

Savannah Georgia Convention Center Authority

Minutes of the Regular Meeting of the Board of Directors
Wednesday, August 14, 2019, 11:00am

Mezzanine Room – Level 1.5; Savannah Convention Center

Members present: Patrick Farrell, Ruth Quattlebaum Edwards, Joseph Marinelli, Martin Miller, Ben Polote Jr., Mark Spadoni, Jeanne Seaver, Lorri Smith, Mark Smith, Trip Tollison and Ansley Williams
Also present: Katie Nussbaum, Paul Threlkeld, Lee Hughes, Adam Van Brimmer and SITCC staff: Sherrie Spinks, Gail Terrell, Stephen Hall, Ronnie Hickman, Angela Daniels, Judy Johnson and Jamie Parks, Tara Nobles

Mr. Smith convened the meeting at 11:01am.

Mr. Smith welcomed all attendees to the meeting and then introduced SGCCA Counsel Paul Threlkeld who provided the following comments:

Mr. Threlkeld instructed the Authority board to nominate a state of officers to which Mr. Tollison made a motion to nominate Mr. Mark Smith as Chairman, Mr. Joe Marinelli as Vice-Chairman and Ms. Lorri Smith as Secretary/Treasurer. Seconded by Mr. Mark Spadoni. No additional discussion and/or nominations held. Motion approved with unanimous voice vote.

Chairman Smith then introduced all newly appointed board members and welcomed former GIMTCA board members to SGCCA.

Chairman Smith asked for approval of the June minutes and Treasurer's report. Motion made by Mr. Miller; seconded by Mr. Polote Jr. and approved by unanimous voice vote.

Counsel Report. Mr. Threlkeld reminded the board members to review and sign the annual Conflict of Interest statement in addition to reviewing the Annual Disclosure Report to be filed each January with the State Ethics Commission. Mr. Threlkeld also reviewed the Georgia Open Records law and commented on the new By-laws.

Motion by Mr. Spadoni to accept the By-laws; seconded by Mr. Polote and approved by unanimous voice vote.

Chairman Smith suggested the formation of a Building Committee in the future; to which Mr. Marinelli affirmed in addition to potential standing committees and/or task force. Chairman Smith commented on Mr. Polote's knowledge and support of the building expansion project. Mr. Polote confirmed that he will continue to attend construction meetings and support the project.

External Affairs Report. Mr. Hughes stated no report at this time.

Financial Reports. Mr. Hall reported: a favorable variance to Center budget for July, and year-end currently forecasted to be on budget; Mr. Hall then continued with the Authority financials citing a favorable variance for July; and year-end currently forecasted to be on budget. No Hotel/Motel tax revenues received for July. Mr. Hall also reviewed the Water Ferry life to date expenditures.

Sales and Marketing Report. Ms. Daniels introduced the facilities newly hired Public Relations and Marketing Manager, Tara Nobles. Ms. Daniels commented on the upcoming website revamp. Per Ms. Daniels request, Mr. Marinelli provided a brief summary of the productivity at the recent American Society of Association Executives (ASAE) convention in Columbus, OH. Ms. Daniels then highlighted the

upcoming Connect Marketplace during August. Ms. Daniels continued her report with an overview of the production report, review of July contracts, August events and pace report. Ms. Daniels highlighted that the Sales team surpassed the goal of booking 30 new events in FY '19 held in FY '19 and beyond with 58 booked events.

Operations Report. Mr. Hickman provided the Operations Report which included team highlights, review of capital projects including progress of the ongoing landscape upgrades.

Food and Beverage Report. Mr. Parks reviewed July financials and provided a positive review of the Food Service transition with increased scores for customer service feedback, highlights of customer touch points, completed capital projects and ongoing successful offsite catering.

General Manager's Report. Ms. Spinks suggested utilizing the boardpaq online board management system for future board meetings which will establish paper elimination for the meetings. Mr. Marinelli commented on the use of boardpaq for the past 5 years at Visit Savannah with great success. Motion by Mr. Spadoni to adopt the boardpaq system; seconded by Mr. Ansley Williams and approved by unanimous voice vote.

Ms. Spinks recommended the Authority assign the Design Team Agreement to GSFIC. Ms. Spinks explained the GSFIC role with regards to the building expansion/contract process. Motion by Mr. Tollison to assign the design team contract to GSFIC; seconded by Mr. Williams and approved by unanimous voice vote.

Mr. Marinelli distributed and reviewed copies of the Trade Show Executive magazine list of conventions centers which shows placement by square footage space.

Chairman Smith commented on the updating the CBRE proposal to determine current market study information for a hotel including a return on investment analysis. Motion by Mr. Tollison to update the CBRE feasibility study; seconded by Mr. Marinelli and approved by unanimous voice vote. Mr. Smith reviewed the GWCCA Performance Incentive which is based on room nights, customer satisfaction scores and financial performance to which all goals were achieved. Motion by Mr. Tollison to approve the GWCCA Performance Incentive; seconded by Mr. Miller and approved by unanimous voice vote.

Chairman Smith commented on the status of the expansion and the upcoming legislative session. Ms. Spinks reminded the board members of the weekly construction meetings. Chairman Smith highlighted Mr. Threlkeld's appointment by the State of Georgia's Attorney as a Special Attorney General (SAG) for the SGCCA Board.

Chairman Smith commented on next board meeting Wednesday September 11, 2019 at 11:00am then asked for any other business; hearing none, Chairman Smith then adjourned the meeting at 12:01pm.

Respectfully Submitted,



Lorri Smith, Secretary-Treasurer