

**FRIDAY, May 10, 2024, 11:30 AM  
MANCHESTER-COFFEE COUNTY CONFERENCE CENTER**

**ATTENDEES**

**Members**

Zach Lowry  
Jake Shelton

**Office**

Vice Chairman  
Secretary Treasurer

**Guests**

Oslin Gulick  
Justin Smith  
Kammie Greenwell  
Erica Colter

2 members /4 guests

**CALL TO ORDER**

The May 10, 2024, meeting of the Public Building Authority of the City of Manchester, Tennessee was called to order at 11:30 AM by Zach Lowry, Vice Chairman, presiding. Minutes were recorded by Oslin Gulick from recording.

**APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

- Quorum was not present.

**CITIZEN COMMENTS**

- No citizens were in attendance.

**REPORTS**

**Treasurer's Report: Jake Shelton**

- Operating account has balance of \$21,874.24.
- Depreciation account is at \$80,799.71 with \$50.72 of interest earned.
- Cash on hand is \$98,783.04.
- Mr. Shelton had a suggestion for an accountant that he planned to introduce to Mrs. French.

**Conference Center Report: Kammie Greenwell**

- Kammie Greenwell gave the presentation to the PBA as an assignment of the apprenticeship program. Mrs. French created the presentation for Kammie to present. She has been an employee of MCCCC since 2018.
- GM Report is attached to the minutes.
- P&L was provided.
- April had 20 events days. 2859 attendees. 296 hotel rooms.
- Apprenticeship program was kicked off with a signing of the first class participants. Pictures shown. Representatives from the Department of Labor and Vocational Rehab attended the signing. 7 are in the class currently. Additional students will start the program in July. Having an Apprenticeship program creates additional grant opportunities through the State.

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- Last year sales year-to-date were \$535,000.00 with 259 event days. This year-to-date is \$595,000.00 in sales with 247 event days.
  - Maintenance and repairs were up from \$35,000 to \$85,000. A proactive maintenance plan is needed to emergency repairs. Building is 22 years old.
  - Expense is up, but tracks with the additional sales and maintenance increase. There is also an additional full-time employee—from 4 to 5—that is included in that expense.

**OLD BUSINESS**

**FY 24-25 Budget Approval**

**No business could be addressed due to lack of quorum.**

**NEW BUSINESS**

**Absenteeism**

**No business could be addressed due to lack of quorum.**

**ADJOURN**

- Chairman Jackson adjourned the meeting at 12:19 pm.

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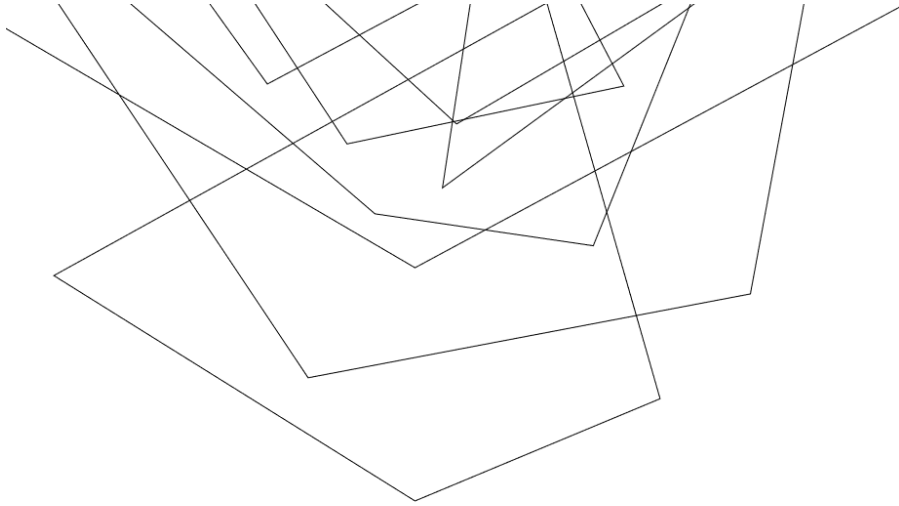
Signed, Megan Jackson, Chairman

Minutes completed and typed by Oslin Gulick October 14, 2024.

1 AM  
19/24  
rual Basis

Public Building Authority of the City Of Manchester Tennessee  
Profit & Loss Budget vs. Actual  
April 2024

	Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income	65,072.18	29,000.00	36,072.18	224.4%
Cost of Goods Sold	21,612.78	4,527.00	17,085.78	477.4%
Gross Profit	43,459.40	24,473.00	18,986.40	177.6%
Expense				
Contact Concessionaire	475.00			
Employee Meeting	154.89			
Fuel Surcharge	31.75			
505 · Labor (Variable)	14,688.16	15,000.00	-311.84	97.9%
580 · Payroll Administrative (fixed)	31,261.73	31,514.00	-252.27	99.2%
585 · Contract Labor	1,200.00	0.00	1,200.00	100.0%
602 · Advertising	4,914.49	4,000.00	914.49	122.9%
610 · Bank Service Charges	117.91	0.00	117.91	100.0%
611 · Cash Short/Over	0.00	0.00	0.00	0.0%
612 · Credit Card Fees	0.00	0.00	0.00	0.0%
617 · Computer Expenses	0.00	150.00	-150.00	0.0%
630 · Dues and Subscriptions	99.99	0.00	99.99	100.0%
635 · Equipment Rental	400.00	0.00	400.00	100.0%
640 · Insurance Expense	960.85	1,700.00	-739.15	56.5%
644 · Interest Expense	0.00	0.00	0.00	0.0%
649 · Office Supplies	85.66	120.00	-34.34	71.4%
650 · Licenses and Permits	0.00	0.00	0.00	0.0%
655 · Miscellaneous	0.00	100.00	-100.00	0.0%
65000 · Payroll Expenses	3,231.28			
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	1,525.00	1,950.00	-425.00	78.2%
685 · Repairs and Maintenance	8,999.13	3,300.00	5,699.13	272.7%
695 · Travel & Entertainment	755.92	400.00	355.92	189.0%
700 · Utilities	3,916.35	4,600.00	-683.65	85.1%
720 · Supplies	212.40	900.00	-687.60	23.6%
720.5 · Durable Supplies	0.00	600.00	-600.00	0.0%
725 · Laundry & Linen	0.00	0.00	0.00	0.0%
801-1 · 401K non matching employee only	0.00	0.00	0.00	0.0%
Total Expense	73,030.51	64,934.00	8,096.51	112.5%
Net Ordinary Income	-29,571.11	-40,461.00	10,889.89	73.1%



## APRIL 2024

Rebecca French, General Manager

Presented by Kammie Greenwell, MCCCC Apprentice  
getting credit for "communication skills hours"



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

### April Monthly Performance Review

20– Event Days

2859 – People attended events

296 – Hotel Rooms

*(in conjunction to convention center events)*



To learn more about the conference center visit [www.mccc.com](http://www.mccc.com)

Apprenticeship/ Certified Apprenticeship

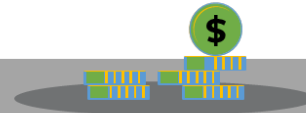


[www.ApprenticeshipTN.com](http://www.ApprenticeshipTN.com)



Comparison- Year to Year

	Sales	Event Days	Attendees	Price per Attendee	Maint and Repairs	Total Expense	\$ p.p. total exp	F/T Emp
2023	535K	259	22,319	\$23.98	\$39K	748K	.033	4
2024	595K	247	24,489	\$24.93	\$85K	789K	.032	5



THANK YOU,  
KAMMIE  
GREENWELL

Any questions please email:  
Rebecca French  
[Rebecca@mcccc.com](mailto:Rebecca@mcccc.com)



MANCHESTER | COFFEE COUNTY  
CONFERENCE CENTER

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

**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.mccc.com](http://www.mccc.com)

March	April	May	June
Event Days: 23 Hotel Rooms: 338 Guests: 2836 \$ Direct Impact	Event Days: 20 Hotel Rooms: 296 Guests: 2859 \$ Direct Impact	Event Days: Hotel Rooms: Guests: \$ Direct Impact	Event Days: Hotel Rooms: Guests: \$ Direct Impact

“Because Tourism is Real Money” - Commissioner Mark Ezell

<h3 style="text-align: center;">July</h3> <p>Event Days: 20 Hotel Rooms: 30 Guests: 1484 \$6,807.00 Direct Impact</p>	<h3 style="text-align: center;">August</h3> <p>Event Days: 23 Hotel Rooms: 664 Guests: 2886 \$150,661.60 Direct Impact</p>	<h3 style="text-align: center;">September</h3> <p>Event Days: 23 Hotel Rooms: 103 Guests: 2067 \$ Direct Impact</p>	<h3 style="text-align: center;">October</h3> <p>Event Days: 24 Hotel Rooms: 420 Guests: 3312 \$ Direct Impact</p>
<h3 style="text-align: center;">November</h3> <p>Event Days: 27 Hotel Rooms: 75 Guests: 1831 \$ Direct Impact</p>	<h3 style="text-align: center;">December</h3> <p>Event Days: 37 Hotel Rooms: 94 Guests: 2693 \$ Direct Impact</p>	<h3 style="text-align: center;">January</h3> <p>Event Days: 22 Hotel Rooms: 280 Guests: 2120 \$ Direct Impact</p>	<h3 style="text-align: center;">February</h3> <p>Event Days: 28 Hotel Rooms: 72 Guests: 2401 \$ Direct Impact</p>

Megan began working with elected officials about the current budget. She has met people at the Center and offsite. I have been included if necessary.

**2023 State of the Industry Report**  
**INDUSTRY IMPACT IN TENNESSEE**  
*Oxford Economics Analysis - January 2023*

Hotels power America's economy, invest in our communities and support our employees in all 50 states. As an industry, we not only provide good-paying jobs in every state and district, with every direct hotel job supporting an additional 2.8 jobs in the community, we also drive significant state and local tax revenue. In 2022, the hotel industry is poised to continue its strong recovery from the pandemic's effects on travel, achieving record demand and revenue figures. Despite this, ongoing staffing shortages continue to affect hotel businesses, the guest experience, and local communities. AHLA is committed to addressing these challenges and other issues affecting small businesses.

Below is a snapshot of the industry's impact in Tennessee.

- 37,240** DIRECT HOTEL JOBS SUPPORTED
- 149,052** TOTAL JOBS SUPPORTED
- \$4.6 BILLION** 2022 ROOM REVENUE
- \$861.5 MILLION** STATE & LOCAL TAX REVENUE GENERATED
- 1,657** 2022 HOTEL PROPERTIES IN STATE
- 34 MILLION** ROOMS SOLD IN 2022

**ECONOMIC IMPACTS**  
**KEY FINDINGS**

**VISITORS & SPENDING**  
In 2022, 141 million visitors spent \$28.9 billion across the Tennessee economy. Visitor spending increased 19% from \$24 billion over the prior year, and 19% above pre-pandemic levels.

**141 MILLION** Visitors to Tennessee in 2022

**DIRECT ECONOMIC IMPACT**  
The direct visit spending impact of \$28.9 billion generated \$7.7 billion in total economic, including 185,591 jobs and generated \$2.9 billion in state and local tax revenues in 2022.

- \$28.9B** Direct Visitor Spending
- \$7.7B** Direct Labor Income
- 185,591** Direct Jobs
- \$2.9B** Direct State & Local Taxes Generated

**TENNESSEE SWAGS SHOP** TN Department of Tourist Development

JANUARY 2024

Pay to the Order of **STATE OF TENNESSEE** \$ 1,905,000.00 DOLLARS

**ONE BILLION NINE HUNDRED FIVE MILLION**

For **EST. COLLECTIONS CY23** Hospitality and Tourism Industry

**TENNESSEE**  
RESTAURANT INDUSTRY AT A GLANCE

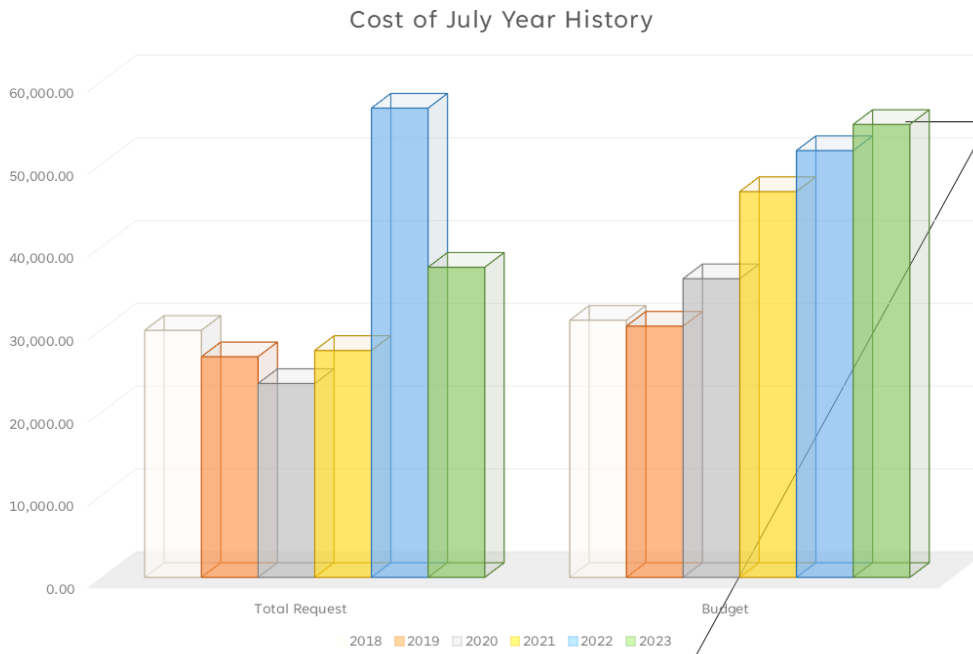
Restaurants are a driving force in Tennessee's economy. The foodservice industry creates thousands of jobs, supports career growth, and plays a vital role in every community across the state.

- 13,372** 2022 EATING AND DRINKING PLACE LOCATIONS IN TENNESSEE
- \$19.5 Billion** 2022 ESTIMATED EATING AND DRINKING PLACE SALES IN TENNESSEE
- 334,400** RESTAURANT AND FOODSERVICE JOBS IN TENNESSEE IN 2022 = **11%** OF EMPLOYMENT IN THE STATE
- BY 2030, THAT NUMBER IS PROJECTED TO GROW BY **11.9%** = **39,900** ADDITIONAL JOBS FOR A TOTAL OF **374,300**

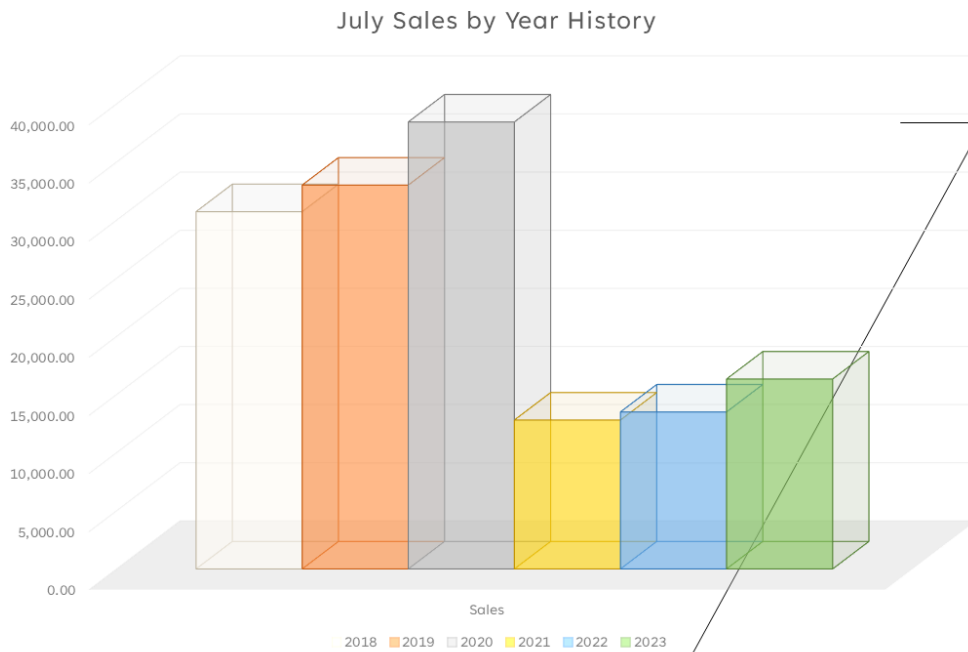
A thriving restaurant industry benefits the entire Tennessee economy.

- EVERY ADDITIONAL DOLLAR SPENT IN TENNESSEE'S RESTAURANTS CONTRIBUTES \$2.34 TO THE STATE ECONOMY.
- EVERY ADDITIONAL \$1 MILLION SPENT IN TENNESSEE'S RESTAURANTS GENERATES 16.8 JOBS IN THE STATE ECONOMY.

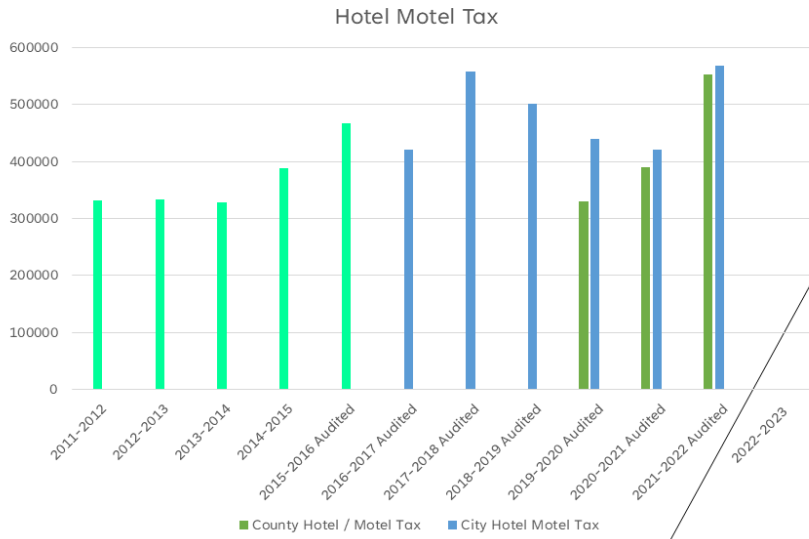




In 2020 MCCCC started paying Insurance policies previously included with the county budget.



This slide shows the post pandemic growth. July is one of the slowest sales months in the Centers history. Since a new PBA took over during the pandemic the history gives an accurate depiction of capacity and previous sales.



Years Bonnaroo Sold out 2003, 2006, 2019d/c, 2020 d/c, 2022

Full-Service Venue Years 2016 to current.

Covid Year(s) 2019-2021