

**THE RHODE ISLAND CONVENTION CENTER AUTHORITY**  
**270th MEETING OF THE**  
**BOARD OF COMMISSIONERS**  
**June 24 2004**

**A meeting of the Board of Commissioners of the Rhode Island Convention Center Authority (hereinafter referred to as \"Authority\", the \"CCA\" or the \"Board\") was held on June 24, 2004 at 9:00 a.m. pursuant to notice, at the Rhode Island Convention Center Boardroom, One Sabin Street, Providence, Rhode Island. Board members present were Chairman, David A. Duffy, Commissioners, David Gavitt, Paul MacDonald, Jerry Massa, Brad Waugh and George Nee. Commissioners Joe Judge and Joan Countryman were unable to attend. Also present were James P. McCarvill, Executive Director, Theodore J. Przybyla and Ken Mancuso, RICCA; John McGinn, Doreen Bolster and Debbie Tuton, SMG; Harry Jones, Westin Providence; Tom Riel and Patrick Lynch, PWCVB; Tom Hodge, Office of the Auditor General; Tom Mullaney, Budget Office; Bob McClintock, SMG; Bruce Leach, Legal Counsel; Jess Fisher, Bertha Medeira, James McAreavey, Debra Harvey and Fernandel Berard, H.E.R.E. Local 217.and Eileen Smith, Recording Secretary.**

**CALL TO ORDER**

**Recognizing a quorum, Chairman Duffy called the meeting to order at 9:02 a.m.**

## **APPROVAL OF MINUTES**

**Chairman Duffy entertained a motion to accept the minutes of the 268th meeting, May 27, 2004 and the 269th, June 8th Special Meeting as distributed. Upon a motion duly made by Mr. Nee and seconded by Mr. MacDonald it was unanimously**

**VOTED: to approve the minutes of the 268th and 269th meetings as distributed.**

**Chairman Duffy instructed the RICCA office to send the approved minutes to the Secretary of State's office by courier return receipt requested. He further noted that the next meeting date would exceed the 30 day requirement for filing minutes of this meeting and advised that the minutes would be filed upon approved on July 29.**

## **OPERATIONS AND FACILITIES COMMITTEE**

**Chairman Duffy asked Mr. Massa to report on the Operations and Facilities Committee meeting of Tuesday, June 22nd. Mr. Massa recognized Mr. Jones who presented design boards showing what is envisioned for the Agora space. Mr. Massa was concerned that the sufficient funds may not be available in the renewal and replacement account and asked Mr. Przybyla to comment. Mr. Przybyla stated that he had evaluated the renewal and replacement fund and although there will be a need to reserve funds in the future the Agora project**

can be accomplished. Mr. MacDonald noted that Mr. Anderson had said that the alternative would be to do nothing and this project needs to be done. Mr. Przybyla cautioned that careful consideration should be given to any major projects because the physical plant and major systems will need major repairs in the future. Upon a motion duly made by Mr. MacDonald and seconded by Mr. Nee it was unanimously

**VOTED:** To authorize the advertising of an RFP for the re-concept of the Agora.

Mr. Jones noted that the escalator project continues to be on schedule with concrete pouring next week and major demolition to begin on July 2nd. He said that every effort has been made to schedule associated noise around hotel occupancy. Mr. Massa asked when the existing escalator would be taken out of service and what will be done with it. Mr. Jones said that the old escalator would be knocked down after the new one is functioning and that any parts that can be re-cycled would be. Mr. Massa then asked Ms. Tuton to report on renovations at the Convention Center. Ms. Tuton noted the presence of Bob McClintock of SMG. Mr. Duffy asked Ms. Tuton to pass along the congratulations and best wishes of the Board to Mr. Muldoon on the recent birth of his son, Daniel. Ms. Tuton proceeded to report that the garage repairs are on schedule and on budget. The repairs are taking place in the South Garage and the contractor will be moving to the North Garage soon. She said that the work will not

displace any parkers. Ms. Tuton informed the Board that several responses to the RFP for an upgrade of the current parking access and control systems had been received. Mr. Massa reported that the Operations and Facilities committee had recommended awarding the bid to Walker Parking Consultants of Boston for a fee not to exceed \$25,000. Upon a motion duly made by Mr. Nee and seconded by Mr. MacDonald it was unanimously

**VOTED:** To award the consulting phase of the upgrade of the parking systems to Walker Parking Consultants of Boston for a fee not to exceed \$25,000.

Ms. Tuton continued her report noting that the ballroom painting has begun and sub contractors have been selected. She also noted that the handicapped ramp on the fifth level has been completed

## **FINANCE COMMITTEE REPORT**

In the absence of Mr. Judge, Mr. Duffy asked Mr. Massa to present the Finance Committee report. Mr. Massa stated that the year to date consolidated net results as of May 31, 2004 were \$924,619 ahead of the same period last year and \$810,714 ahead of the current year to date budget target established by the Board. He reported that the Hotel's year to date revenue was up by \$1,210,496 and year to date expenses up by \$410,715 for a net year to date increase of \$799,781. The Convention Center, Concessions & Catering year to date revenue

was up by \$966,787 and year to date expenses for the same period increased by \$757,594 for a net year to date increase of \$209,193. Mr. Massa continued that year to date parking revenue was up by \$57,421 and year to date expenses down by \$52,768 when compared to the same period last year for a net contribution of \$110,189. Hotel management noted the strong May operating results and the optimistic forecast for June confirmed that the hotel would maintain the positive operating results for the remainder of the fiscal year. SMG staff advised the committee that the positive variances would hold for the remainder of fiscal year 2004. Mr. Przybyla reported that the Authority was making strides towards meeting the Budget Office's revised projections.

Mr. Duffy noted the great job being done by the hotel in beating the bushes to replace lost business and fill vacant rooms. Mr. Massa asked Ms. Bolster to report on the Convention Center. Ms. Bolster informed the Board that parking rates were raised \$1.00 per hour and still remain 5% below a majority of competitors. Mr. Duffy asked if there were any problems following the cancellation of the concert at the Dunkin Donuts Center. Ms. Tuton said that everyone was let out without charge and there were no incidents.

## **MARKETING COMMITTEE**

Ms. Venturini was not in attendance therefore, Mr. McCarvill asked Tom Riel to present the PWCVB report. Mr. Riel began by introducing the newly hired Vice President of Sales, Patrick Lynch. Mr. Riel then

reported that during the month of April the CVB had 12 definite bookings four of which were new non repeat. He reported that a FAM Tour for thirteen meeting planners had been held with a potential for four to six thousand room nights. Mr. Riel handed out copies of the new meeting planner guide and passed around a clip book of recent articles and advertisements for the destination. Mr. MacDonald asked Mr. Riel to thank Mr. Whiting for his hard work in attempting to bring Teamster's President Hoffa to Providence for an evening. He said that he had made friends with the national Teamster's meeting planner and would lobby for Providence to be on their list of places for meetings or conventions.

Mr. Waugh arrived at 9:35 a.m.

Mr. McGinn presented the Convention Center's sales report, marketing initiatives and the efforts being made to attract more trade shows. Mr. Waugh asked Mr. McGinn if trade shows are the most profitable business we attract. Mr. McGinn said that trade shows are very profitable because the business traveler usually has an expense account and they are more apt to spend all over the city. He said that conventions are also profitable. Mr. McGinn noted that the joint marketing committee has not gotten together yet. Mr. McGinn said that we have to get more planners into the city and it will sell itself. Mr. Riel commented that our ADR is \$130 compared to Hartford at \$80 and that we need more convention style hotel rooms within walking distance to the convention center. Mr. McGinn reported that he is in

negotiations with Clear Channel to bring a Vatican Exhibit to the Convention Center in 2005. Mr. Nee cautioned that we should look closely at this undertaking because of events like RI Treasurers that was not financially successful. Mr. McGinn said that the Convention Center Sales team would also be working on attracting more weddings and that Louise O'Donnell was super with the wedding market. Mr. McCarvill cited many letters from clients indicating that Louise was a great help and a wonderful person to work with. Mr. McGinn reported that he was also working on bringing the Storybook Ball to the Convention Center.

#### **DUNKIN DONUTS LIAISON COMMITTEE**

Mr. Gavitt reported that he had nothing new to report. Mr. James McAreavey, a Dunkin Donuts Center employee informed the Board that the food and beverage workers union employees' contract with the Dunk would expire on July 31st and was hopeful that a fair agreement could be reached. He said that he wanted to keep the Authority informed. Mr. Duffy thanked Mr. McAreavey.

Upon a motion duly made by Mr. Nee and seconded by Mr. Waugh by a roll call vote it was unanimously

**VOTED:** to convene in executive session in accordance with R.I.G.L §42-46-5(a) at 9:55 a.m.

**Mr. Waugh - yes, Mr. Nee - yes, Mr. Duffy - yes, Mr. MacDonald – yes,  
Mr. Gavitt – yes,  
Mr. Massa – yes**

**Open session resumed at 10:33 a.m.**

**Chairman Duffy reported that no votes had been taken in closed session. Upon a motion duly made by Mr. Massa and seconded by Mr. MacDonald it was unanimously**

**VOTED: to seal the minutes of Executive Closed Session until matters have been resolved and adjourn at 10:35 a.m.**

**For information please contact James P. McCarvill at (401) 351-4295**

**Approved**

**July 29, 2004**