

**PLANNING RETREAT MINUTES
GEORGIA WORLD CONGRESS CENTER AUTHORITY
BOARD OF GOVERNORS PLANNING RETREAT
SAVANNAH, GEORGIA
September 16 & 17, 2021
8:30 a.m.**

The following twelve out of fifteen Board members were present:

Don Balfour	Bill Jones
Natasha Bell	Aaron McWhorter
Maxine Burton	Jeff Payne
Stan Conway	Bill Russell
Brian Daniel, Vice Chair	Doug Tollett
Glenn Hicks, Chair (by Zoom)	Dexter Warrior

DAY 1 – Thursday, 9/16/21

Vice Chair Daniel called the meeting to order at 8:31 a.m.

APPROVAL OF MINUTES – August 31, 2021

A motion to approve the August 31, 2021 meeting minutes was made by Don Balfour, seconded by Jeff Payne, and unanimously approved.

SALES & MARKETING UPDATE

Mark Vaughan, ACVB Executive Vice President and Chief Sales Officer, Kim Allison, GWCCA Sr. Director of Convention Sales, and Joe Bocherer, GWCCA Chief Commercial Officer presented an update on Atlanta and GWCCA sales and marketing efforts/results moving forward since COVID-19.

Kyle Stevens, Director of Sales for Signia Hilton Hotel, provided an update on the hotel sales and marketing progress, updates, and next steps.

HILTON CONSTRUCTION SCHEDULE AND BUDGET REVIEW

Theonie Alicandro, Drew Co. COO and General Counsel, & Austin Bell, Drew Sr. Director and Development Manager, provided a hotel development update to include subcontractor update, sales and marketing center update, FF&E/OS&E, 30-day/6-month lookahead schedule; and EBO Plan recap.

EXECUTIVE SESSION

A motion to move into Executive Session for the purpose of discussing and deliberating upon entering into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote was made by Stan Conway, seconded by Doug Tollett, and unanimously approved.

The regular GWCCA Board of Governors Planning Retreat reconvened at 1:19 p.m.

RESOLUTION – ELLIOTT STREET PARCELS ACQUISITION

A Resolution authorizing the Executive Director essentially to coordinate with State Properties Commission for the acquisition of the Elliott Street Parcels was presented to the Board for action.

A motion to approve the Resolution authorizing the Executive Director essentially to coordinate with State Properties Commission for the acquisition of the Elliott Street Parcels was made by Doug Tollett, seconded by Don Balfour, and unanimously approved. A copy of the Resolution is attached hereto as Exhibit A.

HOTEL DOCUMENT REVIEW

Pargen Robertson, GWCCA Legal Counsel, reviewed the following hotel documents with Board members.

- Qualified Hotel Management Agreement
- Pre-Opening Services Agreement
- Technical Service Agreement
- Room Block & Meeting Space Agreement
- Convention Center Georgia Ballroom Agreement

Kevin Duvall, GWCCA Chief Operating Officer, and Joe Bocherer, GWCCA Chief Commercial Officer, reviewed the following components of a Hotel Asset Management plan.

- Role of Asset Management
- Functions of Asset Management
- Qualified Management Agreement Restrictions
- Pros and Cons of In-House versus Third Party Management

Frank Poe, GWCCA Executive Director, and Kevin Duvall, GWCCA Chief Commercial Officer, explained to the Board the following components of the Hotel Surplus Revenue Fund.

- History/Background
- Indenture Flow of Funds
- Citi's Forecast
- Policy Development

At 2:55 p.m. the meeting went into recess.

DAY 2 – Friday, 9/17/21

The following eight out of fifteen Board members were present:

Don Balfour	Aaron McWhorter
Natasha Bell	Jeff Payne
Maxine Burton	Doug Tollett
Brian Daniel, Vice Chair	Dexter Warrior

Vice Chair Daniel called the meeting to order at 8:30 a.m.

Janet Arsenault, GWCCA Sr. Director of Finance, presented the GWCCA Financial Forecast.

Sherrie Spinks, Savannah Convention Center General Manager, presented a convention center expansion update.

With no further business to discuss, the Vice-Chair adjourned the meeting at 9:40 a.m.

RESPECTFULLY SUBMITTED:

APPROVED:

Dale Aiken
Assistant Secretary

Doug Tollett
Secretary