

# Georgia International and Maritime Trade Center Authority

Minutes of the Regular Meeting of the Board of Directors  
**Wednesday, February 14, 2018, 11:00am**

Jasper Boardroom, Savannah International Trade & Convention Center

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**Members present:** Ben Polote Jr., Joe Marinelli, Trip Tollison, Mark Smith, Arnold Jackson, Lee Smith, Martin Miller, Bill Grainger **Members absent:** Rob Hernandez, Dennis Baxter, Trey Cook and Anne Scheer **Also present:** Counsel Threlkeld, Paul Hansen (Architect), 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 11:06 am.

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

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

Financial reports. Mr. Hall reported: an unfavorable variance to Center budget for January, and year-end forecasted to be favorable to budget; a favorable variance to the Water Transportation budget for January, and year-end forecasted to be favorable to budget; Authority financials are unfavorable for January, and year-end forecasted to be favorable to budget. Hotel/Motel tax revenues for FY18 are currently unfavorable year-to-date. Mr. Hall noted the banking RFP process completed and Bank of the Ozarks selected.

Sales and Marketing Report. Ms. Daniels, noted 33 definite and 20 tentative bookings in January. Ms. Daniels commented on a recent trip to Washington, DC with Visit Savannah for the Destination Showcase conference which resulted in key connections and potential contracts for the facility. Ms. Daniels also commented on an increased social media presence for the building due to a stronger collaboration with Savor Savannah staff. Mr. Lee Smith commented on the use of public access channels for additional media presence. Mr. Tollison complimented the staff on a successful SEDA Annual Meeting event recently held at the Trade Center. Ms. Daniels reviewed the tentative bookings with pending contracts. Ms. Daniels continued with the year over year 'Pace' report and event statistics.

Operations Report. Mr. Hickman commented on preventative maintenance projects for the month of January. Mr. Hickman also commented on preliminary results of the Eddy Current test on both chillers. Mr. Hickman continued with a review of capital project updates to include exterior lock replacement, the completion of the escalator roller replacement. Mr. Hickman also commented on the deteriorating condition of the Ballroom Shades and requested additional monies to replace the current shades with a more client friendly and computerized version by Draper, Inc. and McWaters. Motion by Mr. Tollison to replace the Ballroom Shades; Seconded by Mr. Lee Smith. Discussion ensued and Mr. Jackson voiced concern of the price, impact on the budget and the necessity for additional expense to have extra control aspects with the new shade system. Mr. Hickman provided additional clarity to cost and extra savings to the budget by tabling a summer project. Motion approved with unanimous voice vote.

Mr. Hickman continued his report by commenting on the Life Safety System (Fire Alarm) panels in need of repair. Mr. Hickman stated the cost to repair the panels not to exceed \$25k. Motion by Mr. Miller; seconded by Mr. Polote Jr. and approved by unanimous voice vote.

Food and Beverage Report. Mr. Parks reviewed SAVOR's January financial statement, upcoming events and client comments. Mr. Parks highlighted the upcoming inaugural Comic-con event, station presentation inside the Kitchen for clients and an upcoming Chef's table with various groups.


General Manager's Report. Ms. Spinks reminded board members of the upcoming Savannah-Chatham Day on February 15, 2018. Ms. Spinks noted Authority Lobbyist, Lee Hughes of Hughes Public Affairs on the boardroom phone. Mr. Hughes provided a presentation of Tourism Related Legislation, an update on Governance Legislation HB 354, and the status of the Authority's budget request of up to 10 million for Design and Engineering. Ms. Spinks provided a SaMMI (Savannah Mobility Management Inc.) update.

Chairman Smith introduced Paul Hansen of Hansen Architects who provided an updated presentation on the Trade Center expansion design.

Mr. Marinelli commented on the potential re-design of the front lawn space of the facility for better utilization.

Mr. Smith then asked for any other business; hearing none, adjourned the meeting at 12:11pm.

Respectfully Submitted,

  
Trey Cook, Secretary