

**FRIDAY, SEPTEMBER 8, 2023, 11:30 AM
MANCHESTER-COFFEE COUNTY CONFERENCE CENTER**

ATTENDEES

Members

Zach Lowry
David Bradley
Ken Huddleston
Tiffany Hillsman
Megan Jackson

Office

Chairman
Vice Chairman

Guests

Rebecca French
Oslin Gulick

5 members /2 guests

CALL TO ORDER

The September 8, 2023, regular meeting of the Public Building Authority of the City of Manchester, Tennessee was called to order at 11:30 AM by Zach Lowry, Chairman, presiding. Minutes were recorded by Oslin Gulick.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

- **David Bradley moved to approve the August 2023 meeting minutes as presented.** Ken Huddleston seconded the motion. With no further discussion, the minutes were approved.

CITIZEN COMMENTS

- None made.

REPORTS

Treasurer's Report: Chairman Lowry

- Operating account is at \$7,279.99.
- Depreciation is at \$95,262.48.
- Total cash on hand is \$103,654.11.

Conference Center Report: R. French

- GM Report is attached to the minutes.
- P&L was provided.
- \$42,000 in sales. Budgeted was \$16,000.
- Cost of goods was in line with the increase sales.
- Variable labor, line 505, was high. Staff will be addressing what changes can be made moving forward.
- Line 602, advertising, was budgeted at \$4000. This month was lower, but next month may be higher.

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- Line 617 budgeted \$150 but spent \$3,488.37. Contract with social media company was coded on this line and will need to be moved to advertising rather than computer expense. Additionally, the renewal of the online booking system was due and had increased. A computer was purchased for replacement. Chairman Lowry asked if purchases and fees/subscriptions could be broken into separate line items.
 - Line 685 repairs and maintenance is up. Additional invoices were received after the month had been closed. Electrical issues with the main HVAC breakers occurred and resulted in their replacement. Three breakers replaced at \$1100 per breaker refurbished.
 - Previously a threshold per unit was agreed upon. No one unit has hit that threshold. More discussion on moving forward.
 - Utilities were up due to the large equipment running hard before repairs and the increased number events.
 - City was billed for the fixed costs of the MCCCC budget to attempt to meet their allocation.
 - Budget spend down slide shows what is needed and what is being done to try to meet the allocation.
 - Mrs. French reviewed the audits for the City. 2016 MCCCC went full service. Bonnaroo sold out in 2003, 2006, and 2022. The only changes were MCCCC service and Rec Center holding tournaments and meets. No new hotels were built during this time. Regional drivers (Jack Daniels and George Dickel) were also factors.
 - Since hotel motel tax was passed for the County, it has collected \$1.2 million from a source that was not available before. Approximately \$10,000 per year is spent for tourism and the rest is being used for Economic Development.
 - CPA and Bookkeeper meetings have been ongoing to get ready for the audit.
 - An auditor has not been found to complete the FY 22 audit. About 17 different firms have been contact and most do not offer governmental accounting.
 - Social media consultant meeting with Chairman Lowry occurred and a plan for more content and advertising going forward.
 - Mrs. French reached out to ABC directly to see what needs to be done for the liquor license. It is \$1,300 to apply.
 - Bids for ADA doors will be sent for public bid.

OLD BUSINESS: None to address

NEW BUSINESS

Absenteeism: Chairman Lowry

- **Tiffany Hillsman moved to approve the absences of Jake Shelton and Holly Jones.** Ken Huddleston seconded the motion. With no further discussion, the motion passed.

MPBA Employee/GM Review Provided

- In September, the performance matrix review from the previous year to be done.
- The form was provided, but it was not clear that it had been voted on.
- Work session recordings will be reviewed and discussed at the next meeting.

Planning for 9/18/23 Work Session

- Current Agenda
 - Reality of the Building
 - Risk Analysis
 - Future Needs
 - Mega Site
- All elected officials were invited as well as the finance directors to the work session.

ADJOURN

- Chairman Lowry adjourned the meeting at 12:33 pm.

Signed, Zach Lowry, Chairman

Minutes completed and typed by Oslin Gulick October 11, 2023.

11 AM
8/16/23
Fiscal Basis

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

	Aug 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income	42,805.88	16,000.00	26,805.88	267.5%
Cost of Goods Sold	11,907.29	5,015.00	6,892.29	237.4%
Gross Profit	30,898.59	10,985.00	19,913.59	281.3%
Expense				
Employee Meeting	196.28			
Fuel Surcharge	23.80			
505 - Labor (variable)	23,767.51	16,000.00	7,767.51	148.5%
509 - Hourly Accounting	2,220.75			
580 - Payroll Administrative (fixed)	35,362.80	34,178.00	1,184.80	103.5%
585 - Contract Labor	0.00	120.00	-120.00	0.0%
602 - Advertising	737.34	4,000.00	-3,262.66	18.4%
610 - Bank Service Charges	200.00	0.00	200.00	100.0%
611 - Cash Short/Over	0.00	0.00	0.00	0.0%
612 - Credit Card Fees	678.72	0.00	678.72	100.0%
617 - Computer Expenses	3,488.37	150.00	3,338.37	2,325.6%
630 - Dues and Subscriptions	0.00	900.00	-900.00	0.0%
635 - Equipment Rental	0.00	0.00	0.00	0.0%
640 - Insurance Expense	1,154.85	1,700.00	-545.15	67.9%
644 - Interest Expense	0.00	0.00	0.00	0.0%
649 - Office Supplies	594.19	200.00	394.19	297.1%
650 - Licenses and Permits	0.00	0.00	0.00	0.0%
655 - Miscellaneous	162.89	100.00	62.89	162.9%
66000 - Payroll Expenses	1,815.33			
665 - Postage and Delivery	5.01	0.00	5.01	100.0%
66900 - Reconciliation Discrepancies	0.00	600.00	-600.00	0.0%
675 - Professional Fees	0.00	1,950.00	-1,950.00	0.0%
685 - Repairs and Maintenance	4,553.69	3,300.00	1,253.69	138.0%
695 - Travel & Entertainment	84.36	0.00	84.36	100.0%
700 - Utilities	5,314.40	4,800.00	514.40	110.7%
720 - Supplies	1,036.55	450.00	586.55	230.3%
720.5 - Durable Supplies	0.00	300.00	-300.00	0.0%
725 - Laundry & Linen	0.00	100.00	-100.00	0.0%
775 - Alarms & Monitoring	0.00	0.00	0.00	0.0%
Total Expense	81,396.84	68,848.00	12,548.84	118.2%
Net Ordinary Income	-50,498.25	-57,863.00	7,364.75	87.3%
Other Income/Expense				
Other Income	173,950.50	0.00	173,950.50	100.0%
Other Expense	32,078.76	2,448.00	29,630.76	1,310.4%
Net Other Income	141,871.74	-2,448.00	144,319.74	-5,795.4%
Net Income	<u>91,373.49</u>	<u>-60,311.00</u>	<u>151,684.49</u>	<u>-151.5%</u>

Public Building Authority of the City Of Manchester Tennessee
Transaction Detail By Account
August 2023

12:23 AM
6/23
rual Basis

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
617 - Computer Expenses								
Bill	08/01/2023	3144	Lenmtec			200 - Accounts...	100.00	100.00
Bill	08/03/2023	1032	Megan Glenn			200 - Accounts...	599.00	699.00
Bill	08/07/2023	543692	Intuit			200 - Accounts...	109.74	808.74
Bill	08/11/2023	P1-87	Intuit	Monthly Payr...		200 - Accounts...	115.24	923.98
Bill	08/13/2023	328756	Adobe Creative Cloud	MONTHLY CHAR...		200 - Accounts...	16.45	940.43
Bill	08/16/2023	P-519	Intfor (US) Inc	Event System		200 - Accounts...	1,926.00	2,866.43
Bill	08/18/2023	628730	Best Buy	Computer		200 - Accounts...	599.99	3,466.42
Bill	08/27/2023	10061	Intuit			200 - Accounts...	21.95	3,488.37
Total 617 - Computer Expenses							3,488.37	3,488.37
TOTAL							3,488.37	3,488.37

advertising

computer equipment

dues and subscriptions

changed these FY1.

	Notes
Sales	Knocked it out!
Cost of Goods	In line
Expense	
Line 505	55% this is too high for regular service.
Line 602	This line is fluid.
Line 617	Yearly booking system, <u>social media</u> , Lemmtec, one new computer for 599.00
Line 685	This number is fluid but it also increasing rapidly.
Total Expense	Under budget. Excellent work by all. Only billed the City for MPBA fixed cost and depr. to attempt to meet their budget "allocation" a 36% decrease to our actual budget.

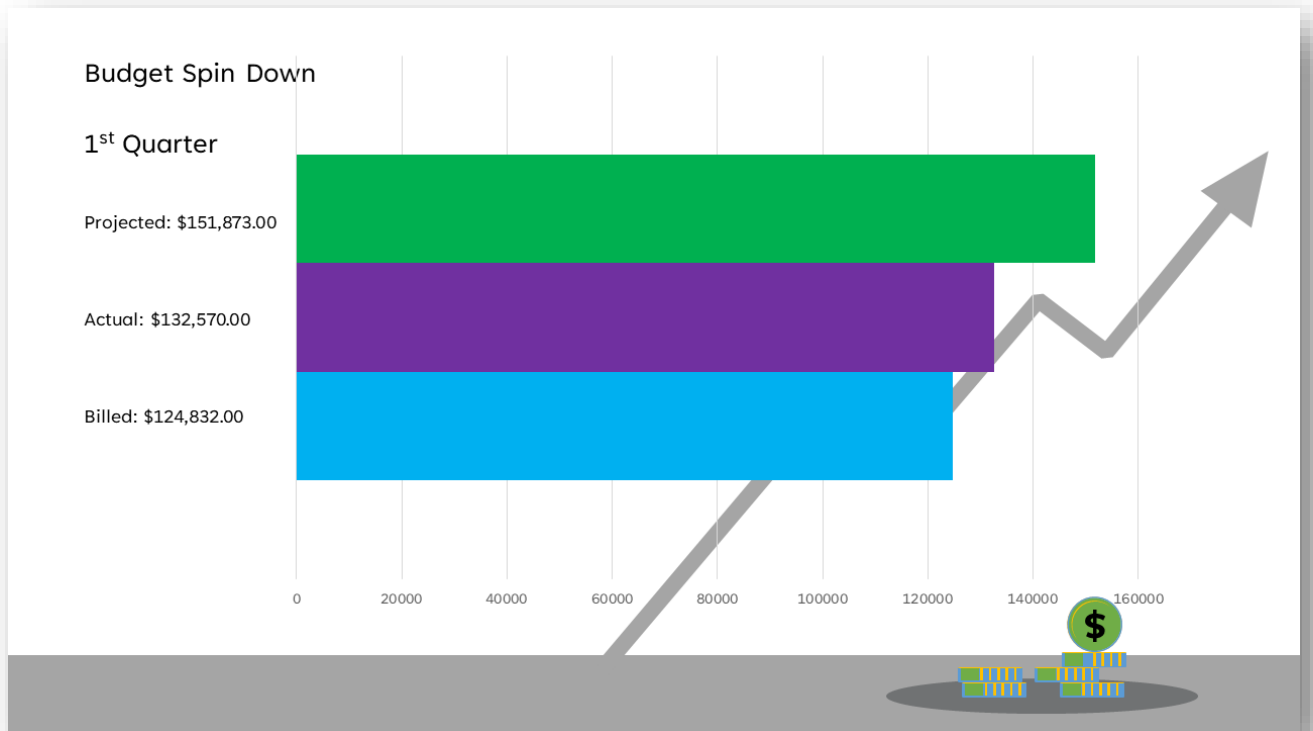
advertising

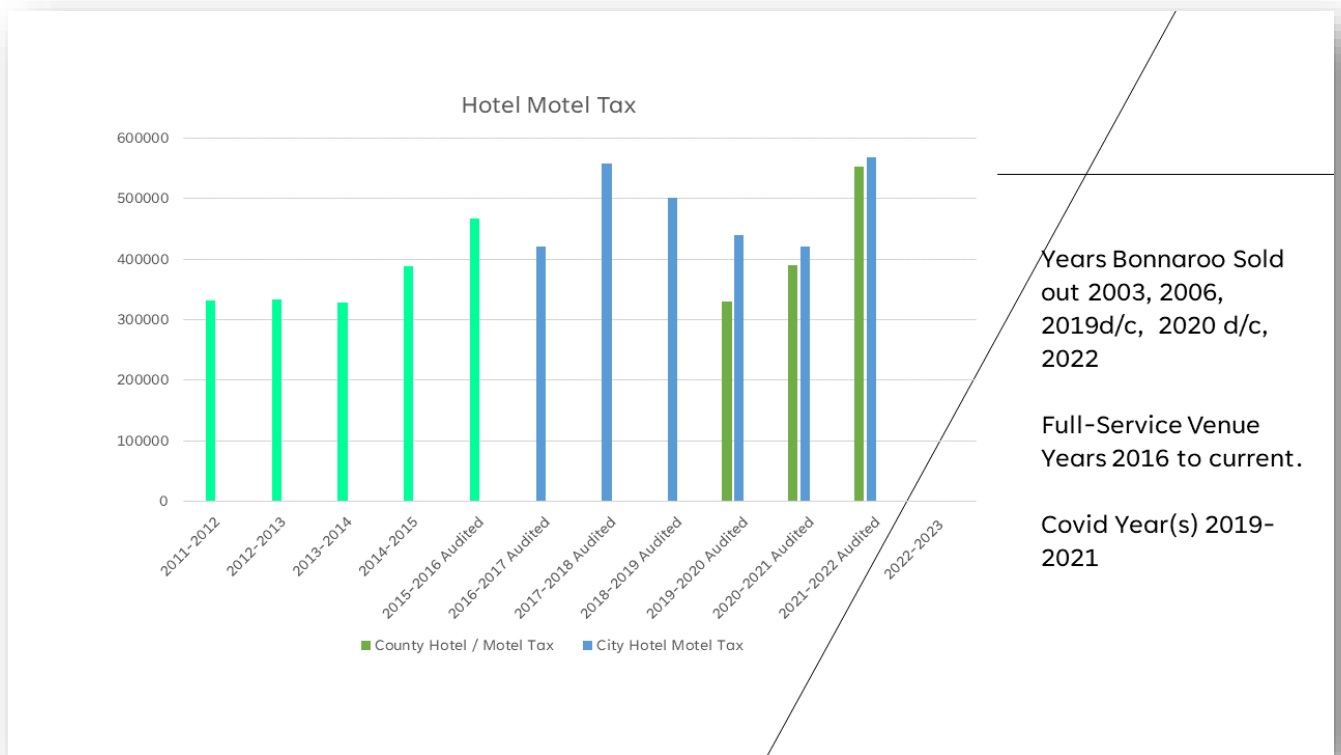
computer/alv.

Changed in the system

Reached out to ABC commission directly + get help to the finish line.

want to get Bids for 1 ada door.





BUSY.

FOLLOWING UP ON SO MANY MOVING PARTS IN DIFFERENT DIRECTIONS.

FREEZER ISSUES

ELECTRICAL ISSUES

HVAC ISSUES

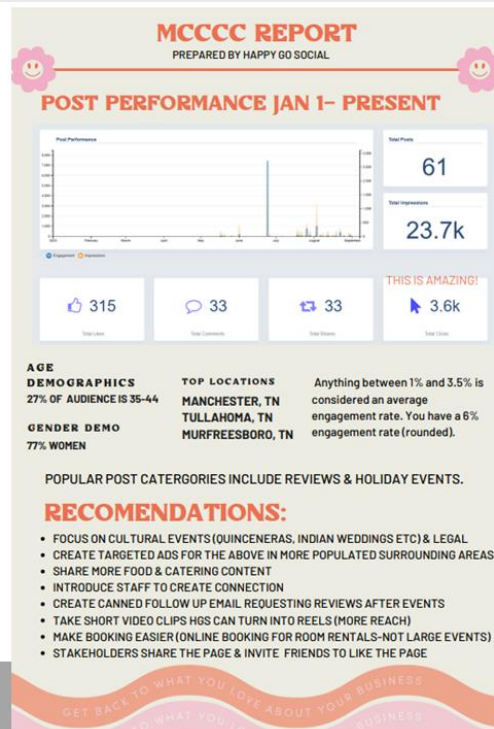
HIPAA TRAINING

MET WITH SOCIAL MEDIA COMPANY AND CHAIR

MET WITH CPA AND BOOKKEEPER SEVERAL TIMES



Social Media



- Professional Event Management
- Spacious Ballroom
- Fully Integrated Executive Board Rooms
- Outdoor Event Space

August Monthly Performance Review

23 – Event Days
2,886 – People attended events
664 – Hotel Rooms
(in conjunction to convention center events)



To learn more about the conference center visit www.mcccc.com

Total
1,272,480
in
County
Hotel/
Motel Tax
received
since
inception.

July Event Days: 20 Hotel Rooms: 30 Guests: 1484 \$6,807.00 Direct Impact	August Event Days: 23 Hotel Rooms: 664 Guests: 2886 \$150,661.60 Direct Impact	September Event Days: Hotel Rooms: Guests: \$ Direct Impact	October Event Days: Hotel Rooms: Guests: \$ Direct Impact
November Event Days: Hotel Rooms: Guests: \$ Direct Impact	December Event Days: Hotel Rooms: Guests: \$ Direct Impact	January Event Days: Hotel Rooms: Guests: \$ Direct Impact	February Event Days: Hotel Rooms: Guests: \$ Direct Impact

March Event Days: Hotel Rooms: Guests: \$ Direct Impact	April Event Days: Hotel Rooms: Guests: \$ Direct Impact	May Event Days: Hotel Rooms: Guests: \$ Direct Impact	June Event Days: Hotel Rooms: Guests: \$ Direct Impact
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“Because Tourism is Real Money”- Commissioner Mark Ezell

