



Buffalo Niagara Convention Center
Annual Members Meeting
Wednesday, February 8, 2023
Buffalo Niagara Convention Center

PRESENT: C. Abbott-Letro, M. Alnutt, T. Beauford, M. Brown, D. Castle, M. Chiazza, P. Kaler,
T. Long, K. Minkel, M. Roberts, D. Spasiano, H. Taran, G. Wells

ABSENT: J. Dandes, D. Gallagher, M. Glasgow, W. Paladino

STAFF: E. Healy, D. Marzo, R. Toney, J. Smith

GUEST: J. Fink

CALL TO ORDER: The annual members meeting was called to order by Board Chair, Mary Roberts at 3:47 p.m. Ms. Roberts welcomed Ms. Brown to the Board, who is serving as an appointment of the County Executive.

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 2023:

Representatives of the Hotel Industry:

Matt Chiazza
Thomas Long
Huseyin Taran

At-Large Directors

Kimberley A. Minkel
Steven P. Ranalli
Donald Spasiano
Gail V. Wells

A motion was made by Mr. Alnutt and seconded by Mr. Beauford to elect the slate of directors as presented for 2023. Motion carried.

ADJOURNMENT: A motion was made by Ms. Roberts and seconded by Mr. Taran to adjourn the annual members meeting. Motion carried and meeting adjourned at 3:49 p.m.

Minutes prepared by J. Smith

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



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STAFF: E. Healy, D. Marzo, R. Toney, J. Smith

GUEST: J. Fink

CALL TO ORDER: Board Chair, Mary Roberts called the annual directors meeting to order at 3:50 p.m.

APPROVAL OF MINUTES: A motion was made by Ms. Roberts and seconded by Mr. Taran to approve the November 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 2023:

Chair – Cindy Abbott-Letro
Vice Chair – Kimberley A. Minkel
Treasurer – Huseyin Taran
Secretary – Thomas Beauford, Jr.
Immediate Past Chair – Mary F. Roberts

A motion was made by Mr. Alnutt and seconded by Mr. Spasiano to elect the 2023 slate of officers as presented. Motion carried.

FINANCE REPORT: Mr. Marzo reviewed the financial statements for the year ending December 31, 2022. On the balance sheet, at the end of 2022, the Center had \$1.5 million in total assets, comprised of cash and receivables. The receivables are current and we don't anticipate any collection issues. The increase in accounts payable over prior years is a combination of an increase in the number of events and timing of payments received.

On the Statement of Activities, the Center realized a decrease in net assets of \$271,000. For the year, overall revenues exceeded budget by \$209,000. Earned revenues fell short of budget by about \$250,000 due to event cancellations and postponements, however, that was offset by the receipt of \$345,000 in ETC credits and recovery of a previously written-off bad debt of about \$105,000.

Mr. Marzo reported that personnel expenses were over budget due to the addition of a new sales position that was not part of the original 2022 budget, more temporary help was used in the year and additional engineering labor was required as part of the building renovations. Professional fees are up

due to expanding the use of the CRM and sales software. Communication expenses are over budget by \$50,000, which is related to creation of the new website. Higher than expected security costs resulting from groups requiring metal detectors and enhanced security accounts for the increase in occupancy expenses. Equipment, rental and maintenance is over budget resulting from unexpected maintenance and repairs to the sound system, freight elevator, plumbing and infrastructure repairs. Capital equipment purchase is over budget due to the purchase of new tables for the NYS Bar Exam and various F&B heating tables.

Mr. Marzo reported that the Center's audit is scheduled to begin next week.

A motion was made by Ms. Abbott-Letro and seconded by Mr. Taran to approve the financial statements as presented. Motion carried.

Q4 REPORT: Mr. Calkins reviewed the report for the fourth quarter and reported the Center has 96 events booked for 2023 and, looking ahead to 2024, there are 72 events booked as of the end of 2022.

Mr. Calkins reported the building façade project is on hold due to the weather. They are expecting to restart the project in April. They require consistent 40-degree temperatures for the application of the glue to the building. He also reported that the hallways and meeting rooms have been painted and the ballroom is next on the schedule to be painted.

Mr. Calkins reported the County has approved an allocation of \$330,000 for the purchase of security equipment for the entries into the Center. They will be meeting with DPW to determine the appropriate equipment to purchase based on the level of funding. The County is also planning for technology upgrades at the building in 2024 to upgrade the AV and wireless in meeting rooms.

We are adding a Visitor Center kiosk at the front desk/entrance of the building to provide information and brochures to visitors.

OTHER BUSINESS/ADJOURNMENT: There being no further business, a motion was made by Ms. Roberts and seconded by Mr. Chiazza to adjourn the meeting. Motion carried. Meeting adjourned at 4:10 p.m.

Minutes prepared by J. Smith

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