

**MINUTES OF THE MEETING OF THE
MASSACHUSETTS CONVENTION CENTER AUTHORITY
ADMINISTRATION, FINANCE & PERSONNEL COMMITTEE
MARCH 7, 2024**

A meeting of the Administration, Finance & Personnel Committee of the Massachusetts Convention Center Authority (“Authority”) was convened on March 7, 2024 at the Boston Convention & Exhibition Center, via Microsoft Teams or phone: Dial-in Number 1-857-702-2232, Conference ID: 745618889#

Committee Members in attendance via Microsoft Teams or phone were: Khushbu Webber, Michael Donovan, Dr. Aisha Miller¹, 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, 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:

| | |
|-----------------|----------|
| Khushbu Webber | Present. |
| John Natoli | Present. |
| Michael Donovan | Present. |

II. APPROVAL OF MINUTES

Upon motion duly made and seconded, the minutes of the February 8, 2024, meeting were approved with a Roll-Call Vote.

Roll-Call Vote:

| | |
|----------------|------|
| Khushbu Webber | Yes. |
|----------------|------|

¹ Dr. Aisha Miller joined the meeting at 11:05 a.m. and left meeting at 11:31 a.m.

John Natoli Yes.
Michael Donovan Yes.

III. FISCAL YEAR 2025 DRAFT ENERGY/UTILITIES BUDGET

Deirdre Manning, Energy and Sustainability Manager, presented to the Committee on Fiscal Year 2025 Draft Energy/Utilities Budget. Electric consumption is down across all properties primarily due to energy conservation measures (ECM), although our mild weather has contributed to lower costs on the natural gas consumption as well. BCEC ECM investment project details show kWh reductions. BCG, MMC and Hynes have also shown reductions through ECMs. Will pursue cost effective insulation and air sealing opportunities and continue lighting and HVAC energy conservation measures.

Energy commodity pricing has moderated since the beginning of the Ukraine war.

Roof replacement at BCEC will allow Authority to add solar panels with Board approval and a virtual purchase power agreement will bring \$19.5 million kWh in renewable energy.

IV. BOARD VOTE: INSURANCE RENEWALS

Michael Rodino, Controller presented the following vote.

In January of 2020, the Massachusetts Convention Center Authority (“Authority”) selected the services of insurance broker Arthur J. Gallagher & Co (“Gallagher”) through a competitive procurement process. The duties under the contract, among other things, consist of securing coverage for property, crime, workers’ compensation, automobile, general liability, umbrella liability, public officials’ liability, foreign liability and employment practices liability insurance and subsequently cyber liability.

Gallagher has been engaged in soliciting offers from current and potential underwriters actively over the past several months in order to meet the Authority’s minimal coverage standards and secure the most competitive quotations for the different lines of coverage described below. Gallagher has provided initial recommendations and estimates for the Authority to prepare a vote authorizing the Executive Director to bind coverage for the Authority’s renewal date of April 1, 2024 for an amount of \$2,084,000.

The amounts set forth on Exhibit A are estimates with the total for all coverage not to exceed amount being \$2,084,000.

A vote to authorize the Executive Director to instruct Gallagher to bind coverage as set forth above would take the following form:

VOTED: The Administration, Finance and Personnel 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, in consultation with the Authority's insurance broker, Arthur J. Gallagher & Co, to bind coverage as described on Exhibit A in an amount not to exceed \$2,084,000 for period April 1, 2024-March 31, 2025 for the premiums set forth, subject to such adjustments as may be necessary in connection with finalizing the terms of the policies.

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

Roll-Call Vote:

| | |
|-----------------|------|
| Michael Donovan | Yes. |
| John Natoli | Yes. |
| Khushbu Webber | Yes. |

V. OLD BUSINESS

There was no old business.

VI. NEW BUSINESS

There was no new business.

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. |
| John Natoli | Yes. |
| Khushbu Webber | Yes. |

The meeting adjourned at 11:40 a.m.

Dated: April 10, 2024



Christine A. Pulgini
Associate General Counsel