

Georgia International and Maritime Trade Center Authority

Minutes of the Regular Meeting of the Board of Directors
Wednesday, November 8, 2017, 11:00am

Jasper Boardroom, Savannah International Trade & Convention Center

Members present: Trey Cook, Arnold Jackson, Joe Marinelli, Martin Miller, Ben Polote Jr., Anne Scheer and Mark Smith **Members absent:** Dennis Baxter, Bill Grainger, Rob Hernandez, Lee Smith, and Trip Tollison **Also present:** Michael Owens (TLC), Bob Coffey, Lee Hughes, Counsels Tom Gray and Jon Pannell, SITCC staff: Sherrie Spinks, Stephen Hall, Armelle Kelly, Ronnie Hickman, Jamie Parks, Gail Terrell, Judy Johnson. Robert Gross

Chairman, Mr. Mark Smith, convened the meeting at 11:08 am.

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

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

Financial reports. Mr. Hall reported: a favorable variance to Center budget for October, and year-end forecasted to be favorable to budget; an unfavorable variance to the Water Transportation budget for October, and year-end forecasted to be favorable to budget; Authority financials are unfavorable for October, 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. In Ms. Kelly's absence, General Manager, Sherrie Spinks, noted 16 definite and 13 tentative bookings in October. Ms. Spinks highlighted recent trips by the Sales team to the Meeting Planners International (MPI) annual event in the Northeast and the Professional Convention Management Association (PCMA) Midwest chapter event in Chicago. The Sales team joined Visit Savannah, and local hotel partners for the recent venture to host future potential customers. Ms. Spinks announced that Ms. Angela Daniels has accepted the position of Director of Sales with a start date of December 1. Ms. Spinks continued with the year over year 'Pace' report and event statistics. Ms. Spinks also reviewed the historical sales booking report graph which reviews the fiscal year room nights from 2001-2018, specifically citing a record number of room nights for FY 2018. Ms. Spinks provided an update on the Advertising and Branding program which has made commission on 2 of the October events in the facility.

Operations Report. Mr. Hickman announced the promotion of Mr. Robert Gross to the position of Chief Engineer and introduced Mr. Gross to the board members. Mr. Hickman provided an update on the Hurricane Irma damage and continued with capital project updates to include the damage to the escalator handrail and replacement details. Mr. Hickman reviewed staff recommendation to replace the current 20 year old Gemini Oven with a Baxter Oven at a cost of approximately \$100k which includes demolition and floor repair. Discussion ensued. Motion by Ms. Scheer; seconded by Mr. Cook. Approved by unanimous voice vote. Mr. Hickman continued with a brief demonstration of the new ISS 24/7 maintenance software system.

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

General Manager's Report. Ms. Spinks reminded board members of the following upcoming events: Savannah-Chatham Day on February 15, 2018, the Propeller Club dedication of the Liberty Ship on November 16, 2017 and the Artist Showcase on December 12, 2017 at 5pm. Ms. Spinks introduced Lee Hughes of Hughes Public Affairs. Mr. Hughes provided a brief review of the Legislative update – House Bill 354. Mr. Pannell provided additional comments on HB 354.

Chairman Smith asked Ms. Spinks to review the recommendations for the Architect Contract and selection of the Construction Manager at Risk RFQ/RFP with the board. Ms. Spinks explained the process of working with Georgia State Financing and Investment Commission (GSFIC) on large State projects and staff recommendation to enter into a full contract with the Architect team. Each phase of design will continue to be authorized by the Board as funding is secured. Discussion ensued. Motion by Mr. Cook; seconded by Mr. Polote and approved by voice vote. Ms. Spinks then explained the Construction Manager at Risk RFQ/RFP process with a recommendation to authorize GSFIC to issue RFQ/RFP for a construction manager at risk. Discussion ensued. Mr. Polote explained the Construction Manager at Risk process at length. Mr. Jackson requested a copy of the RFQ/RFP. Mr. Smith informed the board that Mr. Polote, Mr. Cook and Mr. Grainger will be serving as members of the selection committee along with two members from GSFIC. Motion by Mr. Polote; seconded by Ms. Scheer and approved by voice vote.

Chairman Smith reviewed the GWCCA Management agreement incentive calculation worksheet and acknowledged that all benchmarks had been met. Mr. Smith acknowledged that the December board meeting date and time was changed to Thursday December 14 at 10:30am with the annual board holiday luncheon immediately following the meeting at 11:30am – Networking and 12noon – luncheon.

Mr. Smith then asked for any other business; hearing none, adjourned the meeting at 12:31pm.

Respectfully Submitted,


Trey Cook, Secretary