

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

October 21, 2010

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. 4th 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,



Joseph Abdo, Secretary

Approved: November 4, 2010

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