

**Minutes of the Meeting of the
BOARD OF DIRECTORS of the
DETROIT REGIONAL CONVENTION FACILITY AUTHORITY
Cobo Conference & Exhibition Center**

November 4, 2010

A Regular Meeting of the Board of Directors of the Detroit Regional Convention Facility Authority (the "Authority"), was held at 9:00 a.m. on November 4, 2010 pursuant to the requirements set forth in the Regional Convention Facility Authority Act at MCL 141.1351, et seq.

I. ROLL CALL. The regular meeting was called to order by Chairman L. Alexander at 9:18 a.m.

PRESENT: Director L. Alexander, Director J. Abdoo, Director M. Carroll, Director W. Guillebeaux, and Director J. Okotie-Eboh

ABSENT: None.

ALSO PRESENT: T. McNulty, T. Connors of SMG, G. Brown, T. Tuskey, A. Vasquez, E. Duff of Garan Lucow Miller, P.C., and M. Powers of DMCVB

II. APPROVAL OF MINUTES. A motion to approve the Minutes of the regular meeting of the Authority held October 21, 2010 by J. Abdoo.

UNANIMOUSLY APPROVED.

III. REPORT OF FINANCIAL CONSULTANT/CFO. Interim Chief Financial Officer, Thomas F. McNulty, presented his report to the Board including the following:

- * Status of negotiations with SMG to complete Cobo Center Management Agreement and recommendation for extension of current Memorandum of Understanding with SMG through November 30, 2010.
- * Discussions with SMG regarding the establishment of finance operations.
- * Background of Bond Account Dispute Arbitration.

The Interim Chief Financial Officer offered the following item for consideration and approval:

A. Resolution Authorizing Bond Account Arbitration.

Based upon the recommendation of the Interim CFO and Bond Counsel, Miller, Canfield, Paddock & Stone, P.L.C., and the Authority having been fully advised in the premises, J. Abdoo offered a motion that the Authority resolve to approve the Resolution Authorizing Bond Account Arbitration as presented.

IV. REPORT OF CHAIR OF DRCFA SUB-COMMITTEE ON EXPANSION & CAPITAL IMPROVEMENTS. Sub-Committee Chair, W. Guillebeaux, presented a report on the Agenda items discussed at the November 4, 2010 Sub-Committee Meeting including the Committee's recommendation for the Board to authorize the funding for Phase IIb Projects.

The Sub-Committee offered the following item for consideration and approval:

A. Resolution Authorizing the Funding for Phase IIb Projects.

Based upon the recommendation of the Sub-Committee on Expansion & Capital Improvements and the Authority having been fully advised in the premises, J. Okotie-Eboh offered a motion that the Authority resolve to approve the Resolution Authorizing the Funding for Phase IIb Projects as presented.

UNANIMOUSLY APPROVED.

V. REPORT OF OWNER'S REPRESENTATIVE. Interim Owner's Representative, Gary Brown, presented a written status report dated November 4, 2010 which was accepted by the Board.

VI. REPORT OF FACILITY GENERAL MANAGER. Facility General Manager, Thom Connors of SMG, presented his first report to the Board including the following:

- * Update on initial meetings with Executive Team, staff and Board.
- * SMG has completed assessment of I.T. needs and will be submitting a recommendation to the Board for required upgrades.
- * Status of assessing facility staffing needs.
- * Connect Customer Service Training - Hospitality Program for all staff in front and back of house.
- * Introduction of SMG's periodic maintenance scheduling program.
- * Introduction of an electronic customer feedback program.
- * Beginning review of emergency assessment procedures.
- * Status of inspections of Cobo Arena, parking area, and entire physical plant.
- * Recommendations for upgrade of retail food and beverage outlets.

The General Manager presented a memo regarding upgrade of retail food and beverage outlets dated November 4, 2010 recommending the approval for Centerplate to use a maximum budget of \$200,000 from their commitment proposal to perform certain improvements or additions in the following areas as outlined in the memo:

- * Upgrade and fit-out of main lobby concession stand.
- * Upgrade of existing "Go Gourmet" location.
- * Purchase of a full-service coffee cart.
- * Upgrade and improvement of existing units.

Based upon the recommendation of the Facility General Manager and the Authority having been fully advised in the premises, M. Carroll offered a motion that the Authority approve the use of Centerplate's commitment funds as outlined in the referenced memo.

UNANIMOUSLY APPROVED.

- VII.** **REPORT ON STATUS OF EXECUTIVE POSITION SEARCH.** Interim Chief Human Resource Officer, Joseph E. Ruffolo, advised the Board that the search has been narrowed to five qualified candidates for the Executive Director position, with one possible addition. December 1, 2010 is the target date for hiring. The Board's Interviewing Committee will consist of Directors M. Carroll, J. Okotie-Eboh, and J. Abdo.
- VIII.** **UNFINISHED BUSINESS.** Legal counsel, E. Duff, confirmed that the Regional Convention Facility Authority Act does not have a requirement of annual reporting to the individual funding entities. In an effort to maintain financial transparency, CFO T. McNulty confirmed that an annual financial report will be prepared in conjunction with the Audit and Chairman L. Alexander agreed that this report would be shared with each of the funding entities.
- IX.** **NEW BUSINESS.** The next meeting of the Board of Directors has been moved to November 24, 2010 at 9:00 a.m.
- X.** **PUBLIC COMMENT.** A representative of ABM publicly thanked the Board and the Executive Staff for ensuring that all subcontractors were receiving payments.
- XI.** **ADJOURNMENT.** A motion for adjournment of the regular meeting at 10:14 a.m. by J. Okotie-Eboh.

UNANIMOUSLY APPROVED.

Respectfully submitted,



Joseph Abdo, Secretary

Approved: November 24, 2010