Massachusetts Convention Center Authority

Thursday – July 20, 2023 9:30 a.m. – 12:00 p.m. Hynes Convention Center 900 Boylston Street Boston, MA 02115 Meeting Room 200

Pursuant to the Massachusetts Open Meeting Law, G.L. c. 30A, §§ 18-25, notice is hereby given of a meeting of the Massachusetts Convention Center Authority.

The meeting will take place VIA MICROSOFT TEAMS <u>Click here to join the meeting</u> OR JOIN BY PHONE: DIAL-IN NUMBER: <u>+1-857-702-2232</u>, Phone Conference ID: 585 163 740#

AGENDA

- I. Roll Call
- II. Review and Adoption of Minutes of June 15, 2023
- III. Review and Adoption of Minutes of June 15, 2023 Executive Session
- IV. Chair Emme Handy to address the Board
- V. David Gibbons, Executive Director to give overview of the Authority and introduce Department Heads
 - a. Finance Mike Esmond, CFO
 - b. Legal Chris Donato, General Counsel
 - c. Event Operations Diane DiAntonio, General Manager
 - d. HR Devin Taylor, Director of Human Resources
 - i. Introduction of our new Chief Diversity Officer
 - e. Operations/Capital Projects John Donahue, Chief of Operations & Capital Projects
 - f. IT/Public Safety Rob Noonan, Chief Information Security Officer
 - g. Communications Dave Silk, Director of Communications & External Relations
 - h. Transportation Shannon Smith, Director of Transportation
 - i. BCMC Milt Herbert, Executive Director of the BCMC
 - j. MMC Sean Dolan, General Manager MMC
- VI. New Business
 - a. Committee Assignments
 - b. Calendar Update
 - c. NAACP Update
 - i. Joclynne Bynoe Director of Event Services, Hynes
- VII. Old Business
- VIII. Adjournment



MCCA Departments Overview

MCCA Board Meeting July 20, 2023

MASSACHUSETTS CONVENTION CENTER AUTHORITY



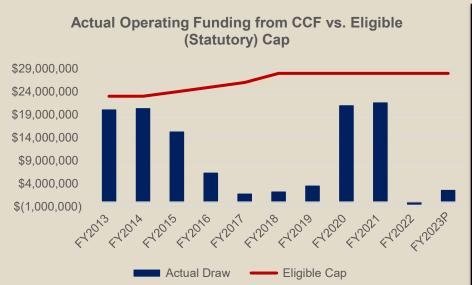
Finance Department

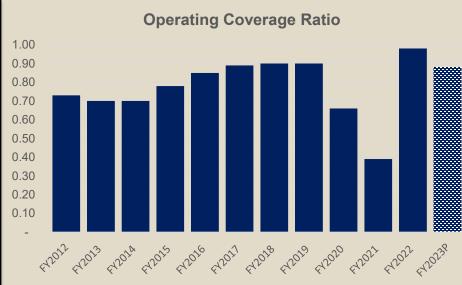
Mike Esmond CFO

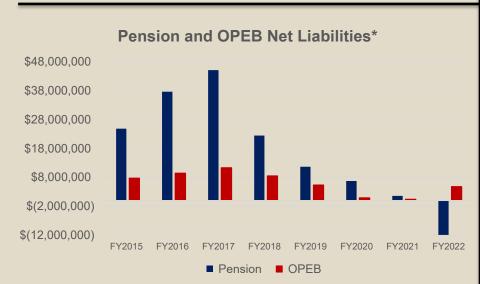
Key Finance Items

- Annual Budget Development
 - \$94.8M Operating (FY24)
 - \$81.4M Capital (FY24)
- Economic Impact Analysis
 - \$950M projected for FY24
- Accounting and Financial Reporting
 - Final FY23 Results presented at September board.

- Annual Independent Audit
 - Current Auditor, RSM LLC
- Convention Center Fund and Long-Term Financing Needs
 - State Funding Grant
 - Annual Forecast and Update to Multi-Year projections
- Long-Term Retirement Liabilities
 - 2017 Board Policy to Set Funding Aside to Address Liabilities



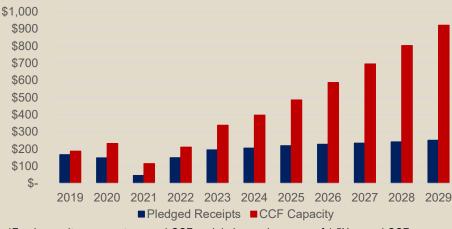




*Net Pension Liability equals measured liability less restricted trust assets.

AUTHORITY

Convention Center Fund Capacity*, \$millions



*Fund capacity represents annual CCF cash balances in excess of 1.5X annual CCF debt service level, or \$80 million.

Legal Department

Chris Donato General Counsel

Legal Department

Department Overview: The Law Department provides in-house legal support to the Board of Directors, Executive Director, and MCCA departments with an emphasis on corporate governance, compliance, contract, employment, labor, and public procurement services.

- Chris Donato General Counsel
- Christine Pulgini Associate General Counsel
- Jeannemarie Joyce Assistant General Counsel
- Brendan Flynn Director of Purchasing
- Jermain Sparrock Senior Purchasing Manager
- Mark Evers Warehouse Manager
- Jennifer Vidito Paralegal
- Nicole Russo Purchasing Coordinator & Buyer
- Joanne Pages Executive Assistant to the Legal Office

Legal – Roles and Responsibilities

- Advises the MCCA departments on issues that touch on the day-to-day operations of the MCCA and its facilities.
- Draft and review contracts.
- Respond to public records requests.
- Counsel employees on state ethics and conflict of interest matters.
- Advise on open meeting law, diversity and compliance, employment, and procurement matters.
- Oversees outside counsel representing the interests of the MCCA.
- Assists MCCA staff in developing policies and initiating regulatory compliance procedures and practices.
- Represents the MCCA before local and state administrative and regulatory agencies.

Event Operations

Diane DiAntonio General Manager

General Manager

Department Overview: MCCA Events is responsible for event management and on-site execution for hundreds of events annually at the Boston Convention and Exhibition Center, John B. Hynes Memorial Convention Center and the Lawn On D.

The Events Team is led by Diane DiAntonio, General Manager.

- Michael Tedford, Assistant General Manager
- Nate Little, Director of Event Communications / Lawn On D
- Kate Feeney, Director of Event Services, BCEC
- Joclynne Bynoe, Director of Event Services, Hynes
- Carol Gagnon, Director of Standardization & Quality Assurance
- Kristen Kinahan, Director of Business Intelligence Analytics & Event Hospitality
- Christine O'Neil, Director of Exhibitor and Guest Services
- Steven Vallarelli, Food and Beverage Manager
- Mary Hart, Executive Assistant

Oversight of, and Collaboration with, MCCA Contract Partners:















Human Resources

Devin Taylor Director of Human Resources

Human Resources

Department Overview:









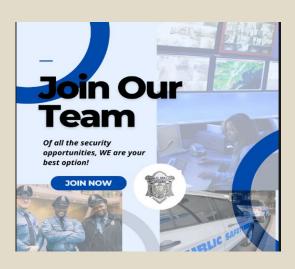




- Devin Taylor Director of Human Resources
- Catherine Michaud Assistant Director of HR
- Artemisa Pires HRIS Manager
- Carolyn Ryan Recruitment & Employee
 Development Manager
- Maria Ferris HR Generalist
- Joanna Estilet HR Assistant / Receptionist

Human Resources – Roles and Responsibilities

- Recruitment:
 - Internships / pipelines
- Training & Development:
 - Hire for attitude train for skills.
- Compliance:
 - Policies / procedures





Human Resources – Roles and Responsibilities

Benefits:

Employee Relations:

- Remote work / flexibility
- Communication
- Bonus Awards
- Recognizing prior service

"Employer of Choice"



Engagement:

• S.W.I.M: Society of Workplace Involvement and Morale

• D.I.V.E: Diversity & Inclusion in Venues & Events









Operations & Capital Projects

John Donahue
Chief of Operations & Capital Projects

Operations & Capital Projects

Department Overview:

MCCA operations & Capital Projects are responsible for all building & facility operations at each of the MCCA locations

Operations & Capital Projects Team

John Donahue Chief of Operations & Capital Projects

Evan Harwood Sr. Building Superintendent (BCEC) - *E&M*

Robert Butts Building Superintendent (Hynes) - *E&M*

Edwin Carrasquillo Assistant Superintendent (BCEC) - E&M

Juan Oller Manager of Building Services (Hynes) - Building Services

Jimmy Chaudry Manager of Building Services (BCEC) - Building Services

Erin Anderson Manager of Capital Program - Capital Projects

Indrit Metaj Sr. Project Manager - Capital Projects

Deirdre Manning Energy & Sustainability Manager - *E&M*

Karen Casey Office Administrator



Building Services Department

Overview

- Manages operational contracts surrounding
 - Cleaning & Room Set-Up
 - Rigging & Production
 - Linen Service
 - Operable Wall Maintenance Program
 - Overhead Door Maintenance
 - Loading Dock Operations
 - Waste Management and Sustainability Programs
 - Integrated Pest Management
- Oversees
 - MCCA's Convention CARE's Program (Lifetime donation over 300 tons)
 - Bottled & Filtered Water Contracts
 - Floor Repair & Maintenance Contract
 - Snow Removal and Landscaping contracts.



Building Services/E&M

Incentives Program Thus Far

Utility incentives received since 2018 Annual kWh Reductions Demand Response Payment \$1,998,386 7,741,157 (approx. \$1.5million a year) \$94.577

Other MCCA Sustainability Programs



Both the BCEC & the Hynes have state of the art Lutron Lighting systems installed throughout the facilities & converted 9,239 fixtures to date



12 Electrical Vehicle Charging Stations available at the BCEC & BCG



The BCEC & Hynes annually recycle over 800 combined tons of material including cardboard, plastic, paper, glass & food waste

Current/Future Projects

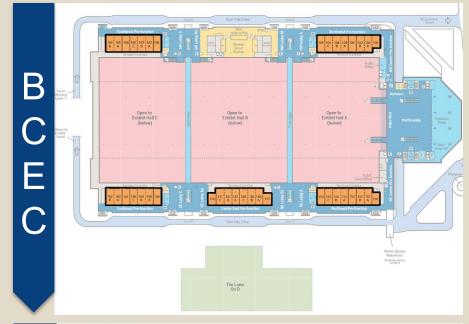
- VPPA solar facility construction on schedule for 19,500,00 kWh in renewable energy credits beginning in the Fall of 2024
- Expansion of EV Charging Program
- Solar Power at MCCA properties



Engineering & Maintenance Department

Overview

- Oversees operation, maintenance, and capital improvements for all MCCA mechanical, electrical and plumbing (MEP) systems & equipment for both the physical plant and event distribution
- Maintains compliance for all regulatory requirements & certifications through staff or contracted services.
- Provides all labor & equipment to provide the service delivery of all utilities to the exhibitors and guests
- Department Includes approximately 50 in house staff that service both the facility & events

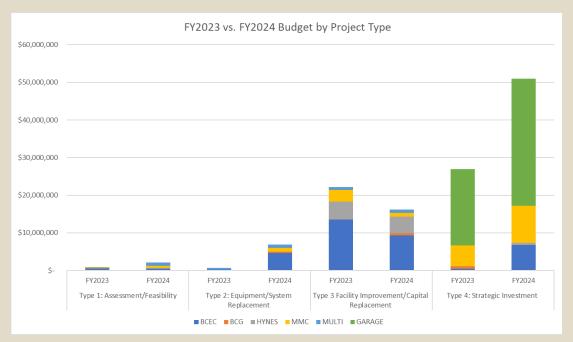


H Y N E S

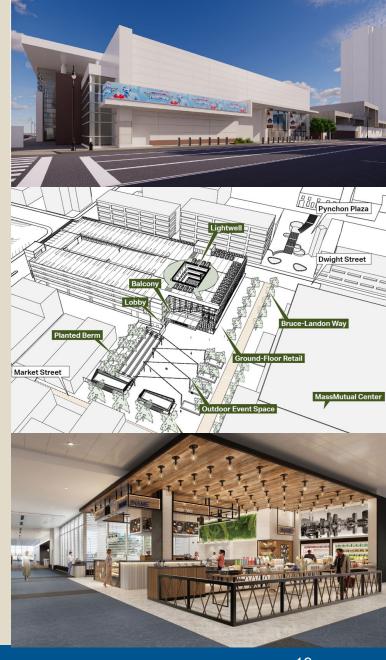


Capital Projects Department

Overview: The Capital Projects Team manages and implements the Authority's Annual Capital Construction and Equipment Replacement Program. The annual program has an average annual budget in excess of \$35 million & consists of numerous individual projects at all MCCA Facilities.



Most of these projects involve design and construction services which are governed by Massachusetts Public Procurement Laws (CH 149 & 149A) and (CH 30B)



IT and Public Safety

Rob Noonan Chief Information Security Officer

IT and Public Safety Overview

MCCA Information Technology

- Brian Hayes, Director of IT Operations
- Mike Ahlfont, IT Systems Manager
- Ed Bryan, Director of IT Business
 Operations
- David Chu, IT Security Manager
- Lisa McCrosson, IT Project Manager

MCCA Public Safety

- Allen Proctor, Director of Public Safety
- Chris Raposa, Deputy Director of Public Safety

MCCA Digital Media

Victoria Vieira, Director of Digital Media



IT Department Overview

IT Infrastructure Operations

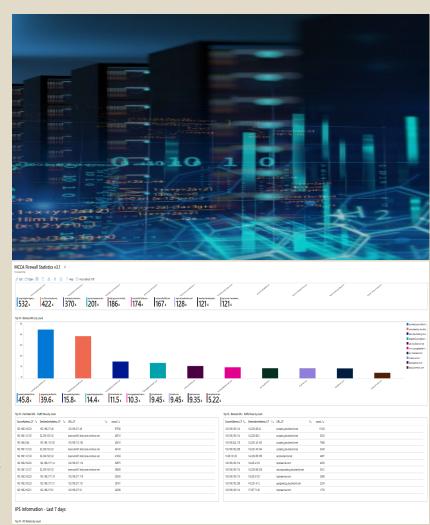
- Manage over 1200 Network Devices
- Manage over 150 servers 266 applications
- Managed over 2444 calls for IT Support

IT Show & Business Operations

- Event IT Management & Engineering
- FY23 over \$6 million in revenue
- Downloaded over 2.37 petabytes
- Uploaded over 4.86 petabytes
- Set up 974 internet drops

IT Security

- Entire IT Department participates in IT Security efforts
- Conducted Industry 1st Cyber Security Table Top Exercise 2021
- Oversee all MCCA IT Security Awareness Training
- Continually monitoring and responding to security related alerts
 - FY23 blocked approximately 780,000 fraudulent sign in attempts
 - 4,332 different IP Addresses in over 105 different countries
- MCCA is a member of the Commonwealth's CISO Council



Public Safety Department Overview

Public Safety 24/7 Operation

- Supervisors
- Command Center Officers
- Field Officers

Event Operations

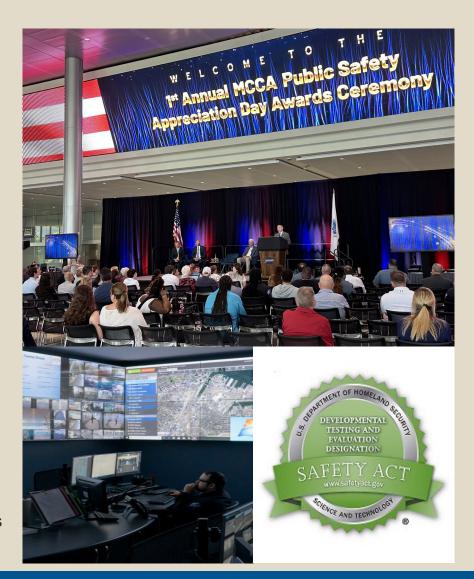
- Managed over 225 events in FY23
- Covered 85,000 hours of security
- Screened 2.4 million visitors
- Responded to over 493 incidents

Awards

 1st Convention Center in the United States to receive the Department Homeland Security Safety Act Designation

Collaboration

Member of the Large Venue Security Task
 Force for the Commonwealth of Massachusetts



Digital Media Department Overview

Digital Operations

- Manage 52 Digital Displays across the BCEC and Hynes Convention Center
- Oversee operations of the BCEC Marquee
- Beginning Operations of the "New" Mass Mutual Center Marque

FY23 Statistics

- Generated approximately \$1,132,925.89 in revenue
- Created approximately 160 pieces of digital content
- Supported 50 individual events and 40 independent Public Service Announcements





Communications & External Relations

Dave Silk

Director of Communications & External Relations

Communications & External Relations

Dave Silk

Director

Phil Crohan

Senior Manager

Mark O'Leary

Manager

Arthur Fritch

Community Liaison



Community Programs & Partnerships

Grants & Scholarships
Conventions C.A.R.E
Community at Lawn On D

Community on the Marquee

MCCA Art Programs

MCCA Sponsorships

School Tours

Host Neighborhood Relations

Use of Venue Space & Equipment

Holiday Toy Drives

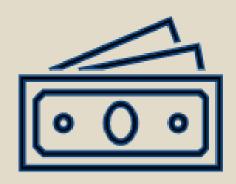




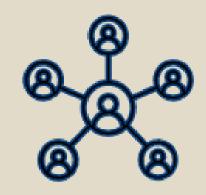




MCCA Community Impact



\$10M+ in Community Support



250+ Non-profits Supported



50+ Neighborhoods Supported

Through MCCA grants, sponsorships, donations and other programs

Transportation

Shannon Smith Director of Transportation

Transportation

- Shannon Smith- Director of Transportation
- Larry Kelly- Senior Transportation Manager- Operations
- Courtney Shanahan- Senior Transportation Manager- Projects & Contracts
- Kwok Chan- Assistant Transportation Manager- Internal Operations
- Bob Carey- Assistant Transportation Manager- Internal Operations
- Brad Hill- Assistant Transportation Manager- External Operations
- Approximately 70 Part time employees

Transportation – Roles and Responsibilities

Event Transportation

 Responsible for coordinating with the client, their vendors & local city and state stakeholders on parking, shuttles, ridershare and taxi drop off, police details, pedestrian crossing & golf cart services

Parking Lot Operations

 Responsible for the contract management and daily operations of the MCCA's parking facilities- The Boston Common Garage, Lot on D, BCEC South Lot, and the future Springfield Carpark

Employee Parking & Vehicle Fleet

- Responsible for issuing permits and managing the use of all employee and contractor parking
- Responsible for the purchase and maintenance of the MCCA vehicle fleet

Transportation – Roles and Responsibilities

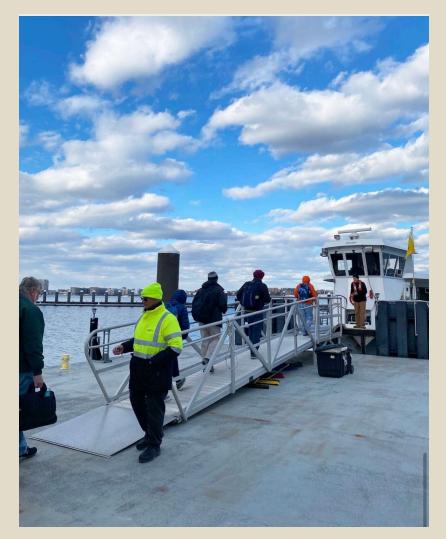
External Coordination

 Work with local city and state agencies, private businesses and organizations on transportation-related projects that impact MCCA facilities and events.

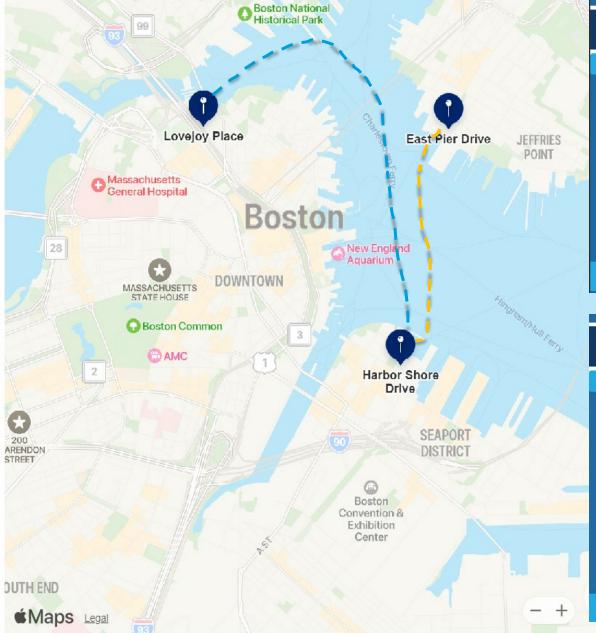
Commuter Services

- The MCCA owns (3) 97-passenger ferries as well as several 14-passenger mini buses used to provide a shuttle service from South Station and the MBTA Blue Line to various employers around the Seaport
- The Seaport Ferry Operates (2) routes M-F open to general public: North Station-Seaport and East Boston-Seaport, M-F
 - The North Station route is currently funded by several local businesses
 - The East Boston route is currently a pilot funded by the MCCA
 - www.seaportferry.com









Seaport Ferry Schedule



North Station Route

Departures from both North Station (Lovejoy Wharf) & Seaport (Fan Pier) every 20 minutess during peak hours Monday-Friday

Morning	Evening
6:20 AM	3:20 PM
6:40 AM	3:40 PM
7:00 AM	4:00 PM
7:20 AM	4:20 PM
7:40 AM	4:40 PM
8:00 AM	5:00 PM
8:20 AM	5:20 PM
8:40 AM	5:40 PM
9:00 AM	6:00 PM
9:20 AM	6:20 PM
9:40 AM	6:40 PM
	7:00 PM

No Saturday, Sunday, or Holiday Service

Holidays: New Year's Day, Martin Luther King Jr. Day, President's Day/Washington's Birthday, Memorial Day, Juneteenth, Independence
Day, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day

Seaport Ferry Schedule



East Boston Route

Departures from East Boston (Lewis Mall Wharf) & Seaport (Fan Pier) every 20 mins during peak hrs Monday-Friday

Mor	ning	Ev	ening
East Boston	Fan Pier	Fan Pier	East Boston
5:55 AM	6:05 AM	3:15 PM	3:25 PM
6:15 AM	6:25 AM	3:35 PM	3:45 PM
6:35 AM	6:45 AM	3:55 PM	4:05 PM
6:55 AM	7:05 AM	4:15 PM	4:25 PM
7:15 AM	7:25 AM	4:35 PM	4:45 PM
7:35 AM	7:45 AM	4:55 PM	5:05 PM
7:55 AM	8:05 AM	5:15 PM	5:25 PM
8:15 AM	8:25 AM	5:35 PM	5:45 PM
8:35 AM	8:45 AM	5:55 PM	6:05 PM
8:55 AM	9:05 AM	6:15 PM	6:25 PM
9:15 AM	9:25 AM	6:35 PM	6:45 PM
9:35 AM	9:45 AM	6:55 PM	7:05 PM
9:55 AM	10:05 AM		

No Saturday, Sunday or Holiday Service

Public Holidays: Martin Luther King Jr. Day, President's Day/Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day and New Year's Day



Boston Convention Marketing Center

MCCA Board Meeting – July 2023





Boston Convention Marketing Center



The Boston Convention Marketing Center is a joint effort of the Greater Boston Convention & Visitors Bureau and the Massachusetts Convention Center Authority to market and sell the Boston Convention & Exhibition Center, the John B. Hynes Veterans Memorial Convention Center and Lawn on D.

The BCMC was established on January 1, 2003 by contract between the MCCA and the GBCVB. This contract is renewed annually with an effective date of July 1 to June 30 and therefore mirrors the fiscal year of the MCCA.

The contract:

- Establishes the budget of the BCMC.
- Recognizes the GBCVB contribution toward convention services.
- Recognizes the GBCVB contribution toward destination marketing.



Boston Convention Marketing Center Sales - Citywide

Signature BOSTON

The BCMC Citywide Sales team is dedicated to achieving the goals of selling the BCEC and the Hynes convention facilities.

- Focuses on selling "Bulls-eye" business that is defined as 1,000 hotel sleeping rooms or more on the peak hotel consumption day.
- Evaluate all business opportunities in a "Business Review" process.
- All business gets evaluated on a profit and loss basis and economic impact.



Boston Convention Marketing Center Sales – Event & Media



The BCMC Event & Media Sales team is focused primarily on business opportunities 18 months into the future or earlier.

- Sells BCEC, Hynes and Lawn on D.
- Sells all business that is 400 rooms on peak or less.
- Sells electronic media, sponsorships and passive media.



Boston Convention Marketing Center Marketing & Creative Services



The BCMC Marketing & Creative Services team focuses on all aspects of marketing with an integrated approach and driving business opportunities to the BCMC sales organization. Also provides marketing services to the MCCA.

- Advertising
- Collateral

Databases

Direct Mail

- eMarketing & Social Media
- Trade Shows & Events

- www.SignatureBoston.com
- 3-2-1 Connect

Boston Convention Marketing Center Hotel Relations

Signature BOSTON

The BCMC Hotel Relations team manages the relationship between the customer demand for hotel inventory to be committed to a group and the hotel community in Boston that supplies this hotel inventory.

- The Hotel Relations team is unique in the industry.
- The event planner community regularly rates the Boston handling of hotel accommodations to be the best in the industry.
- Hotel Relations builds room blocks with corresponding room rates for each piece of business in support of the sales effort.
 All leads are private and confidential.
- Communications with the hotel community is facilitated by a cloud-based application named "LeadLink".



.:. MassMutual Center HIGHLIGHTS







GENERAL OVERVIEW

... MassMutual Center

- Venue managed by MGM (since 2017) and Food & Beverage managed by Oak View F&B (since 2017)
- Western Massachusetts' most diverse function facility
- Over 100,000 sq. ft. of function space including a 40,000 sq. ft. flexible exhibit hall, five fully-functional meeting rooms, a 15,000 sq. ft. ballroom, and an 8,000seat arena
- Mission is to generate significant economic impact for the residents of Western Massachusetts
- Partner with the GSCVB and our local hotel community to market Springfield
 - 'Where Fun Comes to Play'
- Focus on customer service empowering the front-line staff through our SHOW program - to make the customer experience second to none in the region

2

DIVERSE LOCATIONS UNDER ONE ROOF

250

EVENT DAYS



ATTENDEES





AVE ATTENDEES



AVE EVENTS





AVE ATTENDEES



AVE EVENTS

EVENT HIGHLIGHTS

Steubenville East July 2022, 23

Boston Red Sox Winter Weekend January 2023

Massachusetts Teachers Association April 2023, 24, 25 NE Pop Warner Championships November 2022, 23, 24, 25

New England Regional Volleyball Association February 2023-2028

Northeast Fuels & Energy Institute June 2022 Yankee Security Convention October - 2022, 23, 24

Bay Path Women's Leadership Conference & President's Gala April 2022, 23, 24

USA Gymnastics Region 6 April 2022, 23, 24, 25

EVENT HIGHLIGHTS

Harlem Globetrotters

Aerosmith 4 (shows) Aug. 2019

Monster Trucks April 2022

For King & Country April 2022

John Mulaney June 2022 April 2023

Feb. 2023

Disney On Ice

March 2023

Kevin Hart

Tina Fey & Amy Poehler June 2023 Bruno Mars June 2023

Santana August 2023

Bill Burr

August & October 2023

MORE ANNOUCEMENTS COMING SOON!

GENERAL OVERVIEW

... MassMutual Center

Current Agreements:

- MGM Venue Management:
 - Expires June 30, 2029 with option for 3 year extension
- Oak View Food & Beverage:
 - Expires June 30, 2029 with option for 3 year extension
- Springfield Thunderbirds (AHL):
 - Expires June 30, 2025 with option for 1 year extension
- American International College (Division 1 Men's Ice Hockey):
 - Expires on April 15, 2024 with option for 1 year extensions
- Ticketing Provider Paciolan:
 - Expires on June 30, 2026
- Host Community Agreement:
 - MGM promotes at least 4 events per year













THURSDAY, JUNE 8

MASSMUTUAL CENTER











FY23 – GENERAL UPDATE



FY23 Economic Impact Highlights

- FY23 Room Nights:
 - Goal: 6,500
 - Actual: 14,401
- FY23 Total Jobs Created:
 - Goal: 500
 - Actual: 597
- FY23 Economic Impact:
 - Goal: \$42.5 million
 - Actual: \$56,638,781
- FY23 Employee Turnover:
 - 13.5% total

Some of Our Staff Members...











FY23 Post Event Surveys & Online Reviews

- Post-Event Surveys:
 - Please rate your experience at the MassMutual Center: 4.72/5
 - Based on your experience with us, how likely are you to return to the MassMutual Center? 9.43/10
 - How would you describe your experience with your Sales Manager?
 4.97/5
 - How would you rate the level of service provided by your Event Manager? 4.95/5
 - How likely are you to recommend the MassMutual Center to a colleague?
 9.2/10
- Online Reviews:
 - Google: **4.5/5**
 - TripAdvisor: 5/5



FY23 OVG F&B Highlights

- Gross Revenue \$4,395,972 (28% growth over 2022 with no AHL playoffs)
- Driven by 73% growth in catering revenues
- Subsequent Mgt Fee increase of 86% with fee % increase to 22%
- 100% growth in Sub-Contractor revenue to \$169,589
- Month of March \$744,460 single largest revenue month
- Weekend of June 8-11 combined revenue of \$300K, single largest week of revenue ever for F&B
 - \$162K in combined F&B revenue, \$71K in merchandise
 - Signature drink for all three shows sold over 1000 units and generated \$18K in revenue.
 - White Claw Lounge generated \$7K in incremental F&B revenues

FY23 – SALES UPDATE

331

FY23 NEW INQUIRIES - 17% increase YOY

375

FY23 OPEN & WORKING – 5% increase YOY

FY23 YTD				
Total	Room Nights			
\$2,065,102	14,401*			
\$253,700	1,770			
\$32,700				
\$151,180				
	Total \$2,065,102 \$253,700 \$32,700			

*14 Bulls Eye Bookings

FY23 Overview Revenue/Room Nights:

- ➤ 115% of combined Rental/Catering Budget
- > Room Night Production
 - ➤ Sales Team 9,631
 - ➤ Other Building Events 4,770

FY23 Sales Team Productivity:

- ➤ 124% of Combined Rental/Caterina
 - ➤ 42% New
 - ➤ 58% Repeat
- > 114% of Room Night Goal
 - ➤ 63% New
 - ➤ 37% Repeat

5 year PACE Outlook

- > FY24 136% ahead
- > FY25 157% ahead
- > FY26 278% ahead
- > FY27 164% ahead
- > FY28 100% ahead

SEPTEMBER MEETINGS

AF&P: Thursday 9/7 4pm-5pm (VIRTUAL)

Executive: Monday 9/11 10am-12pm (HYBRID – TEAMS & BCEC MR 051)

D&C: Thursday 9/14 9am-10am (HYBRID – TEAMS & BCEC MR 051)

Board: Thursday 9/14 10am-12pm (HYBRID – TEAMS & BCEC MR 051)