

**Hamilton County
Convention Facilities Authority (CFA)
Meeting Minutes**

To: CFA Board Members
From: Jeff Aluotto, CFA Secretary
Subject: Meeting # 39: March 18, 2016

CFA Members Present: Dan Meyer, Gwen McFarlin, Jim Downton, Paul Brehm, Lee Czerwonka, Lawrence Hawkins, Cliff Bishop, and Danny Hill

CFA Members Excused: Shawn Butler

CFA/Project Staff Present: Karen Alder, Jeff Aluotto, Jeff Weckbach, and Roger Friedman

1. Call to Order

Chair Dan Meyer called the meeting of the Hamilton County Convention Facilities Authority to order at approximately 12:30 P.M. Chair Meyer indicated that there was a quorum.

2. Review and Approval of December 18, 2015 meeting minutes

Chair Meyer requested a motion to approve the minutes of the December 18, 2015 meeting. The motion was moved and seconded. There was no discussion on the minutes.

Chair Meyer conducted voice vote. The motion to approve December 18, 2015 meeting minutes was approved unanimously.

3. Election of Officers

a. Chairperson

Chair Meyer made a motion to elect Gwen McFarlin to be Chairperson of the Convention Facilities Authority. The motion was seconded. Chair Meyer discussed Gwen McFarlin's previous assistance as Vice-Chairperson of the CFA and how she would be a good fit for Chairperson of the CFA.

Chair Meyer conducted a voice vote. The motion to elect Gwen McFarlin as Chairperson of the Convention Facilities Authority was approved unanimously.

b. Vice-Chairperson

Chair Meyer made a motion to elect Paul Brehm to be Vice-Chairperson of the

Convention Facilities Authority. The motion was seconded. Chair Meyer discussed Paul Brehm's previous assistance to the CFA board and recommended he be elected to Vice-Chairperson.

Mr. Meyer conducted a voice vote. The motion to elect Paul Brehm as Vice-Chairperson of the Convention Facilities Authority was approved unanimously.

c. Treasurer

Chair Meyer made a motion to elect Jim Downton to be Treasurer of the Convention Facilities Authority. The motion was seconded. Chair Meyer discussed Jim Downton's previous assistance to the CFA and recommended he be elected to Treasurer.

Chair Meyer conducted a voice vote. The motion to elect Jim Downton as Treasurer of the Convention Facilities Authority was approved unanimously.

Chair Meyer then turned control of the meeting over to Gwen McFarlin to serve as Chair to the CFA.

4. Resolutions

a. Appointment of Secretary, Assistant Secretary and Assistant Treasurer

Chair McFarlin reminded the group that these were annual resolutions that were passed by the CFA. A motion was made to approve the resolutions to appoint Jeff Aluotto to Secretary, Shelia Hill-Christian to Assistant Secretary, and Karen Alder to Assistant Treasurer. The motion was seconded. Roger Friedman conducted a roll call vote. The motion to appoint Jeff Aluotto to Secretary, Shelia Hill-Christian to Assistant Secretary, and Karen Alder to Assistant Treasurer was approved unanimously.

b. Appropriating Service Payments and Authorizing the Expenditure of Such Funds

Chair McFarlin reminded the group that this is an annual resolution that was passed by the CFA, dating back to 2002. This is the annual appropriation which must occur to pay for the annual audit and other expenses. A motion was made to approve the resolution appropriating service payments and authorizing the expenditure of such funds. The motion was seconded. Roger Friedman conducted a roll call vote. The motion to approve the resolution appropriating service payments and authorizing the expenditure of such funds was approved unanimously.

c. Appropriating Taxes and Authorizing the Expenditure of Such Funds

Chair McFarlin reminded the group that this is an annual resolution that was passed by the CFA. This is the annual appropriation which must occur so that the Trustee can disburse the lodging taxes as they are collected. A motion was made to approve the resolution appropriating taxes and authorizing the expenditure of such funds. The motion was seconded. Roger Friedman conducted a roll call vote. The motion to

approve the resolution appropriating taxes and authorizing the expenditure of such funds was approved unanimously.

d. Resolution Appropriating Additional 2015 Taxes and Authorizing the Expenditure of Such Funds

Jeff Aluotto indicated that the amount of funds appropriated in 2015 for disbursement by the Trustee was in fact less than the actual amount of tax revenue collected. In order to disburse these revenues to the Trustee, a supplemental resolution was necessary. A motion was made to approve the resolution appropriating addition 2015 taxes and authorizing the expenditure of such funds. The motion was seconded. Roger Friedman conducted a roll call vote. The motion to approve the resolution appropriating taxes and authorizing the expenditure of such funds was approved unanimously.

Jeff Aluotto also introduced to the group a letter which instructed the Trustee on how to distribute the 2015 lodging tax collections. A motion was made and seconded to send the letter to the Trustee. Roger Friedman conducted a roll call vote. The motion to send the letter to the Trustee was approved unanimously.

5. Review Fourth Quarter Financial Report

Karen Alder discussed the Hotel Tax Status Report concentrating on the 2015 information for the full year. The City collected \$3.2 million. The County collected almost \$8.2 million. Looking at 2015 collection, we had a large increase in collections. Next she discussed the CFA Expense Status Report in 2015; we had expenditures of \$53,820.

Karen discussed the reconciliation of the distribution accounts for 2015. There was a balance of \$2,429,474. Finally, Karen discussed the Residual Cash Flow sheet, the various contributions from the City of Cincinnati and Hamilton County, and their respective obligations. It was noted that the contributions to the mural project would last for four years. Jeff Aluotto also explained the County capital grant application program which could be used for projects that enhance the convention and visitor infrastructure of the County.

6. Update on Duke Energy Improvements – Ric Booth

Ric Booth provided an update on the various financing plans for key Duke Energy Center improvements and distributed a capital list. These projects include, but are not limited to, an Artworks project on the second level, WIFI upgrade, and escalators at Fifth and Elm. Upgrades to the restrooms are set to start in August and be completed in November. The challenge for the Duke Energy Center is how to fit projects in during events that are held at the Center. They are also engaged in several audits (plumbing, electrical, ect.) which should provide more insight into future capital needs for the building. Some of the components of the future plans for the building could address several of the outstanding issues that may be found in the audits. Dan Meyer requested that a subcommittee be formed to look at future planning and facility needs. Chair McFarlin and Jim Downton offered to serve on this

committee. This group would meet quarterly with Ric Booth to review capital.

Jim Downton was also asked to provide an update on the status of the Sharonville Convention Center. There are several projects that they have in the pipeline for parking and a study to look at expansion of the exhibit hall.

7. Other Business

An update on the mural project was also provided by Karen Alder. The deadline for the mural project had been delayed due to some unforeseen difficulties. However, this was an overall benefit to the project as it would allow for better bidding. The relocation design is structured so that future moves of the murals would be easier to facilitate. Dan Meyer clarified for the group that this is a City of Cincinnati contract and not a CFA contract.

Dan Lincoln provided an update on the Convention and Visitors Bureau and their future planning study. Phase one of the study is complete. Phase two is nearly complete and is focusing on the potential expansion of the Duke Energy Center. In total, the project could cost \$185 million. However, any proposed expansion will be contingent on the direction of the Headquarter Hotel and identification of funding that will not rely on the City or County General Fund or new taxes.

8. Next Meeting

The next scheduled CFA meeting will convene on September 23, 2016 at 12 pm.

9. Adjournment

Meeting adjourned at 1:40 P.M.