



AGENDA

Board of Directors Meeting

Wednesday, August 7, 2019 – 3:00 p.m.

**Buffalo Niagara Convention Center
Room 106B**

Call to Order

- Review and Approval of Minutes – Roberts (action)

Agenda

- Finance Report – Marzo (action)
- Second Quarter Report - Murphy
- General Manager's Report – Murphy
 - Convention Center Study Update
- Other Business - Roberts
- Adjournment – Roberts (action)

**Next Meeting: Wednesday, November 6, 2019 - 3:00 p.m.
Buffalo Niagara Convention Center**

**Buffalo Niagara Convention Center
Board of Directors Meeting
May 1, 2019**

Present: C. Abbott-Letro, J. Dandes, D. Gallagher, L. Haynes, P. Kaler, R. Kramer, M. Murphy, M. Roberts, J. Sandoro, D. Spasiano, H. Taran, T. Vazquez, L. Zemsky

Absent: T. Hersey, T. Long, B. Niland, J. O'Connell, E. Rath, G. Wells

Staff: M. Even, E. Healy, C. Kincaide, D. Marzo, P. Murphy, J. Smith

Guest: C. Karpik

CALL TO ORDER: Board Chair, Mary Roberts, called the meeting to order at 3:44 p.m.

APPROVAL OF MINUTES: A motion was made by Mr. Taran and seconded by Mr. Murphy to approve the February minutes as presented. Motion carried.

AUDIT REPORT: Mr. Marzo reported the audit field work was performed by Lumsden & McCormick in February. The audit documents were reviewed in detail and approved by the Finance Committee at the end of March.

He introduced Cathleen Karpik to review the statements. Ms. Karpik reported the financial statements present fairly, in all material respects, the financial position as of December 31, 2018 in accordance with generally accepted accounting principles. An unmodified, clean opinion was issued. They are independent with regard to the Convention Center, there were no audit difficulties or disagreements with management, and accounting policies were applied consistently. The Convention Center is related to Visit Buffalo Niagara through common governance; there were no shared administrative services in 2018 and 2017.

Ms. Karpik reviewed the Statements of Activities and Balance Sheets. The Center ended the year with a change in net assets of \$181,649. Net assets without donor restrictions at the end of the year were at \$1,295,073.

A motion was made by Ms. Gallagher and seconded by Mr. Kramer to approve the audited financial statements as presented. Motion carried.

FINANCE REPORT: Mr. Marzo reviewed the financial statements for the three-month period ending March 31, 2019. The balance sheet is very strong with \$3.1 million in total assets, \$1.9 million in total liabilities and \$1.27 million in net assets at the end of the first quarter.

On the statement of activities, the Center realized a decrease in net assets of \$21,226, falling below budget for the first quarter by approximately \$162,000. Much of that variance can be attributed to the capital purchases that were planned for 2018. Due to timing, some of the purchases were not completed until the first quarter of this year at approximately \$105,000.

Overall, revenues fell short of budgeted amounts by approximately \$90,000, which was mainly a result of lower than expected food and beverage activity. Significantly more concession events were held, which are lower revenue-producing events, with higher labor costs.

Mr. Marzo reported the variance in payroll is due to lower business levels, vacation accruals and an unfilled position. The increase in professional fees is due to increased legal fees in connection with employee-related matters. Occupancy costs are running below budget because of lower business volumes, better utility rates and lower security needs.

A motion was made by Mr. Sandoro and seconded by Ms. Haynes to approve the financial statements as presented. Motion carried.

Q1 REPORT: Mr. Murphy reviewed the first quarter report and noted the slight negative variance in food and beverage, electrical service, attendance and number of events. The decrease in revenue is partly due to an event moving from January to June. Electrical revenues were down slightly due to decreased attendance at the Bar Exam in February.

Major events hosted in Q1 include the Auto Show, the Home Show Buffalo Motorama, Buffalo Soupfest and National Association of College Fairs. Major events booked include Delaware North's F&B Summit, the Roswell Park Gala and IRMMW 2020 International Conference.

CONVENTION CENTER STUDY: Mr. Murphy reported they are still working on the RFP for the next phase of the convention center study, which will include an environmental impact study of the two locations, an assessment of the existing facility, financing, etc.

GENERAL MANAGER'S REPORT: Mr. Murphy reported they are wrapping up the Snow Symposium Conference, which is a great piece of business for the Center. We have a contract with them for two more years. They are very loyal to Buffalo and are interested in the event continuing here, but they are limited by the amount of space in the building.


Mr. Murphy reported that there was an accident during the Auto Show outside of the building involving one of the Allpro Parking valet drivers. At this point, the Convention Center is not named in the lawsuit. We have provided surveillance video to the attorneys. We will keep the Board updated as things progress in this regard.

The Center submitted its 2020 capital budget requests to the County, which includes updates to the ballroom and lobby, and lighting. Projects this summer will include completion of the restroom renovations (all will be completed by the end of July), installing curtains on the exhibit floor, and a new lighting system installed on the exhibit floor.

ADJOURNMENT: A motion was made by Mr. Murphy and seconded by Ms. Haynes to adjourn the meeting. Motion carried. Meeting adjourned at 4:15 p.m.

Minutes prepared by J. Smith

Approved: _____


Mary F. Roberts, Chair /jas