

**MINUTES OF THE MEETING OF  
THE  
MASSACHUSETTS CONVENTION CENTER AUTHORITY  
ADMINISTRATION, FINANCE & PERSONNEL COMMITTEE  
Thomas M. Menino Convention & Exhibition Center  
March 12, 2026  
11:00 a.m.**

A meeting of the Administration, Finance & Personnel Committee of the Massachusetts Convention Center Authority (“Authority” or “MCCA”) was convened on March 12, 2026 at the Thomas M. Menino Convention & Exhibition Center and via Microsoft Teams or phone: Dial-in Number 1-857-702-2232; Phone Conference ID: 797 080 695#.

Committee members in attendance were: Khushbu Webber, Michael Donovan and Gwill York.

Staff members in attendance included: John Barros, Alain Mathieu, Bradley McMillin, Milt Herbert, Sorraia Tavares, Lennie De Souza, Thomas Rowan, Susan Geary, Lisa McCrosson, Daunielle Brown, Claudia Russell, Ankur Channe, Jean Shirley, and Jeannemarie Joyce.

**I. ROLL CALL**

The meeting was called to order at 11:01 a.m. Chair Webber confirmed there was a quorum for the meeting with a Roll-Call Vote.

Roll-Call Vote:

Gwill York	Present
Michael Donovan	Present
Khushbu Webber	Present

**II. REVIEW AND ADOPTION OF MINUTES FROM FEBRUARY 6, 2026 MEETING**

Errors in February 6, 2026 draft minutes were identified. The minutes referenced the wrong date of the meeting. The meeting date on the draft minutes was “January 8, 2026”, the correct date is “February 6, 2026”. In addition, the word “minutes” was misspelled. A motion was made to amend the minutes to correct these changes and approve the minutes as amended.

A motion duly made and seconded to amend and approve the minutes by a roll-call vote.

Roll-Call Vote:

Gwill York	Yes
Michael Donovan	Yes
Khushbu Webber	Yes

### **III. JANUARY 2026 YTD FINANCIAL UPDATE**

Bradley McMillin, Chief Financial Officer, presented. Mr. McMillin reported that total revenues for YTD January 2026 were \$60.1 million, approximately \$0.5 million ahead of budget, including a \$16.8 million draw from the Convention Center Fund, but noted that both MCEC and Hynes were below budget.

The Hynes revenue decreased from the budget by \$1.8 million, primarily as a result of food and beverage (-\$1.2 million) and convention center rent (-\$0.4 million).

The MCEC revenue decreased from the budget by \$1.9 million primarily as a result of service revenue (-\$0.8 million), food & beverage (-\$0.5 million), cancellation of show (-\$0.3 million) and parking revenue (-0.2 million).

MassMutual Center revenue is on budget primarily as a result of significant groups in the MMC and stronger than anticipated family shows in the arena.

Lawn on D, Boston Common Garage and Springfield Civic Center Garage are significantly on budget.

Total expenses were about \$0.5 million over budget, primarily due to higher costs at MCEC offset by savings at Hynes; MCEC saw a \$1.7 million increase mainly from overtime, benefits, and utilities, while MassMutual had a one-time sales incentive fee, and Hynes expenses decreased proportionally with revenue.

Mr. McMillin provided updates on ongoing projects, including remediation of reconciliation of account balances, the upcoming audit with Clifton Larson Allen, the launch of the general ledger optimization and continued work to reduce credit card fees.

### **IV. JANUARY 2026 MTD UPDATE**

Mr. McMillin reported that the total revenue for January was 9.8 million. The operating revenue for January was \$5.89 million, up from \$3.4 million in December, and projected that to meet the year-end budget of \$82.6 million, the organization would need to average \$8 million per month for the remainder of the fiscal year.

### **V. FY2027 BUDGET SCHEDULE**

Thomas Rowan, Director of Financial Planning & Analysis, presented. Mr. Rowan updated the committee on the budget process, emphasizing department-driven budgeting, the preliminary FY27 revenue forecast methodology, detailing the use of Momentous data, event segmentation, and the ongoing capital budget process that will impact the operating budget.

Mr. Rowan outlined the FY27 budget timeline, noting that templates were due from departments, with only a few outstanding, and described the next steps of reviewing, consolidating, and aligning budgets with the executive team before presenting a draft at the April AF&P meeting.

Mr. Rowan highlighted a shift from centrally controlled budgeting to a process where department heads and their representatives build and enter their own budgets, supported by two training sessions and individual department budget meetings to review year-to-date data and guide future planning.

Mr. Rowan described using Momentus, the event management tool, to project rent and food and beverage revenue based on existing contracts and explained their approach to estimating service revenue by segmenting events into recurring and non-recurring, using historical data, square footage, and attendance.

Mr. Rowan noted that the preliminary revenue figure of \$83.2 million is subject to further review, with plans to analyze upcoming events like the seafood show to validate assumptions and refine estimates as needed.

**VI. OLD BUSINESS**

There was no old business.

**VII. NEW BUSINESS**

- I. Suggest Two AF&P meetings for April. Budget only meeting and AF&P meeting. Preview Capital

The group agreed to hold two AF&P meetings in April, with the first to review capital project numbers and their impact on the operating budget.

**VIII. ADJOURNMENT**

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

Roll-Call Vote:

Michael Donovan    Yes  
Khushbu Webber    Yes

The meeting adjourned at 11.26 a.m.