

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

September 13, 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 September 13, 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 8:35 a.m.

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

ABSENT: None.

ALSO PRESENT: 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 August 30, 2012 by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

III. ELECTION OF DRCFA OFFICERS 2012-2013. A motion by J. Abdo for approval of the proposed Slate:

Chairman - L. Alexander

Vice Chairman - J. Okotie-Eboh

Secretary - J. Abdo

Treasurer - M. Carroll

Project Director - W. Guillebeaux

UNANIMOUSLY APPROVED

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

a. July 2012 Financials.

b. Doreen Mayhew on site last week preparing preliminary audit.

c. Proposed budgets for 2013 to be delivered to Directors next week for review/comment in advance of next Board meeting.

- d. Loss of \$11,500 worth of food due to shut down to repair utilities.
- e. General Liability Insurance Update re Alliant 2012 Renewal Proposal as presented by J. Swarbrick.

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

- a. Business Plan for 2013 with Budget Summary and Balanced Score Card Report.
- b. Events Update.
 - Remy Martin, tastings, website lead
 - TEAMS Expo, 10/1/12 - 10/4/12
 - 20/20 video through Channel 7
 - ASE - convergence conference and expo
 - American Federation of Teachers
 - USA Gymnastics
 - Military Vehicle Show
- c. July 2012 Financial Statements by S. Schuster.
- d. Monthly Parking Update.
- e. Recent bids received.
- f. Customer Advisory Board Meeting.
- g. Briefing on pending furniture, fixtures and equipment purchases.

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 Owner's Representative Report and Revised Agenda dated September 12, 2012.

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

- A. Recommendation to Authorize the Authority to Proceed with the Upgrade of Wired Internet Infrastructure for Michigan Hall Project Reference: Phase IIIb-Project C-5 Michigan Hall Renovation. Motion for approval of Recommendation by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- B. Resolution Authorizing the Authority to Contract with Blaze Contracting, Inc. for the Construction of the Atwater Street Turn Around - Pull Off Lanes. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- C. Resolution Authorizing the Authority to Proceed with the Purchase of Chilled Water Coils for Roof Top and Mechanical Air Handling Units - Precision Coils Corporation. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- D. Resolution Authorizing the Authority to Execute an Eleventh Amendment to the Authority's CM Services Agreement with Jenkins Construction. Motion for approval of Resolution as presented by J. Abdo.

UNANIMOUSLY APPROVED

- E. Resolution Authorizing the Authority to Purchase Additional Handling Equipment for Telescopic Seating from Irwin Seating Co. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- F. Resolution Authorizing the Authority to Purchase China, Tableware & Accessory Carts - Volumn Services, Inc. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- G. Resolution Authorizing the Authority to Revise the Scope and Capacity of the Ballroom Rigging System. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- H. Resolution for Board Authorization to Execute a Fifteenth Amendment to the Authority's Professional Services Agreement with Albert Kahn Associates and SDG Group LLC Adjusted for the June 28, 2012 Revised Phase III Capital Improvements Framework Plan. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- I. Resolution Authorizing the Authority to Obtain a Conceptual Study & Design for the Level 124 Plaza Area Above the Atwater Street Garage. Motion to add on this Agenda Item by J. Abdoo. Motion for approval of Resolution 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 10:55 a.m. by J. Abdoo.

UNANIMOUSLY APPROVED

Respectfully submitted,



Joseph Abdoo, Secretary

Approved: September 27, 2012