



**TUESDAY, MARCH 11, 2025, 7:00 PM  
MANCHESTER-COFFEE COUNTY CONFERENCE CENTER**

**ATTENDEES**

**Members**

Megan Jackson  
Zach Lowry  
Jake Shelton  
Tiffany Hillsman  
David Bradley

**Office**

Chairman  
Vice Chairman  
Secretary/Treasurer

**Guests**

Oslin Gulick

5 members /1 guest

**CALL TO ORDER**

The March 11, 2025, regular meeting of the Public Building Authority of the City of Manchester, Tennessee was called to order at 7:00 PM by Megan Jackson, Chairman, presiding. Minutes were recorded by Oslin Gulick.

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

- **Jake Shelton moved to approve the February 2024 and Special Called Minutes for February 2025 meetings' minutes as presented.** David Bradley seconded the motion. With no further discussion, the motion passed.

**CITIZEN COMMENTS**

- None made.

**REPORTS**

**Treasurer's Report: J. Shelton**

- Accounts are more stable than the last time.
- \$11,900 cash on hand currently.
- The outstanding payment from the State Guard is expected within the week.

**Conference Center Report: O. Gulick**

- GM Report is attached to the minutes.
- P&L is attached to the minutes.
- Motlow Gala was held with a lot of complimentary feedback on food and décor.
- 17 event days. 1865 guests. 98 hotel rooms.
- Zach Lowry asked why the switch to a commercial washer and dryer unit hasn't been done instead of having to replace a residential washer and dryer unit every two or so years. Mrs. Gulick responded that it was typically an emergency where one broke unexpectedly and a new one was needed for sanitation and workflow. The washing machine closet was retroactively built sometime after the building opened. Not an original part of the building. The washing machine is draining out of the men's restroom

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drainage, which would probably not be sufficient for a commercial unit. There may be a more reliable washing machine brand or smaller commercial unit to explore.

- Mr. Shelton commented that a Quinceanera he attended was also very well executed and received lots of good feedback.

## **OLD BUSINESS**

**Tabled GM Review for April 2025**

## **NEW BUSINESS**

**Absenteeism: Chairman Jackson**

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

## **ADJOURN**

- Chairman Jackson adjourned the meeting at 7:26 PM.

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Signed, Megan Jackson, Chairman

Minutes completed and typed by Oslin Gulick April 8, 2025.

**Public Building Authority of the City Of Manchester Tenness**  
**Profit & Loss**  
 February 2025

	Feb 25
▼ Ordinary Income/Expense	
▶ Income	66,112.46
▼ Cost of Goods Sold	
▶ 500 - Cost of Sales	11,366.69
661 - Special Events	119.94
Total COGS	11,486.63
Gross Profit	54,625.83
▶ Expense	89,095.56 ◀
Net Ordinary Income	-34,469.73
▼ Other Income/Expense	
▼ Other Income	
475.5 - In-Kind Sponsor	-1,925.18
Total Other Income	-1,925.18
▼ Other Expense	
803 - In-Kind Sponsor Expense	825.00
Total Other Expense	825.00
Net Other Income	-2,750.18
Net Income	<u>-37,219.91</u>

Public Building Authority of the City Of Manchester Tennes  
**Profit & Loss Budget Performance**  
 February 2025

	Feb 25	Budget	Jul '24 - Fe...	YTD Budget	Annual Bu...
▼ Ordinary Income/Expense					
▼ Income					
▶ 400 - Sales	34,494.31	58,000.00	293,515.26	498,000.00	729,000.00
▶ 410 - Rental/Misc Income	21,135.93	0.00	138,122.15	0.00	0.00
▶ 420 - Service Fees	10,482.22	0.00	81,499.83	0.00	0.00
<b>Total Income</b>	<b>66,112.46</b>	<b>58,000.00</b>	<b>513,137.24</b>	<b>498,000.00</b>	<b>729,000.00</b>
▼ Cost of Goods Sold					
▶ 500 - Cost of Sales	11,366.69	15,000.00	122,286.07	122,230.00	180,230.00
50000 - Cost of Goods Sold	0.00	0.00	0.00	0.00	0.00
556 - Tent Rental	0.00	0.00	0.00	0.00	0.00
660 - Music and Entertainment	0.00	0.00	0.00	0.00	0.00
661 - Special Events	119.94	0.00	2,601.18	0.00	0.00
<b>Total COGS</b>	<b>11,486.63</b>	<b>15,000.00</b>	<b>124,887.25</b>	<b>122,230.00</b>	<b>180,230.00</b>
<b>Gross Profit</b>	<b>54,625.83</b>	<b>43,000.00</b>	<b>388,249.99</b>	<b>375,770.00</b>	<b>548,770.00</b>
▶ Expense	69,095.56	80,856.99	674,632.96	662,604.25	1,022,480.50
<b>Net Ordinary Income</b>	<b>-34,469.73</b>	<b>-37,856.99</b>	<b>-286,382.97</b>	<b>-306,834.25</b>	<b>-473,710.50</b>
▼ Other Income/Expense					
▶ Other Income	-1,925.18	0.00	299,481.82	15,000.00	15,000.00
▼ Other Expense					
801-2 - TCRS payment 50/50	0.00	0.00	4,065.22	0.00	0.00
▼ 801 - Other Expense					
ERC fees	0.00	0.00	0.00	0.00	0.00
801 - Other Expense - Other	0.00	0.00	2,500.00	0.00	0.00
<b>Total 801 - Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>
803 - In-Kind Sponsor Expense	825.00	0.00	69,767.42	0.00	0.00
903 - PBA Audit Fee	0.00	0.00	8,000.00	0.00	0.00
931 - Building Depreciation Expe...	0.00	0.00	0.00	0.00	0.00
<b>Total Other Expense</b>	<b>825.00</b>	<b>0.00</b>	<b>84,332.64</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>-2,750.18</b>	<b>0.00</b>	<b>215,149.18</b>	<b>15,000.00</b>	<b>15,000.00</b>
<b>Net Income</b>	<b>-37,219.91</b>	<b>-37,856.99</b>	<b>-71,233.79</b>	<b>-291,834.25</b>	<b>-458,710.50</b>



## February Events

17 Event Days  
1,865 Guests  
98 Hotel Rooms



## An article from the Tullahoma News.



**A proposed "innovation, museum, and CONFERENCE CENTER proposed for Tullahoma-**

**Running at a proposed \$275,000 deficit. – interesting and It would be interesting to see the business model that would support such a small operational number.**

The previous study requested from the City of Tullahoma planning/ BOMA cited that an additional Conference Center could be a conflict with MCCCC and seen by State stakeholders as a direct conflict.

A current facility exists. (MCCCC) This facility could partner with Arnold. This facility could expand to host a museum, welcome center, etc.

Our communities could start working together. This article and other community articles support how valuable meeting spaces INCLUDING MCCCC are to the local economy.



Motlow Gala was a success. Thank you for those that attended.

Cash Flow Concerns- becoming less strenuous but still a concern.

Justin's payout was completed over January and February.

Fixed three leaking faucets, leaking water lines, two broken toilets, and one freezer light. Looking at the washer and changing light bulbs over this month.

Profit and Loss will be finalized when Rebecca returns and can double check all entries.

THANK YOU

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