MINUTES OF THE DIVERSITY BUSINESS ENTERPRISE & PROCURMENT COMMITTEE MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

The Diversity Business Enterprise (DBE) & Procurement Committee of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) met on March 25, 2010 at 9:05 a.m., in Room 110-111 at the Nashville Convention Center, Nashville, Tennessee.

DBE & PROCUREMENT COMMITTEE MEMBERS PRESENT: Darrell Drumwright, Vonda McDaniel, Willie McDonald, and Leo Waters

DBE & PROCUREMENT COMMITTEE MEMBERS NOT PRESENT:

OTHERS PRESENT: Mark Sturtevant, Roxianne Bethune, Gary Schalmo, Patrick Holcombe, Mike White, Charles Robert Bone, Barbara Solari, Lethia Mann, and Michelle Lane, Jeffrey George, and Kelvin Jones. In addition other members of the general public were present.

Vonda McDaniel, Chair of the DBE & Procurement Committee, opened the meeting for business.

ACTION: Willie McDonald made a motion to approve the Diversity Business Enterprise & Procurement Committee minutes of February 22, 2010. The motion was seconded by Darrell Drumwright and approved unanimously by the committee.

Ms. McDaniel then asked Roxianne Bethune to give an update on DBE activities. There was discussion about DBE participation in the project.

Gary Schalmo was then asked to give a procurement update. The bid process was discussed and Ms. Bethune shared the DBE component. There was additional discussion.

Ms. Bethune was also asked to give a workforce development summary. She said that an avenue has been created for people submitting applications. They are working

through a process for what to do with those as they come in and they will have a recommendation to give to the full Authority at the next meeting on April 1st. Charles Robert Bone also shared legal details.

ACTION: Leo Waters made a motion to explore expanding the Workplace Development contract which also includes bonding assistance. The motion was seconded by Darrell Drumwright and approved unanimously by the committee.

Ms. Bethune also provided an updated list of websites with information about the project. (Attachment #1)

Chair McDaniel reminded everyone they had discussed a committee charge at the last meeting. Mr. Bone passed out a draft of the charge for the committee to review and offer suggestions. (Attachment #2)

With no additional business a motion was made to adjourn, with no objection the DBE & Procurement Committee of the CCA adjourned at 9:45 a.m.

Respectfully submitted,

Mark Sturtevant
Project Manager
Music City Center

Approved:

Vonda McDaniel

Vonda McDaniel, Chairman
CCA DBE & Procurement Committee
Meeting Minutes of March 25, 2010

Communication and Information
Music City Center

Music City Center Website
www.nashvillemusiccitycenter.com

Nashville Downtown Partnership Park It! Downtown
www.parkitdowntown.com

Twitter Page for Music City Center
www.twitter.com/NashvilleMCC

MCC Facebook Page
www.facebook.com
Search: Nashville Music City Center

Public Works Master Downtown Construction Coordination Map
http://mpw.nashville.gov/coordination/

Questions Regarding the Music City Center Project
musiccitycenter@nashville.gov

Construction Webcam
http://oxblue.com/pro/open/clarkconstruction/nashvilleconventioncenter

Doing Business with Music City Center
www.musiccitycenterdbe.com
Roxianne Bethune
(615) 252-8532
rbethune@nashville-mdha.org

Media Inquiries
Holly McCall
Public Information Officer
(615) 491-1843
holly.mccall@nashvillemcc.com

Other MCC Questions
Kristen Heggie
Development Analyst & Community Affairs
(615) 252-8535
kheggie@nashville-mdha.org

DRAFT FOR REVIEW
3/20/10

THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY CONVENTION CENTER AUTHORITY DBE AND PROCUREMENT COMMITTEE CHARGE

Qualifications. The DBE and Procurement Committee (the "Committee") shall be comprised of three (3) or more directors in good standing, as appointed by the Chair of the Board of Directors (the "Board") of The Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (the "Authority"), and qualified to serve in such capacity. The Chair of the Board shall also be a member of the Committee.

General Purpose. The general purpose of the Committee is to assist the Board in overseeing and monitoring matters pertaining to the procurement policies and practices of the Music City Center Project (the "Project"), including ensuring that all persons contracting with the Authority establish equal employment opportunities for all individuals and by encouraging the inclusion of, promoting the growth of, and assisting small, minority-owned, woman-owned and locally-owned business enterprises.

Specific Duties and Responsibilities. The Committee will fulfill its general purpose by carrying out the following duties and responsibilities:

- Develop, recommend for approval to the Board, and monitor procurement policies and practices for the purchase of goods and services;
- Develop, recommend for approval to the Board, and monitor policies to encourage the inclusion of, promote the growth of, and assist small, minority-owned and woman-owned business enterprises with respect to the Project;
- Develop, recommend for approval to the Board, and monitor policies to encourage the inclusion of, promote the growth of, and assist locally-owned businesses with respect to the Project;
- Assist the Board in formulating requests for proposals for the procurement of goods and services;
- Assist the Board in overseeing the bidding process for the procurement of goods and services;
- Assist the Board in ensuring that any person contracting with the Authority establishes equal employment practices for all individuals;
- Meet and consult with the Project's management and related parties to review and monitor the progress of DBE and procurement activities; and
- Perform such other functions as assigned by the Board or set forth in this charge and purpose or the Authority's Bylaws.

Meetings. The Committee shall meet as needed to address matters on its agenda, but not less frequently than once per quarter. The Committee may ask members of management or others to attend the meeting and provide pertinent information as necessary. The Committee shall report any actions taken and report regularly to the Board at its next scheduled meeting.

Other. The Committee shall review and reassess the adequacy of this its charge annually and recommend any proposed changes to the Board for approval.