

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

November 29, 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 29, 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 8:34 a.m.
- PRESENT:** Director L. Alexander, Director J. Abdo, 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 November 8, 2012 by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

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

- a. September 2012 Financial Reports; review end of fiscal year.
- b. Audit Update
- c. Update on matters discussed with City of Detroit representatives relative to general Cobo operations.
- d. Verizon Lease update

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

- a. Events Overview
- b. Coca Cola Proposal
- c. Operations Report on end of fiscal year, by S. Schuster.
- d. Auto Show Update
- e. Cobo Advisory Committee
- f. Update on new Marketing Tool Kits

Facility General Manager T. Connors presented recommendations for Board action on the following items:

- A. Request to Approve Issuance of RFP for Private Security Guard Services at Cobo Center in Accordance with Leadership Brief presented by SMG Management Team. Motion for approval of Resolution as presented by W. Guillebeaux.

UNANIMOUSLY APPROVED

- V. REPORT OF CHAIR OF DRCFA SUB-COMMITTEE ON CAPITAL IMPROVEMENTS & UPDATES.** Committee Chair, W. Guillebeaux, presented a summary of the pertinent items addressed in the Sub-Committee Meeting Agenda dated November 26, 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 Secure Additional Timberline Software Integration Consulting Services - Aktion Associates. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- B. Resolution to Amend the Authority's Professional Services Agreement with Albert Kahn Associates and SDG Group for the Provision of Additional AE Consulting Services - Amendment 16. Motion for approval of Resolution as presented by J. Abdoo.

UNANIMOUSLY APPROVED

- C. Resolution Authorizing the Authority to Purchase & Install Isolation Control Dampers on the Air Distribution Systems in the Exhibit Halls. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- D. Resolution Approving Proposed Phase III Capital Projects Framework Plans & Funding Allocations. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- E. Resolution Authorizing the Authority to Proceed with the Installation of Temporary Partitions, Fire Suppression, and Lighting & Power Necessary to Isolate and Secure the Atrium Area During the 2013 NAIAS. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

VI. **UNFINISHED BUSINESS.** None.

VII. **NEW BUSINESS.** Discussion of DRCFA Winter 2013 Meeting Schedule:

Regular and Special Meetings of the DRCFA

January 10, 2013 (Thursday) at 8:30 a.m., Room TBA
January 31, 2013 (Thursday) at 8:30 a.m., Room TBA
February 7, 2013 (Thursday) at 8:30 a.m., Room TBA
February 21, 2013 (Thursday) at 8:30 a.m., Room TBA
March 7, 2013 (Thursday) at 8:30 a.m., Room TBA
March 21, 2013 (Thursday) at 8:30 a.m., Room TBA
April 4, 2013 (Thursday) at 8:30 a.m., Room TBA

Sub-Committee on Capital Improvements & Updates

January 7, 2013 (Monday) at 7:30 a.m. in the Boardroom
January 28, 2013 (Monday) at 7:30 a.m. in the Boardroom
February 4, 2013 (Monday) at 7:30 a.m. in the Boardroom
February 18, 2013 (Monday) at 7:30 a.m. in the Boardroom
March 4, 2013 (Monday) at 7:30 a.m. in the Boardroom
March 18, 2013 (Monday) at 7:30 a.m. in the Boardroom
April 1, 2013 (Monday) at 7:30 a.m. in the Boardroom

VIII. **PUBLIC COMMENT.** None.

IX. **ADJOURNMENT.** A motion for adjournment of the regular meeting at 10:31 a.m. by J. Abdo.

UNANIMOUSLY APPROVED

Respectfully submitted,



Joseph Abdo, Secretary

Approved: January 10, 2013