

**Blair County Convention & Sports Facilities Authority**

Meeting March 20<sup>th</sup>, 2024 - 7:30 AM

**Meeting Agenda**

- ❖ **Call Meeting to Order – Dan Taddei**
- ❖ **Public Participation – Dan Taddei**
- ❖ **Approval of Minutes – Dan Taddei**
  - January 11<sup>th</sup>, Minutes
- ❖ **Solicitor’s Report - Dave Andrews**
- ❖ **Facilities – Steve Despot**
  - Capital Expense Projects Update
    - Frequency Drive Unit for Exhibit Halls H **Completed** and F&G needs installed and programed
    - Chiller #2 Rebuild **Completed**
    - Carpet Installation Meeting Rooms **Completed**
  - Facilities Update
    - 4K TV Installation 205, 101, 102 **“Completed 201 & Show Planners”**
  - Lighting Project Steve Despot, Ron Beatty & David Foreman
    - Advertised the RFP March 13<sup>th</sup>
    - Bids Accepted until 2:00PM May 20<sup>th</sup>, 2024
    - Setting up meeting with Caleb Sites “Energy Efficiency Program Manager from First Energy” Amy Jorden “PennTap”
- ❖ **Marketing – Garrett & Chef Tom**
  - Kegerreis Digital Marketing Research and Google Analytics
  - Hotel Room Request Process “Well received from Hotels”
  - Marketing Strategy “Heads in Beds” Monday through Thursday “we hope to launch within the next few weeks” The Packaged Pricing to be geared toward Event Planners.
  - Momentus Elite Room Software
- ❖ **Sales – Garrett Chef Tom**
  - Sales Update
  - New Business
- ❖ **Finance – Chef Tom**
  - Request Approval of Payables “January 20<sup>th</sup> thru March 5<sup>th</sup>, Totaling \$166,323.69”
  - Year to Date Financials
- ❖ **Old Business**
- ❖ **New Business**
  - Request Approval to do RFP with local banking institutions for Lighting Upgrades
  - Board Attendance Policy
  - Request Approval of Liability Insurance Proposal
- ❖ **Next Meeting May 15<sup>th</sup>**
  - 2024 Meeting Dates “July 17<sup>th</sup>, September 18<sup>th</sup>, and November 20<sup>th</sup> “
- ❖ **Adjournment – Dan Taddei**