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 January 31, 2013 at 8:54 a.m. in Room 210 at the Nashville Convention Center, Nashville, Tennessee.

MARKETING & OPERATIONS COMMITTEE MEMBERS PRESENT: Mark Arnold, Ken Levitan, Luke Simons, and Mona Lisa Warren

MARKETING & OPERATIONS COMMITTEE MEMBERS NOT PRESENT:

OTHERS PRESENT: Charles Starks, Barbara Solari, Erin Hampton, Heidi Runion, Teri McAlister, Charles Robert Bone, and Holly McCall

The meeting was opened for business by committee Chair Mona Lisa Warren.

ACTION: Mark Arnold made a motion to approve the Marketing & Operations Committee minutes of September 27, 2012 and October 25, 2012. The motion was seconded by Luke Simons and approved unanimously by the committee.

Charles Starks and Erin Hampton were asked to discuss the CCA employee pay plan. (Attachment #1)

ACTION: Mark Arnold made a motion to recommend to the full Authority approval of the pay grades for the Convention Center Authority employees. The motion was seconded by Ken Levitan and approved unanimously by the committee.

Erin Hampton was then asked to discuss employee benefits and the retirement plan. (Attachment #2 and #3) There was discussion.

ACTION: Ken Levitan made a motion to recommend to the full Authority approval of the benefit plan for the Convention Center Authority employees as presented. The motion was seconded by Luke Simons and approved unanimously by the committee.

ACTION: Luke Simons made a motion to recommend to the full Authority approval of the recommendation made for the retirement package for the Convention Center Authority employees to be administered by Avondale Partners. The motion was seconded by Ken Levitan and approved unanimously by the committee.

Charles Starks then gave a staffing update and there was discussion. (Attachment #2)

Mr. Starks also discussed the DBE goal for the operations of the Music City Center and said it would be not less than 20%.

Mr. Starks also shared the 2012 client survey results for the Nashville Convention Center. (Attachment #2)

There was closing discussion and then with no additional business a motion was made to adjourn, with no objection the Marketing & Operations committee of the CCA adjourned at 9:45 a.m.

Respectfully submitted,

Charles L. Starks
President & CEO
Convention Center Authority

Approved:

Mona Lisa Warren, Chair
CCA Marketing & Operations Committee
Meeting Minutes of January 31, 2013

Pay Grades

Pay Grade	Minimum	Maximum
CCA 1	$ 20,850.00	$ 38,040.00
CCA 2	$ 25,200.00	$ 45,000.00
CCA 3	$ 27,400.00	$ 53,880.00
CCA 4	$ 34,300.00	$ 63,840.00
CCA 5	$ 37,800.00	$ 81,120.00
CCA 6	$ 42,400.00	$ 73,320.00
CCA 7	$ 45,600.00	$ 75,000.00
CCA 8	$ 41,600.00	$ 85,560.00
CCA 9	$ 55,800.00	$ 90,120.00
CCA 10	$ 61,100.00	$ 95,880.00
CCA 11	$ 63,200.00	$ 165,360.00
CCA 12	$ 77,600.00	$ 169,440.00
CCA 13	$ 103,700.00	$ 153,960.00
CCA 14	$ 132,700.00	$ 189,480.00
CCA 15	$ 162,600.00	$ 253,080.00

Pay Grades by Division

ADMINISTRATION	**Pay Grade**	**Min**	**Max**
President/CEO	CCA 15	$ 162,600.00	$ 253,080.00
Executive Assistant	CCA 7	$ 45,600.00	$ 75,000.00
Vice President of Human Resources	CCA 12	$ 77,600.00	$ 169,440.00
Human Resources Coordinator	CCA 5	$ 37,800.00	$ 81,120.00
Training Coordinator	CCA 4	$ 34,300.00	$ 63,840.00
MARKETING & PUBLIC RELATIONS	**Pay Grade**	**Min**	**Max**
Marketing & Public Relations Director	CCA 11	$ 63,200.00	$ 165,360.00
Communications Coordinator	CCA 4	$ 34,300.00	$ 63,840.00
Social Media Assistant	CCA 3	$ 27,400.00	$ 53,880.00
SENIOR VICE PRESIDENT	**Pay Grade**	**Min**	**Max**
Senior Vice President	CCA 14	$ 132,700.00	$ 189,480.00
Executive Assistant - Vice President	CCA 6	$ 42,400.00	$ 73,320.00
Contract Administrator	CCA 7	$ 45,600.00	$ 75,000.00
Sustainability Coordinator	CCA 5	$ 37,800.00	$ 81,120.00
Director of Purchasing/DBE	CCA 11	$ 63,200.00	$ 165,360.00
Warehouse Coordinator	CCA 5	$ 37,800.00	$ 81,120.00
Shipping & Receiving Clerk	CCA 2	$ 25,200.00	$ 45,000.00
SALES	**Pay Grade**	**Min**	**Max**
Vice President of Sales	CCA 12	$ 77,600.00	$ 169,440.00
Administrative Assistant - Sales	CCA 4	$ 34,300.00	$ 63,840.00
Director of Sales	CCA 11	$ 63,200.00	$ 165,360.00
Sales Manager	CCA 9	$ 55,800.00	$ 90,120.00
Sales Assistant	CCA 4	$ 34,300.00	$ 63,840.00
Research Assistant	CCA 4	$ 34,300.00	$ 63,840.00
EVENT & GUEST SERVICES	**Pay Grade**	**Min**	**Max**
Director of Event Services	CCA 11	$ 63,200.00	$ 165,360.00
Guest Experience Manager	CCA 4	$ 34,300.00	$ 63,840.00
Senior Event Manager	CCA 10	$ 61,100.00	$ 95,880.00
Event Manager	CCA 8	$ 41,600.00	$ 85,560.00
Ambassador	CCA 1	$ 20,850.00	$ 38,040.00
Event Coordinator	CCA 2	$ 25,200.00	$ 45,000.00
Staff Scheduling Coordinator	CCA 2	$ 25,200.00	$ 45,000.00
Signage & Graphics	CCA 2	$ 25,200.00	$ 45,000.00
Administrative Assistant (Events)	CCA 4	$ 34,300.00	$ 63,840.00
OPERATIONS	**Pay Grade**	**Min**	**Max**
Vice President of Operations	CCA 13	$ 103,700.00	$ 153,960.00
Administrative Assistant (Operations)	CCA 4	$ 34,300.00	$ 63,840.00

Pay Grades by Division

ENGINEERING	Pay Grade	Min	Max
Director of Engineering	CCA 11	$ 63,200.00	$ 165,360.00
Engineering Manager	CCA 8	$ 41,600.00	$ 85,560.00
Engineering Supervisor	CCA 7	$ 45,600.00	$ 75,000.00
Engineering Technician	CCA 6	$ 42,400.00	$ 73,320.00
Building & Grounds Maintenance	CCA 1	$ 20,850.00	$ 38,040.00
FACILITIES	**Pay Grade**	**Min**	**Max**
Director of Facilities	CCA 11	$ 63,200.00	$ 165,360.00
Housekeeping Manager	CCA 5	$ 37,800.00	$ 81,120.00
Housekeeping Supervisor	CCA 2	$ 25,200.00	$ 45,000.00
Housekeeping Staff	CCA 1	$ 20,850.00	$ 38,040.00
Set Up Manager	CCA 7	$ 45,600.00	$ 75,000.00
Set up Supervisor	CCA 6	$ 42,400.00	$ 73,320.00
Set up Staff	CCA 1	$ 20,850.00	$ 38,040.00
TECHNOLOGY SERVICES	**Pay Grade**	**Min**	**Max**
Director of Technology	CCA 11	$ 63,200.00	$ 165,360.00
Technology Manager	CCA 10	$ 61,100.00	$ 95,880.00
Technology Supervisor	CCA 5	$ 37,800.00	$ 81,120.00
Network Technician	CCA 3	$ 27,400.00	$ 53,880.00
SAFETY & SECURITY	**Pay Grade**	**Min**	**Max**
Director of Safety & Security	CCA 11	$ 63,200.00	$ 165,360.00
Safety & Security Manager	CCA 6	$ 42,400.00	$ 73,320.00
Safety & Security Supervisor	CCA 3	$ 27,400.00	$ 53,880.00
Safety & Security Officer	CCA 1	$ 20,850.00	$ 38,040.00
Risk Manager	CCA 4	$ 34,300.00	$ 63,840.00
Parking Services Supervisor	CCA 5	$ 37,800.00	$ 81,120.00
FINANCE & ADMINISTRATION	**Pay Grade**	**Min**	**Max**
Vice President of Finance & Admin	CCA 13	$ 103,700.00	$ 153,960.00
Director of Finance & Admin	CCA 11	$ 63,200.00	$ 165,360.00
Administrative Assistant - Finance	CCA 4	$ 34,300.00	$ 63,840.00
Accountant	CCA 7	$ 45,600.00	$ 75,000.00
Accounting Clerk	CCA 3	$ 27,400.00	$ 53,880.00
Accounts Receiveable/Credit	CCA 2	$ 25,200.00	$ 45,000.00
Exhibitor Services Manager	CCA 8	$ 41,600.00	$ 85,560.00
Exhibitor Service Representative	CCA 3	$ 27,400.00	$ 53,880.00

Marketing & Operations Committee

January 31, 2013

Benefit Recommendations

Vacation Time

- 0-1 year - 5 days (40 hours)
- 2-4 years - 10 days (80 hours)
- 5-10 years - 15 days (120 hours)
- 11 yrs and over - 20 days (160 hours)
  - Maximum carryover of 80 hours (10 days)
- Recommended effective 3/1/2013.
- Allow current employees with time on the books to use time as of 6/30/2013 or be paid out for accrued time as of 6/30/2013.

Sick Time

- Accrue 1 day per month with maximum of 40 days of accrual and carryover.
- Recommended effective date 3/1/2013.
- Differs from Cushion's recommendation.
- 40 days allows paid time for most short term absences.
- Metro employees upon reaching the 40 days accrual will be allowed to place all extra days into a sick bank for pension purposes. CCA employees will forfeit sick time after maximum accrual is reached.

Personal Leave

- Allow 3 days of sick leave to be used as personal leave annually

Holidays

- 10 Holidays as before:
  - New Year's Day
  - Martin Luther King Jr. Day
  - President's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Day After Thanksgiving
  - Christmas Eve
  - Christmas Day
- **Change**: Remove President's Day and replace with Floating Holiday to be used at any time during that year.

Retirement Plan

- Recommend moving forward with a 401 (k) Tiered Contribution retirement plan with an effective date of May 1, 2013.
- Recommending Avondale Partners as provider.

Retirement Plan (cont)

- Up to 3% of salary that the employee designates, CCA will match at 100%.
- For 4-5% of salary that the employee designates, CCA will match at 50%.
- For example, employee earns $25,000 annually. The employees chooses to contribute 5% of their salary to the 401 (k) fund. CCA will therefore match the following amounts:
  - First 3% (100%)- $750.00
  - Next 2% (50%) - $250.00
  - Total CCA Match : $1,000.00
  - Total Employee Contribution: $1,250.00

Retirement Plan (cont)

- Vesting recommendation:
  - 12 months - 20 %
  - 24 months - 40%
  - 36 months - 60%
  - 48 months - 80%
  - 60 months - 100%

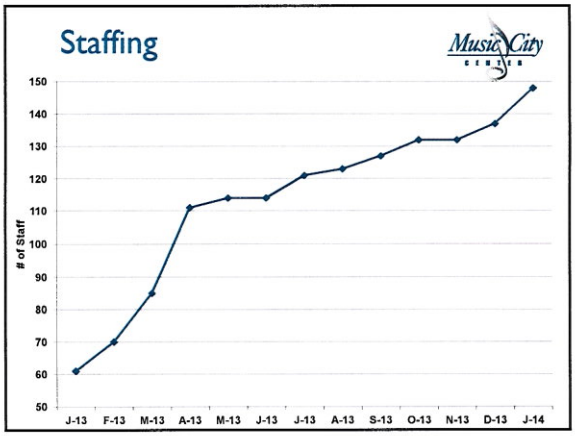
Longevity

- Discontinue longevity effective December 31, 2012.
- Use money for help fund bonus plan.
- Allow all employees access to funds rather than only those with more than five years of service.

Later Date:

- Further research needed on:
  - 457 plan
  - Tuition Assistance
  - Identify Theft Protection Plan

Staffing



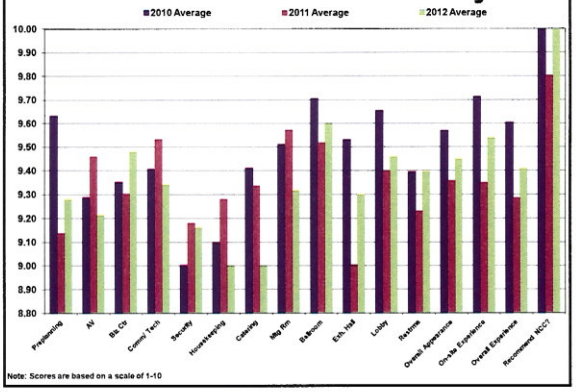
Staffing Updates

- Since October hired 20 people including:
  - 7 managers
  - Chef
  - 4 Internal Promotions to Supervisor
  - Director of Catering Sales
- 5 positions in progress including:
  - Engineering Supervisor
  - 2 Engineering Technicians
  - Training Coordinator
  - 1 Network Technician

Staffing Updates

- 2 Engineering Mangers were hired from project
- 1 Engineering Supervisor in progress from project
- 2 Engineering Technicians in progress from project
- 20 jobs currently posted and conducting interviews
- Career Fair with JUMP – March 8th

Client Satisfaction Surveys



Marketing & Operations Committee

January 31, 2013

Metro Benefits /Cushion/CCA Recommendations

Benefit	Metro	Cushion	CCA
Leave Time	**Vacation** Hire - 5 years -10 days 6 – 10 years - 15 days Add 1 day a year beginning in the 11th year up to 20 years - 25 days *Maximum accrual rate of 3x annual accrual rate **Sick Leave** Accrue 1 day per month with maximum of 120 days. Any days eared in exceed of the 120 are placed in a bank to be applied as credit towards service pension **Personal Leave** May convert 3 sick days per year to personal days with a balance of 24 days.	**Vacation** 0 – 1 year 40 hrs/5 days 2 - 4 years 80 hrs/10 days 5 – 10 years 120 hrs/15 days 11 yrs & up 160 hrs/20 days *Maximum accrual rate of 80 hours (10 days) **Sick Leave** Accrue 1 day per month with maximum of 24 days of accrual and carryover. **Personal Leave** Recommend combining sick and personal, may use 3 days of sick annually for personal reasons	Agree with Cushion's recommendation Would recommend maximum of 40 days accrual and carryover Agree with Cushion's recommendation
Holidays	**10 Holidays:** New Year's Day Martin Luther King, Jr. President's Day Memorial Day Independence Day Labor Day Thanksgiving Day Friday After Thanksgiving Christmas Eve Christmas Day	**10 Holidays:** Same as Metro but remove President's Day and replace with Floating Holiday	Agree with Cushion's recommendation
457 (b) Deferred Contribution Plan	• Employee contributes to individual Deferred Compensation Plan for retirement. • All employee contribution no employer match.	• Employee contributes to individual Deferred Compensation Plan for retirement. • All employee contribution no employer match.	Agree with Cushion's recommendation
Retirement	**Normal Retirement**: Benefits begin at age 60 once your age plus your years of service equal 85 points or at age 65 with 5 years of service.	**401 (k) Tiered Contribution Plan:** • Employer matches up to 100% - up to 3% of employee's salary • Employer matches up to 50% - up to 5% of	Agree with Cushion's recommendation Recommending Avondale Partners as provider.

Metro Benefits /Cushion/CCA Recommendations

	Early Retirement: Reduced benefits begin at age 50 once you have 10 years of service Receive 4% reduction per year for each of the first five years you retire early and an 8% reduction for each year over five years with a maximum reduction of 60%.	employee's salary • Vesting Years of Service = Vesting Portion 1 year – 0% 2 years – 20% 3 years – 40% 4 years – 60% 5 years – 80% 6 years – 100%	Will be able to continue payroll deductions
Insurance Packages	**<u>Metro Pays 75%; Employee 25%</u>** Employees must enroll in medical & dental unless proof of insurance is provided by employee; $50,000 in life insurance is provided at no cost to employees. Employees are offered two medical & dental plans to choose from. **<u>Optional Insurances Offered:</u>** Vision Additional Life Insurance Short-Term Disability Long-Term Disability Long-Term Care (Flexible Spending Account) – not currently available for CCA employees.	• Recommended to continue to provide all allowable benefits from Metro • Include Flexible Spending Account (FSA)	Agree with Cushion's recommendations
Longetivty	Employees begin receiving longetivity payment at the end of the 5th year of employment. Longetivity payment begins at $110.00, ending at 20th year maximum of $935.00	No recommendation provided	End program but use to fund bonus program
Employee Assistance Program	Employees are offered the benefit at no cost, 100% employer funded.	Recommended to continue with benefit.	Agree with Cushion's recommendation

Metro Benefits /Cushion/CCA Recommendations

Tuition Assistance	Currently not provided as a benefit.	Recommended that such benefit be included in package.	Need to evaluate cost
Identify Theft Protection	Currently not provided as a benefit	Recommendation that such benefit be included in package with portion paid by employee contribution.	Need to evaluate cost
Parking Assistance	Currently not provided as a benefit	Parking will be included as part of the overall benefits package.	Already included as part of benefits – no change
Uniforms	Some individual department do fund the uniforms for employees.	Uniforms will be provided for employees as required.	Already included as part of benefits – no change