

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

November 8, 2012

A Regular Meeting of the Board of Directors of the Detroit Regional Convention Facility Authority (the "Authority"), was held at 8:30 a.m. on November 8, 2012 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 8:39 a.m.

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

ABSENT: None.

ALSO PRESENT: P. Bero, T. Connors of SMG, G. Brown, 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 September 27, 2012 by J. Abdoo.

UNANIMOUSLY APPROVED

III. **BALANCED SCORECARD MEASURES FY 2011-2012 AND GOALS FY 2012-2013.**

B. Davenport presented Scorecard measures for Cobo Operations, Authority Administration, and Capital Projects.

IV. **CEO/CFO REPORT.** CEO/CFO Patrick Bero presented his report to the Board which included updates on the following:

- a. August 2012 Financial Reports
- b. Analysis: Impacts of Delayed Bond Draws
- c. Contract Amendment: Centerplate
- d. Update on recent meeting with City Deputy Mayor and Director of Finance
- e. Meeting with Detroit Thermal
- f. Verizon Wireless Lease

V. **REPORT OF GENERAL MANAGER.** Facility General Manager Thom Connors of SMG presented his report which included the following:

- a. September Financial report
- b. Sales and Marketing update
- c. Event activity report
- d. Auto Show overview
- e. Monthly and Special Event Parking
- f. Cobo Efficiency Agreements
- g. Termination of Services Contract
- h. Cobo Food Tasting Public Relations Event presented by T. Constand and Chef Jamie Miller.

VI. **REPORT OF CHAIR OF DRCFA SUB-COMMITTEE ON CAPITAL IMPROVEMENTS & UPGRADES.** Committee Chair, W. Guillebeaux, presented a summary of the pertinent items addressed in the Sub-Committee Meeting Agenda dated November 5, 2012.

Committee Chair, W. Guillebeaux, presented the Sub-Committee recommendations for Board action and/or discussion on the following items:

- A. Resolution Authorizing the Authority to Proceed With Concrete Floor Repairs Near Room M230. Motion for approval of Recommendation by J. Abdoo.

UNANIMOUSLY APPROVED

- B. Review Proposed Memorandum Atwater St. Garage and Plaza Improvements/Funding. Discussion held.

- C. Resolution Authorizing the Authority to Increase the Quantity of Full Depth Ceiling & Column Structural Concrete Repairs and Replacement in the Arena Atwater Street Garage. Motion for approval of Resolution as presented by J. Abdoo.

UNANIMOUSLY APPROVED

- D. Resolution Authorizing the Authority to Issue a Purchase Order to Purchase LED Fixtures for Washington Blvd. Garage Renovation - Lumecom/Relume. Motion for approval of Resolution as presented by J. Abdoo.

UNANIMOUSLY APPROVED

- E. Resolution Authorizing the Authority to Perform Additional Selective Concrete Demolition Work at the Garage Entrance & Perimeter Areas Associated With the Washington Blvd. Parking Garage Restoration. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- F. Resolution Authorizing the Authority to Purchase a 14kw Inverter for Emergency Lighting for Washington Blvd. Garage Renovation With Caniff Electric. Motion for approval of Resolution as presented by J. Abdo.

UNANIMOUSLY APPROVED

- G. Resolution Authorizing the Authority to Proceed With Modifications to the Existing Supply Ductwork to the Main Sound Amplifier Room to Provide Added Cooling Capacity. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- H. Resolution Authorizing the Authority to Proceed With the Installation of Chilled Water Coils for Roof Top and Mechanical Air Handling Units - John E. Green Company & Authority Self-Perform and, to Revise the Authority's Purchase Order with Precision Coil Adjusting the Quantity of Coils Furnished. Motion for approval of Resolution as presented by M. Carroll.

UNANIMOUSLY APPROVED

- I. Resolution Authorizing the Authority to Proceed With the Installation of Balancing & Isolation Valve Assemblies for the Chilled Water Supply System - John E. Green. Motion for approval of Resolution as presented by J. Abdo.

UNANIMOUSLY APPROVED

- J. Resolution Authorizing the Authority to Proceed With the Purchase and Installation of Access Controls and CCTV Monitoring on 8 Freight Elevators. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- K. Resolution Authorizing the Authority to Proceed With the Purchase and Installation of an Initial Phase of Wireless Services System Upgrades. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- L. Resolution Authorizing the Authority to Purchase Miscellaneous Mobile Equipment. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- M. Resolution Authorizing the Authority to Purchase Food Service Carts and Racks From Stafford Smith and Centerplate. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- N. Resolution Authorizing the Authority to Contract With Master Craft Carpet Service, Inc. for Provision and Installation of Carpet Tiles. Motion for approval of Resolution, revised to delete \$200,000 allowance, as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

VII. UNFINISHED BUSINESS. None.

VIII. NEW BUSINESS. None.

IX. PUBLIC COMMENT. None.

X. ADJOURNMENT. A motion for adjournment of the regular meeting at 11.53 a.m. by M. Carroll.

UNANIMOUSLY APPROVED

Respectfully submitted,



Joseph Abdoo, Secretary

Approved: November 29, 2012