

# **MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY**

The Executive Committee of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) met on May 6, 2022 at 2:00 p.m. at the Music City Center, Nashville, Tennessee.

**EXECUTIVE COMMITTEE MEMBERS PRESENT:** Norah Buikstra, Robert Davidson, Vonda McDaniel, and Betsy Wills

**EXECUTIVE COMMITTEE MEMBERS NOT PRESENT:** Alfred Degrafinreid II

**OTHERS PRESENT:** \*Charles Starks and Donna Gray

Madame Chair Norah Buikstra opened the meeting for business at 2:07 p.m. and stated that a quorum was present.

**ACTION:** Appeal of Decisions from the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County – Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, please take notice that decisions of the Convention Center Authority may be appealed if and to the extent applicable to the Chancery Court of Davidson County for review under a common law writ of certiorari. These appeals must be filed within sixty days after entry of a final decision by the Authority. Any person or other entity considering an appeal should consult with private legal counsel to ensure that any such appeals are timely and that all procedural requirements are met.

**ACTION:** Vonda McDaniel made a motion to approve the Executive Committee Meeting Minutes of April 27, 2021. The motion was seconded by Betsy Wills and approved unanimously by the committee.

Music City Center President & CEO Charles Starks reviewed his 2021 goals and accomplishments. Goals for 2022 were reviewed for consideration and there was discussion.

\*Denotes the departure of Charles Starks.

After extensive discussion regarding the 2021 Annual Goals and Performance review of the Music City Center President and CEO, Madame Chair Norah Buikstra framed a motion to approve the 2021 Annual Goals and Performance Review for the Music City Center President & CEO, with the summary of the incentive target at 100% earned in all categories, except 95% earned in the category of board relations (Attachment #1).

**ACTION:** Robert Davidson made a motion to approve the bonus for the Music City President & CEO. The motion was seconded by Vonda McDaniel and approved unanimously by the committee.

After extensive discussion regarding the 2022 goals and needs of the Music City Center, Madame Chair Norah Buikstra framed a motion to approve the 2022 Annual Goals for the Music City Center President & CEO provided by Charles Starks with the following amendments to the goals:

- Leadership Goal 2 – Review the recommendation of previous land strategy for expansion of the Music City Center and educate the board on previous information to facilitate board discussion.
- Leadership Goal 3 – Development of Food and Beverage concept for the corner of Rep. John Lewis Way South and Korean Veterans Blvd. Obtain a budget study of the Food and Beverage and pre-function space and share the information with the board.
- Leadership Goal 5 – Create a continuity plan for the Convention Center Authority core team members including the succession plan for Elisa Putman and Charles Starks and share what is known and can be shared with the board.
- Sales & Promotion Goal 4 – Development of a communications strategy tailored around the positivity of the Music City Center on our community and industry. Strive to expand local business's use of the Music City Center. Consider engaging an external consultant to evaluate our marketing strategy.
- Board Relations Goal 3 – Increase communications regarding all aspects of the board matters including past and future resolutions.

**ACTION:** Robert Davidson made a motion to approve the proposed 2022 goals for the Music City Center President & CEO. The motion was seconded by Vonda McDaniel and approved unanimously by the committee.

With no additional business a motion was made to adjourn, with no objection the Executive Committee of the CCA adjourned at 4:42 p.m.

Respectfully submitted,



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Charles L. Starks  
President & CEO  
Convention Center Authority

Approved:



7-25-22

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Norah Buikstra, Committee Chair  
CCA Executive Committee  
Meeting Minutes of May 6, 2022