

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

ATTENDEES

Members

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

Office

Chairman
Vice Chairman
Secretary/Treasurer

Guests

Rebecca French
Oslin Gulick
Erica Colter

6 members /3 guests

CALL TO ORDER

The November 10, 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 from recording.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

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

CITIZEN COMMENTS

- None made.

REPORTS

Treasurer's Report: J. Shelton

- Operating account is at \$3,178.50.
- Depreciation is at \$107,747.12.
- Interest earned for depreciation \$22.90.
- Total cash on hand is \$111,831.29.

Conference Center Report: R. French

- Chef Erica Colter presented information on catering and the availability in our region.
 - Catering options are full-service and self-service.
 - Full-service catering (off site) is like what MCCCC does at its facility. Providing front-of-house staff in addition to food service.
 - MCCCC is a catering business already. We specialize in front of house service and food quality.
 - In the region, there is not another company that offers full service off-site catering that we were able to find.
 - Local catering options are available from franchises to local businesses.

- The catering clients MCCCC has worked with in 2023 have been prior customers to Erica. Additional clients that were at events catered by MCCCC have reached out to MCCCC directly. MCCCC has not solicited this business at this point.
- GM Report is attached to the minutes.
- P&L was provided.
- Sales were \$61,515.27. \$17,950.27 over budget projections.
- Variable Labor was \$4,066.85 over budget projections, but that follows the increased sales.
- Repairs and maintenance are over budget \$14,490.23. That is concerning.
- Travel & Entertainment includes budgeted travel to conferences. The addition has been the mileage for catering and staff meals for large events when staff are not able to take a dedicated 30 minute break.
- Total expense is under budget.
- 24 event days in October. 3,312 guests. 420 hotel rooms.
- Mrs. French shared the Letter from the Chair that she wrote for the SRC Board that will be published for the state.

OLD BUSINESS:

End of FY 23 Budget Salary Adjustment

- Any salary bonuses or adjustments will have to be deferred due to not receiving the requested funding. PBA asked Mrs. French to also not administer any raises to MCCCC employees, including cost of living increases, for this reason.
 - **David Bradley moved for no salary adjustments this year based on underfunding FY 2023.** Jake Shelton seconded the motion.
 - Mr. Bradley commented that his experience is that raises are given based on someone doing their job. He knows of no situation where someone has not been doing their job or above and beyond. With that being said, we cannot give out money that we do not have.
 - Chairman Lowry referred to the policy that was approved for raises once funding is available.
 - Tiffany Hillsman commented that it is a shame that the budget process resulted the way that it, with all the work that went into it especially.
- Motion was approved with no opposition.
- Mrs. French shared that she appreciated that the board made and communicated the hard decision.

NEW BUSINESS

Absenteeism: Chairman Lowry

- **Jake Shelton moved to approve of the absence of Holly Jones.** Megan Jackson seconded the motion. With no further discussion, the motion passed.

GM FY24 Goals

- Goals were presented from the work session.
- Need income and expense numbers for the last four quarters to decide on the bracket.
- Dollar amount for sustainability project needed.
- **David Bradley moved to table approval for FY 24 GM goals for additional information.** Jake Shelton seconded the motion. With no discussion, the motion was approved.

ADJOURN

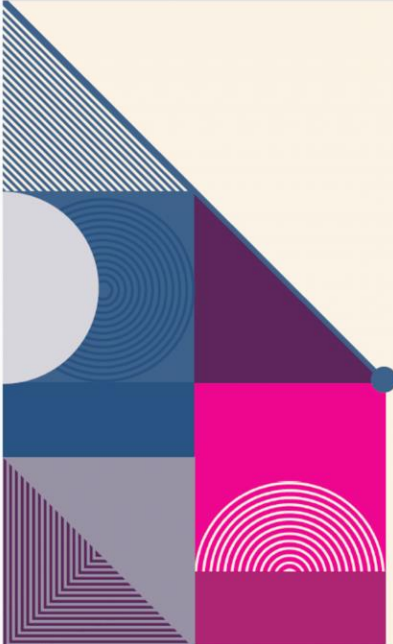
- Chairman Lowry adjourned the meeting at 12:43 pm.

Signed, Zach Lowry, Chairman

Minutes completed and typed by Oslin Gulick January 5, 2024.







ABOUT US

What is full service catering? Vs self service catering?

Full Service catering includes front of house wait staff service, drink service, clean up, break down, decorating, etc. Self service means the guest gets their own food and drink (buffet style), and does not include any style of tableside service, decorating, clean up.

We are not a restaurant.

MCCCC is a full service catering company. We do not offer a la carte ordering tableside. We know, in advance, what food and services will need to be provided for our events.



THE MARKET

MARKET GAP

Few, if any, products on the market help customers like we do. We are the only fullservice venue within 50 miles + to offer our product both in house and off site

CUSTOMERS

We have a large area of potential customers. According to the 2021 US Census Bureau, there are 581,890 people that live in Coffee County and the Counties that border us. That includes Warren (41,523), Grundy (13,622), Cannon (14,553), Bedford (51,119), Franklin (43,215), Moore (6,644) and Rutherford (352,182)

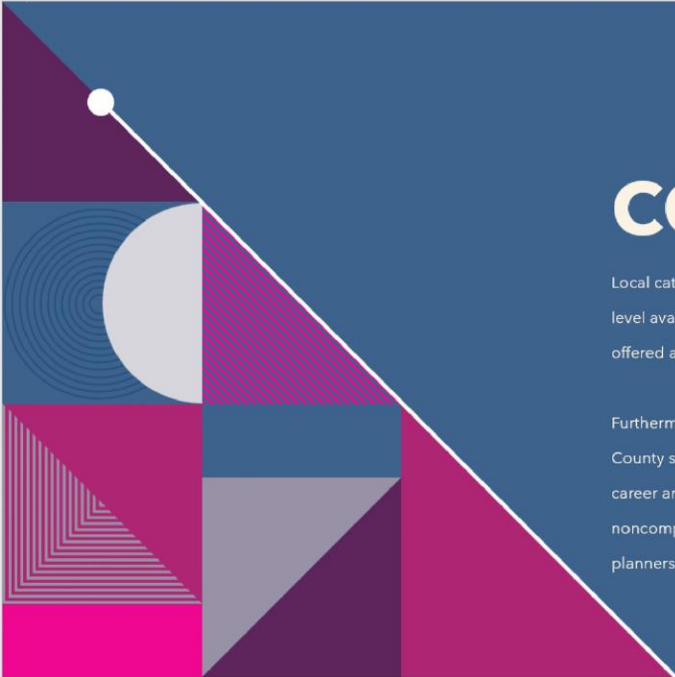
MARKET AREA

Within 50 miles of MCCCC, there are multiple event venues that are spaces to rent, all other aspects of the event have to be contracted.

These venues have preferred vendors they use all year, including caterers.

MCCCC offers unique food and service. The potential for wedding business is huge.

The State of Tennessee ranks 14th in the Country for weddings. In 2022, TN had 58,060 weddings with an average price paid of \$19,890



CONCLUSION

Local catering options are available however the products and service level available are not the same as the products currently being offered at MCCCC.

Furthermore, as a known previous small business owner within Coffee County since 2008, several of my original customers have followed my career and continue to request my services. As promised in my noncompete, all customers have booked their catering through event planners.

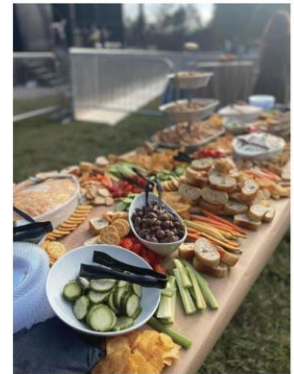
Maintenance



Includes tree trimming, grass seeding, and pressure washing.



Catering Events



More Events



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

October Monthly Performance Review

24 – Event Days
3312– People attended events
420 – Hotel Rooms
(in conjunction to convention center events)



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

First four months of the fiscal year we have seen

9,749

guests!

Letter from the Chair submitted for the State of Tennessee's annual combined report.

Letter from the Chair

It is with great confidence I submit to you the 2022 annual report for the Tennessee State Rehabilitation Council (SRC). The SRC partners with the Tennessee Vocational Rehabilitation (VR) Program to ensure the highest quality of services and supports are provided to individuals with disabilities who are interested in employment and to businesses interested in hiring qualified staff.

To that end, the SRC serves as the voice of the customer and provides input to VR in a variety of ways. The past year the SRC collaborated to help VR in its mission to provide timely, high-quality support and services to Tennesseans with disabilities. The SRC helped facilitate communication in regards to Community Rehabilitation Provider concerns pertaining to payment rates and contracts which ended with a short and long term solution.

The SRC also worked with VR to address concerns from the low vision/ blindness community and the TBE entrepreneurial program. The Council provided encouragement and participated in town hall meetings in person and virtually to help reach and understand the community needs and concerns for this population across the State. Once key concerns were identified particular to Vocational Rehabilitation's services, the Council worked with VR and Synergy Consulting Partners to get an overview of issues and develop a strategic plan to improve services for Tennesseans with low vision and blindness. By year's end this plan will be ready to start implementing.

Over the fiscal year VR reported to the SRC its improvements in regards to communication with employees, providers, and customers. They reported the continued modernization of systems and processes and the emphasis on training and retention for VR employees. Using reports from our federal partners, RSA, the SRC and VR were able to identify underrepresented populations within the workforce and customer base to create a plan to address the barriers, reach the identified populations, and provide services. This identified area will require deliberate, consistent planning. The SRC is proud to see the proactive approach to serving Tennesseans in typically underserved demographic categories. The SRC DEIA committee plans to continue to monitor this area as a demonstration of the commitment to this initiative.

The SRC had a direct focus on communicating and collaborating with VR staff this past year, acknowledging that the transformation process within VR felt overwhelming for everyone. The SRC spent the last year traveling the State to see VR programs in place and build trust with employees and stakeholders. We visited all three grand regions and several different areas of services. The SRC held a multi-day retreat and the outcome has produced positive results and will continue to foster improvements in the future.

As my time on the SRC comes to a close after serving two terms I hope to leave the lasting impression of passion and the ability to work together with grace for anyone that crossed paths with myself and our team. I was proud to represent Manchester and the program built at the Manchester Coffee County Conference Center in the capacity of one of the Business and Industry Seats.

The aim is this report inspires you to consider where you can help be part of the change in this crucial time for Vocational Rehabilitation in Tennessee.

Rebecca M. Bordenet-French
Chair



Notes	
	Monthly
Sales	Knocked it out!
Cost of Goods	
Expense	
Line 505	29% Wonderful
Line 602	I said this line is fluid and you see this month how it flows.
Line 685	This line is going to be the problem the entire budget cycle.
Line 695	This line is fluid and you see this month how it flows.
Total Expense	Under budget.
Notes	Year to Date
Sales	55K over projections
505 Labor	YTD 41% not outside of a normal range for a non- restaurant facility but it is on the high end. This mainly is contributed by the core hourly staff we need to give hours to even when the demand is not there for events. We have to keep that staff for our quality of services and I did not go back to July hours and do the maintenance hours since the transaction was over 90 days. This number would be lower if some of those hours in July- one of the slowest months_ labor for maintenance was attributed to the correct payroll category.
685 Repairs	This is the main concern for business sustainability and leveling. All travel is in the budget with the exception of the new catering mileage and variable meetings. Any travel completed for the SRC was not paid for by the Center- it was paid for personally(two days) or by State reimbursement.
TOTAL EXPENSE	UNDERBUDGET. EVEN with astronomical maint and repairs. 209.8% of Budget #NAME?

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

2:05 PM
11/07/23
Accrual Basis

	Oct 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income	61,515.27	43,565.00	17,950.27	141.2%
Cost of Goods Sold	14,041.13	9,011.00	5,030.13	155.8%
Gross Profit	47,474.14	34,554.00	12,920.14	137.4%
Expense				
Fuel Surcharge	28.20			
505 - Labor (variable)	18,066.85	14,000.00	4,066.85	129.0%
509 - - Hourly Accounting	1,181.25			
580 - Payroll Administrative (fixed)	31,668.38	30,175.00	1,493.38	104.9%
585 - Contract Labor	685.15	0.00	685.15	100.0%
602 - Advertising	139.94	4,000.00	-3,860.06	3.5%
605 - Automobile Expense	0.00	0.00	0.00	0.0%
610 - Bank Service Charges	0.00	0.00	0.00	0.0%
611 - Cash Short/Over	0.00	0.00	0.00	0.0%
612 - Credit Card Fees	273.71	0.00	273.71	100.0%
617 - Computer Expenses	1,967.76	900.00	1,067.76	218.6%
630 - Dues and Subscriptions	0.00	0.00	0.00	0.0%
635 - Equipment Rental	-101.56	0.00	-101.56	100.0%
640 - Insurance Expense	900.00	1,700.00	-800.00	52.9%
644 - Interest Expense	0.00	0.00	0.00	0.0%
649 - Office Supplies	0.00	0.00	0.00	0.0%
650 - Licenses and Permits	0.00	0.00	0.00	0.0%
655 - Miscellaneous	0.00	100.00	-100.00	0.0%
66000 - Payroll Expenses	1,225.69			
665 - Postage and Delivery	0.00	0.00	0.00	0.0%
66900 - Reconciliation Discrepancies	0.00	600.00	-600.00	0.0%
675 - Professional Fees	0.00	1,550.00	-1,550.00	0.0%
685 - Repairs and Maintenance	6,749.45	3,300.00	3,449.45	204.5%
695 - Travel & Entertainment	585.41	1,800.00	-1,214.59	32.5%
700 - Utilities	5,121.91	4,800.00	321.91	106.7%
720 - Supplies	650.36	800.00	-149.64	81.3%
720.5 - Durable Supplies	0.00	400.00	-400.00	0.0%
725 - Laundry & Linen	0.00	60.00	-60.00	0.0%
775 - Alarms & Monitoring	0.00	0.00	0.00	0.0%
Total Expense	69,142.50	64,185.00	4,957.50	107.7%
Net Ordinary Income	-21,668.36	-29,631.00	7,962.64	73.1%

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

2:06 PM
11/07/23
Accrual Basis

	\$ Over Bud...	% of Budget	Oct 23	Budget	\$ Over Bud...	% of Budget	Jul - Oct 23	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense										
Income										
Cost of Goods Sold										
Gross Profit										
Expense										
Employee Meeting										
Fuel Surcharge										
505 - Labor (Variable)										
509 - Hourly Accounting										
580 - Payroll Administrative (fixed)										
585 - Contract Labor										
602 - Advertising										
605 - Automobile Expense										
610 - Bank Service Charges										
611 - Cash Short/Over										
612 - Credit Card Fees										
617 - Computer Expenses										
630 - Dues and Subscriptions										
635 - Equipment Rental										
640 - Insurance Expense										
644 - Interest Expense										
649 - Office Supplies										
650 - Licenses and Permits										
655 - Miscellaneous										
66000 - Payroll Expenses										
665 - Postage and Delivery										
66900 - Reconciliation Discrepancies										
66901 - Reconciliation Discrepancies										
675 - Professional Fees										
685 - Repairs and Maintenance										
695 - Travel & Entertainment										
700 - Utilities										
720 - Supplies										
720.5 - Durable Supplies										
725 - Laundry & Linen										
775 - Alarms & Monitoring										
Total Expense										
Net Ordinary Income										

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

2:06 PM
11/07/23
Accrual Basis

	\$ Over Bud...	% of Budget	Oct 23	Budget	\$ Over Bud...	% of Budget	Jul - Oct 23	Budget	\$ Over Bud...	% of Budget	TOTAL
Other Income/Expense	64,902.54	100.0%	25,473.00	0.00	25,473.00	100.0%	303,450.76	0.00	303,450.76	100.0%	
Other Income	15,350.50	727.1%	3,109.96	2,446.00	861.96	127.0%	52,987.22	9,792.00	43,195.22	541.1%	
Other Expense	49,552.04	-1,924.2%	22,363.04	-2,448.00	24,811.04	-913.5%	250,463.54	-9,792.00	260,255.54	-2,557.8%	
Net Other Income	49,098.80	-33.3%	694.68	-32,073.00	32,773.68	-2.2%	84,778.40	-184,102.00	268,880.40	-46.0%	

2:04 PM
11/07/23
Accrual Basis

Public Building Authority of the City Of Manchester Tennes
Profit & Loss
October 2023

	Oct 23
Ordinary Income/Expense	
Income	61,515.27
Cost of Goods Sold	14,041.13
Gross Profit	47,474.14
Expense	
Fuel Surcharge	28.20
505 · Labor (variable)	18,066.85
509 · - Hourly Accounting	1,181.25
580 · Payroll Administrative (fixed)	31,668.38
585 · Contract Labor	685.15
602 · Advertising	139.94
612 · Credit Card Fees	273.71
617 · Computer Expenses	1,967.76
635 · Equipment Rental	-101.56
640 · Insurance Expense	900.00
66000 · Payroll Expenses	1,225.69
685 · Repairs and Maintenance	6,749.45
695 · Travel & Entertainment	585.41
700 · Utilities	5,121.91
720 · Supplies	650.36
Total Expense	69,142.50
Net Ordinary Income	-21,668.36
Other Income/Expense	
Other Income	25,473.00
Other Expense	3,109.96
Net Other Income	22,363.04
Net Income	<u>694.68</u>

