



Board of Directors Meeting
Wednesday, April 30, 2025
Buffalo Convention Center

PRESENT: C. Abbott Letro, T. Alford, A. Chase, M. Chiazza, M. Glasgow, P. Kaler, B. Karmazyn, K. Minkel, S. Patch, S. Ranalli, M. Roberts, M. Urbanczyk

ABSENT: M. Alnutt, T. Beauford, B. Gould, M. Brown, D. Castle, D. Gallagher, T. Long, W. Paladino, D. Schutte

STAFF: J. Bialek, J. Calkins, K. Fashana, J. Flood, L. Mueller, D. Marzo, H. Nowakowski

CALL TO ORDER: Chair, Cindy Abbott-Letro, convened the meeting of the Buffalo Convention Center Board of Directors at 4:36 p.m.

APPROVAL OF MINUTES: A motion was made by Ms. Roberts and seconded by Ms. Minkel to approve the February minutes. Motion carried.

FINANCE REPORT

Ms. Flood presented the Buffalo Convention Center's first quarter financial report. She reported that Q1 performance showed positive sales growth, despite a slight overall decline in activity. Sales revenue exceeded the budget by \$60,000, including a \$25,000 increase in bar revenue alone. Expenses remained close to budgeted amounts.

She noted that, although the facility nearly used its line of credit early in the year, that was ultimately avoided. In 2024, the Center successfully eliminated its line of credit and incurred no interest expenses. While a temporary draw was needed in Q1 to cover outstanding payables, including utilities and liquor purchases, it was repaid immediately upon receipt of grant funding. Ms. Flood emphasized that the Center plans to prevent future reliance on the line of credit by building up reserves.

She also gave a brief update on the audit. Fieldwork started in March, but minor delays caused by documentation issues from the previous controller led to some setbacks. Those problems have now been resolved, and auditors are back on-site. Ms. Flood expects the audit to be completed by August 13. There were no further questions.

Q1/GENERAL MANAGER'S REPORT: Mr. Calkins praised Ms. Flood for her dedication and hard work managing the Convention Center's finances. He noted strong lead generation so far this year, with effective communication between the sales team and destination partners. Although bookings are still in progress, several are expected to close in Q2 or Q3.

He observed the loss of Ingram Micro's annual kickoff event, a \$250,000 revenue impact, which was expected and factored into the budget. The sales team effectively offset much of this gap by rescheduling other events into Q1, including Vision Financial Group, Motorama, which returned for its final year, and a re-timed Insurance Day event. Increased revenue from the Cystic Fibrosis Ball and the Buffalo Home Show also contributed to closing the shortfall.

Discussions with Ingram Micro have resumed, and the team is hopeful that at least part of the event might return next year. Several new events have been confirmed, including the National Alliance of Direct Support Professionals and the International Society of Information Fusion (2027), which previously hosted events in international locations like Venice, Rio de Janeiro, and Norway.

Q2 features major events such as the Snow Symposium, which wrapped up during the meeting and was highly praised by its organizers; Jurassic Quest, which attracted over 8,000 attendees on Easter weekend; and ECMC Spring Fest, which begins set-up right after the Snow Symposium. Upcoming events include the African American Travel Conference and the return of Nickel City Con.

Mr. Calkins acknowledged the efforts of Convention Center staff, who have been working extended hours to support this busy period. He expressed optimism for a strong second quarter.

ADJOURNMENT: With no further business, Ms. Minkel moved to adjourn the meeting, and Ms. Patch seconded. The motion carried, and the meeting was adjourned at 4:46 p.m.

Minutes prepared by J. Bialek

Approved: /s/ Cindy Abbott-Letro
Cindy Abbott-Letro, Chair