



Durham Convention Center Authority Meeting
Thursday, April 25, 2013
Durham Convention Center Meeting Room II
11:30 AM

The meeting was called to order at 11:30AM with the following representatives present:

Authority: Patrick Byker, Richard Ford, Bill Kalkhof, Rosemarie Kitchin, and Dawn Paffenroth.

Owners: Drew Cummings, Sharon DeShazo, Jina Propst, Joel Reitzer, and Al Walker. *Management Company* (Global Spectrum): Andrea Gliatta and Jen Noble. After discussion about an item requiring explanation that was unresolved, Rosemarie Kitchin made a motion to approve the March 28, 2013 meeting minutes, Dawn Paffenroth seconded, and the minutes were approved with the unexplained item pending clarification at the next meeting. The item discussed for approval stated that distribution costs are lower with long-term bookings. (Bookings: Reservations for sales events/sales contract)

Durham City and County Administration:

- *Design and Construction Update:*
 - Pre-function Corridor doors:
Project was advertised on March 27 and the bid date is April 30, 2013. Anticipated completion for bidding and construction is scheduled for September 2013. Global Spectrum will determine and coordinate installation.
 - Exterior Signage:
Anticipated completion for bidding and construction is December 2013. CD set of plans is underway by the end of April. Target submittal for the Historic Preservation Commission is due by late May in preparation for an approval on July 2 meeting. A visual was requested for the May 30 DCCA meeting.
 - Wall sconces project is near completion. Replacement sconces are underway and forecast for replacement is mid May 2013.
 - Fireproofing investigation is forecast for May 2013.
- Two roof top units (13 and 14) located above the pre-function corridor remained cold during the winter weather and were not able to reach set points. The design team, the CMAR and the HVAC sub contractor have responded with proposed solutions for consideration. A meeting is planned to discuss solutions and assign responsibility for corrective action.
- Issue with leaks in skylights. A brief observation revealed deterioration in caulking. A more detailed review is scheduled with REI (roofing and building enclosure engineers) to provide an assessment for short-term and long-term solutions.
- Convention Center Plaza fountain repairs are on-going. A waterproofing application to seal the base of the fountain is scheduled during the first week in May. There is no cost assessed to this project.

- Global Spectrum Public Relations:
 - Press release on Bib Bowman – new artists’ working class series.
 - Attending Rotary Club on weekly basis.
 - Updated Facebook and website.
 - Advertisement in Triangle Business Journal.
 - New art work displayed in Pre-function Corridor. A press release was done on the new artist.
- This is a short-term market. Distribution costs are lower with long-term bookings.
- Website activity:
 - Visitors: 1,768 (New: 1686)
 - Demographic: 944 Google organic, 381 direct, 109 Full Frame Documentary Film Festival, Remainder Southern Bride and Groom
 - Page views: 2.55
 - Duration: 1.44 minutes
- Durham Convention Center Staffing:
 - No new hires to report.
- Budget: March 2013
 - Net Income (loss) for March: \$7,225
 - March Budget Variance: \$26,082
 - Year-to-date Budget Variance: \$280,118
 - Year-to-date Actual: (\$84,493)
 - Total Event Income (Actual): \$132,719
 - Total Event Income (Budget): \$94,701
 - Total Event Income (Variance) \$38,018
 - Total Annual Budget: (\$573,046)

Durham Convention Center Authority (DCCA):

- Monday, May 6, the County Commissioners will be considering support for the Brightleaf hotel. Patrick Byker will be attending as an advocate for this project.
- Rosemarie Kitchin inquired about legalities on fundraising events.

Subcommittees:

- Finance Committee:
 - The Finance Committee concurs with the positive financial results the DCC generates. The next Finance Committee meeting will be held at 10:00AM on Thursday, May 30 at the Convention Center.
- Hotel Task Force:
 - Nothing to report.
- Public Relations:
 - Patrick Byker met with the Greater Durham Chamber of Commerce and Tom Bonfield, City Manager to discuss co-marketing ventures with the DPAC and other major denominations. Patrick also spoke with Mike Ruffin, Durham County Manager regarding the DCVB and the opportunity to increase the DCC’s market share.

New Business:

- None to report.