

**FRIDAY, MARCH 10, 2023, 11:30 AM
MANCHESTER-COFFEE COUNTY CONFERENCE CENTER**

ATTENDEES

Members

Zach Lowry
David Bradley
Jake Shelton
Holly Jones
Ken Huddleston
Tiffany Hillsman
Megan Jackson

Office

Chairman
Vice Chairman
Secretary/Treasurer
Public Relations Officer

Guests

Rebecca French

7 members /1 guests

CALL TO ORDER

The March 10, 2023, regular meeting of the Public Building Authority of the City of Manchester, Tennessee was called to order at 11:41 AM by Zach Lowry, Chairman, presiding. Minutes were recorded by Oslin Gulick.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

- **Jake Shelton moved to approve the February 2023 meeting minutes as presented.** Tiffany Hillsman seconded the motion. With no further discussion, the minutes were approved.

REPORTS

Treasurer's Report: J. Shelton

- A summary of the accounts' statuses was provided. All appear in good standing.
- Some funds were moved from depreciation account for cash flow, but funds will be returned once payments are received. Nothing of concern.
- \$22,850.00 total cash on hand currently.
- Mrs. French has reached out to members of the County Commission to discuss funding maintenance and upkeep for the building. The County is half owners in the property. She has asked for funding from the hotel-motel tax, not from the County's general fund.
- Commissioners that she had met with also discussed included MCCCC on the capital outlay plan in the future.
- Chairman Lowry expanded that the hope is that this funding would be an allocation. Capital projects, per the ownership agreement, projects over \$25,000 will belong to the entity that purchased it. To keep ownership 50/50, it would be advantageous to split the costs of large projects 50/50.
- The conversations have not been presented to the City yet.

Conference Center Report: R. French

- Rhonda Vincent will be playing March 31. She is a Grammy award winning Blue Grass performer.
- The newspaper contacted Mrs. French about writing an article on Erica Colter. She said that would be great, but two people, Justin Smith and Oslin Gulick, on the staff have been here for 10 years—through 3 GMs and lots of growth—that deserve some recognition as well. They plan to do a series of articles on MCCCC staff.
- The newspaper also approached Mrs. French to purchase an ad in the paper that would show up regionally. That is in progress.
- February 2023 P&L is attached to Minutes. Combined P&L and then operational and fixed separated P&L copies of the budget were provided.
- Sales were above expectations. Labor was above expectations as well. Mrs. French is keeping track of that year-to-date.
- PBA bill for the attorney is \$4,237.50. This bill was submitted to the City separately so that it is not lumped in with MCCCC operations costs.
- 25 events for the month with 1,800 people and 393 hotel rooms. One of the hotels mentioned that events at MCCCC were what helped them reach their budget for the month.
- Mrs. French and Oslin Gulick attended Hospitality Day on the Hill. Representatives Rush Bricken and Janice Bowling made time to speak with us. Representative Bowling was approached about funding for MCCCC like Fall Creek Falls. She plans to reach out to her again via letter.
- Standardized training was further developed. A Top 25 List for kitchen staff was created with Ms. Colter's help. Competencies do reflect in the performance-based evaluation.
- GM Presentation is attached to the minutes.
- Mr. Shelton commented that Mrs. French made a good statement at the Chamber Luncheon promoting the women leadership of MCCCC. The boxed lunches were also a very good idea for promoting ordering food from MCCCC.
- MCCCC is catering at the Caverns for a private event. That got our foot in the door for discussing the vending at concerts, providing artist catering, or specialty package catering. The mission of MCCCC is to utilize the building first, but this is an advantageous revenue stream.

NEW BUSINESS

Absenteeism: Chairman Lowry

- All members present.

GM Review—Tabled from February Meeting. Presenting compiled reviews.

- Overall positive. No ratings were below a 4 out of 5.
- Great job congratulations from the board.
- Holly Jones suggested moving the raise discussion to the budget work session.

Scheduling Budget & Emergency Action Plan Work Session

- Monday, March 20, 2023 at 5:00pm at MCCCC.

Ben Lomand Security Camera Quote

- Mrs. French informed that Ben Lomand's Managed IT has been hired to aid with electronic and network portions of operations.
- The security camera system needed to be extended to cover additional parts of the building and parking lot. The cameras that were previously installed are no longer available.

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- The quote for three additional cameras was \$2,404.50.
 - 1 additional camera inside the building and 2 in the front porch/parking lot.
 - **Jake Shelton moved to approve the Ben Lomand Quote for \$2,204.50 to install three additional security cameras.** David Bradley seconded the motion. With no further discussion, the motion was approved.

Update on Ovens

- One of the ovens arrived damaged. A replacement was ordered and arrived. The stacked oven unit is installed and working.
- The broken one of the old ovens will be taken off for scrap metal. The working oven will be sold to VFW Tullahoma for scrap price.
- Ice Machine is the next expected appliance to need to be replaced. After that, it is the dish machine. Both have the option to do a monthly rental.

Employee Spotlight

- Holly Jones asked if employee spotlight will could be reinstated. Mrs. French said she would be glad to.

ADJOURN

- Chairman Lowry adjourned the meeting at 12:20 pm.

Signed, Zach Lowry, Chairman

Minutes completed and typed by Oslin Gulick April 13, 2023.

12:09 PM
03/02/23
Accrual Basis

Public Building Authority of the City Of Manchester Tennessee
Profit & Loss
February 2023

	Feb 23
Ordinary Income/Expense	
Income	
400 · Sales	19,253.81
410 · Rental/Misc Income	10,926.59
420 · Service Fees	5,917.35
Total Income	36,097.75
Cost of Goods Sold	10,324.89
Gross Profit	25,772.86
Expense	
Fuel Surcharge	48.46
505 · Labor (variable)	17,199.48
580 · Payroll Administrative (fixed)	26,925.71
585 · Contract Labor	445.50
602 · Advertising	2,708.05
612 · Credit Card Fees	52.23
617 · Computer Expenses	153.64
630 · Dues and Subscriptions	267.00
640 · Insurance Expense	577.74
655 · Miscellaneous	215.41
66000 · Payroll Expenses	2,602.90
685 · Repairs and Maintenance	580.02
695 · Travel & Entertainment	316.19
700 · Utilities	5,332.11
720 · Supplies	996.67
720.5 · Durable Supplies	113.98
Total Expense	58,535.09
Net Ordinary Income	-32,762.23
Other Income/Expense	
Other Income	36,158.48
Other Expense	9,681.69
Net Other Income	26,476.79
Net Income	<u>-6,285.44</u>

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03/02/23
Accrual Basis

Public Building Authority of the City Of Manchester Tennessee
Profit & Loss
July 2022 through February 2023

	Jul '22 - Feb 23
Ordinary Income/Expense	
Income	
400 · Sales	223,513.86
410 · Rental/Misc Income	105,429.31
420 · Service Fees	65,957.89
475 · Rebates/Refunds	-1,300.00
Total Income	393,601.06
Cost of Goods Sold	
500 · Cost of Sales	91,412.88
50000 · Cost of Goods Sold	405.50
660 · Music and Entertainment	1,795.00
661 · Special Events	3,415.11
Total COGS	97,028.49
Gross Profit	296,572.57
Expense	
Contract Concessionaire	784.00
Contract Hosting Fees	9,519.59
Fuel Surcharge	566.82
505 · Labor (variable)	174,897.90
580 · Payroll Administrative (fixed)	211,752.97
585 · Contract Labor	5,200.43
602 · Advertising	9,774.71
611 · Cash Short/Over	-0.01
612 · Credit Card Fees	1,620.76
617 · Computer Expenses	2,904.02
630 · Dues and Subscriptions	2,612.00
635 · Equipment Rental	1,770.00
640 · Insurance Expense	5,667.38
644 · Interest Expense	2.10
649 · Office Supplies	1,245.62
655 · Miscellaneous	6,186.77
66000 · Payroll Expenses	15,301.60
665 · Postage and Delivery	240.20
66901 · *Reconciliation Discrepancies	391.19
675 · Professional Fees	19,989.55
685 · Repairs and Maintenance	28,265.97
695 · Travel & Entertainment	6,205.83
700 · Utilities	41,381.69
720 · Supplies	9,860.32
720.5 · Durable Supplies	9,543.15
725 · Laundry & Linen	1,197.73
Total Expense	566,882.29
Net Ordinary Income	-270,309.72

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Accrual Basis

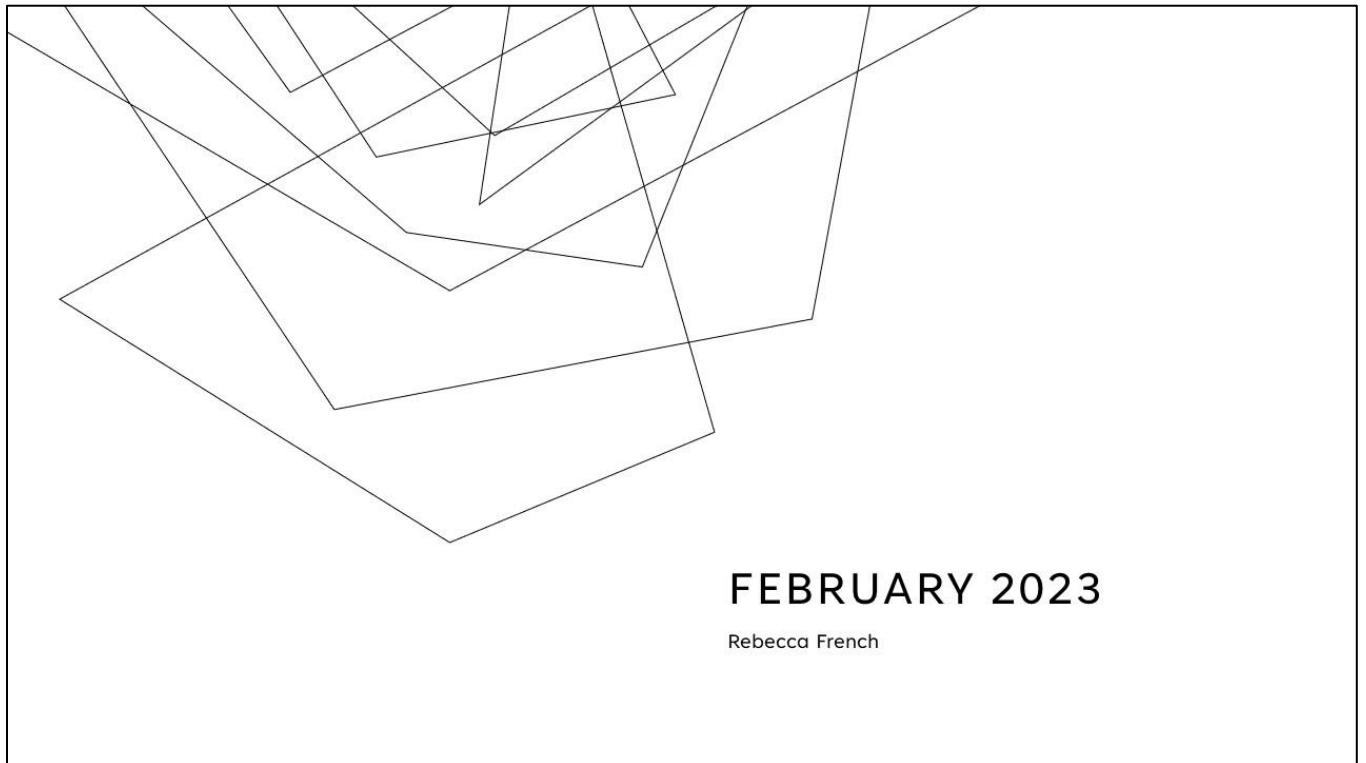
Public Building Authority of the City Of Manchester Tennes
Profit & Loss
July 2022 through February 2023

	Jul '22 - Feb 23
Other Income/Expense	
Other Income	328,068.84
Other Expense	68,548.11
Net Other Income	259,520.73
Net Income	<u>-10,788.99</u>

Public Building Authority of the City of Manchester Tennessee
Profit & Loss Budget vs. Actual
February 2023

12:20 PM
03/02/23
Accrual Basis

	Feb 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
400 · Sales	18,741.81	25,000.00	-6,258.19	75.0%
401 · Food Sales	512.00	0.00	512.00	100.0%
405 · Beer				
Total 400 · Sales	19,253.81	25,000.00	-5,746.19	77.0%
410 · Rental/Misc Income				
411 · Room Rental	7,425.00	0.00	7,425.00	100.0%
412 · Audio Visual Equipment	1,404.00	0.00	1,404.00	100.0%
413 · Misc Income	557.09	0.00	557.09	100.0%
415 · Linen Rental	64.00	0.00	64.00	100.0%
416 · Special Decor	1,476.50	0.00	1,476.50	100.0%
Total 410 · Rental/Misc Income	10,926.59	0.00	10,926.59	100.0%
420 · Service Fees	5,917.35	0.00	5,917.35	100.0%
Total Income	36,097.75	25,000.00	11,097.75	144.4%
Cost of Goods Sold	10,324.89	3,000.00	7,324.89	344.2%
Gross Profit	25,772.86	22,000.00	3,772.86	117.1%
Expense	58,535.09	56,967.00	1,568.09	102.8%
Net Ordinary Income	-32,762.23	-34,967.00	2,204.77	93.7%
Other Income/Expense				
Other Income	36,158.48	0.00	36,158.48	100.0%
Other Expense	9,681.69	6,100.00	3,581.69	158.7%
Net Other Income	26,476.79	-6,100.00	32,576.79	-434.0%
Net Income	-6,285.44	-41,067.00	34,781.56	15.3%



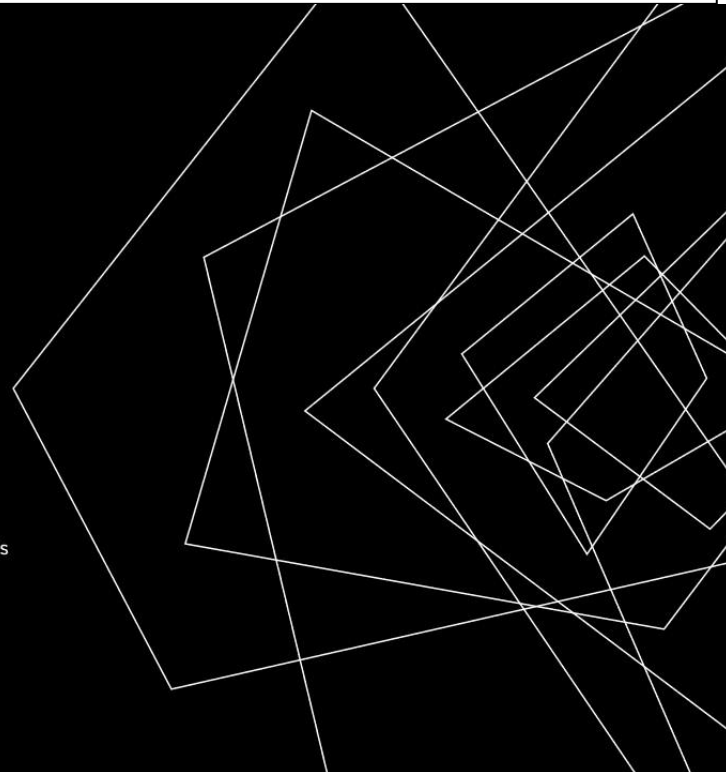
FEBRUARY EVENTS

Events 25 events

People 1871

Hotel Rooms 393

One of the hotels stated: "The events at the Center are what is carrying their bookings this month and helping them achieve their budget."



<p>July</p> <p>Events: 18 Hotel Rooms: 49 Guests: 1557 \$11,060 Direct Impact</p>	<p>August</p> <p>Events: 25 Hotel Rooms: 89 Guests: 2416 \$20,088 Direct Impact</p>	<p>September</p> <p>Events: 22 Hotel Rooms: 86 Guests: 1909 \$19,411 Direct Impact</p>	<p>October</p> <p>Events: 28 Hotel Rooms: 240 Guests: 1546 \$54,100 Direct Impact</p>
<p>November</p> <p>Events: 21 Hotel Rooms: 95 Guests: 2188 \$21,443 Direct Impact</p>	<p>December</p> <p>Events: 31 Hotel Rooms: 120 Guests: 2602 \$27,082 Direct Impact</p>	<p>January</p> <p>Events: 24 Hotel Rooms: 378 Guests: 2615 \$85,320 Direct Impact</p>	<p>February</p> <p>Events: 25 Hotel Rooms: 393 Guests: 1871 \$88,706 Direct Impact</p>

IMPACT

YTD Direct Impact \$327,211.20++ Indirect Impact \$'s not captured.

“Because Tourism is Real Money”- Commissioner Mark Ezell

ATTENDED HOSPITALITY DAY ON THE HILL.

WE VISITED WITH JANICE BOWLING AND RUSH BRICKEN.

WE TOLD BOTH OFFICIALS
"THANK YOU" FOR THEIR SUPPORT AND IF
THEY FIND FUNDS LIKE
THEY HAD FOR STATE PARKS RENOVATIONS
WE NEED SOME MONEY TOO!



Conference Center by the Numbers

Most events are not open to the public, thus these events are not highlighted on public areas of advertising and social media.
Numbers vary by bookings, revenue, hotel rights, and attendees.

MANCHESTER COFFEE COUNTY
CONFERENCE CENTER



Conference Center by the Numbers

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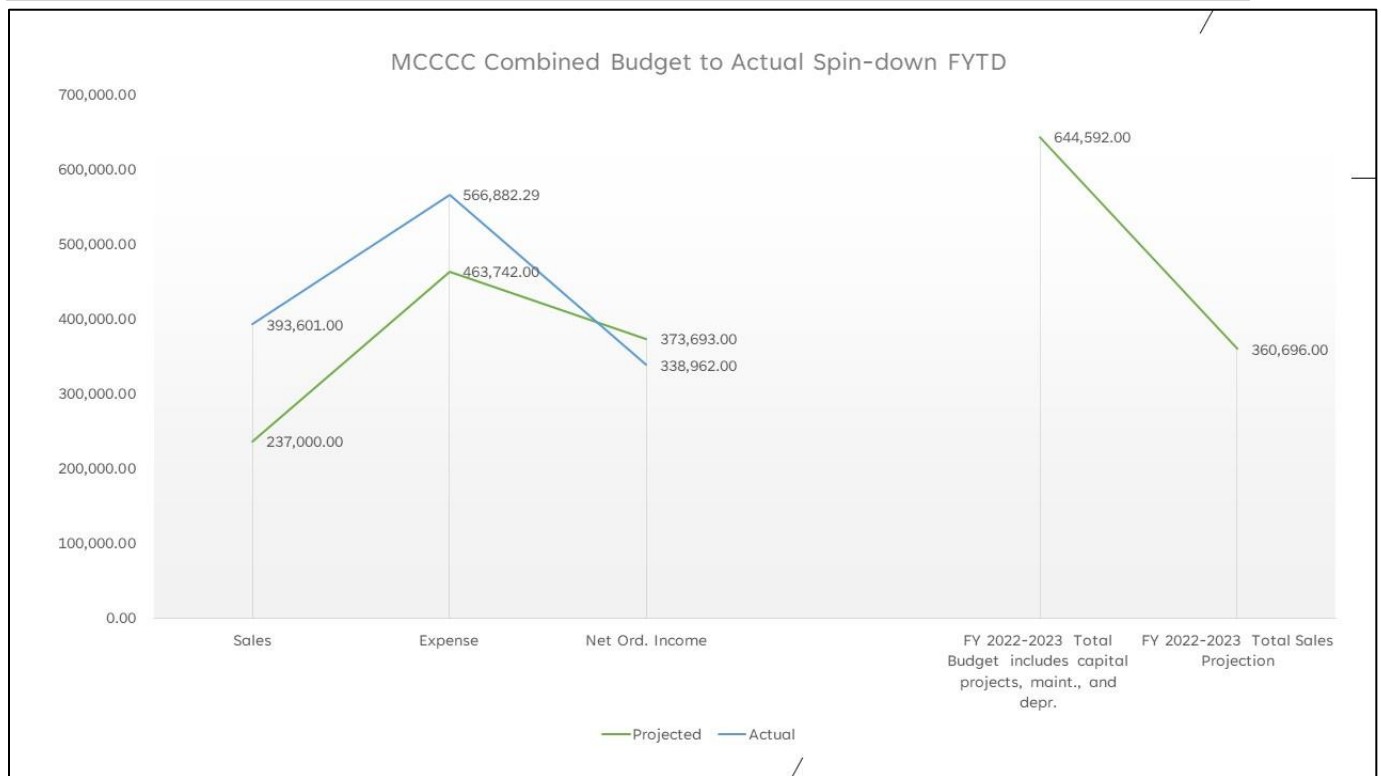
MCCCC: Top 25 List for Kitchen			
1st Month	2nd Month	3 Months	6 Months
Hand Washing after bathroom visit	Reading Event Sheets for meal counts	Trimming and Portioning Chicken	Serve Safe Certification
House Salad – Lettuce, Tomatoes, Croutons, Cucumbers	Vanilla or Chocolate Whipped Cream Recipe	Chicken Cordon Blue assembly	Serve Safe Allergens
Ranch Dressing	Basic Garnish for desserts – whipped cream, sauce, mint, berries, etc.	Noodles (marinara, basic cheese, butter/lemon sauces)	CFR
Red Bliss Potato Cutting	Creamy Garlic and Parmesan Chicken	Rice Cookery	Cross Contamination check
Mashed Potatoes	Fryer Basics (chips, chicken, fish, appetizers)	Trimming Top Round (cubes, roast, London Broil)	
Cookies, Pies, Scones, Biscuits	Sandwich Box Assembly	Pork Loin butchery (trimming, bacon wrapped, etc.)	
Whipped and/or Compound Butters, presentation	Complete Buffet Set Up	Large equipment usage, maintenance, troubleshooting	
Bread and rolls	Walk-in and Freezer proper storage and maintenance (FIFO)		
Steaming veggies	Dry Storage proper maintenance (FIFO)		
Tea and Coffee on the backline			

The Onboarding Training Plan outlines the time frame to complete trainings listed. It is important to be able to understand and execute each skill or knowledge portion completely. If you need to revisit sectors, ask your supervisor or a veteran team member for help.

As trainings are completed, mark it off with a highlighter and have Supervisor initial and date that it is completed. The completion of the trainings and ability to execute will be considered in your Annual Performance Evaluations.

All tasks include preparation, recipe or instructions, presentations for both plated and buffets, and proper storage requirements.

Additional standardized training was created this month for the kitchen and for fire safety.



Celebrating Women In Leadership

- We are mentors
- We are moms
- We are volunteers
- We are leadership
- We are hospitality
- We are coaches
- We are the welcoming faces of tourism in our region

Rebecca French- General Manager
 Odlin Gulick- Assistant General Manager • Sheila Carter- Event Manager
 Erica Colter- Chef • Taylor Holmes- Banquet Captain
 Tierra Reed-Sierra- Banquet Captain • Melody Davis- Bookkeeper
 Not pictured: Justin Smith- Front of House/ Back of House Manager
 Jonathan Prater- Banquet Captain • Tanner Brisbane- Banquet Captain

MANCHESTER | COFFEE COUNTY

CONFERENCE CENTER
 MCCCC.COM | 931.723.8283

MARCH IS NATIONAL WOMEN'S MONTH.

TO CELEBRATE THE CONTRIBUTIONS WOMEN HAVE MADE TO THE UNITED STATES AND RECOGNIZE THE SPECIFIC ACHIEVEMENTS WOMEN HAVE MADE OVER THE COURSE OF AMERICAN HISTORY IN A VARIETY OF FIELDS.



WE ARE ALL WONDERWOMEN!



H. C. S.

