

Georgia International and Maritime Trade Center Authority

Minutes of the Regular Meeting of the Board of Directors
Wednesday, February 12, 2014

Jasper Boardroom, Savannah International Trade & Convention Center

Members present: Baxter, Center, Jackson, Marinelli (via telecom), Monsees, Polote (via telecom) Quattlebaum and Smith. **Members absent:** Bazzard, Cutter, Green, McAlister. **Also present:** Marc Friday, Frank Poe (GWCCA), Tom Gray, Jon Pannell, Michael Kaigler (Chatham County), Mark Dana, and SITCC staff Bob Coffey, Ronnie Hickman, Fredia Brady, Stephen Hall, Jamie Parks and Gail Terrell.

Chairman Smith convened the meeting at 11:01am.

Mr. Smith made opening remarks pertaining to Georgia's 281st birthday (Georgia Day).

Mr. Smith noted a quorum, and asked for approval of January 2014 Minutes; moved by Mr. Center; seconded by Mr. Jackson and approved by unanimous voice vote.

Mr. Smith asked for approval of January 2014 Treasurer's report; moved by Mr. Baxter; seconded by Mr. Jackson and approved by unanimous voice vote.

Mr. Hall reported a favorable variance to the Center budget for the month, and a favorable variance to budget of about \$159k for year-end. To Mr. Smith's question, Mr Hall stated that the same number as of last month's forecast was \$120k. Mr. Center asked whether the budget should reflect a calendar-year cycle; to which Mr. Gray responded that the GIMTCA by-laws were amended to reflect a July 1 fiscal year. Mr. Hall reported that Water Transportation shows an unfavorable variance for January; year-end projected to also be unfavorable partly due to Westin's funding remaining at the FY13 level. Mr. Hall noted that water transportation invoices for July through January 2014 have not been received from contractor Chatham Area Transit (CAT). Mr. Hall commented that staff continues to use budget numbers as the forecast, since actual expenses are still not known. Mr. Hall then turned to the Authority financials, reporting a favorable variance to budget for January. Mr Hall lastly reported a favorable year-end forecast for the Authority, due to favorability in both building performance and hotel-motel tax collections.

Mr. Smith asked for the Sales and Marketing Report. Ms. Brady reported 33 bookings in January, including 22 definites. Ms. Brady highlighted recent contracts for Nuclear Energy Institute (April 2014), Morley - General Motors Fleet (September 2014), Bojangles Franchisee Conference (June 2015), GA Fruit and Vegetable Growers Association (January 2017) and the World Soybean Conference (September 2017). Ms. Brady commented on the tentative bookings of Seahawk Slam – Wrestling Competition (December 2014) and the (repeat) GA School Nutrition Conference (April 2016). Mr. Smith noted the year-over-year booking pace report reflects that that FY 2015 is ahead of pace? Ms. Brady affirmed that the pace is 18k room nights ahead of last year. Mr. Center asked how many had attended the Amy Tavio Congressional Announcement; Ms Brady stated the contractual figure was 400 and (Ms. Johnson confirming) that the actual was about 200.

Mr. Smith asked for Counsel's Report. Mr. Gray responded no report at this time.

Mr. Smith asked for the Food and Beverage Report. Mr. Parks reviewed Savor...Savannah's January financials; and the Savor...Customer Feedback Report for December, which had a 28% return rate, and a perfect score of 4.00 of a 4.00 scale. Mr. Parks highlighted the high food and beverage demand for the recent ASPEN conference which required a total of 79 separate Banquet Event Orders (BEO) over the span of 4 days. Mr. Parks also highlighted a recent comment received from a guest of the recent GSIS Conference who complimented the outstanding service, set-up and attention to detail. Mr. Parks commented on a perfect score of 100% received by the Health Department. Mr. Parks also commented

on the upcoming February 26 Tourism Leadership Council Awards & Scholarship Dinner. Mr. Coffey commented on the positive feedback received from the ASPEN conference which experienced the 'best communication and customer service they have ever had at a conference'.

Mr. Smith asked for the Operations Report. Mr. Hickman commented on the Capital Project updates such as the Ballroom Lighting Control System Upgrade and the Trade Center - Westin Corridor Project. Mr. Hickman highlighted pictures of the finished Corridor Project enclosed in the board packets. Mr. Hickman also commented on the replacement of a large air handler coil. Mr. Center commented that during the recent County Retreat at Trade Center, sound from the adjacent GSIS sessions could be clearly heard (both events in Chatham Ballroom). Mr. Hickman responded that the issue is being corrected.

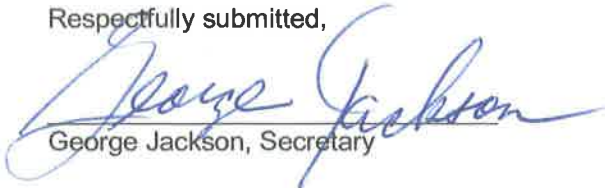
Mr. Smith asked for the General Manager's Report. Mr. Coffey reviewed a letter from Mr. Smith to Chatham County Commission Chairman Al Scott pertaining to the Trade Center Authority Lease of Parcel 7. Mr. Coffey also reviewed a picture of an aerial view of Parcel 7 enclosed in the board packets. Ms. Quattlebaum asked what upgrades were being made to which Mr. Coffey replied that upgrades would include road improvements. Mr. Center questioned if the discussion reflected any changes to the project former board member Patrick Shay worked on, to which Mr. Coffey responded that the present project is in full compliance with the Parcel 7 Civic Master Plan. Mr. Center asked if the project would include pedestrian walkways to which Mr. Coffey replied affirmatively. Mr. Smith questioned if the grant under discussion dates back to 2009, which Mr. Coffey affirmed. Mr. Center suggested that the new (passenger intermodal) plaza be named to honor the late Savannah Mayor Floyd Adams; Mr. Smith responded that since the project came under the County, the name would be further discussed at the County level.

Mr. Smith requested a motion to adjourn into Executive Session to discuss personnel: motion by Mr. Center, second by Ms. Quattlebaum, and approved by unanimous voice vote. Mr. Smith then adjourned the regular meeting at 11:24am to enter Executive Session to discuss personnel. Mr. Polote and Mr. Marinelli participated in the Executive Session via telecom.

The board re-convened in regular session at 11:45am. Mr. Smith requested a motion to adopt a resolution authorizing the Chair to enter into negotiations for an agreement with Georgia World Congress Center Authority to manage the Trade Center: motion by Ms. Quattlebaum, second by Mr. Jackson, approved by unanimous voice vote. Mr. Center commented on the bare quorum (6 of 12 members) in attendance at a critical meeting; and requested future action to be taken to remove board members whose attendance at scheduled meetings are not in compliance with Authority by-laws; Mr. Smith commented that his request is duly noted. Mr. Smith read aloud a complimentary letter received from Mr. Bob McClintock, Senior Vice President/COO of SMG Convention Center Division. Mr. Smith commented on a formal adoption of the GWCCA management agreement at a future board meeting. Mr. Center stated his desire for formal written recognition of SMG's contribution to the success and reputation of the Trade Center, to which Mr. Smith agreed. Mr. Marinelli also agreed with Mr. Center's recommendation. Mr. Smith introduced Mr. Frank Poe, Executive Director of the GA World Congress Center Authority, who gave brief remarks and stated his organization's full commitment to a successful transition.

Motion by Mr. Center to adjourn the meeting; seconded by Ms. Quattlebaum. Mr. Smith then adjourned the meeting at 11:59am.

Respectfully submitted,



George Jackson, Secretary