



Durham Convention Center Authority Meeting

Thursday, June 22, 2012

Durham Convention Center Meeting Room II

8:30 AM

The meeting was called to order at 8:30AM with the following representatives present:

Authority: Al Bass, Patrick Byker, chairman, Bill Kalkhof, Rosemarie Kitchin, Dawn Paffenroth and Billy Ruffin. *Owners:* Drew Cummings, Sharon DeShazo, Jina Propst, Joel Reitzer, Al Walker, and Karmisha Wallace. *Management Company* (Global Spectrum): Andrea Gliatta, and Jen Noble. Ms. Kitchin made a motion to approve the May 24, 2012 meeting minutes, Mr. Ruffin seconded, and the minutes were voted and approved by all.

Action Items: *(Comments italicized)*

- Proposals for interior and exterior signage to identify the Durham Convention Center.
Three conceptual designs are complete for exterior signage. A meeting for review is scheduled on July 6.
The vendor for interior signage is under review.
- A Public Relations program.
Ms. Kitchin and Ms. Noble agreed to meet with both City and County Public Information directors to propose a plan.
- The DCC needs a security camera system. The current system belongs to Shaner.
Global Spectrum will investigate options.

Durham City and County Administration:

- The exterior and interior signage design contracts are in process.
- The scope of work schedule for the DCC exterior water fountain is ongoing and due for completion at the end of June.
- The additional water meter for the DCC kitchen is quoted at \$11,000. The two water meters have been replaced with verification ongoing.
- Mr. Reitzer has agreed to explain the enterprise fund process that will assist in providing funds for future assets.

Phase II Renovation Update:

- Punch list and remaining items:
 - Samples for the new wall sconces should arrive by the end of June.
 - A replacement part for the Periscope software designated for utility readings was installed on May 25. There are remaining issues with inaccurate data. The manufacturer has re-initialized information and hopes to confirm by June 25.

- The material for the meeting room curtains will be replaced. The sub-contractor has agreed to provide new fabric samples. A date has not been confirmed.

Global Spectrum Report:

- In May, the DCC hosted 31 event days with 5,457 guests. To date, June has hosted 26 events with 35 event days' booked and 5,469 guests. Customer survey scores: 4.35 out of 5. Notable May and June events:
 - Arena International – 300 guests; Meeting Room Revenue - \$12,420; DCC Revenue - \$17,367.45
 - Harris Beer Festival – 400 guests; DCC Revenue - \$10,420
 - Hillside HS Gala for Wendell Tab – 200 guests; DCC Revenue - \$9,368.80
 - Kappa Alpha Psi Fraternity Dinner Dance – 317 guests; DCC Revenue - \$12,090.20
 - Chase Media – 835 guests; DCC Revenue - \$10,339.16
 - Carolina Council Housing Redevelopment – 100 guests; DCC Revenue - \$10,253.20
 - Durham Conference on Housing – 325 guests; DCC Revenue - \$17,811.
- Durham Convention Center projected total revenue for fiscal year 2011/12: \$1,694,761.33.
 - Definite bookings: (total operational forecast) - contracted \$37,585.
 - Tentative bookings: - No outstanding tentative bookings for the 2011/12 fiscal year.
 - Proposals: (other) - No outstanding proposals for the 2011/12 fiscal year.
- Public Relations:
 - Attended Triangle Area Hotel/Motel Association Golf Tournament.
 - Perfect Wedding Guide Luncheon.
 - Site tour to potential Hospitality Students with North Carolina Central University.
 - Attending Rotary Club on weekly basis.
 - Triangle Business Journal advertisement.
 - Facebook and website updates.
 - Carolina Business Magazine advertisement.
 - Attended Venue Management Society conference in West Virginia.
 - Attended AENC – Tradeshow in Greensboro
 - Met with DCVB and Director of Sales, Marriott regarding RFP's and collaboration.
- Durham Convention Center Staffing:
 - Global Spectrum is currently interviewing for the chef's position.
- Budget: May

○ Net Income (loss):	\$ 38,182
○ Year to date Budget Variance:	\$ 301,121
○ Year-to-date Actual:	(\$224,061)
○ Total Event Income (Actual):	\$ 144,609
○ Total Event Income (Budget):	\$ 138,554
○ Total Event Income (Variance)	\$ 6,055
○ Total Annual Budget:	(\$636,713)

Durham Convention Center Authority:

- The Authority discussed the importance of having a member serve on the DCVB board. On behalf of the Authority, Mr. Byker will draft a correspondence to the City and County

Managers requesting their assistance in achieving this task. The correspondence will be forwarded to the Authority prior to distribution.

- Mr. Kalkoff reported the discussion on a proposal for a public-private hotel partnership with 21c falls under the guise of economic development exception to open meetings laws.
- On behalf of the Authority, Mr. Byker will draft a correspondence to the City and County Managers voicing support for a public-private partnership with 21c hotel. The DCC is in need of additional sleeping rooms to assist with marketing. Ms. Kitchin made a motion for the Authority to take further action in support of acquiring additional sleeping rooms in downtown Durham that will increase business for the Durham Convention Center. Mr. Bass seconded, and the motion was voted and approved by all. The purpose of the Authority is to provide constructive leadership, advice and insight on behalf of the DCC to the City and County officials.
- Due to several schedule conflicts, the DCCA meeting schedule was voted by the Authority to move to the last Thursday of each month. The new time is proposed for 11:30AM. If there are no further concerns, this schedule will begin on July 26.
- The Authority will petition the County Commissioners on recommendations to replace Joe Bowser's seat on the Authority. Mr. Cummings will follow-up with the Authority on applicants.

Subcommittees:

- The Finance committee added a rolling forecast report to the monthly financial update.

New Business:

- Ms. Noble confirmed that Global Spectrum publishes an annual report at the end of the fiscal year in conjunction with the audit.