

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

ATTENDEES

Members

Zach Lowry
David Bradley
Jake Shelton
Holly Jone
Tiffany Hillsman
Megan Jackson

Office

Chairman
Vice Chairman
Secretary/Treasurer
Public Relations Officer

Guests

Rebecca French

6 members /1 guests

CALL TO ORDER

The December 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 from recording.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

- Minutes were not available due to illness. Will be approved at the January meeting.

CITIZEN COMMENTS

- None made.

REPORTS

Treasurer's Report: J. Shelton

- All accounts are holding steady.
- Total cash on hand is \$117,427.07.

Conference Center Report: R. French

- GM Report is attached to the minutes.
- P&L was provided.
- 6 months hit \$350K.
 - \$646K is stretch goal \$753K long stretch.
- Hotel Rooms 598 rooms
 - Stretch goal 1,500; 2,000 long stretch.
- Audit wrap up was Dec. 5/6th.
- Bid for National Federation for the Blind State Conference submitted. Sustainability project for this fiscal year priority one to welcome this group to travel independently.
- Checking in with attorney on outstanding issues and may need to make decisions moving forward.
 - Liquor license process has stopped at the creation of the non-profit.

-
- Wayne Lance appealed to the state for the new settlement request of \$35,000. Down from the original \$5million.

OLD BUSINESS:

GM Goals Finalized

- Table continued.

NEW BUSINESS

Absenteeism: Chairman Lowry

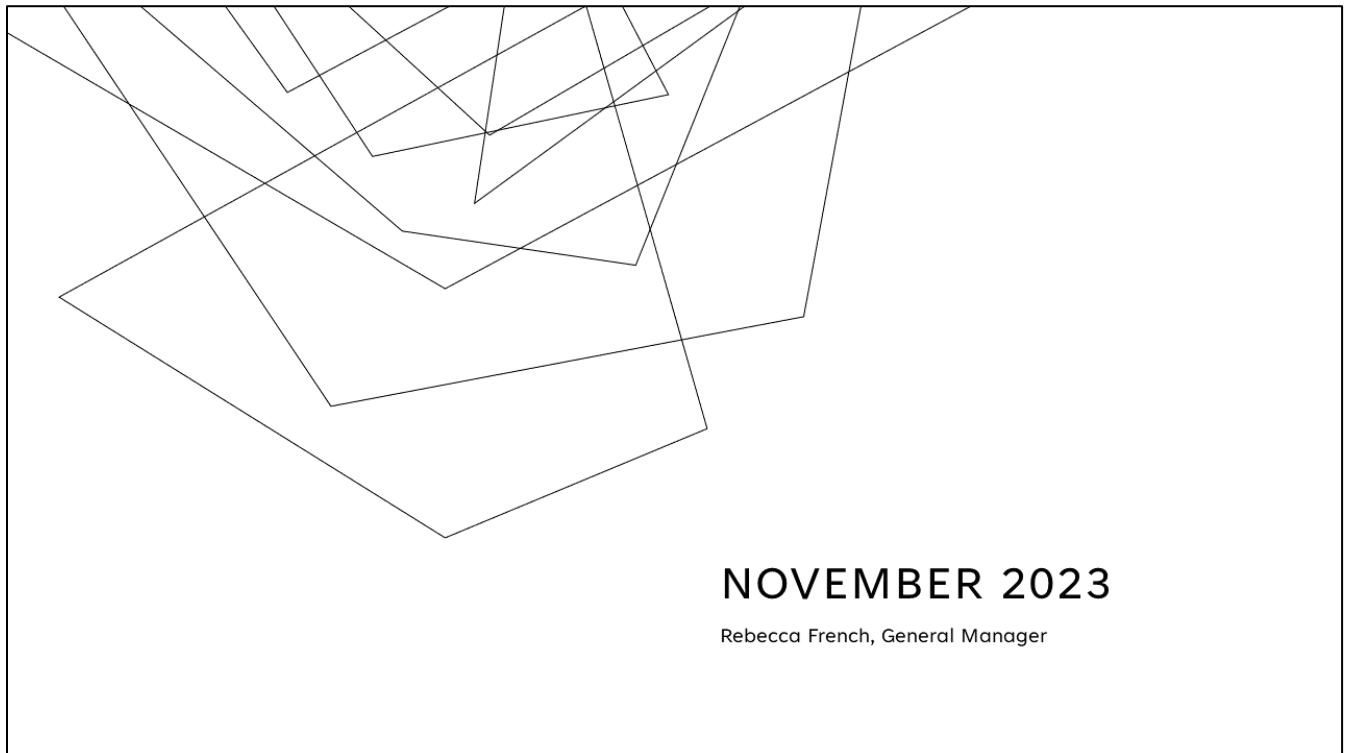
- **David Bradley moved to approve the absence of Ken Huddleston.** Jake Shelton seconded the motion. With no further discussion, the motion passed.

ADJOURN

- Chairman Lowry adjourned the meeting at 12:03 pm.

Signed, Zach Lowry, Chairman

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



Hosted Events

Picked target markets for small market meetings

Spoke with a hotel feasibility group studying Coffee County.

Joined “The Knot” for advertising.

Paperwork created to streamline our RFP process and paperwork.-
Going to be a landing page on our website for those items.

Preparing for the Bus Tours Conference in Nashville in January.

Requested Tourism and other people to represent MCCCC as
delegates at the opening State breakfast.



Meeting to redo our “google my business” and google analytics.
Redo our SEO. Build custom landing pages for google searched that
bring people back to our website. This will be installed in phases.

Profit and loss trends-

6 months hit 350K---- \$646K is stretch goal \$753K long stretch.

Hotel Rooms---- 598 rooms stretch goal 1,500, 2,000 long stretch.

Audit wrap up was Dec. 5/6th.

Bid for National Federation for the Blind State Conference

submitted. – Sustainability project for this fiscal year priority one to
welcome this group to travel independently.



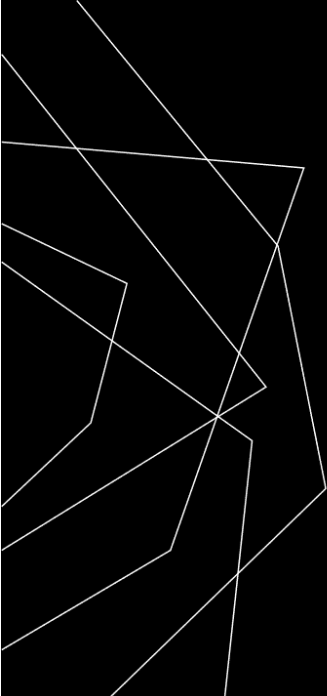


- Professional Event Management
- Spacious Ballroom
- Fully Integrated Executive Board Rooms
- Outdoor Event Space

November Monthly Performance Review
27 – Event Days
1831– People attended events
75 – Hotel Rooms
(in conjunction to convention center events)



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



THANK YOU

Rebecca French
Rebecca@mccc.com

Public Building Authority of the City Of Manchester
 147 Hospitality Blvd
 IN 37355

Invoice

Date	Invoice #
12/1/2023	12012023

Bill To Manchester Budget & Finance Director City Hall 200 West Fort St. Manchester, IN 37355

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	MCCCC operations	0.00	0.001
1	MCCCC Fixed Cost	36,364.09	36,364.091
1	Deprecation.	2,448.00	2,448.001
Year to 12/31/2023 requests from MCCCC: \$215,211.45 Year to 12/31/2023 projected requests from MCCCC \$239,089.90 MCCCC Year to 12/31/2023 request is \$23,878.45 underfunded. Out-of-state sale, exempt from sales tax		0.00%	0.00
Total			\$38,812.09

PM
 1/23
 Annual Basis

Public Building Authority of the City Of Manchester Tennesse
Profit & Loss
 November 2023

	Nov 23
Ordinary Income/Expense	
Income	55,552.32
Cost of Goods Sold	15,918.08
Gross Profit	39,634.24
Expense	
Fuel Surcharge	67.29
505 · Labor (variable)	21,314.56
509 · - Hourly Accounting	493.50
580 · Payroll Administrative (fixed)	35,486.60
585 · Contract Labor	123.00
602 · Advertising	2,067.87
612 · Credit Card Fees	211.47
617 · Computer Expenses	1,547.92
630 · Dues and Subscriptions	824.91
640 · Insurance Expense	700.00
649 · Office Supplies	505.46
650 · Licenses and Permits	100.00
66000 · Payroll Expenses	683.34
685 · Repairs and Maintenance	4,767.30
695 · Travel & Entertainment	1,095.57
700 · Utilities	4,157.69
720 · Supplies	1,415.70
720.5 · Durable Supplies	495.52
725 · Laundry & Linen	143.97
Total Expense	76,201.67
Net Ordinary Income	-36,567.43
Other Income/Expense	
Other Income	32,996.53
Other Expense	7,662.15
Net Other Income	25,334.38
Net Income	-11,233.05

Minutes of the December 8, 2023, Meeting of the PBA
(continued)

Public Building Authority of the City Of Manchester Tennesse
Profit & Loss Budget vs. Actual

July through November 2023

Basis:

	Jul 23	Budget	\$ Over Bud...	% of Budget	Aug 23	Budget	\$ Over Bud...	% of Budget	Sep 23	Budget	\$ Over Bud...	% of Bud
Ordinary Income-Expense												
Income												
400 Sales	3,509.93	16,000.00	-12,490.07	21.9%	12,919.31	16,000.00	-3,080.69	80.7%	22,608.97	36,985.00	-14,376.03	61.3%
410 Rental/Misc Income	5,327.87	0.00	5,327.87	100.0%	24,155.50	0.00	24,155.50	100.0%	21,508.77	0.00	21,508.77	100.0%
420 Service Fees	1,139.93	0.00	1,139.93	100.0%	5,731.07	0.00	5,731.07	100.0%	9,141.27	0.00	9,141.27	100.0%
Total Income	9,977.73	16,000.00	-6,022.27	62.4%	42,805.88	16,000.00	26,805.88	267.5%	53,259.01	36,985.00	16,274.01	143.0%
Cost of Goods Sold												
500 Cost of Sales	4,583.10	5,584.00	-1,000.90	82.1%	15,727.03	5,015.00	10,712.03	313.6%	12,068.44	9,197.00	2,871.44	131.2%
50000 Cost of Goods Sold	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	341.92	0.00	341.92	100.0%
660 Music and Entertainment	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
661 Special Events	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total COGS	4,583.10	5,584.00	-1,000.90	82.1%	15,727.03	5,015.00	10,712.03	313.6%	12,342.38	9,197.00	3,145.38	137.6%
Gross Profit	5,394.63	10,416.00	-5,021.37	51.8%	27,078.85	10,985.00	16,093.85	246.5%	40,916.65	27,788.00	13,128.65	148.3%
Expense												
Employee Meeting	0.00	0.00	0.00	0.0%	196.78	0.00	196.78	100.0%	0.00	0.00	0.00	0.0%
Fuel Surcharge	17.80	0.00	17.80	100.0%	30.80	0.00	30.80	100.0%	39.80	0.00	39.80	100.0%
505 Labor (variable)	11,075.65	14,000.00	-2,924.35	79.1%	22,278.40	16,000.00	6,278.40	139.0%	18,058.05	14,000.00	4,058.05	143.6%
509 Hourly Accounting	1,643.25	0.00	1,643.25	100.0%	2,220.75	0.00	2,220.75	100.0%	1,186.50	0.00	1,186.50	100.0%
580 Payroll Administrative (fixed)	30,279.02	28,467.00	1,812.02	106.4%	35,362.80	34,178.00	1,184.80	103.5%	31,162.44	30,175.00	987.44	103.3%
585 Contract Labor	1,704.16	120.00	1,584.16	1,420.1%	0.00	120.00	1,200.0%	0.0%	314.52	0.00	314.52	100.0%
602 Advertising	1,925.81	4,000.00	-2,074.19	48.1%	2,552.34	4,000.00	-1,447.66	63.8%	2,129.65	4,000.00	-1,870.35	53.2%
605 Automobile Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
610 Bank Service Charges	0.00	0.00	0.00	0.0%	200.00	0.00	200.00	100.0%	0.00	0.00	0.00	0.0%
611 Cash Short/Over	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
612 Credit Card Fees	82.10	0.00	82.10	100.0%	0.00	0.00	0.00	0.0%	201.06	0.00	201.06	100.0%
617 Computer Expenses	654.21	0.00	654.21	100.0%	579.12	0.00	579.12	100.0%	248.15	150.00	93.15	62.1%
630 Dues and Subscriptions	99.00	1,800.00	-1,701.00	5.5%	1,926.50	900.00	1,026.50	214.0%	250.00	150.00	100.00	66.7%
635 Equipment Rental	810.00	0.00	810.00	100.0%	0.00	0.00	0.00	0.0%	971.14	0.00	971.14	100.0%
640 Insurance Expense	0.00	1,700.00	-1,700.00	0.0%	1,154.85	1,700.00	-545.15	67.9%	884.90	1,700.00	-815.10	52.0%
644 Interest Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
648 Loan Interest	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 644 Interest Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
649 Office Supplies	0.00	200.00	-200.00	0.0%	359.21	200.00	159.21	179.6%	0.00	0.00	0.00	0.0%
650 Licenses and Permits	20.00	0.00	20.00	100.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
655 Miscellaneous	0.00	100.00	-100.00	0.0%	162.85	100.00	62.85	162.9%	0.00	100.00	-100.00	100.0%
66000 Payroll Expenses	1,003.29	0.00	1,003.29	100.0%	5.91	0.00	5.91	100.0%	0.00	54.60	-54.60	0.0%
665 Postage and Delivery	0.00	54.00	-54.00	0.0%	0.00	0.00	0.00	0.0%	0.00	600.00	-600.00	0.0%
66800 Reconciliation Discrepancies	0.00	600.00	-600.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
66901 Reconciliation Discrepancies	16.02	0.00	16.02	100.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
675 Professional Fees	0.00	1,950.00	-1,950.00	0.0%	0.00	1,950.00	-1,950.00	0.0%	0.00	1,950.00	-1,950.00	0.0%
685 Repairs and Maintenance	2,435.71	3,300.00	-864.29	73.8%	8,015.80	3,300.00	4,715.80	242.9%	10,489.27	3,300.00	7,189.27	218.2%
695 Travel & Entertainment	124.62	0.00	124.62	100.0%	84.36	0.00	84.36	100.0%	2,405.46	400.00	2,005.46	501.4%
700 Utilities	4,707.62	4,950.00	-242.38	95.1%	5,549.36	4,900.00	649.36	113.9%	5,507.07	4,800.00	707.07	116.1%
720 Supplies	458.65	450.00	8.65	101.9%	1,036.55	450.00	586.55	230.3%	680.48	500.00	180.48	136.1%
720.5 Durable Supplies	19.50	300.00	-280.50	6.5%	0.00	300.00	-300.00	0.0%	5.26	300.00	-294.74	0.2%
725 Laundry & Linen	0.00	100.00	-100.00	0.0%	0.00	100.00	-100.00	0.0%	0.00	0.00	0.00	0.0%
775 Alarms & Monitoring	150.00	150.00	0.00	100.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	57,276.41	62,841.00	-5,564.59	91.1%	84,195.24	68,648.00	15,547.24	122.7%	75,441.94	62,179.00	13,262.94	118.2%
Ordinary Income	-51,831.78	-52,425.00	593.22	98.9%	-57,316.39	-57,863.00	546.61	98.7%	-34,525.29	-34,391.00	-134.29	100.4%
Other Income-Expense												
Other Income	39,124.72	0.00	39,124.72	100.0%	173,950.50	0.00	173,950.50	100.0%	64,902.54	0.00	64,902.54	100.0%
Other Expense	0.00	2,448.00	-2,448.00	0.0%	32,078.76	2,448.00	29,630.76	1,310.4%	17,798.50	2,448.00	15,350.50	627.5%
Other Income	39,124.72	2,448.00	41,572.72	1,599.2%	141,871.74	-2,448.00	144,319.74	5,795.4%	47,104.04	-2,448.00	49,552.04	1,987.0%
Income	12,707.06	54,873.00	-42,165.94	23.2%	84,755.35	-60,311.00	145,066.35	140.5%	12,578.75	-36,839.00	49,417.75	134.4%

Minutes of the December 8, 2023, Meeting of the PBA
(continued)

Public Building Authority of the City Of Manchester Tennessee												
Profit & Loss Budget vs. Actual												
July through November 2023												
	Oct 23	Budget	\$ Over Bud...	% of Budget	Nov 23	Budget	\$ Over Bud...	% of Budget	Jul - Nov 23	TOTAL Budget	\$ Over Bud...	% of Budget
Primary Income/Expense												
Income												
400 Sales	27,019.08	43,565.00	-16,545.92	62.0%	34,350.33	41,511.00	-7,160.67	82.7%	100,407.62	154,061.00	-53,653.38	65.2%
410 Rental/Misc Income	26,001.00	0.00	26,001.00	100.0%	14,040.76	0.00	14,040.76	100.0%	91,033.98	0.00	91,033.98	100.0%
420 Service Fees	8,495.11	0.00	8,495.11	100.0%	7,161.23	0.00	7,161.23	100.0%	31,868.61	0.00	31,868.61	100.0%
Total Income	61,515.27	43,565.00	17,950.27	141.2%	55,552.32	41,511.00	14,041.32	133.8%	223,110.21	154,061.00	69,049.21	144.8%
Cost of Goods Sold												
500 Cost of Sales	14,419.11	9,011.00	5,408.11	160.0%	15,840.61	15,443.50	397.11	102.6%	62,570.29	44,250.50	18,319.79	145.3%
5000 Cost of Goods Sold	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	341.92	0.00	341.92	0.0%
550 Music and Entertainment	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	77.47	0.00	77.47	0.0%
651 Special Events	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total COGS	14,419.11	9,011.00	5,408.11	160.0%	15,840.61	15,443.50	397.11	102.6%	62,912.21	44,250.50	18,661.71	144.6%
Gross Profit	47,096.16	34,554.00	12,542.16	136.3%	39,711.71	26,067.50	13,644.21	152.0%	160,198.00	109,810.50	50,387.50	146.8%
Expense												
600 Employee Meeting	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	196.28	0.00	196.28	0.0%
605 Fuel Surcharge	28.20	0.00	28.20	0.0%	67.29	0.00	67.29	0.0%	183.05	0.00	183.05	0.0%
605 Labor (variable)	18,096.85	14,000.00	4,096.85	129.0%	21,314.56	16,000.00	5,314.56	133.2%	90,893.51	74,000.00	16,893.51	122.8%
609 Hourly Accounting	1,181.25	0.00	1,181.25	0.0%	493.90	39,253.00	-38,759.10	100.0%	6,725.25	158,248.00	-151,522.75	4.3%
600 Payroll Administrative (fixed)	31,668.36	30,175.00	1,493.36	104.9%	39,446.60	39,253.00	193.60	100.0%	2,806.03	240.00	2,566.03	106.9%
605 Contract Labor	685.15	0.00	685.15	100.0%	123.00	0.00	123.00	100.0%	77.47	0.00	77.47	0.0%
602 Advertising	139.94	4,000.00	-3,860.06	3.5%	7,067.87	4,000.00	3,067.87	176.7%	8,811.61	20,000.00	-11,188.39	44.1%
605 Automobile Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
610 Bank Service Charges	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	200.00	0.00	200.00	100.0%
611 Cash Short/Over	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
612 Credit Card Fees	273.71	0.00	273.71	100.0%	211.47	0.00	211.47	100.0%	1,297.46	0.00	1,297.46	100.0%
617 Computer Expenses	1,967.76	900.00	1,067.76	218.6%	1,547.92	150.00	1,397.92	103.2%	5,381.41	1,950.00	3,431.41	173.4%
630 Dues and Subscriptions	0.00	0.00	0.00	0.0%	874.91	0.00	874.91	0.0%	3,059.91	3,195.00	-135.09	98.9%
635 Equipment Rental	-101.56	0.00	-101.56	0.0%	0.00	0.00	0.00	0.0%	1,679.58	0.00	1,679.58	100.0%
640 Insurance Expense	900.00	1,700.00	-800.00	52.9%	700.00	1,700.00	-1,000.00	41.2%	3,439.75	8,500.00	-5,060.25	40.5%
644 Interest Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
648 Loan Interest	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 644 Interest Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
649 Office Supplies	0.00	0.00	0.00	0.0%	505.46	200.00	305.46	252.7%	864.50	600.00	264.50	144.2%
650 Licenses and Permits	0.00	0.00	0.00	0.0%	100.00	0.00	100.00	100.0%	120.00	0.00	120.00	100.0%
655 Miscellaneous	0.00	100.00	-100.00	0.0%	0.00	100.00	-100.00	0.0%	162.89	500.00	-337.11	33.4%
6600 Payroll Expenses	1,225.69	0.00	1,225.69	0.0%	683.34	0.00	683.34	0.0%	5,445.96	0.00	5,445.96	100.0%
665 Postage and Delivery	0.00	0.00	0.00	0.0%	0.00	54.00	-54.00	0.0%	5.01	150.00	-144.99	0.0%
6680 Reconciliation Discrepancies	0.00	600.00	-600.00	0.0%	0.00	600.00	-600.00	0.0%	0.00	3,000.00	-3,000.00	0.0%
66901 Reconciliation Discrepancies	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	16.02	0.00	16.02	0.0%
675 Professional Fees	0.00	1,550.00	-1,550.00	0.0%	0.00	8,850.00	-8,850.00	0.0%	0.00	16,250.00	-16,250.00	0.0%
685 Repairs and Maintenance	6,749.45	3,300.00	3,449.45	204.5%	4,787.30	3,300.00	1,487.30	144.5%	32,452.53	16,500.00	15,952.53	157.3%
695 Travel & Entertainment	585.41	1,800.00	-1,214.59	32.5%	1,095.57	3,000.00	-1,904.43	36.5%	4,295.42	5,000.00	-704.58	84.9%
700 Utilities	5,121.91	4,800.00	321.91	106.7%	4,157.69	4,800.00	-642.31	86.6%	25,043.65	24,150.00	893.65	105.0%
720 Supplies	650.36	800.00	-149.64	81.3%	1,415.70	800.00	615.70	177.0%	4,241.72	3,000.00	1,241.72	140.4%
720.5 Durable Supplies	19.50	400.00	-380.50	4.9%	445.52	200.00	245.52	122.8%	565.78	1,500.00	-934.22	37.7%
725 Laundry & Linens	0.00	60.00	-60.00	0.0%	143.97	-0.00	143.97	100.0%	143.97	260.00	-116.03	44.3%
775 Alarms & Monitoring	0.00	0.00	0.00	0.0%	0.00	3.00	-3.00	0.0%	150.00	150.00	0.00	100.0%
Total Expense	69,182.00	64,185.00	4,997.00	107.8%	76,201.67	79,352.00	-3,150.33	96.0%	362,227.26	337,405.00	24,822.26	107.4%
Ordinary Income	-27,065.94	-29,631.00	2,565.06	74.5%	36,567.43	-53,284.50	16,717.07	68.6%	-202,106.73	227,584.50	-27,477.77	98.0%
Net Income/Expense												
Other Income	25,473.00	0.00	25,473.00	100.0%	32,966.53	0.00	32,966.53	100.0%	336,447.29	0.00	336,447.29	100.0%
Other Expense	3,109.98	2,448.00	661.98	127.0%	7,862.15	2,448.00	5,414.15	313.0%	60,649.37	12,240.00	48,409.37	395.4%
Other Income	22,363.04	-2,448.00	24,811.04	913.5%	25,334.38	-2,448.00	27,782.38	-1,034.9%	275,797.02	-12,240.00	288,037.02	2,719.0%
Income	297.20	-32,079.00	32,376.20	0.9%	11,233.05	-55,731.50	44,498.45	79.7%	73,691.19	239,834.50	-166,143.31	30.9%

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

November 2023

	Nov 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense	55,552.32	41,511.00	14,041.32	133.8%
Income	15,918.08	15,443.50	474.58	103.1%
Cost of Goods Sold	39,634.24	26,067.50	13,566.74	152.0%
Gross Profit	76,201.67	79,352.00	-3,150.33	96.0%
Expense	-36,567.43	-53,294.50	16,717.07	68.6%
Net Ordinary Income	32,995.53	0.00	32,995.53	100.0%
Other Income/Expense	7,962.15	2,448.00	5,214.15	313.0%
Other Income	25,334.38	-2,448.00	27,782.38	-1,034.9%
Other Expense	-11,233.05	-55,732.50	44,499.45	20.2%
Net Other Income				
Net Income				

PM

1/23

ual Basis