

CAPITAL IMPROVEMENT BOARD OF MANAGERS
OF MARION COUNTY, INDIANA
Minutes of Meeting
Friday, June 8, 2018-8:30am
Indiana Convention Center Boardroom

A Meeting of the Capital Improvement Board of Managers of Marion County, Indiana ("Board") was held on June 8, 2018 in the Indiana Convention Center's Boardroom.

Board Members present included Melina Kennedy, David E. Corbitt, Mary Ann Fagan, Jim Dora Jr., Michael C. Terrell, Brenda Myers, Ray Biederman and Maggie A. Lewis, as well as Ex-Officio, Leonard Hoops. Board member David Ruhmkorff, was absent. Others in attendance included Barney Levengood, Executive Director, Mary Solada, General Counsel, Bingham Greenebaum Doll LLP, Eric Neuburger, Stadium Director, Daren Kingi, Visit Indy ("VI"), Chris Gahl, VI, David Sease, SGA, and members of the media. (A copy of the list of those who signed in upon arrival is also attached hereto.)

Mr. Levengood informed the Board that Ms. Kennedy was running late and he would be acting on her behalf until she arrived. He then called the meeting to order.

Mr. Levengood introduced the **Approval of Minutes** for the Friday, May 13, 2018 meeting. Upon a motion by Mr. Dora and seconded by Mr. Biederman, the Minutes were unanimously approved as presented.

Mr. Kuehr presented the **Financial Update** to the Board as per the supporting documentation, which is attached and made a part of these minutes. Mr. Kuehr reviewed the financial statements for the month and year to date with the Board members explaining variances from budget and answering questions as necessary. Mr. Levengood asked if there were any additional questions for Mr. Kuehr regarding the Financial Update and there were none at this time.

Mr. Levengood introduced Leonard Hoops who presented the **Visit Indy Update** with the Market Share Performance report and Room-Night Production documents and Convention Sales Booking Pace graphs attached to and made a part of these Minutes. Mr. Hoops informed the Board that Visit Indy has had several strong months but July will be a much slower paced month as he had previously informed the Board. He pointed out in Marion County the revenues were up 8.8% mainly due to increased rates. He also noted the YTD future bookings of 398,000 at the end of May marks 119% of its goal. Mr. Hoops explained the last two weeks have been extremely busy for Visit Indy, beginning with the Fan Fest for the Indy 500 and ending with the global Meeting Planning International ("MPI") show. For the Indianapolis 500 Visit Indy hosted 30 clients and guests in the Visit Indy suite. He explained these guests included current customers, prospective clients and members of the media. Once the race festivities were completed his staff transitioned directly into the MPI show. Mr. Hoops informed the Board there was a strong positive response to the recent Meeting Planning International World Education Conference ("MPI") show. He remarked they were very lucky to have good weather

throughout the event and gave the Board members a summarization of the events and activities organized for the group of meeting planners. He noted there were 2,200 registered attendees at the show and representatives from 35 countries. Mr. Hoops credited current CIB President Melina Kennedy as well as past presidents Earl Goode and Ann Lathrop with planning the funding for this event years in advance as they understood the strong economic impact it would have on the City for years to come. He commended Susie Townsend, Senior Vice President of Visitor Experience at Visit Indy for the incredible job she has done as the head of everything for the event, adding she has been working on this for the past few years. Mr. Hoops also thanked Dr. Amanda Cecil who took a sabbatical from her position as a Professor of Tourism at IUPUI to co-chair the event with Ms. Townsend as well as Katie Riggs from MPI Indiana for their extraordinary efforts planning and coordinating the event. Mr. Hoops assured the Board his team was prepared with a follow-up plan to track the sales leads and other favorable results due to the success of this conference and would be reporting those findings to the Board at a future CIB meeting. Mr. Levengood thanked him for his report and asked if there were any further questions for Mr. Hoops from the Board and there were none at this time.

Ms. Kennedy then introduced Ms. Hennessey to present the **ICCLOS Sales Report**, which is attached to and made a part of these Minutes. Ms. Hennessey informed the Board May was a low-key month with 59% occupancy in the Convention Center explaining this included several high school graduations as well as the IUPUI Commencement and the One American 500 Festival Mini Marathon Packet pick-up. She highlighted a few upcoming events in June including Indy Pop Con with an estimated attendance of 40,000 and Beachbody Coach Summit 2018 with 25,000 estimated attendees coming from all over the world. Ms. Hennessey informed the Board during MPI she hosted Convention Center Consortiums, a group of Sales leaders throughout the country she is a member of and took them on a tour of the building. Everyone in the group was very impressed with the Convention Center and Stadium noting how clean and organized the building was, and were particularly impressed with the overall condition of the storage space and loading docks. Ms. Hennessey thanked the housekeeping and set-up departments adding she was extremely proud of her staff and the building. During the event at White River State Lawn, Ms. Hennessey was able to include the group in a VIP Meet and Greet with the band Straight No Chaser, which was organized by members of Live Nation management, and treated them to a behind the scenes tour of the Lawn which included the history of how it was built. She commented that everyone had an amazing time and the experience left them with a favorable impression of the Facility and of the City of Indianapolis. Mr. Levengood made a point to commend Centerplate Catering for the phenomenal job it did with the catering for all the events, noting it also has a separate contract for food service with the NCAA, The Indianapolis Zoo and the White River State Park. Ms. Kennedy asked if there were any questions for Ms. Hennessey regarding her report and there were none at this time.

Mr. Levengood presented the **Review & Accept 2017 Comprehensive Annual Financial Report (CAFR)** agenda item, which is attached to and made a part of these Minutes. Mr. Levengood expressed his appreciation to Ms. Kennedy and Ms. Fagan for taking time from their schedules to attend the Pre-Audit and Audit Exit meetings. Mr.

Levengood explained to the Board that every year the State Board of Accounts (“SBOA”) audits the Capital Improvement Board and the 2017 CARF was completed with “No Audit Adjustments”. He praised Mr. Kuehr and the Accounting staff, in particular CIB Controller Tracy Ross and Accounting Manager, Elizabeth Curley on doing an outstanding job delivering this “clean” audit. Ms. Kennedy added the SBOA Auditors made a special point to inform her how helpful and proactive the CIB staff had been throughout the Audit process complimenting them on all their time and effort gathering information and providing documentation. Ms. Kennedy asked the Board if there were any questions pertaining to the CAFR and there were none. Mr. Levengood asked the Board to accept these findings in the Audit as presented. Upon a motion by Ms. Fagan and a second by Mr. Dora the **Review & Accept 2017 Comprehensive Annual Financial Report (CAFR)** was unanimously accepted as presented.

Mr. Levengood next presented the **ICCLOS Parking Maintenance Project** agenda item which is attached to and made a part of these Minutes. He explained this project involves the crack seal, seal coat, and re-painting of the four (4) Indiana Convention Center & Lucas Oil Stadium parking lots. This project was estimated to cost \$100,000 so consistent with Indiana’s Public Procurement Laws, the CIB solicited quotations from three (3) contractors for base quote. The low quote was submitted by Sipes Asphalt Solutions in the amount of \$86,457. Staff and counsel have determined that their quote is both responsive and responsible and recommend the contract be awarded to Sipes Asphalt Solutions in the amount of \$86,457. There were no questions from the Board. Upon a motion by Ms. Fagan, and a second by Ms. Lewis, a contract with Sipes Asphalt Solutions for the **ICCLOS Parking Maintenance Project** was approved as presented.

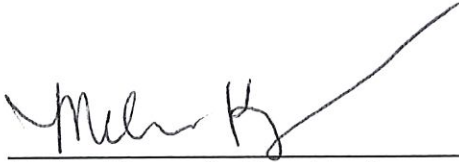
Mr. Levengood then presented the **Communications Agreement Renewal** to the Board which is attached to and made a part of these Minutes. He explained this is a renewal agreement with AT&T Communications for a point-to-point T1 communications line between Lucas Oil Stadium and the Turner warehouse and provides connectivity for four (4) Closed Circuit TV cameras in the warehouse. It is a three year term QPA Agreement with the cost for the term of the agreement being \$5,760. Upon a motion by Mr. Dora and a second by Mr. Biederman, the renewal agreement with AT&T Communications was unanimously approved as presented.

Mr. Levengood next presented the **Disposal of Obsolete Equipment** which is attached to and made a part of these Minutes. Mr. Levengood noted the list of equipment has been reviewed by Staff and found to have no book value. Pursuant to a motion by Ms. Fagan and seconded by Ms. Lewis the **Disposal of Obsolete Equipment** was unanimously approved by the Board.

The next topic on the agenda was the **Claims**. Mr. Levengood presented these to the Board as per the supporting documentation, which is attached to and made a part of these Minutes. Ms. Fagan recused herself from line item 47 on voucher 5304G regarding Bingham Greenebaum Doll LLP. Ms. Kennedy recused herself from line item 32 on voucher 5377C regarding Indianapolis Power and Light. There were no questions from the Board and upon a motion by Mr. Biederman and seconded by Ms. Lewis, Claims

5304G, and 5377C were unanimously approved by the Board taking into account the aforementioned recusals.

There being no **Other Business** to address and no **Public Comment**, the meeting was adjourned.



Melina Kennedy, President
THE CAPITAL IMPROVEMENT BOARD
OF MANAGERS
OF MARION COUNTY, INDIANA



Michael "Mick" C. Terrell, Secretary
THE CAPITAL IMPROVEMENT BOARD
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