

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

October 31, 2013

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 October 31, 2013 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 8:34 a.m.

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

ABSENT: None.

ALSO PRESENT: P. Bero, T. Connors of SMG, T. Tuskey, G. Brown, E. Duff, Esq. 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 3, 2013 by J. Abdo.

UNANIMOUSLY APPROVED

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

- a. Cobo P & L Reports, August and September.
- b. Capital Projects Monthly Draw Reports, August and September.
- c. Cobo Operations Financials, August and September.
- d. Notice that Year End Audit begins November 11, 2013.
- e. Update regarding meeting with PLD regarding discrepancies with Cobo Center billings and service.

IV. **ART SUB-COMMITTEE REPORT.** Art Sub-Committee Meeting Agenda of October 16, 2013 presented by J. Okotie-Eboh.

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

- a. Two new hires:
 - 1) Production Coordinator and Lead Stage Hand
 - 2) Event Manager

- b. Update on Bob McClintock's visit to Cobo, meeting with CEO, Board Chair, and on-site staff to ensure SMG in compliance with their national standards and Contract with DRCFA.
- c. Events Summary.
- d. Discussion of Cobo Center in local and national media outlets.
- e. Update on recent advertising activity and collective efforts with the DMCVB.
- f. Partnership between Cobo Center, Freeman A/V and DMCVB to assist with sales pitches and exhibition services across North America.
- g. Parking Update.

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 October 28, 2013.

- A. Resolution 2013-10-2-31-01 to Approve a Revision to the Phase IIa List B Funding Verification Commitment. Motion for approval of Resolution as presented by J. Abdo.

UNANIMOUSLY APPROVED

- B. Resolution 2013-10-31-02 to Approve the Proposed October 14, 2013 Revisions to the Phase IIIa & IIIb Capital Projects Framework Plan & Funding Allocations Incorporating Previous Board Resolutions. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- C. Review and Discussion of Contract Reconciliation Summaries Phase IIIb - Project CA - 1a & b Cobo Arena and Atrium Renovations.

- D. Resolution 2013-10-31-04 to Execute an Amendment to Construction Contract with DeCal, Inc. Incorporating Revisions to the HVAC & Plumbing Work Scope Specified in Kahn Drawing Issues 50, 51, 52, 53, 54, 55, 56, Field Orders M43 & 021, and Authority Field Directives. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- E. Resolution 2013-10-31-05 to Amend Contraction Contract with Harmon Signs to Incorporate Modifications to the West and South Ballroom Entrance Signage. Motion for approval of Resolution as presented by M. Carroll.

UNANIMOUSLY APPROVED

- F. Resolution 2013-10-31-06 to Amend Construction Contract with Amalio Corporation Incorporating Scope Revisions to the Concrete Work Associated With South Wing Renovations. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- G. Resolution 2013-10-31-07 to Amend Construction Contract with I.COMM Corporation, Inc. to Incorporate the Furnish Only Provision of 50 - JBL Speakers for Installation in the South Wing Meeting Rooms. Motion for approval of Resolution as presented by J. Abdo.

UNANIMOUSLY APPROVED

- H. Resolution 2013-10-31-08 to Approve Proposed Revised Budget for Project C-4 Main Concourse Exterior Facade Improvements. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- I. Resolution 2013-10-31-09 to Proceed with Temporary Partition Installation, Selective Demolition, Mechanical & Electrical & Restoration Work Associated With the Improvements to the North (Washington/Congress) Entrance Improvements & Renovation. Motion for approval of Resolution as presented by J. Abdo.

UNANIMOUSLY APPROVED

- J. Resolution 2013-10-31-10 to Amend Professional Services Agreements With Ruby & Associates, Mannik & Smith, TVS & Robert Darvas Associates Incorporating the Redesign and Engineering for the Mezzanine Slab Demolition, Light Pylon Supports & Renovation of the End of the Garage to Accommodate Civic Center Drive Realign Revisions. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- K. Consider Motion to Accept Committee Recommendation to Establish Approve Wayfinding Signage and Identify Names for Exterior Entrances and Interior Named Spaces as Set Forth in Wayfinding Diagram Revised October 22, 2013. Motion for approval of Motion as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- L. Cobo Square and Washington Boulevard update - Discussion.
- M. Wayne Hall Entrance - Discussion regarding preliminary plans.

VII. **UNFINISHED BUSINESS.** None.

VIII. **NEW BUSINESS.** None.

IX. **PUBLIC COMMENT.** None.

X. **ADJOURNMENT.** A motion for adjournment of the regular meeting at 10:29 a.m. by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

Respectfully submitted,



Joseph Abdo, Secretary

Approved: November 14, 2013

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