

**MINUTES OF THE MEETING OF
THE
MASSACHUSETTS CONVENTION CENTER AUTHORITY
ADMINISTRATION, FINANCE & PERSONNEL COMMITTEE
Thomas M. Menino Convention & Exhibition Center
April 9, 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 April 9, 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: 522 871 131#

Committee members in attendance were: Khushbu Webber, Michael Donovan and Ashley Groffenberger

Staff members in attendance included: John Barros, Joyce Linehan, Alain Mathieu, Bradley McMillin, Milt Herbert, John Donahue, Sorraia Tavares, Lennie De Souza, Susan Geary, Lisa McCrosson, Daunielle Brown, Claudia Russell, Rob Chojnowski, Mark O’Leary, Ankur Channe, Patrick Bowden, Jean Shirley and Jeannemarie Joyce

I. ROLL CALL

The meeting was called to order at 11:02 a.m. Chair Webber confirmed there was a quorum for the meeting with a Roll-Call Vote.

Roll-Call Vote:

Ashley Groffenberger	Present
Michael Donovan	Present
Khushbu Webber	Present

II. REVIEW AND ADOPTION OF MINUTES FROM MARCH 12, 2026 MEETING

A motion duly made and seconded to approve the minutes by a Roll-Call vote.

Roll-Call Vote:

Ashley Groffenberger	Yes
Michael Donovan	Yes
Khushbu Webber	Yes

III. INSURANCE UPDATE FROM MARCH 12, 2026

Bradley McMillin, Chief Financial Officer, provided an insurance update, reporting that the MCCA successfully bound coverage at a premium of \$2.169275 million, which was \$232,000 less than the

authorized amount of \$2.4 million with savings mainly from the umbrella tower and property market softening.

IV. FEBRUARY 2026 FINANCIAL UPDATE

Mr. McMillin presented the February year-to-date financials, highlighting that total revenue was ahead of budget by \$0.9 million, with core revenue driven by CCF funding, and discussed expense variations, particularly at MCEC and Hynes, with detailed explanations of unfavorable and favorable variances. Mr. McMillin reported that core revenue was \$68.9 million, about \$0.9 million or 1.3% ahead of budget, mainly due to CCF funding, while operating revenue at MCEC showed softness and Hynes was tracking with reopening forecasts.

Mr. McMillin reported that expenses at MCEC and central administration were slightly unfavorable, but these were offset by favorable results at Hynes and sales/marketing, with total expenses only \$0.9 million behind budget.

Mr. McMillin reported that Hynes revenue was down \$1.9 million year-to-date but forecasted to reach \$8.7 million in revenue for the year, compared to a \$10.1 million budget, expecting to be within \$1.4 million of the target.

Key expense drivers included overtime, benefits, utilities, and contracted services at MCEC, with MassMutual Center expenses impacted by the Oak View incentive fee and Thunderbirds concession split, which were offset by Hynes lower activity.

Mr. McMillin explained that the Oak View food and beverage sales incentive is a contractual bonus, included in the budget, and is offset by increased business performance, with John Barros confirming that the incentive aligns with shared revenue generation.

Mr. McMillin and Susan Geary, Controller, provided updates on project priorities, reporting that reconciliation of significant account balances is 80% complete, ongoing general ledger optimization training, and system changes including MoPay and Concur.

Ms. Geary outlined the FY2026 audit timeline, noting that the CLA audit kickoff has occurred, interim fieldwork is scheduled for May, year-end fieldwork for August, and the goal is to submit audited financials to the state by October 15, 2026.

V. FY27 CAPITAL BUDGET UPDATE

John Donahue, Chief of Operations and Capital Projects, presented the draft FY27 capital budget, explaining the capital planning process underspent in FY26 due to project delays, escalation of 16 projects to FY26, and a total FY27 capital request of \$131.7 million, with context provided for the increase compared to FY26.

Mr. Donahue described the capital budget planning process, which follows Commonwealth guidance, involves project initiation forms, internal reviews, cost estimation, and senior staff presentations before committee and board approval.

FY26 saw a 23% underspend due to delays in major projects like the sidewalk and bollard project, roof membrane project, and major network infrastructure upgrade, with plans to escalate 16 projects to close

the gap.

For FY27, 59 project initiation forms were submitted, 16 escalated to FY26, 23 included in the FY27 budget, and 20 not authorized due to eligibility, combination with existing projects, or need for further vetting.

The total FY27 capital request is \$131,749,486.00 with \$113 million in existing commitments, \$14.8 million in new projects, and \$3.85 million in other capital expenses, reflecting an increase over the previous year's approved budget.

Mr. Donahue explained that the increase compared to FY26 is due to efforts to address deferred maintenance, optimize downtime for project implementation, and combine more projects.

VI. OLD BUSINESS

There was no old business.

VII. NEW BUSINESS

There was no new business.

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
Ashley Groffenberger	Yes
Khushbu Webber	Yes

The meeting adjourned at 11:42 a.m.