# DRAFT MINUTES: Subject to change prior to approval by Authority or Committee at its next regular meeting

# MINUTES OF THE MARKETING & OPERATIONS COMMITTEE MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

The Marketing & Operations Committee meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on July 9, 2012 at 8:04 a.m. in Room 207 at the Nashville Convention Center, Nashville, Tennessee.

MARKETING & OPERATIONS COMMITTEE MEMBERS PRESENT: Mark Arnold, Ken Levitan, Luke Simons, Mona Lisa Warren, and Marty Dickens, Ex-Officio

#### MARKETING & OPERATIONS COMMITTEE MEMBERS NOT PRESENT:

**OTHERS PRESENT:** Tony Holt, Derek Schujahn, Bill Martin, Charles Starks, Barbara Solari, Natasha Blackshear, Charles Robert Bone, and Holly McCall

Mona Lisa Warren, Chair of the Marketing & Operations Committee, opened the meeting for business.

**ACTION:** Ken Levitan made a motion to approve the Marketing & Operations Committee minutes of March 29, 2012. The motion was seconded by Mark Arnold and approved unanimously by the committee.

**ACTION:** Ken Levitan made a motion to approve the Marketing & Operations Committee minutes of May 31, 2012. The motion was seconded by Luke Simons and approved unanimously by the committee.

Cushion Employer Services were then asked to report on their compensation and benefit study for the Music City Center. (Attachment #1) There was discussion. Some additional information was requested.

**ACTION:** Ken Levitan made a motion to recommend to the full Authority that Charles Starks be authorized to recruit and hire positions necessary at this point for a timely opening of the Music City Center in accordance with the information provided by

Cushion noting those positions would be discussed at the next full Authority meeting. The motion was seconded by Mark Arnold and approved unanimously by the committee.

Luke Simons noted that the Cushion study was an overlap in aggregate with the two previously completed studies.

Charles Starks then gave a technology update. (Attachment #1)

**ACTION:** Ken Levitan made a motion to recommend to the full Authority that Charles Starks be authorized to enter into two subsequent agreements with Presidio for LAN site survey and deployment and for the unified communications deployment which would include purchasing the second phase of technology as presented. The motion was seconded by Luke Simons and approved unanimously by the committee.

Charles Starks gave an update on RFPs. (Attachment #1) There was discussion.

There was additional discussion regarding salaries and the Cushion report.

With no additional business a motion was made to adjourn, with no objection the Marketing & Operations committee of the CCA adjourned at 9:41 a.m.

Respectfully submitted,

Charles L. Starks
Executive Director
Nashville Convention Center

Approved:

Mona Lisa Warren, Chair Marketing & Operations Committee Meeting Minutes of July 9, 2012





### Agenda

- · Scope of Service
- Market Breakouts
- · Total Compensation Strategy and Philosophy
- · Group Health and Welfare Benefits
- · Paid Time Off
- · Retirement Plans
- Company Perks
- Reward Programs
- · Pay Rates



#### **Scope of Service**

- Perform a market study of total compensation in the hospitality industry (compensation and benefits) nationally, regionally and locally within the Music City Center job classifications and descriptions
- Based on an analysis of collected data and Cushion's experience assist the convention center management and CCA with developing a total compensation strategy and philosophy
- Recommend salary, benefit plans, company perks and reward programs



#### **Market Breakout**

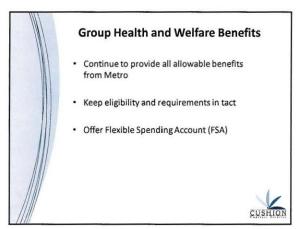
- Geographic
  - National
  - South Region
  - Statewide
  - Metropolitan Areas
- · Hospitality Industry
  - Convention Centers
  - Hotels
  - Resorts
  - Casinos

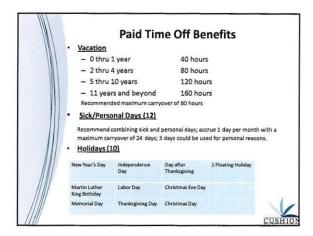


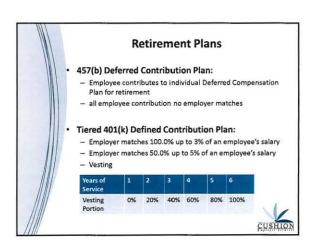
#### **Total Compensation Strategy and Philosophy**

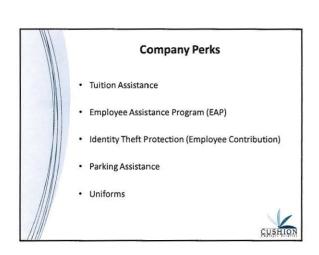
- · Attracting Quality Employees
- · Encouraging Employee Retention
- Benefits and Company Perks
- · Rewards for Performance









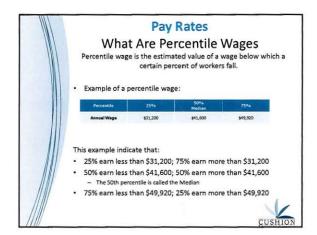


















Items	Cost
Wireless	\$398,864
Phone System	\$174,796
Servers	\$215,000
Employee Equipment	\$128,700
Misc. Equipment, Cables, Connectors	\$67,640
Total:	\$985,000

## **RFP UPDATE**

- Food and Beverage RFP being evaluatedDAS being evaluated

#### Upcoming RFP's

Audio Visual

- Security
- Contract Labor
- EMTs

- Valet Parking Housekeeping Pouring Rights

