



**Durham Convention Center Authority meeting**  
Thursday, October 27, 2011  
Durham Convention Center Meeting Rooms I and II  
8:30 AM

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The meeting was called to order at 8:30AM with the following representatives present: *Authority*: Bill Kalkhof, Rosemarie Kitchin, Dawn Paffenroth, and Billy Ruffin. *Owners*: Sharon DeShazo, Jina Propst, Joel Reitzer, and Karmisha Wallace, *Management Company* (Global Spectrum): Andrea Gliatta and Jennifer Noble. Approval for September 29 meeting minutes is deferred until December 1, 2011. Due to the Thanksgiving holiday, the scheduled November DCCA meeting will move to Thursday, December 1. The December meeting will be moved to early January, and the January meeting will be held Thursday, January 26, 2012.

**Action Items:**

- Grand-Re-Opening/Ribbon-Cutting Ceremony scheduled for Thursday, November 17 has been renamed Renovation Celebration.

**Durham City and County Administration:**

- Ms Wallace inquired about recycling for the Renovation Celebration event.
  - Recycling receptacles will be provided.
  - Global Spectrum is working with the Marriott on recycling details.
- The Phase II project remains below the amended budget. If funds are available, external signage along Morgan Street will be addressed. Ms. Paffenroth suggested adding perpendicular directional signs that lead the public to the meeting rooms.
- Security provisions are needed for the facility. There are no final plans for security installation. Mr. Reitzer wishes to discourage after hours foot traffic within the pre-function corridor. Pipe and rope will provide a temporary solution for DCC security until funds are available.
- Repairs have been made to the Convention Center Plaza concrete.
- The water fountain in the Convention Center Plaza is currently non-operational. General Services Facilities and Landscaping Divisions will re-paint and place plants on the fountain in preparation for the Renovation Celebration. Repairs are needed on the piping system in the fountain and will be addressed after the celebration.
- The Owners need a contract (cleaning, maintenance, and HVAC) with both Shaner and Global Spectrum. The Owners will work cooperatively with both on meter readings.
- The outer lobby area is defined in the air lease agreement as shared space with the Convention Center and the hotel. Currently the hotel has 24-hour operation. The Owners add security as needed during events. Shaner has been maintaining lobby restrooms with Global Spectrum supporting those efforts during Convention Center events. There is no formal cleaning agreement.

- The Owners and Shaner have not finalized an agreement regarding office use for Shaner. The DCC space is defined in the agreement. Staff awaits a response from Shaner regarding the agreement.
- Shaner representatives present at the meeting noted Shaner is using four hotel guest rooms as office space and losing revenue for those rooms. Hotel occupancy is currently 90%. Mr. Reitzer and Mr. Brezinski have discussed usage of the former S and H Transportation office for Shaner's purposes.
- The Renovation Celebration has been changed to an inclusive event with the Carolina Theatre and the Durham Arts Council. A parade with numerous Arts groups will begin the event. The City Manager, the Mayor, and Commissioner Page will speak prior to remarks from the volunteer board chairs of each facility. The ribbon-cutting will follow the speeches.
  - Invitations have been designed and distributed.
  - We anticipate concluding the program by 5:20PM. A reception will follow in the Convention Center junior ballrooms.
  - Ms. Kitchin suggested klieg lights in the Convention Center Plaza as a means of alerting the public of a spectacular event if funds are available.
  - Ms. Noble will provide name tags for invited guests.
  - Door prizes include room nights at the Marriott and DCC chef dinners.
  - The Celebration has received in-kind donations for food and flowers and approximately \$2,000 in monetary donations. All will be noted as sponsors in the printed program for the Celebration.
  - Mr. Byker will contact the Greater Durham Chamber of Commerce for donations. Mr. Kalkhof has agreed to ask for donations from Downtown Durham, Inc.
  - The City of Durham Public Affairs department will assist with press release and speech preparations. It will also film the event for the City of Durham website.
  - Complimentary parking in the Centre deck has been arranged.

### **Phase II Renovation Update:**

- Construction is on schedule and approximately 98% complete.
  - Roofing work is complete. Manufacturer walkthrough for the roof was completed on October 13.
  - Junior Ballrooms are 99% complete.
    - Wall sconces scheduled for installation early November.
    - Light levels in Junior Ballrooms have been increased and flickering issues have been resolved.
      - Issues with circuitry to be resolved.
  - The project requested an upgrade for meeting rooms lighting in addition to dimmable overhead lighting.
  - Global Spectrum's offices are 99% complete. New doors and hardware installation will be complete by November 10. Telephones are operational; however, there are challenges with wireless.
    - Anticipate installation of new office doors by October 31.
  - Pre-Function Corridor is 99% complete. Installation for wall covering is scheduled for November 10.

- Mechanical equipment for the new exhaust system generator is scheduled for installation on November 10.
- Check-metering has been partially installed. It's not fully operational. November 1 is the estimated date for completion. Monitoring will determine usage for each entity. DCC and Shaner will pay their own expenses.
- HVAC work is 98% complete.
  - Change of control valves at the cooling tower to be installed on November 21.
  - Replacement of pneumatic valves will be complete on November 21.
  - Mechanical punch list complete.
  - Controls Programming complete, review of test and balance report complete.
  - Electrical punch list is not yet scheduled, awaiting installation of fixtures and final Lutron programming.
- Kitchen construction is complete and operational.
- Budget Update:
  - \$6,961,000 – total budget as amended from \$6.5m. Phases I and II total \$10m.
  - \$6,783,899.21 – total committed cost.
  - \$177,100.79 – available contingency.

### **Global Spectrum Report:**

- 21 events during September with 28 event days. October has 22 events with 28 event days and an estimated attendance of 8,491 guests. November has 16 events with 24 event days scheduled with an estimated 7,160 guests. Attendance for November is primarily due to the Arts Walk Market event.
  - Notable October events:
    - American Martial Arts. – 800 guests; Room Revenue - \$6,088.26.
    - Hair in Motion – 2000 guests; Room Revenue - \$9,565.
    - North Carolina Central University- 1800 guests; Room Revenue - \$11,000.
    - White Rock Baptist Church – 350 guests; Room Revenue - \$8,233.08.
- Durham Convention Center Projected Revenue to date for fiscal year 2011/12: Total - \$988,792.
  - Definite bookings - contracted \$663,479.87.
  - Tentative bookings: - Contracts distributed - \$85,661
  - Proposals (other) - \$239,652
- Local artists from Outsiders Art Gallery have committed to displaying art-work in the Pre-function Corridor for six month rotations.
- Pre-function Corridor furniture is on schedule for delivery prior to the Renovation Celebration.
- DCC storage located in loading dock is operational. Shelving units have been installed.
- New banquet chairs have arrived.
- Global Spectrum has been working with the Owners in identifying obsolete inventory for resale purposes.

- DCC is ordering promotional items for the Renovation Celebration – swag bags, candy, and note pads with DCC logo. Ms. Noble will contact the Durham Arts Council and the Carolina Theatre for their promotional items.
- Ms. Noble is finalizing food and beverage details for the Renovation Celebration.
- Audio visual equipment has arrived.
- Public Relations:
  - The new website design and content are being launched this week (October 24 – 28).
  - Updated ad for *Southern Bride and Groom* magazine.
  - Working on digital signage advertising display for the Renovation Celebration.
  - EBMS software for meeting rooms has been installed. Training is scheduled this week.
  - Ms. Noble did an interview with DCTV8 discussing the renovation and the planned celebration. The interview can be seen via the City of Durham’s website.
- Durham Convention Center Staffing:
  - During Ray Paschall’s illness, Louise and Raphael are completing his tasks during the interim.
  - Laura Bradstreet hired as CS manager.
  - Working on on-call lists for temporary services.
- Budget:
  - Net Income (loss) for September – (\$57,747)
  - Variance: (\$20,342)
  - Net Income (loss) Year-to-date: (\$36,255)
  - Budget: (\$636,712)
  - August is the final month for finances being affected by construction.
  - Due to DCC kitchen not being open most of September, Shaner received 100% of food and beverage revenues.
  - Over budget for temporary labor costs due to storage issues.
  - Global Spectrum has accrued funding for utility usage – anticipate \$15,000 in monthly DCC expenses.

**Durham Convention Center Authority:**

- The Authority wishes to explore solutions for parking issues during the next scheduled December 1 meeting.
  - Hotel parking currently has inadequate lighting in leased parking spaces. Per the lease agreement, the hotel is responsible for lighting. Lighting is owned by Duke Energy. The Owners/Authority will work with Shaner in corresponding with Duke Energy to resolve light issues.
    - Inadequate lighting – too dark at night
    - Needs updating
- Ms. Kitchin inquired about the number of available parking spaces in downtown Durham and how many are leased. Mr. Reitzer will provide the number of monthly parkers and the total parking spaces.
- We are anticipating adequate parking for the DCC. The Corcoran Street garage renovations are complete. Funding for other parking projects is available for life safety issues only.