

**FRIDAY, JANUARY 12, 2024, 11:30 AM
MANCHESTER-COFFEE COUNTY CONFERENCE CENTER**

ATTENDEES

Members

Zach Lowry
Jake Shelton
Tiffany Hillsman
Ken Huddleston
Megan Jackson

Office

Chairman
Secretary/Treasurer

Guests

Rebecca French
Oslin Gulick

5 members /2 guests

CALL TO ORDER

The January 12, 2024, 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

- **moved to approve November 2023 and December 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: J. Shelton

- All accounts are very stable as they have been over the past few meetings.
- Operations account has a balance of \$59,976.00.
- Total cash on hand is \$155,383.00.
- Mrs. French added that two months of payroll will be paid from operations to deprecation. She had been waiting on the City payment.

Conference Center Report: R. French

- GM Report is attached to the minutes.
- P&L was provided.
- December is the first month that we did not make budget. The largest December client had to cancel due to contract issues. While all dates were filled, it did not fully offset the projected revenue from that party.
- Payroll is great. Justin Smith is on paternity leave.
- \$14,000 of maintenance and repairs were completed in the month. Parking lot lights, lower front porch lights were retrofitted after having to replace one that was run over.
- Parking lot use by tractor trailer trucks causes damage to the parking lot. It may require further discussion with the hotels.

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- **Jake Shelton moved to approve the GM FY 24 Goals as listed in the performance matrix shown.** Megan Jackson seconded the motion. With no further discussion, the motion passed.

NEW BUSINESS

Absenteeism: Chairman Lowry

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

ELECTION OF OFFICERS

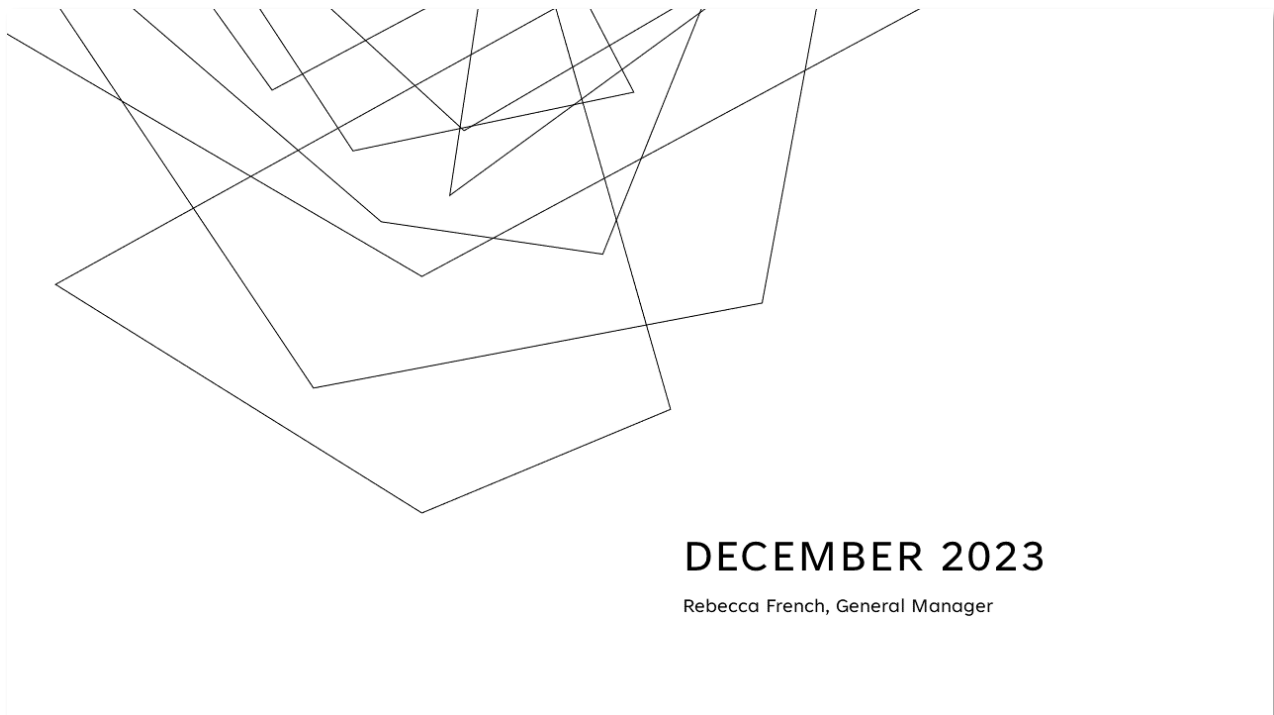
- **Officer Nominations:**
 - Chairman: Megan Jackson
 - Vice Chairman: Zach Lowry
 - Secretary/Treasurer: Jake Shelton
 - Public Relations Officer: Ken Huddleson
- **Tiffany Hillsman moved to elect the nominated slate of officers.** Jake Shelton seconded the motion. With no further discussion, the motion was approved.

ADJOURN

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

Signed, Zach Lowry, Chairman

Minutes completed and typed by Oslin Gulick February 8, 2024.



Oslin and Sheila completed their Wedding MBA attendance and classes. They are “certified wedding and event planners.” They already excelled at planning events, but this education piece solidifies industry standards and other competencies as well as accomplishing internal goals to provide the best for our guest experience and reduce liability at MCCCC.



Their attendance was budgeted this fiscal year- and they did not attend the Governors Conference and training/ networking event to attend Wedding MBA.

Trending events and continuing education are crucial to relevancy in the market. Education pieces on cultural events is a key focus internally as we continue to grow in this market.



Meeting to redo our “google my business” and google analytics.

Three new landing pages for RFP’s on our website. Contracts available online also. See the page-<https://mcccc.com/rfp/>

All phases to automate processes internally.

The Knot- 20 Leads received since 12/12/2023.



Two events budgeted for Holiday Season were cancelled. One event for next year may not rebook due to an upcoming acquisition.

December is the first month of the FY budget/ projections not hit or outperformed. 46K in building maintenance at 6 months is high. New parking lot lights and electrical repairs to hit lights and HVAC maintenance caused the high December number.

New bookkeeper to start in March- final conversations with CPA firm in January. Notice of Audit not finished by 12/31 deadline received and sent out. Meeting with new bookkeeper about roles and things to accomplish first occurred.

Payroll- maternity leave X2 unbudgeted. Increase from Employee+Spouse coverage to Family coverage not budgeted.



A promotional flyer for the Manchester Coffee County Conference Center. It features the center's logo and website (www.mcccc.com). The main text reads "Take the Easy Road...Exit 114 on I-24" and lists amenities: "63 miles from BNA, 75 miles from CHA", "MCCCC is a one stop shop for your guests to rest", "We can create custom snacks, to go meals, and elegant dinners at our facility", and "Three brand name hotels on campus with bus parking." There are images of food, a map, and a contact section with phone number (931-723-8283), website, and address (147 Hospitality Blvd, Manchester, TN 37355).

A promotional flyer titled "DON'T JUST TRAVEL TENNESSEE. Experience Tennessee". It lists "Where to go" including Manchester, Tullahoma, and Lynchburg's historic downtown areas, Peabody, The Caverns, Tullahoma (George Dickel, South Jackson Civic Center, Beechcraft Heritage Museum), Lynchburg (Jack Daniels, Barrel House BBQ), Manchester (Common John Brewery, Jiffy Burger, Old Stone Fort), and a QR code. It also features logos for Holiday Inn Express, Comfort, and La Quinta by Wyndham, along with a list of "On-campus Amenities": Free Parking, Swimming Pool, Free Breakfast, and Exit 114 off I-24.



Bus Tours Conference in Nashville next week.

Upcoming meeting with the Department of Labor.

The Manchester Times interviewed us for the Employment First Award and took a staff photo.

Project for building drawings initiated
information to come.



MANCHESTER | COFFEE COUNTY

CONFERENCE CENTER

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

December Monthly Performance Review
37 – Event Days
2693 – People attended events
94 – Hotel Rooms
(in conjunction to convention center events)

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



MANCHESTER | COFFEE COUNTY
CONFERENCE CENTER

- Professional Event Management
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July 1- Dec. 31 Monthly Performance Review
154 – Event Days (in 182.5 days)
14,273 – People attended events (average 2378.33 per mo.)
1386 – Hotel Rooms (average 231 per mo.)
(in conjunction to convention center events)



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



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

Invoice

Date	Invoice #
1/1/2024	January 24

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	MCCCC operations	0.00	0.00
1	MPBA Fixed Cost Funding	32,399.00	32,399.00
1	Depreciation	2,448.00	2,448.00
	Out-of-state sale, exempt from sales tax	0.00%	0.00
		Total	\$34,847.00

PM
18/24
Annual Basis

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

	Dec 23
Ordinary Income/Expense	
Income	122,264.02
Cost of Goods Sold	21,324.65
Gross Profit	100,939.37
Expense	
Contact Concessionaire	6,071.00
Fuel Surcharge	39.47
505 · Labor (variable)	39,382.12
580 · Payroll Administrative (fixed)	33,021.31
585 · Contract Labor	184.34
602 · Advertising	3,088.67
612 · Credit Card Fees	416.69
617 · Computer Expenses	143.89
630 · Dues and Subscriptions	129.00
640 · Insurance Expense	1,446.25
649 · Office Supplies	117.70
655 · Miscellaneous	65.85
66000 · Payroll Expenses	3,073.10
665 · Postage and Delivery	19.14
685 · Repairs and Maintenance	14,148.59
695 · Travel & Entertainment	481.41
700 · Utilities	4,452.63
720 · Supplies	904.06
720.5 · Durable Supplies	364.88
725 · Laundry & Linen	386.18
801-1 · 401K non matching employee only	2,188.46
Total Expense	110,124.74
Net Ordinary Income	-9,185.37
Other Income/Expense	
Other Income	
475.5 · In-Kind Sponsor	4,785.19
910 · Reimb Approp Funds City/Manches	38,812.09
Total Other Income	43,597.28
Other Expense	
801-2 · TCRS payment 50/50	2,425.93
803 · In-Kind Sponsor Expense	4,785.19
Total Other Expense	7,211.12
Net Other Income	36,386.16
Net Income	27,200.79

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

1 PM
1/8/24
Actual Basis

	Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income	122,264.02	135,000.00	-12,735.98	90.6%
Cost of Goods Sold	21,324.65	29,854.40	-8,529.75	71.4%
Gross Profit	100,939.37	105,145.60	-4,206.23	96.0%
Expense	110,124.74	101,953.00	8,171.74	108.0%
Net Ordinary Income	-9,185.37	3,192.60	-12,377.97	-287.7%
Other Income/Expense				
Other Income	43,597.28	0.00	43,597.28	100.0%
Other Expense	7,211.12	2,448.00	4,763.12	294.6%
Net Other Income	36,386.16	-2,448.00	38,834.16	-1,486.4%
Net Income	27,200.79	744.60	26,456.19	3,653.1%

Minutes of the January 12, 2024, Meeting of the PBA
(continued)

	\$ Over Bud...	% of Budget	Nov 23	Budget	\$ Over Bud...	% of Budget	Dec 23	Budget	\$ Over Bud...	% of Budget	Jul - Dec 23	Budget	\$ Over Bud...	% of Budget
Primary Income/Expense														
Income														
400 - Sales	-15,545.52	62.0%	34,350.33	41,511.00	-7,160.67	82.7%	74,881.11	135,000.00	-60,118.89	55.5%	175,288.73	289,061.00	-113,772.27	60.6%
410 - Rental/Misc Income	25,001.08	100.0%	14,040.76	0.00	14,040.76	100.0%	24,980.58	0.00	24,980.58	100.0%	116,014.56	0.00	116,014.56	100.0%
420 - Service Fees	8,485.11	100.0%	7,190.97	0.00	7,190.97	100.0%	22,402.33	0.00	22,402.33	100.0%	54,100.58	0.00	54,100.58	100.0%
Total Income	17,950.27	141.2%	55,581.96	41,511.00	14,070.96	133.9%	122,264.02	135,000.00	-12,735.98	90.6%	345,403.87	289,061.00	56,342.87	119.5%
Cost of Goods Sold														
500 - Cost of Sales	5,479.67	160.3%	15,726.99	15,443.50	283.49	101.8%	21,324.65	29,854.40	-8,529.75	71.4%	65,852.88	74,104.90	-8,252.02	113.2%
50000 - Cost of Goods Sold	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	341.92	0.00	341.92	0.0%
600 - Music and Entertainment	0.00	0.0%	77.47	0.00	77.47	100.0%	0.00	0.00	77.47	0.0%	77.47	0.00	77.47	100.0%
601 - Special Events	0.00	0.0%	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	5,479.67	160.8%	15,804.46	15,443.50	360.96	102.3%	21,324.65	29,854.40	-8,529.75	71.4%	65,772.27	74,104.90	-8,332.63	113.7%
Gross Profit	12,470.60	136.1%	39,777.50	26,067.50	13,710.00	152.6%	100,939.37	105,145.60	-4,206.23	95.0%	261,131.60	214,956.10	46,175.50	121.5%
Expense														
Contact Concessionaire	0.00	0.0%	0.00	0.00	0.00	0.0%	6,071.00	0.00	6,071.00	0.0%	196.28	0.00	196.28	0.0%
Employee Meeting	0.00	0.0%	67.29	0.00	67.29	100.0%	39.47	0.00	39.47	100.0%	223.36	0.00	223.36	0.0%
Fuel Surcharge	4,056.85	125.0%	21,314.56	16,000.00	5,314.56	133.2%	39,392.12	42,000.00	-2,617.88	93.9%	130,275.63	116,000.00	14,275.63	112.3%
505 - Labor (variable)														
509 - Hourly Accounting	1,109.08	103.7%	493.50	35,253.06	-2,665.87	91.9%	33,021.31	35,253.06	-2,231.69	93.7%	193,611.01	193,501.00	110.01	98.7%
580 - Payroll Administrative (fixed)	685.15	100.0%	123.00	0.00	123.00	100.0%	184.34	1,200.00	-1,015.66	15.4%	3,011.17	1,440.00	1,571.17	209.1%
585 - Contract Labor	-3,850.06	3.5%	2,216.05	4,000.00	-1,783.95	55.4%	3,088.67	4,000.00	-911.33	77.2%	12,048.45	24,000.00	-11,951.54	50.2%
602 - Advertising	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
605 - Automobile Expense	0.00	0.0%	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	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
611 - Cash Short/Over	0.00	0.0%	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	100.0%	216.47	0.00	216.47	100.0%	415.69	0.00	415.69	100.0%	1,714.15	0.00	1,714.15	100.0%
617 - Computer Expenses	1,067.00	216.0%	1,761.00	150.00	1,611.00	143.8%	1,438.88	150.00	-288.12	95.9%	5,103.39	2,100.00	3,003.39	271.6%
630 - Dues and Subscriptions	101.56	100.0%	624.91	345.00	279.91	239.1%	129.00	0.00	129.00	100.0%	3,228.91	3,195.00	33.91	101.1%
633 - Equipment Rental	-101.56	100.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	1,679.58	0.00	1,679.58	100.0%
640 - Insurance Expense	-800.00	52.9%	700.00	1,700.00	-1,000.00	41.2%	1,446.25	1,700.00	-253.75	85.1%	4,886.00	10,200.00	-5,314.00	47.9%
644 - Interest Expense	0.00	0.0%	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	0.0%	505.46	200.00	305.46	252.7%	117.70	700.00	-582.30	16.8%	982.39	1,300.00	-317.61	75.6%
650 - Licenses and Permits	0.00	0.0%	100.00	0.00	100.00	100.0%	0.00	0.00	100.00	0.0%	120.00	0.00	120.00	100.0%
655 - Miscellaneous	-100.00	0.0%	0.00	100.00	-100.00	0.0%	65.85	100.00	-34.15	65.9%	2,287.74	600.00	-371.26	38.1%
655 - Payroll Expenses	0.00	0.0%	663.34	0.00	663.34	100.0%	3,073.10	0.00	3,073.10	100.0%	8,518.96	0.00	8,518.96	100.0%
655 - Payroll Expenses	0.00	0.0%	0.00	54.00	-54.00	0.0%	19.14	0.00	19.14	100.0%	24.15	162.00	-137.85	14.9%
655 - Payroll Expenses	0.00	0.0%	0.00	600.00	-600.00	0.0%	0.00	0.00	-1,100.00	0.0%	0.00	4,100.00	-4,100.00	0.0%
65900 - Reconciliation Discrepancies	-600.00	0.0%	6.45	0.00	6.45	100.0%	0.00	0.00	6.45	100.0%	22.47	0.00	22.47	100.0%
65901 - Reconciliation Discrepancies	-1,550.00	0.0%	0.00	8,850.00	-8,850.00	0.0%	0.00	1,950.00	-1,950.00	0.0%	0.00	18,200.00	-16,250.00	0.0%
675 - Professional Fees	3,949.45	219.7%	4,625.30	3,305.00	1,320.30	140.2%	14,148.99	3,300.00	10,848.99	428.7%	46,564.12	19,800.00	27,764.12	139.2%
685 - Repairs and Maintenance	-1,214.59	32.5%	1,095.57	3,000.00	-1,904.43	35.5%	4,452.63	4,800.00	-347.37	76.8%	29,566.28	29,950.00	-383.72	98.5%
685 - Travel & Entertainment	321.91	106.7%	4,157.69	4,800.00	-642.31	88.6%	4,452.63	5,800.00	-1,347.37	76.8%	4,776.83	5,600.00	-823.17	85.3%
700 - Utilities														
TOTAL														
720 - Supplies	-145.64	81.3%	1,415.70	800.00	615.70	177.0%	904.06	1,800.00	-885.94	50.2%	5,145.78	4,800.00	345.78	107.2%
725 - Office Supplies	-380.50	4.3%	515.02	200.00	315.02	257.5%	364.88	2,500.00	-2,135.12	14.5%	970.16	4,000.00	-3,029.84	24.3%
725 - Laundry & Linen	83.97	240.0%	0.00	0.00	0.00	0.0%	395.18	0.00	395.18	100.0%	530.15	260.00	270.15	203.9%
775 - Alarms & Monitoring	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	150.00	0.00	150.00	100.0%
801-1 - 401X non matching employee only	384.30	100.0%	1,446.19	0.00	1,446.19	100.0%	2,188.46	0.00	2,188.46	100.0%	4,513.72	0.00	4,513.72	100.0%
Total Expense	5,620.97	108.8%	74,623.64	79,352.00	-4,728.36	94.0%	110,124.74	101,953.00	8,171.74	108.0%	471,417.94	439,358.00	32,059.94	107.3%
Ordinary Income	5,849.63	76.9%	-34,846.14	53,284.53	18,438.36	65.4%	-9,185.37	3,192.60	-12,377.97	-287.7%	-210,286.34	-224,401.90	14,115.56	93.7%
Other Income/Expense	25,473.00	100.0%	33,426.89	0.00	33,426.89	100.0%	43,597.28	0.00	43,597.28	100.0%	380,474.92	0.00	380,474.92	100.0%
Other Expense	651.95	127.0%	7,662.15	2,446.00	5,216.15	313.0%	7,211.12	2,445.00	4,766.12	294.6%	67,860.49	14,668.00	53,192.49	462.0%
Other Income	24,811.04	913.5%	25,764.74	-2,446.00	28,210.74	-1,052.5%	35,386.16	-2,446.00	38,832.16	-1,496.4%	312,614.44	-14,688.00	327,302.44	-2,128.4%
Income	31,660.67	1.3%	-9,981.40	-55,732.50	46,651.10	16.3%	27,200.79	744.80	26,456.19	3,653.1%	102,328.10	-239,069.90	341,418.00	-42.8%