

Georgia International and Maritime Trade Center Authority

Minutes of the Regular Meeting of the Board of Directors
Thursday, December 14, 2017, 10:30am

Jasper Boardroom, Savannah International Trade & Convention Center

Members present: Dennis Baxter, Bill Grainger, Joe Marinelli, Martin Miller, Ben Polote Jr., Anne Scheer, Lee Smith, and Mark Smith, Trip Tollison **Members absent:** Trey Cook, Rob Hernandez, Arnold Jackson **Also present:** March Friday, Jeff Hewitt, Lou Phelps, Counsels Paul Threlkeld and Pat O'Connor, Counsels Tom Gray and Jon Pannell, SITCC staff: Sherrie Spinks, Stephen Hall, Armelle Kelly, Ronnie Hickman, Jamie Parks, Angela Daniels, Gail Terrell, Judy Johnson, Robert Gross

Chairman, Mr. Mark Smith, convened the meeting at 10:34 am.

Mr. Smith recognized GWCCA Executive Director, Frank Poe, attendance at the board meeting and acknowledged the GWCCA for earning 100% of the potential incentive fee based on FY17 performance goals (financial and customer service).

Ms. Spinks introduced the Trade Center's new Director of Sales, Angela Daniels to the board members.

Mr. Smith asked for approval of the November minutes and treasurer's report. Motion made by Mr. Baxter; seconded by Ms. Scheer and approved by unanimous voice vote.

Mr. Smith announced the retirement of long term GIMTCA Counsel Tom Gray and expressed gratitude for his service and dedication. Mr. Smith introduced GIMTCA's new Counsels Paul Threlkeld and Pat O'Connor from Oliver Maner, LLP.

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

Financial reports. Mr. Hall reported: an unfavorable variance to Center budget for November, and year-end forecasted to be favorable to budget; an unfavorable variance to the Water Transportation budget for November, and year-end forecasted to be favorable to budget; Authority financials are favorable for November, and year-end forecasted to be favorable to budget. Hotel/Motel tax revenues for FY18 are currently unfavorable year-to-date. Mr. Hall commented on the FY17 Audit Report.

Sales and Marketing Report. Ms. Daniels, noted 15 definite and 9 tentative bookings in November. Ms. Daniels highlighted Americas Got Talent event, Gulfstream Military Appreciation Luncheon, and American Society of Farm Managers & Rural Appraisers 2017 Annual Conference. Ms. Daniels commented on successful sales meeting and prospecting of future business opportunities with staff and Visit Savannah. Ms. Daniels also reported a successful repeat event with the National Agricultural Aviation Association. Ms. Daniels continued with the year over year 'Pace' report and event statistics.

Operations Report. Mr. Hickman confirmed approval from DOAS to begin repairs needed after Hurricane Irma. Mr. Hickman reviewed capital project updates to include schedule and completion dates for exterior lock replacement, escalator roller replacement, escalator handrail replacement and Gemini oven replacement.

Food and Beverage Report. Mr. Parks reviewed SAVOR's November financial statement, upcoming events and client comments. Mr. Parks highlighted the in-house food safety audit conducted by a 3rd party with a final score of 97%. Mr. Parks also reviewed the Authority Holiday luncheon menu immediately following the board meeting.

General Manager's Report. Ms. Spinks reminded board members of the following upcoming event: Savannah-Chatham Day on February 15, 2018. Ms. Spinks highlighted the FY17 Annual Report and the naming of the 200 meeting rooms after the municipalities' that contribute to GIMTCA 1 penny of the 6% Hotel/Motel tax collected.

Chairman Smith reviewed the 2018 meeting schedule enclosed in the board packets. Mr. Smith reviewed page 3 of the Annual Report which details the Hotel and Convention Center Expansion.

Mr. Smith then asked for any other business; hearing none, adjourned the meeting at 11:00am.

Respectfully Submitted,



Trey Cook, Secretary