



## **AGENDA**

### **Board of Directors Meeting**

**Wednesday, May 6, 2020 – 3:00 p.m.**

**Zoom Meeting**

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- Call to Order - Roberts

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#### **Agenda**

- Finance Report – Marzo
  - First Quarter and General Manager's Report - Murphy
  - Other Business - Roberts
  - Adjournment – Roberts
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**Next Meeting:** Wednesday, September 9, 2020 – 3:00 p.m.  
Buffalo Niagara Convention Center

**Buffalo Niagara Convention Center  
Annual Members Meeting  
February 5, 2020**

**Present:** L. Haynes, T. Hersey, P. Kaler, R. Kramer, T. Long, M. Murphy, J. O'Connell,  
M. Roberts, J. Sandoro, D. Spasiano, T. Vazquez, L. Zemsky

**Absent:** C. Abbott-Letro, J. Dandes, D. Gallagher, E. Rath, H. Taran, G. Wells

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

**CALL TO ORDER:** The chair, Mary Roberts, called the annual members meeting to order at 3:48 p.m.

**ELECTION OF DIRECTORS:** Ms. Roberts reviewed the 2020 slate of directors for approval by the members:

**3 representatives of the hotel industry:**

John O'Connell  
Thomas Long  
Huseyin Taran

**5 at-large directors:**

Michael Murphy  
Mary F. Roberts  
Donald Spasiano  
Gail Wells  
Leslie Zemsky

A motion was made by Mr. Kramer and seconded by Ms. Vazquez to approve the slate as presented.  
Motion carried.

**ADJOURNMENT:** A motion was made by Ms. Haynes and seconded by Mr. Hersey to adjourn the members meeting. Motion carried.

Meeting adjourned at 3:50 p.m.

Minutes prepared by J. Smith

Approved: \_\_\_\_\_

*Mary F. Roberts*  
Mary F. Roberts, Chair *1/20*

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**Absent:** C. Abbott-Letro, J. Dandes, D. Gallagher, E. Rath, H. Taran, G. Wells

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

**CALL TO ORDER:** The chair, Mary Roberts, called the annual members meeting to order at 3:51 p.m.

**APPROVAL OF MINUTES:** A motion was made by Mr. Hersey and seconded by Mr. Spasiano to approve the November minutes as presented. Motion carried.

**ELECTION OF OFFICERS:** Ms. Roberts reported the Executive Committee has put forward the following slate of officers for the Board's consideration:

Chair - Mary F. Roberts  
Vice Chair/Chair Elect - Cindy Abbott-Letro  
Treasurer - Huseyin Taran  
Secretary – Michael Murphy  
Past Chair - Jonathan A. Dandes

A motion was made by Mr. O'Connell and seconded by Ms. Vazquez to approve the slate of officers as presented by the Executive Committee. Motion carried.

**FINANCE REPORT:** Mr. Marzo reviewed the December 31, 2019 financial statements. He stated the balance sheet is in a solid position. On the statement of activities, the Center realized a decrease in net assets of \$138,000, which is in line with expectations. We had planned for a deficit of \$150,000 due to capital equipment purchases that were expected to be made in 2018 but weren't completed until 2019. As reported at the last meeting, revenues for the year were shaping up to be significantly under budget. However, due to a better than expected fourth quarter from new business and better performing events, revenues were down \$200,000 rather than \$300,000. The improved revenue number, coupled with a reduction in expenses, from reduced business levels and other cost-saving measures will allow us to cover the increase in insurance costs for 2020 without drawing from the fund balance.

Mr. Murphy updated the Board on the increased insurance costs. He reported they were notified in late October that their insurance carrier (The Philadelphia) was canceling their policy due to their loss history and class of business. The broker (Lawley Insurance) was asked to look into and get proposals from other carriers, but the proposals that came in had larger increases than The Philadelphia eventually proposed. After negotiating by Lawley, The Philadelphia agreed to renew the policy, with a significant

increase and a deductible. We've been advised that across the industry, large venues of public assembly are facing huge increases in their insurance. To mitigate additional future increases, Lawley has given the Center access to their safety and risk consultants. They are working directly with the staff on safety policies and procedures, accident prevention, etc. For 2020, we are moving forward with the current carrier and working with Lawley to address insurance for 2021.

A motion was made by Mr. Long and seconded by Mr. Spasiano to approve the financial statements as presented. Motion carried.

Q4/GENERAL MANAGER'S REPORT: Mr. Murphy reviewed the fourth quarter report and noted the positive variance in all the revenue numbers. Year to date, compared to 2018, overall revenues were down 18%. He noted that the F&B profit margin is down 27%; and stated measures have been put in place to get back to 30% profit margin in 2020.

Major events hosted in Q4 include UB Dental, EMS Vital Signs Conference and National Association for Campus Activities. Major bookings in Q4 include Stampede Global Vendor Summit, NNL Fluor Marine Propulsion Leadership Retreat, and a multiple year contract for the NYS Bar Exam (2021-2025).

Also in the fourth quarter, we attended a new show - the Nursing Organization Alliance trade show and rolled out our medical meetings promotion.

Mr. Murphy reported he met with DPW about getting some additional work done in the building – updates to the lobby flooring and walls. We should hear in the next 30-45 days about getting this work done this year.

Mr. Murphy reported on two staff changes at the Center. He reported the full-time Food and Beverage Director position was eliminated and replaced with a Banquet Manager position, which they are currently searching for. One of the Convention Services Managers is taking a position with Oishei Children's Hospital as their Director of Special Events – she will stay at the Center through March 1<sup>st</sup>. The position has been posted on-line and in excess of 150 resumes have been received. Seven interviews are scheduled for next week and they hope to have the position filled quickly.

Mr. Hersey stated an update on the study for the new convention center will be announced next week.

ADJOURNMENT: A motion was made by Ms. Vazquez and seconded by Mr. Sandoro to adjourn the meeting. Meeting adjourned at 4:16 p.m.

Minutes prepared by J. Smith

Approved: Mary F. Roberts  
Mary F. Roberts, Chair *lyis*