



AGENDA

Board of Directors Meeting

July 31, 2015 – 8:00 a.m.

**Buffalo Niagara Convention Center
Room 106B**

Call to Order

- Review and Approval of Minutes – D. Murphy (action)

Agenda

- Finance Report – Marzo (action)
 - Director's Report – P. Murphy
 - BNCC Second Quarter Report – P. Murphy
 - Adjournment – D. Murphy (action)
-

Buffalo Niagara Convention Center Management Corp.
Board of Directors Meeting
May 1, 2015
WNED Board Room

PRESENT: C. Abbott-Letro, J. Dandes, D. Gallagher-Cohen, D. Hartmayer, L. Haynes,
P. Kaler, R. Kramer, K. Mitchell, D. Murphy, G. Praetzel, M. Roberts, J. Sandoro,
M. Whyte, L. Zemsky

ABSENT: D. Boswell, S. Boyd, M. Patel, P. Snyder, T. Vazquez

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

GUESTS: S. Dayton, C. Linsey, R. Thompson

The meeting was called to order at 8:20 a.m.

AUDIT REPORT: Ms. Dayton reported that the audited financial statements were presented to the Finance Committee and the Committee approved them.

She gave an overview of the statements and reported that the Center received a clean opinion. Because the Center is an authority, they are required to perform the audit under government audit standards, and a clean report was issued under those standards.

Ms. Dayton noted that they are independent with regard to the Center, there were no audit difficulties with management, and accounting policies were consistently applied. The auditors also performed limited fraud procedures and no unusual items were noted.

They are also required to make us aware of material weaknesses or significant deficiencies. There were no items that were deemed to be a material weakness or significant deficiency. Other Comments and Observations related to segregation of duties and it was noted that internal controls have been put in place to address this. The Center is in the process of complying with the requirements of the ABO including an investment policy.

Ms. Linsey reviewed the financial statements and noted the following:

- The balance of the technology grant was spent in 2014 and recognized as the expense was incurred.
- In-house catering increased by \$340,000 due to additional events and a price increase.
- The increase in the payroll expense was due to the new banquet manager position, more overtime due to the increase in events and staff increases.

FINANCE REPORT: Mr. Marzo reviewed the financial statements for the period ending March 31, 2015 and reported the Center realized a decrease in net assets of \$52,001. The balance sheet continues to remain strong. At the end of March, the Center had ample cash due to the activity in the first quarter. The first payment from the County was received in April. Expenses are over budget by \$126,000 mainly due to the use of the 2013 holdover funds for small capital and equipment purchases.

Mr. Marzo reported payroll is running under budget due to lower payroll costs as a result of ongoing contract negotiations with the three unions. As a result, the budgeted increase has not yet taken effect, as we await ratification of the three tentative agreements.

The variance in Professional Fees is partly timing related and will come more in line as we go through the remainder of the year. This line includes legal fees related to the ABO and some employee matters. Mr. Marzo reported that projections for the remainder of the year show that we will be able to end the year at break even.

A motion was made by Mr. Sandoro and seconded by Dr. Praetzel to accept and approve the year-end audited financial statements and the March 31, 2015 financial statement report as presented. Motion carried.

FIRST QUARTER/DIRECTOR'S REPORT: Mr. Murphy reported that the Center is in the midst of hosting New York State United Teachers, 2,200 delegates and noted the conference is going very well.

He reported that the Center is close to wrapping up contract negotiations with the three unions. One has been ratified and we have two tentative agreements, which are scheduled for ratification votes.

Mr. Murphy reviewed the first quarter numbers and noted the highest increase is in the food and beverage area, however, the food and beverage profit margin is down slightly.

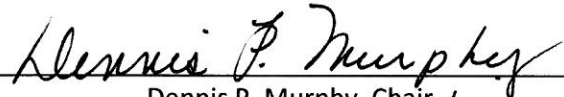
Major Events hosted in the first quarter include the Ingram Micro President's Dinner, Auto Show and Home Show. Major Bookings include the Delaware North Food and Beverage Summit and the multi-year Break the Floor Productions Dance Events.

ABO UPDATE: Mr. Murphy reported he has received notification that the City and County are in talks at this time regarding the ABO transition. The Center continues to be non-compliant in certain areas.

ADJOURNMENT: A motion was made by Mr. Hartmayer and seconded by Ms. Mitchell to adjourn the meeting. Motion carried. Meeting adjourned at 8:40 a.m.

Minutes prepared by J. Smith

Approved: _____


Dennis P. Murphy, Chair

1/2015