

**THE RHODE ISLAND CONVENTION CENTER AUTHORITY**  
**437th MEETING OF THE**  
**BOARD OF COMMISSIONERS**  
**November 30, 2018**

---

A meeting of the Board of Commissioners of the Rhode Island Convention Center Authority (hereinafter referred to as "Authority", the "CCA" or the "Board") was held on November 30, 2018 pursuant to notice, at the Rhode Island Convention Center, One Sabin Street, Providence, Rhode Island.

Board members present were Bernard Buonanno, Catherine Parente, Stan Israel, Peri Ann Aptaker, Jeff Hirsh, Paul MacDonald, Dale Venturini, George Nee and Tony Mendez.

Tony Mendez and Patrick Butler were unable to attend.

Also present were James P. McCarvill, Executive Director, Rhode Island Convention Center Authority; Larry Lepore, Beth Johnson, Amanda Wilmouth and Kristin Murphy, Chris Spolidoro, and Cheryl Cohen, the Convention Center and DDC; Martha Sheridan and Tom Riel, PWCVB; Dan Schwartz and Michael Gravison, the VETS; Alan Chille, PPAC/PFM; Michael Crawley, Consultant CFO, Citrin Cooperman; Burnell Goldman, Omni Hotel; Robert Bromley, Senate Fiscal Office; Chantale Sarrasin, House Fiscal Staff; Bernie Lane, OMB State; Bruce Leach, Legal Counsel and Eileen Smith, Recording Secretary.

**Mr. Buonanno** called the meeting to order at 9:08 AM. **Mr. Buonanno** asked for a motion to approve the minutes of the October Board Meeting. Upon a motion duly made by **Mr. Israel** and seconded by **Ms. Parente** it was unanimously

**VOTED:** to approve the minutes of the October meeting.

**Mr. Buonanno** recognized Ms. Sheridan and asked her to present the PWCVB monthly report. Ms. Sheridan distributed the report and commented that for the month of October occupancy was down from the same period in 2017. Ms. Sheridan said that although occupancy was down the rate only declined 1.1% from October of 2017. Ms. Sheridan reported that the CVB has some very impressive and strong tentatives for 2020 and 2021. Ms. Sheridan noted that UNFI is looking to move from Foxwoods in 2019 and 2020. She said that the sales team has been working for several year trying to get this RI Company to bring their business to the Convention Center.

Ms. Sheridan stated that this would be her last report to the Authority. She reported that she had accepted the position of President of the Boston Convention & Visitors Bureau. Ms. Sheridan said that she would miss everyone but she could not pass up this opportunity. The Commissioners congratulated Ms. Sheridan and expressed their gratitude for her hard work.

Many accolades were voiced and best wishes were passed on. Sheridan stated that she will be hard pressed to develop the same rap ore with the facilities in Boston.

**Ms. Venturini** announced that there would not be a Marketing Committee meeting in December.

Mr. McCarvill presented the Consolidated Financial Statements. Mr. McCarvill reported that for the month ending October the consolidated statements indicate a net income variance to budget of \$178,984 and \$141,968 to the prior year. Year to date consolidated net income was \$802,881 to budget and \$(739,847) to last year. Mr. McCarvill said that we are looking for opportunities to increase revenue and reduce expenses for the second half of the fiscal year. Our focus to increase revenue is in parking. Mr. McCarvill discussed the rolling forecast and stated that he expects that to improve due mostly to improvements at the Dunk and the VETS. Mr. McCarvill stated that the Authority has no income and although we have received some unexpected miscellaneous income we do not think that will continue.

**Mr. Buonanno** asked Mr. Lepore to address the Committee. Mr. Lepore presented the financial statements for the Convention Center and the Dunkin' Donuts Center. Mr. Lepore stated that events the Convention Center finished the month better than budget. He said that net income for the month of October was \$125,902 to budget and \$142,119 to the prior year. Year to date net income was \$340,962 to budget and \$(900,301) to last year. Mr. Lepore said that direct event net income was over budget by \$36,000 primarily attributed to most events doing better than budget. Mr. Lepore stated that indirect expenses were higher than budget because of window cleaning that was budgeted earlier in the year but could not be done while work was being done on the exterior steel. Mr. Lepore also noted that an accounting manager has been hired and will be on board in mid November.

Mr. Lepore reported that net income for the Dunk was \$98,848 to budget for the month of October and \$143,004 to budget. Year to date net income was \$439,370 to budget and \$393,223 to the prior year. Mr. Lepore stated that things look to be improving at the Dunk and better monitoring of event labor costs will impact event revenue in the future.

Mr. Lepore stated that Nexgen is installing new equipment, (boilers, furnaces, chillers, water tower). He said that we should see significant energy savings by replacing these inefficient pieces of equipment. Mr. Lepore stated that the gauges on the air handlers have been giving us an inaccurate humidity reading. He said that they the air handlers have now been cleaned out of debris from years of buildup.

Discussion ensued regarding the new space. Mr. Lepore commented that the renovations were done mostly by in-house staff or RI companies. Mr. Lepore described the unique floor that has a 25 year guarantee. Mr. Lepore stated that with the upgrades the space can be used for more revenue generating events.

**Mr. MacDonald** left at 9:45

Mr. Schwartz reported that October was not as good as budgeted. He said that the events were not done at a loss but attendance and revenue were not as expected. Mr. Schwartz reported that

for the month of October net income was for the VETS was \$(23,360) to budget and \$4,085 to the prior year. Mr. Schwartz stated that year to date the VETS net income was \$22,875 to budget and \$(135,967) to the previous year.

Mr. Schwartz reported that the State had asked that some minor repairs be made to the facility. He said that Apollo roofing repaired some small leaks in the roof and we were asked to replace a filter that was installed by Delta Mechanical. Mr. Schwartz noted that software was purchased to switch to an online scheduling program. Mr. Schwartz said that he is working on an RFP for metal detectors for security purposes.

Mr. McCarvill reported that he is still working with SMG on changes to the contract. He said that the main sticking points are benchmarks but we will get there.

Mr. McCarvill stated that the garage project got off to a slow start. He said that some of the delay was caused by National Grid and some was due to there being more debris in the ground than originally expected. Mr. McCarvill noted that we have had twice as much rain than usual and there is lots of mud.

**Mr. Buonanno** asked Mr. Crawley to update the Board on the finance department at the facility. Mr. Crawley stated that the internal review of the financials went very well. Mr. Crawley stated that all journal entries were reviewed and signed as well as all reconciliations. Mr. Crawley said that the financial statements have been re-formatted. He said that he hopes that the new format provides the information in a manner that the Board can easily use to make decisions. Mr. Crawley noted that Judy and Dan worked very hard and embraced the changes to their financial statements.

**Mr. Nee** moved that pursuant to Rhode Island General Laws Section 42-46-5(a) (2) that the Board convene in Executive Session in connection with discussion of potential litigation as to contract matters at 10:00 AM. Upon a motion duly made by **Mr. Nee** and seconded by **Mr. Hooper** and by a roll call vote it was

**VOTED:** to convene in executive closed session pursuant to Section 42-46-5(a)(2) of the Rhode Island General laws to discuss potential litigation.

**Vote:**

John Hooper, yes  
Peri Ann Aptaker, yes  
Stan Israel, yes  
Dale Venturini, yes  
Bernie Buonanno, yes  
Tony Mendez, not in attendance  
George Nee, yes  
Paul MacDonald, not in attendance  
Ms. Venturini, yes  
Jeff Hirsh, yes  
Catherine Parente, yes

Open session resumed at 10:40 AM. **Mr. Buonanno** announced that no votes were taken in Executive Session. Upon a motion duly made by **Mr. Israel** and seconded by **Ms. Parente** it was unanimously

**VOTED:** to seal the minutes of Executive Session

**Mr. Buonanno** asked if there was any new business. Hearing none **Mr. Buonanno** asked for a motion to adjourn. Upon a motion duly made by **Mr. Israel** and seconded by **Mr. Hooper** it was unanimously

**VOTED:** to adjourn at 10:45 AM