

**THE RHODE ISLAND CONVENTION CENTER AUTHORITY 276th  
MEETING OF THE BOARD OF COMMISSIONERS November 23, 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 November 23, 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, Paul MacDonald, Jerry Massa, Dale Venturini, Joe Judge, and George Nee. The City of Providence has not as yet appointed a replacement for Commissioner Joan Countryman. Commissioner Waugh was unable to attend. Also present were James P. McCarvill, Executive Director, Theodore J. Przybyla and Ken Mancuso, RICCA; Bruce Leach, Legal Counsel; Matthew Kenney, Pinnacle Advisory Group; Joanne Sourial and Jen Leigh, The Link Agency; Brian Whiting, PWCVB; Thomas Mullaney, Budget Office; Mark Anderson, Harry Jones and Brien Fox, Westin Hotel; Tim Muldoon, SMG; Alisa Gallo, Local 217 H.E.R.E; Andrea Stape, Providence Journal and Eileen Smith, Recording Secretary. CALL TO ORDER Recognizing a quorum, Chairman Duffy called the meeting to order at 9:05 a.m. APPROVAL OF MINUTES Chairman Duffy entertained a motion to accept the minutes of the 275th meeting, October, 2004 as distributed. Upon a motion duly made by Mr. MacDonald and seconded by Mr. Massa it was unanimously VOTED: to approve the minutes of the 275th meetings as distributed. Chairman Duffy instructed the RICCA office to send the approved minutes to the**

Secretary of State's office via electronic mail. **OPERATIONS AND FACILITIES COMMITTEE** Mr. Massa thanked Mr. Anderson for attending the meeting. Mr. Massa asked Mr. Anderson if he had anything to report. Mr. Anderson recommended going forward with the design phase of the Agora renovations in the event that the hotel is not sold construction could commence as soon as possible. Mr. Jones updated the Board on the status of construction and renovation projects in progress. Mr. Jones reported that the glass enclosure for the escalator has been delayed but that he is looking at other alternative steps while we are waiting for the glass. He reported that the suites renovation will begin on December 8th and is expected to be complete by December 31st. Mr. Jones said that the elevator cabs will be renovated at the same time as the suites. Mr. Jones informed the Board that as in the past all suites furniture will be donated to the Rhode Island Donation Exchange. Construction on City View will begin approximately December 13th. Mr. MacDonald stated that he is grateful that the Authority is sensitive to the issue of the furniture. He continued that donating it does so much more for our community than the amount we would receive if the furniture were liquidated. Mr. Duffy asked about the traffic flow to the new escalator. Mr. Jones reported that he has ordered new signage directing patrons to the new entrance. He also stated that he would delay enclosing the old escalator until January to accommodate holiday shoppers. Mr. Jones noted that the revolving door would be installed after Christmas. Mr. Massa thanked Mr. Jones for his update. Mr. Massa reported that the Convention Center has several

projects ongoing and planned for the near future. He asked Mr. Muldoon to report on these projects. Mr. Muldoon reported that the ballroom renovations are 95% complete with just 3 or 4 punch list items to be taken care of. He said that the room looks great and that the project was on time and budget. Mr. Muldoon stated that two responses to the RFP for sidewalk repairs were received. He continued that because of uncertain weather conditions the project will be postponed until spring. Mr. Muldoon said that six bids were received for the Parking Garage Revenue Control RFP. He said that there has been a great deal of interest. He said that he would narrow the list to two companies and report at the next meeting. Mr. Duffy noted that after a recent PC Basketball Game exiting the North Garage was slow. Mr. Muldoon said that he would look into the situation but with everyone exiting at the same time delays can't be avoided. Mr. Massa took the opportunity to thank Louise O'Donnell for her assistance at a recent wedding held at the Convention Center. Mr. Muldoon said that he would be pleased to inform Louise.

**FINANCE COMMITTEE REPORT** Chairman Duffy recognized Mr. Judge and asked him to report on the Finance Committee meeting. Mr. Judge reported that the Finance Committee had met on Monday, November 22nd. He stated that the consolidated income from operations for the four months ending October 31st exceeded last year by \$575,000 and fiscal year 2005 budget by \$918,000. Mr. Judge stated that the Westin reported a strong October with occupancy at 89.5% and they expect to continue to track on budget for the remainder of the quarter and fiscal year. Mr. Judge said that the

**Convention Center reported continued strength in concessions and catering and parking. He informed the Board of the great success with the recently held Rabbit Breeders Convention and noted the significant ancillary income from the event. Mr. Judge reported that the finance committee had reviewed the preliminary fiscal year 2006 budget submission and voted to recommend to the Board adoption. Upon a motion to adopt the preliminary fiscal year 2006 budget with a gross debt service of \$23,544,461 and an expected excess debt service rental payment to the State of Rhode Island of \$2,562,477 duly made by Mr. Massa and seconded by Mr. Nee it was unanimously**

**VOTED: to adopt the preliminary fiscal year 2006 budget with a gross debt service of \$23,544,461 and an expected excess debt service rental payment to the State of Rhode Island of \$2,562,477**

**Mr. Judge noted that the Finance Committee had reserved the right to revisit the operator's preliminary budget submission and revise budget targets prior to the start of fiscal year 2006 for the purpose of contract compliance.**

## **MARKETING COMMITTEE**

**Ms. Venturini informed the Board that she was not present at last week's meeting and asked Mr. McCarvill to report. Mr. McCarvill asked Brien Fox to update the Board on marketing initiatives at the**

hotel. Mr. Fox reported that he had recently returned from a meeting of the Nurse Organization Alliances held in Kansas where the destination received a great deal of good exposure. He noted that Linda Masnyk had attended the Marketing Committee meeting in his absence and her report highlighted a New Year's Eve promotion that includes a one or two night stay and tickets to Bright Night. Ms. Venturini noted that the rate of \$209 seems low for New Years Eve. Mr. McCarvill said that in recent years New Year's Eve has not been a high occupancy night for the hotel. Mr. McCarvill asked Mr. Muldoon to update the Board on marketing initiatives at the Convention Center. Mr. Muldoon noted that Kathy Masino had presented a report on the efforts of the Convention Center staff to capture more of the wedding market. Mr. Muldoon announced that the annual client party would be held on January 20th and that date would be the grand re-opening of the ballroom. Mr. Muldoon said that the timing of the party will present an opportunity to showcase the building and target local business. Ms. Venturini suggested that the sales team contact the local military office and invite their event planners to view our facilities. Mr. MacDonald thanked the Convention Center staff for the time and attention recently shown to a small group of teamsters. Brian Whiting then reported that the PWCVB had been notified that they are the recipients of the Gold Service Award given by Meeting and Conventions Magazine. Mr. Whiting noted that a FAM trip of regional sales managers is being planned and that an Ambassador Committee is being formed with the PWCVB and key hotel sales leaders to penetrate the local market for referral opportunities.

**Joanne Sourial of the Link Agency reported on their activities since the last meeting. She noted that the agency's efforts have resulted in a great deal of interest in ethnic weddings by a freelance wedding publications author. The Rabbit Breeders article was submitted by the CVB but Ms. Sourial noted that because of the weekly meetings with Mr. Donnelly there will be less likelihood for duplication of effort.**

**Ms. Sourial noted the continued presence of a Convention Center column in the Providence Journal.**

## **DUNKIN DONUTS CENTER**

**Mr. Duffy reported that Mr. Gavitt was in Maui on business and unable to be at today's meeting. Mr. Duffy noted that negotiations with the City of Providence are on-going and that he was hopeful that we would have more information in December. He stated that the City's recent RFP for the Civic Center was not successful in attracting significant capital investment. Mr. Duffy said that he feels confident that this deal will be done. Mr. MacDonald said that it would be a natural marriage that we combine the facilities.**

## **CHAIRMAN AND EXECUTIVE DIRECTOR'S REPORT**

**Chairman Duffy said that last month we thought we had a general manager. He reported that unfortunately the candidate accepted a position elsewhere. Mr. Anderson said that he would continue to do**

**double duty and Mr. Duffy said that although we appreciate Mr. Anderson's effort we need a full time general manager. Chairman Duffy introduced Matt Kenney of Pinnacle Advisory Group. Mr. Kenney informed the Board that fifteen qualified bids were received by the due date. He noted that the process went very smoothly. Mr. Kenney assured the union representatives that all bidders acknowledged that the contract would be honored.**

**Upon a motion duly made by Mr. Nee and seconded by Mr. Massa 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 9:48 a.m.**

**Mr. Nee - yes, Mr. Duffy - yes, Mr. MacDonald – yes, Mr. Massa – yes, Ms. Venturini – yes, Joe Judge - yes**

**Open session resumed at 11:15 a.m.**

**Upon a motion duly made by Mr. Massa and seconded by Mr. Judge it was unanimously**

**VOTED: to seal the minutes of Executive Closed Session until matters have been resolved and adjourn at 11:20 a.m.**