

**MINUTES OF THE MEETING OF THE  
MASSACHUSETTS CONVENTION CENTER AUTHORITY  
ADMINISTRATION, FINANCE & PERSONNEL COMMITTEE  
JANUARY 11, 2024**

A meeting of the Administration, Finance & Personnel Committee of the Massachusetts Convention Center Authority ("Authority") was convened on January 11, 2024 at the Boston Convention & Exhibition Center, via Microsoft Teams or phone: Dial-in Number 1-857-702-2232, Conference ID: 250881944#

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

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 3:35 p.m., and Chair Webber confirmed there was a quorum for the meeting with a Roll-Call Vote.

Roll-Call Vote:

Michael Donovan	Present.
Dr. Aisha Miller	No Response.
John Natoli	No Response.
Khushbu Webber	Present.
Gwill York	Present.

**II. APPROVAL OF MINUTES**

Upon motion duly made and seconded, the minutes of the November 9, 2023, meeting were approved with a Roll-Call Vote.

Roll-Call Vote:

Michael Donovan	Yes.
Dr. Aisha Miller	No Response.
John Natoli	Yes.
Khushbu Webber	Yes.
Gwill York	Yes.

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<sup>1</sup> Dr. Aisha Miller joined the meeting at 3:47 p.m.

<sup>2</sup> John Natoli joined the meeting at 3:50 p.m.

### **III. BOARD VOTE: SPRINGFIELD CONVENTION CENTER CAR PARK OPERATOR**

Shannon Smith, Director of Transportation presented the following vote to the Committee Members.

The Massachusetts Convention Center Authority's ("Authority") Transportation Department desires to award the contract to be the Convention Center Car Park Operator to Executive Parking, Inc. The services to be provided will commence on or about February 1, 2024, for a term of three (3) years (subject to annual review) and may be renewed for up to two (2) consecutive one (1) year terms at the election of the Authority. Anticipated value of the contract is in the \$750,000-\$1,000,000 range depending on event staffing needs. A vote to implement the recommendations of the Transportation Department would take the following form:

**VOTED: The Administration, Finance, & 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 to award the contract to be the Convention Center Car Park Operator to Executive Parking, Inc.**

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. BOARD VOTE: BANKING AUTHORIZATION**

Michael Esmond, Chief Financial Officer, presented the following vote to the Committee Members.

As a result of certain personnel changes, it is required that certain Authority officers, employees and MGM employees be authorized to conduct the Authority's banking transactions. The following vote grants authorization to certain said Authority officers, employees and MGM employees ("Schedule A") to transact business with the Authority's banking institution, Citizens Bank, consistent with all the roles and responsibilities assigned to these individuals and Citizen's standard banking resolutions.

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

**VOTE:**        **The Massachusetts Convention Center Authority hereby adopts the following resolutions, effective January 18, 2024, which authorizes the named Massachusetts Convention Center Authority officers and employees and MGM employees identified on Schedule A and to conduct the Authority’s financial transactions consistent with Citizens Bank banking resolutions.**

**Roll-Call Vote:**

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

**V.     FISCAL YEAR 2024 UPDATE**

Mr. Esmond provided a brief presentation and remarks on the financial results for the Authority’s current fiscal year 2024. Based on actual revenues and expenses through November, the fiscal year 2024 projected full year results, with respect to total operating funding required from the Convention Center Fund, was trending favorably to budget. Mr. Esmond noted that this favorable result, estimated at roughly \$4 million against a budgeted draw of \$19.2 million, is largely the result of strong events business, particularly in catering and event support services, helping to out perform original budget assumptions. Turning to capital projects spending in fiscal year 2024, Mr. Esmond noted that the adopted budget of over \$81 million was a historical high amount, with the Springfield parking garage construction representing a substantial portion of the total budget. Through November, Mr. Esmond noted, the Authority was seeing construction spending pacing with the original budget. Mr. Esmond did note that there was still a large portion of total fiscal year 2024 budgeted spending scheduled for the second half of the year.

**VI.    OLD BUSINESS**

Mr. Rodino provided a brief update to members on the state of the Audit Services procurement. He noted that a Request for Proposals was advertised in December with responses requested back in January with the intent to provide a recommendation to the Committee and Board in February. Mr. Rodino listed various ways in which the Authority notified potential bidders, including listing through the Commonwealths’ CommBuys website as well as contacting listed vendors on the Massachusetts Supplier Diversity Office website.

**VII.    NEW BUSINESS**

Mr. Esmond discussed the calendar 2024 Committee meetings. It was decided that Thursdays at this time do not work best for Committee Members.

## 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 4:13 p.m.

Dated:

2/12/2024

Christine A. Pulgini  
Associate General Counsel