reviewed alongside the architects of the expansion project.

Food and Beverage Report. Mr. Parks reviewed SAVOR's December financial statement, upcoming events and client comments.

General Manager's Report. Ms. Spinks reminded board members of the following upcoming events: Martin Luther King, Jr. Business Luncheon on January 27, 2018 and the Savannah-Chatham Day on February 15, 2018. Ms. Spinks introduced Gail Terrell, Human Resources Manager of the Trade Center. Ms. Terrell gave a brief overview and presentation of HR programs and employee updates with an emphasis on local community service and business partnerships. Ms. Spinks continued with an update of the Trade Center's FY18 Organizational Goals and Strategic Measures.

Chairman Smith provided an update on the Hotel and Convention Center Expansion. Mr. Smith also commented on the goal to secure funding for the building design in the 2019 Legislative session. Mr. Smith reviewed an action item pertaining to a needed survey of the Convention Center site. The

Architectural team received a proposal for this work from Thomas and Hutton, who has completed all past similar work for the convention center and most similar work on Hutchinson Island. The Architectural team fully reviewed, vetted and approved the Thomas & Hutton proposal. Mr. Jackson commented on the survey request not being including in the schematic design fee. Motion by Mr. Tollison to approve the request of \$78k to conduct survey work and civil engineering items for the building design; seconded by Mr. Cook; Mr. Jackson responded with a 'Nay'; Motion approved with majority voice "Aye" vote.

Counsel O'Connor extended the offer to review event contracts and Chatham Area Transit contracts to which Mr. Smith agreed.

Mr. Smith then asked for any other business; hearing none, adjourned the meeting at 11:57am.

Respectfully Submitted,



Trey Cook, Secretary