



AGENDA

Annual Members Meeting

November 6, 2015 – 8:00 a.m.

**Buffalo Niagara Convention Center
Room 106B**

Call to Order

- Convene Annual Members Meeting – D. Murphy

Agenda

- Report of Executive Committee
 - Election of Directors – D. Murphy (action)
 - Adjourn Members Meeting – D. Murphy (action)
-

AGENDA

Annual Directors Meeting

**November 6, 2015 – 8:00 a.m.
(Following Members Meeting)**

**Buffalo Niagara Convention Center
Boardroom**

Call to Order

- Approval of Minutes – D. Murphy (action)

Agenda

- Report of Executive Committee
 - Election of Officers – D. Murphy (action)
 - 2016 Business Plan – P. Murphy (action)
 - 2016 Budget – D. Marzo (action)
 - Q3 Report – P. Murphy
 - Adjourn Directors Meeting – D. Murphy (action)
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Buffalo Niagara Convention Center Management Corp.
Board of Directors Meeting
July 31, 2015
Buffalo Niagara Convention Center

PRESENT: S. Boyd, J. Dandes, D. Hartmayer, L. Haynes, P. Kaler, K. Mitchell, D. Murphy, M. Patel, G. Praetzel, M. Roberts, J. Sandoro, P. Snyder, M. Whyte

ABSENT: C. Abbott-Letro, D. Boswell, D. Gallagher-Cohen, R. Kramer, E. Rath, T. Vazquez, L. Zemsky

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

GUESTS: B. Young

The meeting was called to order at 8:10 a.m.

APPROVAL OF MINUTES: A motion was made by Mr. Dandes and seconded by Ms. Haynes to approve the May minutes as presented. Motion carried.

FINANCE REPORT: Mr. Marzo reviewed the financial statements for the six month period ended June 30, 2015 and noted that the Center realized an increase in net assets of \$81,326. He reported the balance sheet is in a good solid position; receivables are current and there are no significant collection issues. The second installment of the County grant was received in July. Through June, revenues are ahead of budget by about \$147,000.

On the expense side, the Center is ahead of budget by about \$142,000, mainly due to the use of 2013 holdover funds to purchase small capital and equipment, as well as additional activity in the building. Personnel expenses are down due to the open compliance officer position. Professional fees are up due to the legal costs related to the ABO issues and employee-related matters.

Mr. Marzo reported we are in the process of preparing a preliminary 2016 budget for submission to the County next week. We are budgeting for a 1 ½ % increase, per the County's instructions. Mr. Snyder stated that we should make a statement to the County of what we really need in terms of funding for capital improvements. He stated we should reject the 1.5% increase and put whatever we think is the appropriate amount in the budget. After discussion, the Chair asked the Finance Committee to review this recommendation.

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

DIRECTOR'S REPORT: Paul Murphy reported they are still searching to fill two key positions – the Food and Beverage Manager and Sous Chef.

This week the Center hosted the NYS Bar Exam with more than 3,000 people in attendance. Contracts are in place for this group through 2017.

He reported that all three union contracts have been finalized. Management negotiated less than a 3% increase in wages for three years.

Q2 REPORT: Paul Murphy reviewed the second quarter report as follows:

- Revenues for the quarter were up 28.8%, and year to date up 16.3%. The majority of this is from a large increase in food and beverage sales.
- Top Events Hosted include New York State United Teachers, the Buffalo Niagara Marathon, ECMC Gala, M&T Bank Officers Meeting and the National Conference for Catechetical Leadership
- Major Bookings include National Association for Campus Activities for three years, and UB Dental for two years.

ADJOURNMENT: A motion was made by Mr. Hartmayer and seconded by Mr. Patel to adjourn the meeting. Motion carried. Meeting adjourned at 8:45 a.m.

Minutes prepared by J. Smith.

Approved *Dennis P. Murphy*
Dennis P. Murphy, Chair */jas*