

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

**October 21, 2010**

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A Public Hearing and Regular Meeting of the Board of Directors of the Detroit Regional Convention Facility Authority (the "Authority"), was held at 9:00 a.m. on October 21, 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 9:04 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. McNulty, B. McClintock 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 September 29, 2010 by J. Okotie-Eboh.

**UNANIMOUSLY APPROVED**

**III.** **APPROVAL OF CONSENT AGENDA.**

1. Statement of Policies and Procedures related to DRCFA Capital Budget and its Checking Account; the General Fund Account and the Investment Account.
2. Capital Projects Payment Process.
3. Capital Projects Estimate for Payment Form.
4. 4<sup>th</sup> Quarter FY/2010 Check Register.

A motion to approve items 1 through 4 from the Consent Agenda by J. Okotie-Eboh.

**UNANIMOUSLY APPROVED.**

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

- \* Status of weekly meetings with Management Team to establish operating modalities.
- \* Recent events and exhibitions at the Cobo Facility.
- \* Beginning preparations for 2011 North American International Auto Show.
- \* Upgrades to Metasys System.
- \* Initiation of audit process.

- \* Status of dispute with City of Detroit regarding Cobo Bond Issue.
- \* Recommendation to engage lobbying firm relative to modification of finance structure set forth in the Regional Convention Facility Authority Act.
- \* Preparation of an annual financial and operations report for distribution to each funding jurisdiction.

**V. REPORT OF CHAIR OF DRCFA SUB-COMMITTEE ON EXPANSION & CAPITAL IMPROVEMENTS.** Sub-Committee Chair, W. Guillebeaux, discussed the Sub-Committee's recommendation to authorize the negotiation and execution of a professional services agreement with Barton Malow/Walbridge/White, LLC for the provision of Phase IIb Construction Management Services.

**VI. REPORT OF OWNER'S REPRESENTATIVE.** Interim Owner's Representative, Gary Brown, presented his report to the Board including the following:

- \* Status report regarding expansion & capital improvement efforts to date.
- \* Notice of a strategic planning meeting held by Albert Kahn Associates/SDG Design Group on October 25, 2010.

The Interim Owner offered the following item for consideration and approval:

- A. Resolution Authorizing the Selection and Award of a Construction Management Services Agreement to Barton Malow/Walbridge/White Construction for the Provision of Construction Management Services for Phase IIb Projects.

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 approve the Resolution Authorizing the Selection and Award of a Construction Management Services Agreement to Barton Malow/Walbridge/White Construction for the Provision of Construction Management Services for Phase IIb Projects as presented.

**UNANIMOUSLY APPROVED.**

**VII. REPORT OF FACILITY GENERAL MANAGER.** Facility General Manager, Bob McClintock of SMG, presented his first report to the Board including the following:

- \* Update on transition status which began October 1, 2010.
- \* The designated General Manager, Mr. Thom Connors, will officially start on November 1, 2010, although he has been involved with Capital Team Meetings to date.
- \* Recognition of great work by current professional staff.
- \* Currently working on plans for Human Resources and staffing to present to the Board for approval.
- \* I.T. assessments of front and back of house operations during the first two weeks of November.
- \* Status of transitions for accounting and payroll systems.

- \* Analysis of Authority budget in comparison to like-size buildings.
- \* Intent to identify opportunities for additional revenue.
- \* Development of a comprehensive sales plan.
- \* Media relations.
- \* Planning and preparations for the 2011 North American International Auto Show including deployment of an SMG support and experienced SMG support team on site.

**VIII. REPORT ON STATUS OF EXECUTIVE POSITION SEARCH.** Interim Chief Human Resource Officer, Joseph E. Ruffolo, advised the Board that the search for a full-time Executive Director has been initiated. Interviews will likely begin the week of November 8, 2010. The Board's interviewing committee will consist of Directors M. Carroll, J. Okotie-Eboh, and J. Abdo.

**IX. UNFINISHED BUSINESS.** None.

**X. NEW BUSINESS.** None.

**XI. PUBLIC COMMENT.** None.

**XII. ADJOURNMENT.** A motion for adjournment of the regular meeting at 10:20 a.m. by J. Okotie-Eboh.

**UNANIMOUSLY APPROVED.**

Respectfully submitted,



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Joseph Abdo, Secretary

**Approved: November 4, 2010**