

**MINUTES OF THE MEETING
OF THE
MASSACHUSETTS CONVENTION CENTER AUTHORITY
ADMINISTRATION, FINANCE & PERSONNEL COMMITTEE
JUNE 5, 2025**

A meeting of the Administration, Finance & Personnel Committee of the Massachusetts Convention Center Authority (“Authority”) was convened on June 5, 2025 at the Boston Convention & Exhibition Center (“BCEC”) via MICROSOFT TEAMS MEETING OR JOIN BY TELEPHONE: DIAL-IN NUMBER +1-857-702-2232 Phone Conference ID: 371272221#

Committee members in attendance via MICROSOFT TEAMS were: Khushbu Webber, Michael Donovan, Ashley Groffenberger, Dr. Aisha Miller and Gwill York.

Staff members in attendance via MICROSOFT TEAMS include: Marcel Vernon, John Donahue, Kevin Scanlon, Bradley McMillin, Susan Geary, Diane DiAntonio, Robert Noonan, Christine Pulgini, David Silk, Erin Anderson, Rick Mikulis, Mark O’Leary and Joanne Pages.

I. ROLL CALL

The meeting was called to order at 11:00 a.m., Chair Webber confirmed there was a quorum for the meeting with a Roll Call Vote.

Roll Call Vote:

Michael Donovan	Present
Gwill York	Present
Khushbu Webber	Present
Dr. Aisha Miller	No Response ¹
Ashley Groffenberger	No Response ²

II. APPROVAL OF MINUTES

Upon a motion duly made and seconded, the minutes of the May 8, 2025 meeting were approved with a Roll Call Vote.

Roll Call Vote:

Michael Donovan	Yes
Gwill York	Yes
Khushbu Webber	Yes

¹ Dr. Miller joined meeting at 11:04 a.m.

² Ashley Groffenberger joined meeting at 11:02 a.m.

III. BOARD VOTE: SPECIALTY SECURITY SERVICES

Chair Webber introduced Rob Noonan, Chief Information Security Officer, who presented the following vote to the Committee. An RFP for Specialty Security Services was published and advertised on March 10, 2025. There was a brief discussion how these types of services are sold to clients and how the hourly rate is established Based upon proposals submitted, the Authority recommends Allied Universal for the Authority's future Specialty security services provider.

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 Chief Executive Officer or his Designee to enter into a contract with Allied Universal for Specialty Security Services for 3 years in an amount not to exceed \$1,437,268.50.

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

Roll Call Vote:

Gwill York	Yes
Dr. Aisha Miller	Yes
Michael Donovan	Yes
Ashley Groffenberger	Yes
Khushbu Webber	Yes

IV. FISCAL YEAR 2026 BUDGETS

1. BOARD VOTE: OPERATING BUDGET

Bradley McMillin, Chief Financial Officer, prior to presenting the vote on the FY2026 operating budget, gave the Committee a concise summary. Our FY26 revenue is projected roughly flat to FY25. FY2025 adopted revenue was \$ 82,273,362, FY 2026 proposed revenue is \$ 82,268,111. The BCEC is operating at, or above, practical operating capacity and forecasted revenue remains flat. The Hynes revenue declined in recent years primarily due to sales restrictions from Fall 2019-Spring 2023. There are moderate gains over FY25 anticipated at Lawn on D, Boston Common Garage, and Springfield Garage. MassMutual Center anticipates a decline in arena event days, with revenue loss made up by increase in service revenue. The FY26 projected budget of \$102,705,863 are projected roughly flat to FY25 of \$102,678,572. The forecasted draw from CCF in FY26 is \$19.6 million.

There was a brief discussion of the upside and downside of the FY26 budget given the uncertainty in the coming fiscal year. The revenue is conservative. For FY26, there will be a focus on cost management.

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 adopts and approves the operating budget for Fiscal Year 2026 considered this day, providing for operating expenses in the amount of \$102,705,863 and anticipating total available revenues of \$82,628,111 and authorizes the expenditure of operating revenues in addition to said amount as received against operating expenses as they become due, provided that said revenues remain in excess of said expenditures, and authorizes the transfer of amounts among accounts established thereunder.**

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

Roll Call Vote:

Gwill York	Yes
Dr. Aisha Miller	Yes
Michael Donovan	Yes
Ashley Groffenberger	Yes
Khushbu Webber	Yes

2. BOARD VOTE: CAPITAL BUDGET

John Donahue, Chief of Operations and Capital Projects, presented to the Committee on the proposed capital projects budget for FY26. The FY26 requested budget is \$97,541,405. The Forecasted spend per Building is BCEC 48%, the Hynes 27%, BCG 4%, and Springfield 22%. Mr. Donahue discussed the return on investment for the projects in FY26, the criteria used to prioritize capital projects with life safety systems at the top of the list. He was requested by the Board to provide details of the return on investment for the FY26 Capital Projects.

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 adopts and approves the capital budget for Fiscal Year 2026 considered this day, providing for capital expenses in the amount of \$97,541,405 and authorizes the transfer of amounts among accounts within the category of Annual Capital Projects established thereunder.**

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

Roll Call Vote:

Gwill York	Yes
Dr. Aisha Miller	Yes
Michael Donovan	Yes
Ashley Groffenberger	Yes
Khushbu Webber	Yes

V. BOARD VOTE: GREATER BOSTON CONVENTION & VISITOR AGREEMENT FY2026

Milt Herbert, Executive Director, Boston Convention Marketing Center, presented the following vote to the Committee. Mr. Herbert noted the Authority annually contracts with the Greater Boston Convention & Visitors Bureau (“GBCVB”) to assist in the marketing and selling of meeting and convention space of the Authority, through the Boston Convention Marketing Center (BCMC). Mr. Herbert discussed the key elements of the BCMC’s annual budget including number of FTEs, expenses, and services provided, noting the FY25 approved Budget was \$ 6,655,000 and the FY26 proposed Budget remaining flat at \$ 6,655,000.

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 authorizes the Chief Executive Officer or his designee to execute an Agreement with Meet Boston (GBCVB) for Marketing Services for Fiscal Year 2026 in an amount not to exceed \$7,980,762.

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

Roll Call Vote:

Gwill York	Yes
Dr. Aisha Miller	Yes
Michael Donovan	Yes
Ashley Groffenberger	Yes
Khushbu Webber	Yes

VI. BOARD VOTE: GREATER SPRINGFIELD CONVENTION & VISITORS BUREAU AGREEMENT FY 2026

Mr. McMillin presented the following vote to the Committee. The annual funding agreement with Greater Springfield Convention & Visitors Bureau is to promote the Greater Springfield area and the Commonwealth as a destination for conventions, meetings and trade shows, and assist in the Region’s efforts to develop and market itself as a tourism destination. The agreement provides for annual collaboration between GSCVB and MassMutual Center management including joint sales and marketing efforts.

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 authorizes the Chief Executive Officer or his Designee to execute an Agreement with the Greater Springfield Convention & Visitors Bureau for Marketing Services for Fiscal Year 2026 in an amount not to exceed \$300,000.

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

Roll Call Vote:

Gwill York	Yes
Dr. Aisha Miller	Yes
Michael Donovan	Yes
Ashley Groffenberger	Yes
Khushbu Webber	Yes

VII. FY 2025 FINANCIAL UPDATE APRIL MTD AND YTD

Mr. McMillin provided a brief presentation and remarks on the financial results of April to date and year to date and that we are trending towards a favorable fiscal year end.

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

There was no new business.

X. ADJOURNMENT

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

Roll Call Vote:

Gwill York	Yes
Dr. Aisha Miller	No Response
Michael Donovan	No Response
Ashley Groffenberger	Yes
Khushbu Webber	Yes

The meeting adjourned at 11:50 a.m.