

**MINUTES OF THE MEETING OF THE  
MASSACHUSETTS CONVENTION CENTER AUTHORITY  
ADMINISTRATION, FINANCE & PERSONNEL COMMITTEE  
FEBRUARY 8, 2024**

A meeting of the Administration, Finance & Personnel Committee of the Massachusetts Convention Center Authority ("Authority") was convened on February 8, 2023 at the Boston Convention & Exhibition Center, via Microsoft Teams or phone: Dial-in Number 1-857-702-2232, Conference ID: 971064044#

Committee Members in attendance via Microsoft Teams or phone were: Khushbu Webber, Michael Donovan, Dr. Aisha Miller<sup>1</sup>, Gwill York<sup>2</sup> and John Natoli.

Staff Members in attendance via Microsoft Teams or phone were: Gloria Larson, Christopher Donato, Mike Esmond, John Donahue, Lily Daley, David Silk, Christine Pulgini, John Paquin, Mark O'Leary, Michael Rodino, Brendan Flynn, Shannon Smith, Courtney Shanahan, Devin Taylor and Joanne Pages.

**I. ROLL CALL**

The meeting was called to order at 11:02 a.m., and Chair Webber confirmed there was a quorum for the meeting with a Roll-Call Vote.

Roll-Call Vote:

Kushbu Webber	Present.
John Natoli	Present.
Michael Donovan	Present.
Dr. Aisha Miller	No Answer.
Gwill York	No Answer.

**II. APPROVAL OF MINUTES**

Upon motion duly made and seconded, the minutes of the January 11, 2024, meeting were approved with a Roll-Call Vote.

Roll-Call Vote:

Khushbu Webber	Yes.
John Natoli	Yes.
Michael Donovan	Yes.
Dr. Aisha Miller	Yes.
Gwill York	Yes.

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<sup>1</sup> Dr. Aisha Miller joined the meeting at 11:04 a.m.

<sup>2</sup> Gwill York joined the meeting at 11:04 a.m.

### **III. BOARD VOTE: AUDIT SERVICES**

Michael Rodino, Controller presented the following vote.

The Massachusetts Convention Center Authority (“Authority”) annually is required to have an independent audit of its financial statements and financial controls. Each annual audit shall be performed in accordance with generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards (most recent revision) issued by the Comptroller General of the United States. As a component unit of the Commonwealth of Massachusetts, the Authority’s financial statements are used to complete the preparation of the Commonwealth’s Annual Comprehensive Financial Report (ACFR). It is, therefore, also imperative that the Authority’s financial reports are transmitted to the Commonwealth in a timely and accurate manner.

The Authority’s current contract with its independent auditor expires on May 31, 2024. In order to ensure continuity of services the Authority released a request for proposals (RFP) on December 18, 2023 for auditing services, with responses due back from qualified firms by January 17, 2024. The Authority received two proposals, listed below.

A selection committee made up from personnel from the Authority’s Finance, Legal and Information Technology departments interviewed the firms on January 31, 2024 and scored each firm’s proposal based on a number of factors, including: staffing and audit engagement resources; Massachusetts and other regional public client experience; minority or women owned business participation; proposed work plan; and, timeliness of project milestones. Based on its scoring the Selection Committee has determined CliftonLarsenAllen to be the most advantageous of the proposing firms.

<u>Firm</u>	<u>3-Yr Value</u>	<u>MBE / WBE Commitment %</u>	<u>Selection Committee Score</u>
CliftonLarsenAllen	\$ 284,362.80	14.55%	Highly Advantageous
RSM US LLP	\$ 305,999.10		Unacceptable - Did not submit signed letters of intent with M/WBE as part of proposal as required by RFP

**VOTED:**     **The Administration & Finance Committee of the Massachusetts Convention Center Authority recommends that the full board adopt the following vote:**

**VOTE:**     **The Massachusetts Convention Center Authority hereby authorizes the Executive Director to enter into a contract for auditing services for 3 years from CliftonLarsenAllen, with two optional 1-year extensions, in an amount not to exceed \$285,000.00**

Upon a motion duly made and seconded the committee voted unanimously as follows:

Roll-Call Vote:

Michael Donovan	Yes.
Dr. Aisha Miller	Yes.
John Natoli	Yes.
Khushbu Webber	Yes.
Gwill York	Yes.

#### **IV. FISCAL YEAR 2025 REVENUE BUDGET**

Michael Esmond, Chief Financial Officer, presented to the Committee on the status of the FY'25 Budget. The overall projected revenue forecast for all venues is \$81,672,844., up 4% from FY2024.

The BCEC is scheduled to host 75 events, 29 of which are bullseye events. The Hynes is scheduled to host 38 events, 12 of which are bullseye events.

Despite staffing and cost challenges across the hospitality sector, in-person event planners remain positive for the 2024 outlook. Most venues have seen revenues recover from Covid lows and demand from international travel, where Boston is very strong, is picking up.

FY 2025 projected hotel room nights are 721,272, and event square footage, 202,404,000.

Lawn on D: the draft budget anticipates impact of newer construction. There are 70 scheduled events, lower food and beverage/rental per contract event. The current revenue is \$968,500. This amount is expected to increase with greater detail on venue opening and community programming budget.

Parking is the largest non-event revenue we have. The BCG is up 5%, \$12 million dollars (FY25). The increase is due to commuter demand, daily to monthly. We are planning a rate adjustment. The Danaby Street Lot is up 2%, \$1.88 million (FY25), and the Springfield Garage \$455,000 (FY24). the Ferry Service, \$28 million (FY25).

Commercial Revenue: The Westin Hotel, \$2.1 million dollars, Element/Aloft, \$164,000 flat.

Restaurant Tenants at Hynes: Capital Grille up 2%, \$175,000, the Hynes Fine Dining/Rochambeau, \$800,000 flat.

Boston Tea Party Ships and Museum: original loan \$18 million dollars for construction will mature in September 2045. The outstanding balance as of 12/31/23 is \$15.25 million dollars.

Economic Impact: Preliminary FY2025 Forecast of \$1.15 billion dollars in total economic impact. The direct spending estimate being \$650 million dollars, \$1.15 billion dollars, including indirect/induced spending impacts. The total projected tax benefits, \$58 million dollars and projected jobs 9700.

**V. BOSTON COMMON GARAGE OVERVIEW**

Shannon Smith, Director of Public Safety, presented to the members on the Boston Common Garage overview. The BCG has 1,363 parking spaces, and is located in the heart of Boston. Pro Park Inc., operates and promotes the BCG on behalf of the Authority. The Management Agreement provides for regular review and recommendations for updates to BCG pricing. The last large-scale increase in BCG rates was in 2014. The Proposed rate changes would increase annual revenue \$228,000-\$680,000, the range reflects 0=10% volume loss. We wil refine options for pricing changes and will update AF&P and Board at April meetings. The new rates will be published in May 2024, and effective July 2024.

**VI. OLD BUSINESS**

There was no old business.

**VII. NEW BUSINESS**

Meeting to meet at 11:00 a.m., going forward.

**VIII. ADJOURNMENT**

Upon a motion duly made and seconded, Chair Webber conducted a Roll-Call vote to adjourn the meeting.

Roll-Call Vote:

Michael Donovan	Yes.
Dr. Aisha Miller	Yes.
John Natoli	Yes.
Khushbu Webber	Yes.
Gwill York	Yes.

The meeting adjourned at 12:17 p.m.

Dated: 3/13/2024

  
Christine A. Pulgini  
Associate General Counsel