

Buffalo Niagara Convention Center

Annual Members Meeting
Wednesday, February 3, 2021
Zoom Video Conference

PRESENT: C. Abbott-Letro, M. Alnutt, T. Beauford, S. Bieler, J. Dandes, N. Fletchall, T. Hersey,
P. Kaler, T. Long, M. Murphy, M. Roberts, D. Spasiano, H. Taran, G. Wells, L. Zemsky

ABSENT: L. Haynes

STAFF: M. Burke, M. Even, E. Healy, C. Kincaide, D. Marzo, J. Smith

GUEST: J. Fink

Due to the pandemic, the meeting was held by Zoom Video Conference.

CALL TO ORDER: The annual members meeting was called to order by Board Chair, Mary Roberts at 4:00 p.m.

ELECTION OF DIRECTORS: Ms. Roberts presented the slate of directors proposed by the Executive Committee and asked for a motion to elect the slate for 2021:

Representatives of the Hotel Industry:

Matt Chiazza
Thomas Long
Huseyin Taran

At-Large Directors

Kimberley A. Minkel
Michael G. Murphy
Mary F. Roberts
Donald Spasiano
Gail V. Wells

A motion was made by Mr. Bieler and seconded by Ms. Wells to elect the slate presented for 2021. Motion carried.

ADJOURNMENT: A motion was made by Mr. Hersey and seconded by Ms. Zemsky to adjourn the annual members meeting. Motion carried and meeting adjourned at 4:05 p.m.

Minutes prepared by J. Smith.

Approved: /s/ Mary F. Roberts
Mary F. Roberts, Chair

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CALL TO ORDER: Board Chair, Mary Roberts, called the annual directors meeting to order at 4:06 p.m.

APPROVAL OF MINUTES: A motion was made by Ms. Roberts and seconded by Mr. Bieler to approve the November 4th minutes as presented. Motion carried.

ELECTION OF OFFICERS: Ms. Roberts presented the slate of officers proposed by the Executive Committee and asked for a motion to elect the slate for 2021:

Chair – Mary F. Roberts

Vice Chair – Cindy Abbott-Letro

Treasurer – Huseyin Taran

Secretary – Michael G. Murphy

Immediate Past Chair – Jonathan A. Dandes

A motion was made by Ms. Wells and seconded by Mr. Beauford to approve the slate of officers as presented. Motion carried.

2021 BUSINESS PLAN: Mr. Kaler reviewed the Business Plan highlights. At this point, the Convention Center remains closed, and it is uncertain when it will be able to reopen. We are working with a very reduced staff of eight. The sales staff continues to work on rebooking cancelled and postponed business and maintaining relationships with clients. Convention and Event Services staff continue to prioritize the overall attention to health and safety of attendees and reinforcing that we are following best practices for social distancing, cleanliness and establishing a virtual on-line toolkit for these types of activities.

On the administrative side, it is our plan to develop a new website, maintain the GBAC certification, and complete a three-year Strategic Plan.

Mr. Kaler updated the Board on the General Manager position. In the interim, Mike Even, will step into the interim role when we open the facility, through the summer and into the fall. We will probably do a search in the fall to fill the position by end of the year or beginning of 2022. We have already had some inquiries about the position, but don't feel it's necessary to bring someone on at this point.

A motion was made by Mr. Spasiano and seconded by Mr. Murphy to approve the 2021 Business Plan as presented. Motion carried.

FINANCE REPORT: Mr. Marzo reviewed the financial statements ending December 31, 2020. The Center finished with approximately \$1.5 million in total assets, most of which is cash. As a result of the building closure and loss of most earned revenue, receivables and payables that are generated during the normal course of business did not materialize and the effect of that is shown on the balance sheet and liability side.

For most of the year, the Center was carrying a \$650,000 PPP loan and based on the analysis performed, it was determined the Center had met all the requirements for the loan to be forgiven. As such, the proceeds from the loan are going to be recognized as grant revenue and that will be on the statement of activities. Conversely, the loan balance was relieved at the end of the year.

On the statement of activities, the Center ended the year with an increase in net assets of approximately \$190,000, resulting predominantly from the recognition of the PPP loan as well as receipt of the full County grant. Due to the closing of the Center in March and the loss of nearly all earned revenue, both the total revenues and expenses are significantly reduced from what was budgeted. Much like VBN, in March the Center cut or reduced its expenses, where feasibly possible, leaving just some small payroll and building occupancy costs and contractual equipment costs. Upon receiving the PPP loan, the Center was able to bring back some employees for a short period of time through the beginning of September, allowing us to maximize the forgiveness portion of the loan.

A motion was made by Ms. Roberts and seconded by Mr. Bieler to approve the year-end financial statements as presented. Motion carried.

2021 BUDGET: Mr. Marzo reported the 2021 budget was presented to the Finance Committee last week and approved. Overall, for 2021, we are expecting another difficult year at the Center and with the reopening still unknown, budgeting was more difficult than in previous years. We budgeted for a break-even year with revenues and expenses totaling \$2.6 million. Comparing it to 2020 budget or 2019 actuals, the \$2.6 million budget is greatly reduced from where we would be in a normal year. On the revenue side, earned revenues, which consists of food and beverage, rentals, and ancillary services to clients generated from events in the building, are expected to be down significantly. The budget was constructed with the assumption that the building will not be holding any events until the beginning of the third quarter, at the earliest. As such, we were extremely conservative in budgeting for the third and fourth quarters, we budgeted only about 50% of the originally contracted amounts that were on the books at that point in time. That translates into about \$725,000 in earned revenue in 2021.

Based on the approval of the 2021 Erie County budget, the County grant will be \$1.9 million, which will be badly needed for the Center to stay open, in the likely event that business doesn't return even as was budgeted.

