

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

December 15, 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 December 15, 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 9:07 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. Connors of SMG, G. Brown, T. Tuskey, 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 November 24, 2010 by J. Okotie-Eboh.

UNANIMOUSLY APPROVED.

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

- * Consolidated Budget Report December 15, 2010.
- * Summary Use of Funds/Capital Improvement Program.
- * Financial Statement September 30, 2010.

Based upon the report of the Financial Consultant/CFO and the Authority having been fully advised in the premises, W. Guillebeaux offered a motion that the Authority resolve to approve the adjusted budget as presented.

UNANIMOUSLY APPROVED.

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

- * Auto Show press event December 14, 2010.
- * Introduction of SMG staff including: Assistant General Manager Claude Molinari, Marketing Communications Manager Mary Klida, Director of Human

Resources and Administration Joseph Ruffolo, and Regional Sales Director, Sherry Chambers.

- * Update on sales trip to New Orleans.
- * Update on Complete Meeting Package Program.
- * Progress of Auto Show preparations.
- * Thanks and appreciation to Cobo Event Staff, ABM, Guardian and the Improvement Projects Team.
- * Update on SMG Customer Connect Program Training.

The General Manager presented a memo regarding the recommendation to award the purchase of Air Filter Elements to Tri-Dim Filter Corporation.

Based upon the Recommendation Brief and the Authority having been fully advised in the premises, J. Abdo offered a motion that the Authority approve the issuance of a Purchase Order to Tri-Dim Filter for \$11,156.40 for the full requirement of Air Filter Elements for delivery of product December 22, 2010.

UNANIMOUSLY APPROVED.

V. **REPORT OF CHAIR OF DRCFA SUB-COMMITTEE ON EXPANSION & CAPITAL IMPROVEMENTS.** Committee Chair, W. Guillebeaux, presented a report on the status of Phase IIa Projects. The Sub-Committee recommended preparation of an animated rendering of a virtual tour of the conceptual design plans for Phase III Projects at Cobo Center.

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 obtain an animated rendering of the Cobo Center Facility Phase III Project Design Plan in a not to exceed amount of \$50,000 to be prepared by January 10, 2011.

UNANIMOUSLY APPROVED.

VI. **REPORT ON CEO/CFO SEARCH.** Director Joseph Abdo advised that the Search Committee has completed interviews of various candidates and has identified a qualified finalist for issuance of an offer of employment as the DRCFA CEO/CFO.

Based upon the recommendation of the Search Committee and the Authority having been fully advised in the premises, J. Abdo offered a motion that the Authority resolve to approve the Resolution to Hire CEO/CFO Candidate As Presented.

UNANIMOUSLY APPROVED.

- VII.** **UNFINISHED BUSINESS.** Chairman L. Alexander advised that he will continue discussions with representatives for the City of Detroit relative to the ongoing bond dispute and Arbitration.
- VIII.** **NEW BUSINESS.** The Board discussed the proposed Winter 2011 DRCFA meeting dates to be held on Thursdays at 9:00 a.m. The proposed dates include: January 6, 2011, January 20, 2011, February 3, 2011, February 17, 2011, March 3, 2011, March 17, 2011 and March 31, 2011. The Board of Directors were asked to coordinate their availability with the Recording Secretary, Maureen Powers. Director Guillebeaux requested that Sub-Committee meetings be scheduled on the same date as regular meetings to begin at 8:00 a.m.
- IX.** **PUBLIC COMMENT.** A representative of ABM offered a "Beat on the Street Report" regarding the SMG staff training. The Board was advised that the positive energy and excitement can be felt by all staff throughout the Facility.
- X.** **ADJOURNMENT.** A motion for adjournment of the regular meeting at 10:31 a.m. by J. Okotie-Eboh.

UNANIMOUSLY APPROVED.

Respectfully submitted,



Joseph Abdo, Secretary

Approved: January 6, 2011

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