

**Special Called Meeting
FRIDAY, June 19, 2024, 11:30 AM
MANCHESTER-COFFEE COUNTY CONFERENCE CENTER**

ATTENDEES

Members

Megan Jackson
David Bradley
Jake Shelton
Ken Huddleston

Office

Chairman

Guests

Rebecca French

4 members /1 guests

CALL TO ORDER

The June 19, 2024, special called meeting of the Public Building Authority of the City of Manchester, Tennessee was called to order at 11:30 AM by Megan Jackson, Chairman, presiding. Minutes were recorded by Rebecca French from recording.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

- **Ken Huddleston moved to approve the February 2024 meeting minutes as presented.** David Bradley seconded the motion. With no further discussion, the minutes were approved.

CITIZEN COMMENTS

- No citizens were in attendance.

REPORTS

Treasurer's Report: Jake Shelton

- Payroll account has balance of \$8,969.85
- Depreciation account is at \$110,581.00
- Cash on hand is \$117,930.24

Conference Center Report: R. French

- GM Report is attached to the minutes.
- P&L was provided.
- Small market meetings were attended by the GM in Chicago. This was a meeting for small market meeting planners- 25 appointments 12 minutes each. Eight leads were great leads, two appointments were not a good fit.
- GM attended the County Budget and Finance meeting- requesting the maintenance bill for the year and advertising for the next fiscal year. The meeting was reported back by Rebecca to be the most professional meeting she has ever attended held by the County. The County committees made recommendations to go before the full commission to pay for \$15,000 in advertising and \$21,000 for building maintenance. The committee suggested giving MCCCC \$5,000 more than requested. MCCCC gave all in attendance the printed aids sent out or taken to meetings/ market that represent all of Coffee County- not just MCCCC or the City of Manchester. The County wants to have a joint meeting

with the MPBA, The County, and the City. It was requested that the meeting is held in August after the election at the County Building. The County Committee wanted to understand the MPBA and MCCCC purchasing policy. The GM emailed the Mayor and Chair of that committee the day after the meeting with the written and approved internal controls and purchasing policy.

- Three air conditioning units are currently out. GM brought her RV air unit from home to cool the building during an event. Service or rentals were not available during that time and turnaround was needed.
- Oslin had her baby! She will be on maternity leave until Sept. 9th 2024.
- Preliminary performance goals were provided with measures attained to date. The GM went over sales goals, hotel rooms, income/ expense/ multi day events, and sustainability.
- Working on end of year, audit closeout, and audit contract acquisition.
- The apprenticeship program has received phones calls requesting how young adults can join the program.

OLD BUSINESS

None to address.

NEW BUSINESS

Absenteeism: Chairman Jackson

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

ADJOURN

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

Signed, Megan Jackson, Chairman

PUBLIC BUILDING AUTHORITY



City of MANCHESTER, TENNESSEE

MEETING AGENDA

1 of 1

Special Called Meeting
FRIDAY, JUNE 19, 2024, 11:30 AM
MANCHESTER-COFFEE COUNTY CONFERENCE CENTER

- I. CALL TO ORDER
- II. APPROVAL OF THE MINUTES
 - April 2024
- III. CITIZEN COMMENTS
- IV. REPORTS
 - TREASURER'S REPORT
 - CONFERENCE CENTER REPORT
- IV. OLD BUSINESS
 - August meeting for HVAC/ Capital discussion/ planning
- V. NEW BUSINESS
 - ABSENTEEISM: Chair Ms. Jackson
- VI. ADJOURN

Performance Goals	YR Plan	FYTD Actual	FY Forecast	Threshold	Target	Stretch	Long Stretch
Convention Center Gross Income	\$ 499,000			\$499,000.00	\$691,200.00 Hit 698k May	\$746,500.00	\$806,200.00
Hotel Rooms	2,300			2,300	2,700 May 2024- Hit 2,539	2900	3100
Maintain Ratio of Income to Expense Expenditures Not including Maint/ Depr.	*			1.15	1.3	1.45	1.6
Book new multi-day events that new business.	< recruit new multi-day conferences in partnership with the hotels on campus.	T****,B*****, C***** D*****,C***** L*****C***** ***** L*****	Bid on three Conferences we did not get. Reasons were: -Wanted Nashville/ Murfreesboro shopping, - other venue cheaper, - venue not large enough.	1	2	3	4 8 as of May
Sustainability/ DEI/ Accessibility/ Inclusion Projects with at least \$10k in Impact	1 completed project		1.Inclusive Employer Award, 2.ADA ramp area, 3.Pod ramp for safety,4 . New Led Conversion for inside and outside, 5.Apprenticeship certification, 6.DDL employment program,7.,8.,9. Applied for three new funding or grant resources.	1	2	3	4

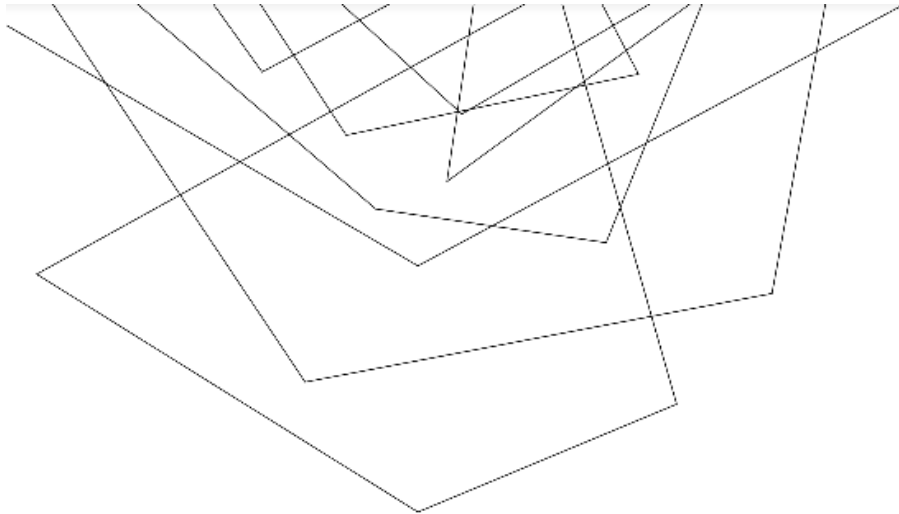
Minutes of the June 19, 2024, Meeting of the PBA
(continued)

Public Building Authority of the City Of Manchester Tennesse				
Profit & Loss Budget vs. Actual				
May 2024				
	May 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income	102,634.55	24,000.00	78,634.55	427.6%
Cost of Goods Sold	31,017.87	3,793.00	27,224.87	817.8%
Gross Profit	71,616.68	20,207.00	51,409.68	354.4%
Expense				
Contract Hosting Fees	100.00			
Employee Meeting	59.78			
Fuel Surchage	49.50			
505 - Labor (variable)	28,723.85	16,000.00	12,723.85	179.5%
580 - Payroll Administrative (fixed)	38,767.97	36,592.00	2,175.97	105.9%
585 - Contract Labor	3,910.00	763.00	3,148.00	513.1%
602 - Advertising	3,032.00	3,000.00	32.00	101.1%
610 - Bank Service Charges	8.95	0.00	8.95	100.0%
611 - Cash Short/Over	0.00	0.00	0.00	0.0%
612 - Credit Card Fees	112.28	0.00	112.28	100.0%
617 - Computer Expenses	0.00	500.00	-500.00	0.0%
630 - Dues and Subscriptions	479.80	655.00	-175.20	73.3%
635 - Equipment Rental	4,315.00	0.00	4,315.00	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	0.00	200.00	-200.00	0.0%
650 - Licenses and Permits	0.00	0.00	0.00	0.0%
655 - Miscellaneous	0.00	100.00	-100.00	0.0%
65000 - Payroll Expenses	10,794.03			
655 - Postage and Delivery	135.95	54.00	81.95	251.8%
66900 - Reconciliation Discrepancies	0.00	600.00	-600.00	0.0%
675 - Professional Fees	4,192.50	1,650.00	2,542.50	254.1%
685 - Repairs and Maintenance	3,978.50	3,300.00	678.50	120.6%
695 - Travel & Entertainment	7,655.23	400.00	7,255.23	1,913.8%
700 - Utilities	3,942.12	5,000.00	-1,057.88	78.8%
720 - Supplies	1,168.44	800.00	368.44	146.1%
720.5 - Durable Supplies	848.11	700.00	148.11	121.2%
725 - Laundry & Linen	199.37	0.00	199.37	100.0%
801-1 - 401K non matching employee only	0.00	0.00	0.00	0.0%
Total Expense	113,444.23	72,013.00	41,431.23	157.5%
Net Ordinary Income	-41,827.55	-51,806.00	9,978.45	80.7%

Pa

Public Building Authority of the City Of Manchester Tennesse
Profit & Loss
May 2024

	May 24
Ordinary Income/Expense	
Income	102,634.55
Cost of Goods Sold	31,017.87
Gross Profit	71,616.68
Expense	113,444.23
Net Ordinary Income	-41,827.55
Other Income/Expense	
Other Income	82,382.65
Other Expense	6,622.71
Net Other Income	75,759.94
Net Income	<u>33,932.39</u>



MAY 2024

Rebecca French, General Manager

MANCHESTER | COFFEE COUNTY

CONFERENCE CENTER

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

May Monthly Performance Review 26– Event Days
1557– People attended events
167 – Hotel Rooms
(in conjunction to convention center events)



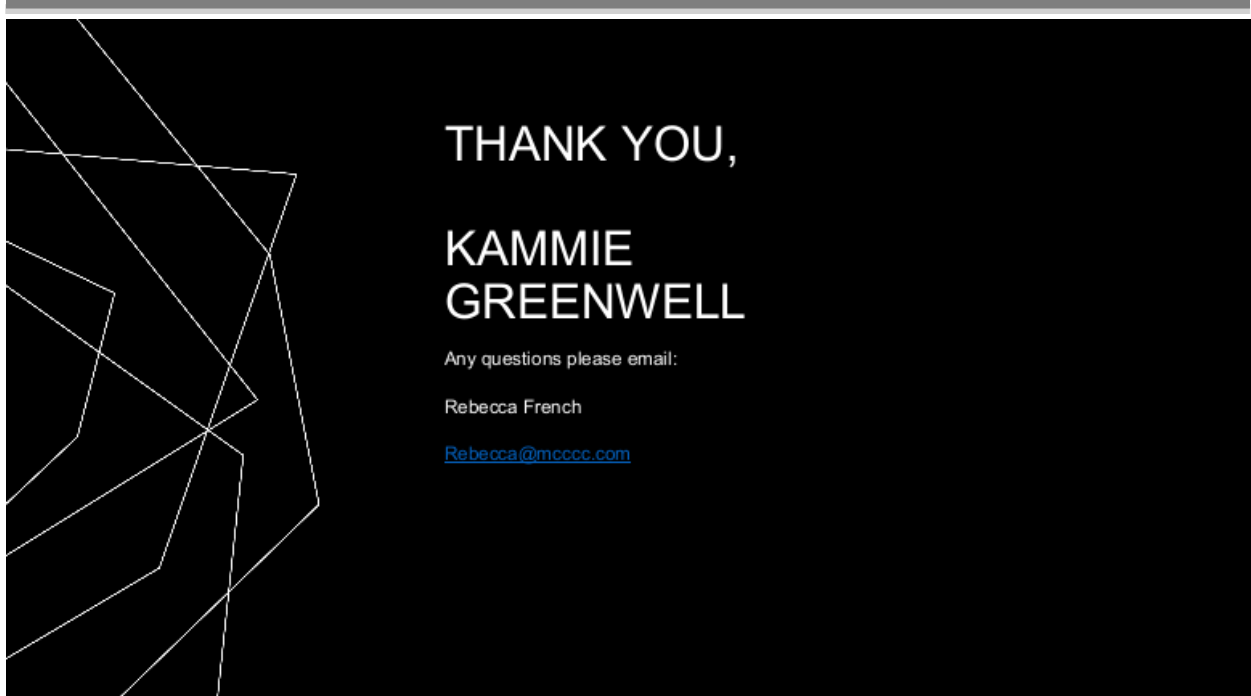
To learn more about the conference center visit www.mccc.com

Small Market Meetings- 12 minute “speed dating” for event planners. 25 total appointments.



We hosted a new type of event offsite- resulting in a booking at another venue for our décor for June. This client has ended up booking four event total for this year.





Public Building Authority of the City Of Manchester Tennessee
Profit & Loss Budget vs. Actual
 July 1, 2023 through June 18, 2024

	% of Budget	May 31	Budget	\$ Over Budget	% of Budget	Jun 1 - 18, 24	Budget	\$ Over Budget	% of Budget	Jul 1, '23 - Jun 18, 24	Budget	\$ Over Budget	% of Budget
Every Income/Expense													
Income	226.3%	122,534.55	24,000.00	19,534.55	427.8%	25,142.37	19,800.00	5,342.37	127.0%	723,845.18	499,057.00	227,288.18	144.8%
Cost of Goods Sold	517.8%	31,077.87	3,750.00	27,327.87	977.8%	2,819.85	3,520.00	299.85	111.7%	152,249.38	125,532.50	27,146.45	151.2%
Gross Profit	172.7%	71,816.68	20,250.00	51,406.68	354.4%	22,322.52	17,280.00	5,042.52	129.2%	541,595.80	383,524.50	158,341.30	148.0%
Expense	113.3%	113,444.23	72,012.00	41,432.23	157.5%	16,303.15	38,950.40	-1,303.24	98.2%	945,221.64	422,842.40	123,339.24	113.2%
Ordinary Income	71.4%	41,827.55	-9,762.00	32,065.55	80.7%	-14,578.44	21,578.40	8,999.96	67.8%	424,424.54	-499,829.30	52,253.45	89.8%
Net Income/Expense													
Other Income	100.0%	82,382.93	0.00	82,382.93	100.0%	129,824.25	0.00	129,824.25	100.0%	719,712.38	1.58	719,711.80	43,488,188.69
Other Expense	100.0%	6,622.71	2,448.00	4,174.71	250.8%	1,484.25	1,468.80	26.55	99.7%	107,799.74	28,296.80	79,382.94	279.6%
Other Income	1,443.4%	75,769.94	-2,448.00	78,217.94	-3,284.8%	124,184.00	-1,468.80	125,652.80	-8,413.4%	610,933.64	-28,281.22	639,244.86	-2,151.9%
Total	-8.3%	33,932.39	-44,254.00	68,186.39	-42.8%	109,885.88	22,047.20	132,832.76	-478.6%	264,338.80	-449,231.61	491,650.31	-42.8%