

**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 February 4, 2015 at 2:00 p.m. in the Administrative Conference Room of the Administrative Offices at the Music City Center, Nashville, Tennessee.

**MARKETING & OPERATIONS COMMITTEE MEMBERS PRESENT:** Waverly Crenshaw, Willie McDonald, Luke Simons, and Mona Lisa Warren

**MARKETING & OPERATIONS COMMITTEE MEMBERS NOT PRESENT:** Irwin Fisher

**OTHERS PRESENT:** Charles Starks, Erin Hampton, Mary Brette Clippard, and Beverly Bennett

Chair Mona Lisa Warren opened the meeting and noted there was a quorum present.

**ACTION:** Luke Simons made a motion to approve the Marketing & Operations Committee minutes of September 11, 2014. The motion was seconded by Willie McDonald and approved unanimously by the committee.

Charles Starks introduced Erin Hampton.

Erin Hampton presented the Human Resources Policy Revisions / Additions (Attachment# 1). There was discussion.

**ACTION:** Willie McDonald made a motion to approve the Human Resources Policy Revisions / Additions. The motion was seconded by Luke Simons and approved unanimously by the committee.

Charles Starks presented the Display Policy (Attachment #1). There was discussion.

**ACTION:** Willie McDonald made a motion to approve the Display Policy. The motion was seconded by Luke Simons and approved unanimously by the committee.

With no additional business a motion was made to adjourn, with no objection the Marketing & Operations committee of the CCA adjourned at 2:40 p.m.

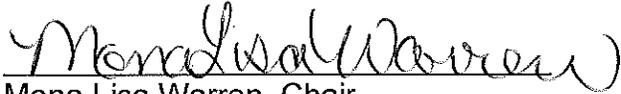
Respectfully submitted,



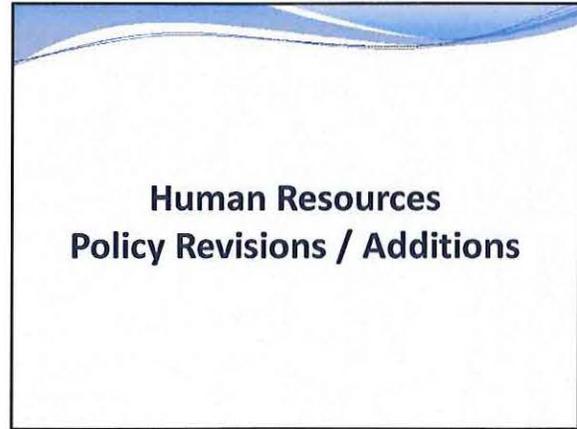
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Charles L. Starks  
President & CEO  
Convention Center Authority

Approved:



Mona Lisa Warren, Chair  
CCA Marketing & Operations Committee  
Meeting Minutes of February 4, 2015



Action	Author	Date	Current	Recommended	Proposed
1	Designated Holidays	Adoption of specific guidelines for annual of Holiday Policy	The following holidays are observed: Holiday New Year Day Martin Luther King, Jr. Birthday President's Day Independence Day (July 4) Labor Day Thanksgiving Day Friday After Thanksgiving Day Christmas Day "Hanging Holiday"	The following holidays are observed: Holiday New Year Day Martin Luther King, Jr. Birthday President's Day Independence Day (July 4) Labor Day Thanksgiving Day Friday After Thanksgiving Day Christmas Day	The following holidays are observed: Holiday New Year Day Martin Luther King, Jr. Birthday President's Day Independence Day (July 4) Labor Day Thanksgiving Day Friday After Thanksgiving Day Christmas Day
1	Open Code and Agreements	Adoption of specific guidelines regarding employee	The existing language	Employees may only be used for activities which are essential to operations.	Employees may only be used for activities which are essential to operations.
1	Personnel Usage	Adoption of specific guidelines regarding employee	The Convention Center Authority shall provide a healthy and safe environment. Therefore, team members, customers or visitors are not allowed to smoke or use tobacco products on any areas of the building.	The Convention Center Authority shall provide a healthy and safe environment. Therefore, team members, customers or visitors are not allowed to smoke, use tobacco products or <del>consume alcoholic beverages</del> <del>consume</del> in any areas of the building.	The Convention Center Authority shall provide a healthy and safe environment. Therefore, team members, customers or visitors are not allowed to smoke, use tobacco products or <del>consume alcoholic beverages</del> <del>consume</del> in any areas of the building.
1	Termination Leave, Family Medical Leave Act, Sick Leave	Adoption of specific guidelines regarding employee	<b>Sick Leave Policy - Family Leave</b> Up to five (5) days in a calendar year may be used for the death of a team member, spouse, parent, or child, who was at the time of death a household member of the team member or the person contacted. <b>Termination Leave</b> Immediate Pay - Salary, vacation, overtime, sick pay, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandchild, or dependent. Sick, family, or half holiday pay only included. <b>Family Medical Leave Act</b> Under the leave policy a total of up to 12 weeks unpaid leave is available to eligible team members under the following circumstances: -the birth of a child, but only when the first 12 months of birth; -the placement of a child for adoption or other legal placement, within the first 12 months of adoption or placement; -the need to care for a dependent, spouse, or parent that has a serious medical condition.	<b>Sick Leave Policy - Family Leave</b> Up to five (5) days in a calendar year may be used for the death of a team member, spouse, parent, or child, who was at the time of death a household member of the team member or the person contacted. <b>Termination Leave</b> Immediate Pay - Salary, vacation, overtime, sick pay, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandchild, or dependent. Sick, family, or half holiday pay only included. <b>Family Medical Leave Act</b> Under the leave policy a total of up to 12 weeks unpaid leave is available to eligible team members under the following circumstances: -the birth of a child, but only when the first 12 months of birth; -the placement of a child for adoption or other legal placement, within the first 12 months of adoption or placement; -the need to care for a dependent, spouse, or parent that has a serious medical condition.	<b>Sick Leave Policy - Family Leave</b> Up to five (5) days in a calendar year may be used for the death of a team member, spouse, parent, or child, who was at the time of death a household member of the team member or the person contacted. <b>Termination Leave</b> Immediate Pay - Salary, vacation, overtime, sick pay, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandchild, or dependent. Sick, family, or half holiday pay only included. <b>Family Medical Leave Act</b> Under the leave policy a total of up to 12 weeks unpaid leave is available to eligible team members under the following circumstances: -the birth of a child, but only when the first 12 months of birth; -the placement of a child for adoption or other legal placement, within the first 12 months of adoption or placement; -the need to care for a dependent, spouse, or parent that has a serious medical condition.

Subject: Personal Policies and Procedures  
 Title: Litigation Hold  
 Effective Date: March 1, 2015  
 Litigation Hold Policy

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**PURPOSE:**  
 This policy provides guidance for the management and preservation of records, documents, and other items involved in litigation and/or potential litigation.

**ACCOUNTABILITY:**  
 By direction of the President/CEO, through the Vice President of Human Resources and respective supervisors shall ensure compliance with this policy and procedure.

**POLICY:**  
 A legal hold is defined as a request to all relevant team members to preserve all records, including documents and electronically stored information that may relate to a pending or anticipated legal action involving the Convention Center Authority. This request is to ensure that the records in question will be available for the discovery process as part of litigation. A legal hold may be issued in an electronic or paper-based format. An agency must take reasonable steps to preserve records when it learns of pending or imminent litigation, or when litigation is reasonably anticipated. Legal holds seek to prevent spoliation (destruction, alteration, or modification) of evidence which is relevant to or discoverable in a subject dispute. The Legal Hold applies not only to paper-based documents but also to electronically-stored information (ESI), including email and draft documents.

**PROCEDURE:**

- When informed of litigation or upon identifying that the reasonable potential for litigation exists, Music City Center team members will immediately notify their Supervisor. Supervisors are responsible for immediately forwarding the notification to the Director of his/her department. The Director will immediately notify the President/CEO or his/her designee of the litigation or threat of litigation.
- President/CEO or his/her designee shall notify the Attorney of record immediately.
- The Attorney of record will work with the President/CEO or his/her designee the best possible description of the subject matter to be placed on hold as soon as possible as well as all relevant team members who may have records at issue. Any related retention or destruction processes will be suspended to ensure preservation.
- The President/CEO and his/her designee will communicate the Legal Hold to all Internal Personnel who have not been notified directly by the Attorney of record.
- The President/CEO or his/her designee will inform the Agency Attorney about any existing Legal Holds that may overlap with a newly-issued Legal Hold.
- When the litigation has been concluded, or the threat of litigation has been resolved, the Agency Attorney will notify all Personnel that the legal hold has been removed and normal retention policies can be resumed.



It is the policy of the Convention Center Authority that only temporary exhibits in specifically designated areas are permitted [i] by licensees (customers) who are party to a license agreement for a specified period of time for an event taking place at the Music City Center; [ii] by other parties who have a contractual relationship with the Music City Center; or [iii] if of a temporary nature that allows the Music City Center's management to move or take down such display at its discretion and without complication (i.e. signs or banners). There will be no permanent placement of exhibits within the Music City Center premises without the issuance of a request for proposal for a specific area or without the express approval of the Board of the Convention Center Authority based on a specific need for the Music City Center.



**Marketing & Operations  
Committee**

February 4, 2015