

**THE RHODE ISLAND CONVENTION CENTER AUTHORITY 398th
MEETING OF THE
BOARD OF COMMISSIONERS August 28, 2015**

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 July 30, 2015, pursuant to notice, at the Rhode Island Convention Center, One LaSalle Square, Providence, Rhode Island.

Board members present were Chairman Bernie Buonanno, Patrick Butler, Dale Venturini, Paul MacDonald, John Hooper and Jeff Hirsh.

Letitia Carter, George Nee, Joe DeLorenzo, Tony Mendez and Stan Israel were unable to attend.

Also present were James P. McCarvill, Executive Director, Kim Keough and Betty Sullivan, Rhode Island Convention Center Authority; Larry Lepore, John McGinn, Kathy Masino, Amanda Wilmouth, Pamela Bacon and Cheryl Cohen from the complex; Shaun Beard, Savor/SMG; Dan Schwartz the VETS; Martha Sheridan, PWCVB; Paul Grimaldi, Projo; Lynn Singleton, PFM; Bruce Leach, Legal Counsel and Eileen Smith, Recording Secretary

Mr. Buonanno called the meeting to order at the meeting at 9:05 AM. Mr. Buonanno asked for a motion to approve the minutes of the July Board Meeting. Upon a motion duly made by Mr. Butler and seconded

by Mr. Hirsh it was unanimously

VOTED: to approve the minutes of the July Board meeting.

Mr. Buonanno noted that Mr. Butler would not be available for the entire meeting and asked that the following vote be made prior to his departure. Mr. MacDonald read the motion.

The Garrahy Courthouse Garage Committee having approved a reduced, simplified scope of services recommends the selection of Walker Parking Consultants to perform the limited scope as follows:

1. Provide a lump sum fee for:

a. Traffic Study as it relates to unloading of cars on to local roadways and effect of RIPTA bus berths on circulation:

b. Update market study to evaluate local market capacity and demand for the garage. Also provide expected base pro-forma and revenue model:

c. Provide a report recommending the optimal garage size and configuration for both revenue and meeting long term projections:

Walker's recent experience in the City of Providence was the deciding factor. The Committee would like a motion approving the selection of Walker Parking Consultants.

Upon a motion duly made by Mr. Butler and seconded by Mr. Hooper it was unanimously

VOTED: To select Walker Parking Consultants for the reasons that were read by Mr. MacDonald

Mr. Buonanno asked Mr. McCarvill to present the financial information for the month of July. Mr. McCarvill reported that because this was the first month of the new fiscal year both monthly and year to date results are the same. Mr. McCarvill reported that the Convention Center's net income for the month of July and year to date was \$69,312 to budget and \$426,745 to the prior year. Mr. McCarvill stated that new events occurred in July that resulted in an increase in rent, food & beverage and parking revenue. Mr. McCarvill reported that for the month of July and year to date the Dunkin' Donuts Center's net income variance was \$78,404 to budget and \$29,407 to the prior year. Mr. McCarvill noted that lower labor related costs contributed to the favorable variance. Mr. McCarvill reported that for the month of July the VETS net income variance was \$10,586 to budget and \$6,534 to the prior year. Mr. McCarvill stated that the VETS began the new fiscal year with two events. Mr. McCarvill reported that by using our in-house staff to perform tasks such as carpet cleaning has reduced the need for outside services. Mr. McCarvill reported that the Convention Center Authority's net income variance for the month of July was \$39,672 to budget and \$23,614 to the prior year. Mr. McCarvill stated that consolidated net income

variance for the month of July was \$197,974 to budget and \$486,300 to the prior year.

Mr. Hooper noted the reduction in wages. Mr. Lepore reported that some individuals were lost through attrition and not yet replaced while there were others transferred to new facilities. Mr. Hooper asked if this was a permanent solution. Mr. Lepore answered that it is not and as the season progresses more staff will be needed.

Mr. Buonanno asked for a motion to accept the financial report as presented. Upon a motion duly made by Mr. Butler and seconded by Mr. Hirsh it was unanimously

VOTED: to accept the financial report as presented.

Mr. Butler left at 9:20 AM. Following Mr. Butler's departure there was a lack of quorum. Remainder of meeting was informational only.

Ms. Venturini asked Ms. Keough to address the Board. Ms. Keough distributed a report highlighting the month's activities. Ms. Keough reported that she is working closely with our marketing team in preparing the Authority's Annual Report. Ms. Keough stated that the new Fiscal Year is off to a great start.

Ms. Venturini invited Ms. Sheridan to address the Board. Ms. Sheridan distributed the CVB's report and stated that although more

people are attending meetings and conferences fewer are using official room blocks.

Ms. Venturini stated that she would be interested in putting together a committee to look for opportunities for expansion. She noted that there are interested parties looking to develop space in the immediate area as well as our need to increase space within the buildings. Mr. Buonanno mentioned the Journal Building and the Fogarty Building may have space that we could utilize. Lengthy discussion took place regarding those buildings. Ms. Venturini suggested a workshop be scheduled to get everyone's input. She said that we need a wish list that we could narrow down to what is actually feasible. Ms. Venturini said that she would check her schedule.

Mr. Schwartz reported on events at the VETS. He stated that all of the at-risk shows that are scheduled are doing well. Mr. Schwartz reported on several upcoming shows. Mr. Schwartz noted that they are looking at several up and coming artists to round out the season. Mr. MacDonald informed Mr. Singleton that the Authority is very pleased with Mr. Schwartz.

Mr. Lepore noted that what we learn through criticism is that we can always do a better job. He was pleased to report that the complex has gotten to a point where the staff is working together and considers us one team. Mr. Lepore stated that everyone is paying more attention to customer surveys and correcting any areas that

need attention.

Mr. Shuan Beard, a representative from Savon/SMG food service was present and provided a Power Point Presentation on ideas that will improve food areas at the Convention Center. The most prominent area scheduled for improvement is the café located on the third level. Discussion ensued regarding the improvements. It was noted that the reconfiguration takes advantage of the windows and natural light. Mr. Hooper commented that the plans enhance the space. He suggested that we engage local vendors and highlight local Rhode Island foods. Mr. Beard said that we need to find things that are unique to our City. It was noted that this would be an SMG investment as part of the contract.

The meeting adjourned at 10:25 AM.