

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

September 5, 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 September 5, 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 8:31 a.m.
- PRESENT:** Director J. Abdoo, Director L. Alexander, Director M. Carroll, Director W. Guillebeaux, and Director J. Okotie-Eboh
- ABSENT:** None.
- ALSO PRESENT:** P. Bero, T. Connors of SMG, 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 August 8, 2013 by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- III.** **REPORT OF CHAIR OF DRCFA SUB-COMMITTEE ON CAPITAL IMPROVEMENTS & UPGRADES.** Committee Chair, W. Guillebeaux, presented the Sub-Committee recommendations for Board action and/or discussion on the following items:

- A. Resolution 2013-09-05-1 to Amend Construction Contracts with Turner-Brooks, Inc., Trend Millwork, Madias Brothers & CEI Michigan Incorporating Revisions to the Stainless Steel Details & Installation of Wood Door Frames in the Ballroom & Atrium. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- B. Resolution 2013-09-05-04 to Amend Construction Contract with Motor City Electric Incorporating Revisions to the Scope of Power Distribution & Lighting Associated with the Revised Location of the Served Fascia & Additional Ping Monitors. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- C. Resolution 2013-09-05-06 to Amend Construction Contract with Johnson Controls, Inc. Incorporating the Installation of Two Temperature/Humidity Sensors. Motion for approval of Resolution as presented by M. Carroll.

UNANIMOUSLY APPROVED

- D. Resolution 2013-08-08-37 to Amend Construction Contract with Motor City Electric Co. to Incorporate Drawing Revisions 53, 55 & FO-6 and FO-28. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- E. Resolution 2013-09-05-08 to Amend Construction Contract with Madias Brothers, Inc. Incorporating Revisions & Added Painting Above the Ballroom Sound Panels and Drywall Replacement of Wood Millwork Associated With Value Engineered Cost Reductions. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- F. Resolution 2013-09-05-09 to Amend Construction Contract with Ideal Contracting, LLC Incorporating the Installation of Support Steel for the Rod Hangers for the Soffit in the Food Court. Motion for approval of Resolution as presented by J. Abdoo.

UNANIMOUSLY APPROVED

- G. Resolution 2013-09-05-12 Approving the Proposed Consolidated Budgets and Funding Allocations for Phase IIIb Projects C-2 & C-6. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- H. Resolution 2013-09-05-16 to Amend Professional Services Agreement With Robert Darvas Associates Incorporating Additional Structural Design and Engineering Services for the Washington Blvd. Main Concourse South, North and Larned Entrances. Motion for approval of Resolution as presented by M. Carroll.

UNANIMOUSLY APPROVED

- I. Resolution 2013-09-05-18 to Amend Professional Services Agreements with SDG Associates & Robert Darvas Associates Incorporating Additional Design and Engineering Associated With the Project C-12 Renovation of the Atwater Street Garage. Motion for approval of Resolution as presented by J. Abdoo.

UNANIMOUSLY APPROVED

- J. Resolution 2013-09-05-19 Authorizing the Re-Engineering for the Alternate Realignment of Civic Center Drive into a Turnaround (Cul-de-sac) and to Amend the Authority's Professional Services Agreement with Mannik & Smith Group Incorporating Additional Engineering Services to Modify the MDOT TEDF #3 Grant Construction Documents. Motion for approval of Resolution as presented by M. Carroll.

UNANIMOUSLY APPROVED

- K. Resolution 2013-09-05-20 to Execute a Construction Contract With Motor City Electric Utilities, Inc. for the Relocation of Existing PLD Light Poles & Vaults. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

- L. Resolution 2013-09-05-22 Acknowledging the Execution of the Funding Agreement with the City of Detroit Downtown Development Authority Related to the Authority's Participation in the MDOT TEDF and TE Grant Program for Street Improvements Around Cobo. Motion for approval of Resolution as presented by J. Abdoo.

UNANIMOUSLY APPROVED

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

1. July 2013 Financial Statements
2. Doeren Mayhew Audit reports regarding Parking & SMG contracts.

Motion for approval and acceptance of Doeren Mayhew Audit Reports as presented by W. Guillebeaux.

UNANIMOUSLY APPROVED

3. OCIP Update
4. IRS Audit of 2010 Bonds - investigation terminated without incident
5. State of Michigan Treasury approval of DRCFA's request to defease the 2003 Bonds per notification sent to the Treasury on August 9, 2013.
6. Recommendation for modification of SMG Incentive Formula.

Resolution Approving Modification of SMG Incentive Fee Formula. Motion for approval of Resolution as presented by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

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

1. Introduction of Event Manager, Kendra Cook
2. Discussion of Cobo Grand Opening of Phase II Transformation event on September 7, 2013
3. July Financials presented by J. Schuster
4. Request to Approve Attendee Survey Proposal. Motion for Approval of Survey and Budget Allotment as presented in Leadership Brief by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

5. Request for Authorization to issue RFP for New Internet Service Provider at Cobo Center. Motion for Approval to Issue RFP for New Internet Service Provider as presented in Leadership Brief by W. Guillebeaux.

UNANIMOUSLY APPROVED

6. Detroit Kennel Club event status
7. Update on Sales Process to date

VI. **COBO BALANCED SCORECARD REPORT QUARTER 3.** DRCFA Balanced Scorecard FY 2013 Quarter 3 presented by B. Davenport

VII. **ART SUB-COMMITTEE MEETING HELD AUGUST 21, 2013.** Discussion of Agenda items presented by J. Okotie-Eboh.

VIII. **UNFINISHED BUSINESS.** None.

IX. **NEW BUSINESS.** None.

X. **PUBLIC COMMENT.** None.

XI. **ADJOURNMENT.** A motion for adjournment of the regular meeting at 10:48 a.m. by J. Okotie-Eboh.

UNANIMOUSLY APPROVED

Respectfully submitted,



Joseph Abdoo, Secretary

Approved: September 12, 2013