

**SAN DIEGO CONVENTION CENTER CORPORATION  
BOARD OF DIRECTORS MEETING**

**WEDNESDAY, APRIL 27, 2022, NOON  
111 W. Harbor Drive, 2<sup>nd</sup> Floor, Executive Boardroom  
San Diego, California 92101**

**AGENDA**

Pursuant to Government Code section 54953(e)(1)(B), City of San Diego City Council Resolution R-2022-396, and San Diego Convention Center Corporation Resolution No. 2022-04 approved on April 14, 2022, members of the San Diego Convention Center Corporation Board and all of its legislative bodies may participate in public meetings via teleconference or video conference. In the interest of reducing the spread of COVID-19, in-person public participation is prohibited at this time. Board meetings are held live via teleconference at the number indicated at the top of the agenda. Members of the public may participate live in the Board meeting and submit comments live on this teleconference line.

**Telephone number for members of the public  
to observe, listen, and address the meeting telephonically:  
1(888) 251-2909 – Access code is 6724115#**

**1. Call to Order – Carol Kim, Chair**

**2. Non-Agenda Public Comments**

This portion of the agenda provides an opportunity for members of the public to address the Board on items of interest within the jurisdiction of the Board that are not on the posted agenda. Pursuant to the Brown Act, no discussion or action shall be taken by the Board on items not posted on the agenda.

**3. Board Committee Reports and Board Action Items**

**Consent Agenda:**

- A. Approval of Minutes of Board Meetings of March 23, 2022 and April 14, 2022**

**Action Item(s):**

**B. Executive Committee (Carol Kim)**

- (1) Authorization to Approve of a Resolution of the San Diego Convention Center Corporation, Inc. Creating a Chief Operating Officer Position for the Corporation, Adopting a Job Description for the Position, and Authorizing the President and CEO to Appoint a Chief Operating Officer**

**C. Budget Committee (Jeff Gattas)**

**(1) Acceptance of March Financial Reports from Chief Financial Officer**

**(2) Authorization to Place Property, General and Umbrella Liability, Workers' Compensation and Directors & Officers Insurance Through the Brokerage Services of Marsh & McLennan Agency**

**(3) Authorization to Contract for Arc Flash Analysis**

**D. Sales & Marketing Committee (Carlos Cota)**

- 4. President's Report (Rip Rippetoe)**
- 5. Chair's Report (Carol Kim)**
- 6. Board Comment [Govt. Code § 54954.2(a)(2)]**
- 7. Urgent non-agenda items (must meet the requirements of Government Code, Section 54954.2)**
- 8. Closed Session**

**A. EMPLOYEE PERFORMANCE EVALUATION  
Government Code Section 54957  
Title: President & CEO**

**Adjournment**

This information is available in alternative formats upon request. To request an agenda in an alternative format, or to request a sign language, oral interpreter, an Assistive Listening Device ("ALD"), or other reasonable accommodation for the meeting, please call Pat Evans at (619) 525-5131 at least two working days prior to the meeting to ensure availability. **Audio copies of Board of Director meetings are available upon request. Please contact Pat Evans at (619)525-5131 or [pat.evans@visitsandiego.com](mailto:pat.evans@visitsandiego.com) to request a copy.**

In compliance with Government Code section 54957.5, non-exempt written material that is distributed to the Board prior to the meeting will be available at the meeting or it may be viewed in advance of the meeting online at [visitsandiego.com](http://visitsandiego.com). Materials distributed to the board after the posting of this agenda also will be available. Please contact Pat Evans at (619)525-5131 or [pat.evans@visitsandiego.com](mailto:pat.evans@visitsandiego.com) if you would like to receive a copy of any material related to an item on this agenda.

Action items on this agenda may be consolidated for voting purposes into a single vote of the Board, to the extent they are routine or otherwise do not require further deliberation. A Board member may comment on an action item before it is voted upon as part of the consolidated vote; however, if a Board member wishes to discuss an action item, that item will not be included in the consolidated vote. If a member of the public wishes to comment upon an action item, they should so advise the Board chair at or before the public comment portion of the meeting, in which case that item will not be included in any consolidated vote.

### **Agenda Item 3.A**

## **MINUTES\* SAN DIEGO CONVENTION CENTER CORPORATION THE BOARD OF DIRECTORS**

### **BOARD MEETING OF MARCH 23, 2022 Via Teleconference**

**BOARD MEMBERS PRESENT:** Chair Carol Kim and Directors Carlos Cota, Jaymie Bradford and Elvin Lai

**BOARD MEMBER(S) ABSENT:** Directors Jeff Gattas, Will Rodriguez-Kennedy and Shawn VanDiver

**STAFF PRESENT:** Rip Rippetoe, Mardeen Mattix, Andy Mikschl and Pat Evans (Recorder)

**ALSO PRESENT:** Jennifer Lyon, General Counsel, Julie Coker, SDTA President & CEO

\*Audio copies of Board of Director meetings are available upon request. Please contact Pat Evans at (619)525-5131 or [pat.evans@visitsandiego.com](mailto:pat.evans@visitsandiego.com) to request a copy.

#### **1. Call to Order**

Chair Carol Kim called the Board Meeting to order at 12:04 p.m. in the Executive Boardroom of the San Diego Convention Center Corporation, 111 West Harbor Drive, San Diego, CA 92101. Chair Kim then called roll to determine which Directors were present on the teleconference:

**Director Kim – Present**  
**Director Cota – Present**  
**Director Gattas – Absent**  
**Director VanDiver - Absent**  
**Director Bradford – Present**  
**Director Rodriguez-Kennedy – Absent**  
**Director Lai – Present**

All Directors were recorded as present except Director Gattas, Director Rodriguez-Kennedy and Director VanDiver. Chair Kim noted that all votes taken during this meeting would be recorded via roll call vote.

**2. Non-Agenda Public Comment** – Chair Kim inquired if any member of the public wished to comment on any Agenda items. No members of the public responded to the request for comment.

**3. Board Committee Reports and Board Action Items:**

**Consent Agenda:**

**A. Approval of Minutes of Board Meetings of February 23, 2022**

**Directors Cota and Bradford moved and seconded, respectively, to approve the Consent Agenda set forth hereinabove.**

**Director Kim – Aye  
Director Cota – Aye  
Director Gattas – Absent  
Director VanDiver – Absent  
Director Bradford – Aye  
Director Rodriguez-Kennedy – Absent  
Director Lai – Aye**

**Vote: Unanimous**

**AYES: 4                      NAYS: 0                      ABSTENTIONS: 0**

Directors VanDiver and Rodriguez-Kennedy joined the meeting at 12:05 p.m.

**Action Item(s):**

Chair Kim inquired if any member of the public wished to comment on Agenda Item 3.B.1. No members of the public responded to the request for comment.

**B. Budget Committee (Jeff Gattas)**

**(1) Acceptance of February Financial Reports from Chief Financial Officer**

CFO Mardeen Mattix noted an overview of the Corporation's financial status is detailed in the CFO Report that was previously distributed to the Board. Ms. Mattix then reported on the following highlights:

- The Corporation's year-to-date expenses have exceeded revenues by approximately \$5.2 million. Even though all of the operating revenues and expenses have performed better than budget, the Corporation is still operating at an overall loss.
- The Corporation's operating reserves have seen a reduction of approximately \$2.5 million. Although the Corporation received a part of its PPP loan forgiveness, the offset to that loan forgiveness was to purchase capital items out of the Corporation's reserves.
- The Corporation anticipates the reserves will have a net zero impact by the end of the year because the Corporation is expecting to request approximately \$6 million of the \$10.2 million subsidy allocated by the City by year-end. Staff is only asking for what the Corporation will need to keep its finances flush as opposed to asking for the entire subsidy allocation of \$10.2 million.

- Some of the Corporation's capital projects have been moved into next fiscal year. Operationally, because the Corporation is doing better than budget, the overall impact to corporate finances is going to be a \$6 million loss this year instead of \$10.2 million.
- A new category was added to the CFO report which reflects collaboration with the City. This category will keep the Board informed of what SDCC is working on with the City regarding communication of where we stand financially as well as some other imperatives that are being addressed with the City.

**Directors VanDiver and Cota moved and seconded, respectively, to authorize Acceptance of February Financial Reports from Chief Financial Officer.**

**Director Kim – Aye  
 Director Cota – Aye  
 Director Gattas – Absent  
 Director VanDiver – Aye  
 Director Bradford – Aye  
 Director Rodriguez-Kennedy – Aye  
 Director Lai – Aye**

**Vote: Unanimous**

**AYES: 6                      NAYS: 0                      ABSTENTIONS: 0**

Chair Kim inquired if any member of the public wished to comment on Agenda Item 3.B.2. No members of the public responded to the request for comment.

**(2) Authorization to Approve Fiscal Year 2023 Budget**

**Directors VanDiver and Lai moved and seconded, respectively, to approve the 2023 Fiscal Year Budget**

**Director Kim – Aye  
 Director Cota – Aye  
 Director Gattas – Absent  
 Director VanDiver – Aye  
 Director Bradford – Aye  
 Director Rodriguez-Kennedy – Aye  
 Director Lai – Aye**

**Vote: Unanimous**

**AYES: 6                      NAYS: 0                      ABSTENTIONS: 0**

Chair Kim inquired if any member of the public wished to comment on Agenda Item 3.B.3.  
No members of the public responded to the request for comment.

**(3) Authorization to Approve FY 2023 CIP/Infrastructure and O & M Projections**

**Directors VanDiver and Bradford moved and seconded, respectively, to authorize Approval of the FY 2023 CIP/Infrastructure and O & M Projections**

**Director Kim – Aye**

**Director Cota – Aye**

**Director Gattas – Absent**

**Director VanDiver – Aye**

**Director Bradford – Aye**

**Director Rodriguez-Kennedy – Aye**

**Director Lai – Aye**

**Vote: Unanimous**

**AYES: 6**

**NAYS: 0**

**ABSTENTIONS: 0**

Chair Kim inquired if any member of the public wished to comment on Agenda Item 3.B.4.  
No members of the public responded to the request for comment.

**(4) Authorization to Award Contract for Talent Acquisition**

**Directors Rodriguez-Kennedy and Cota moved and seconded, respectively, to Award a Contract for Talent Acquisition in a not-to-exceed amount of \$150,000.**

**Director Kim – Aye**

**Director Cota – Aye**

**Director Gattas – Absent**

**Director VanDiver – Aye**

**Director Bradford – Aye**

**Director Rodriguez-Kennedy – Aye**

**Director Lai – Aye**

**Vote: Unanimous**

**AYES: 6**

**NAYS: 0**

**ABSTENTIONS: 0**

Chair Kim inquired if any member of the public wished to comment on Agenda Item 3.B.5. No members of the public responded to the request for comment.

**(5) Authorization to Award Contract for Repairs to Chiller No. 1**

**Directors VanDiver and Bradford moved and seconded, respectively, to Award a Contract for Repairs to Chiller No. 1 in a not-to-exceed amount of \$72,156.29 with a 10% contingency.**

**Director Kim – Aye**

**Director Cota – Aye**

**Director Gattas – Absent**

**Director VanDiver – Aye**

**Director Bradford – Aye**

**Director Rodriguez-Kennedy – Aye**

**Director Lai – Aye**

**Vote: Unanimous**

**AYES: 6**

**NAYS: 0**

**ABSTENTIONS: 0**

**C. Sales and Marketing Committee (Carlos Cota):** Director Cota reported that the Sales & Marketing Committee meeting was very positive. Bookings are picking up and the industry appears to be getting past the initial COVID setbacks even though there is a new variant of the disease on the horizon. The synergy between the SDCCC and SDTA staff is good and both organizations are performing at a high level. SDTA staff provided an initial review of the Program of Work and it was very encouraging. The benefit to the City of San Diego's TOT was obvious; however, a deeper dive showed a more sophisticated plan has been put into place that will benefit the region with the high meeting demand coming out of COVID. The new "Program" will give the team an opportunity to be more selective about the type of business that will be booked in the future.

Mr. Mikschl reported that thirty-nine new events have been booked by the short-term sales team. As a reminder, short-term sales events are booked within eighteen months. These events predominately help drive economic benefit, incremental hotel room nights, fill "holes" in the building's schedule and provides the Corporation with additional revenue opportunities. These events also engage the community in the building as well through consumer shows and community events. The focus of the sales team is shift the business model and the type of business the Corporation is going to pursue in the future and as Chair Cota mentioned, Staff is going to have an opportunity to be a bit more selective and qualify business differently to make sure that the profitability will be there for the building in general. Some events will provide benefit to the community and to the Corporation in other ways; however, the profitability line is going to be very important. Also, as Staff looks to perform the myriad of projects outlined in the CIP, Staff will need ensure that the building is available to do those projects. The need for maintenance will also factor into the types of business booked.



The lead activity in terms of numbers has rebounded to pre-COVID levels. There is incredible pent-up demand to meet so focus will remain on booking the right business at the right time. Attendance levels for larger convention-trade events is still struggling; however, Staff is seeing positive results in recent shows. An upcoming event is also seeing pre-registration numbers that have exceeded pre-COVID numbers.

Ms. Coker noted that it is refreshing to see event attendee badges all over the downtown area.

She further reported that long-term sales leads are starting to pick-up. Customers who were previously reluctant to discuss future year business are now starting to plan events again. For the first time in a couple of years, definite booking numbers are higher than 2019. All signs are pointing in the right direction.

The SDTA sales team are currently in Washington, DC for the PCMA Visionary Awards. This event is well attended by industry clients and will give the sales teams an opportunity to connect with potential customers. Two weeks ago, SDTA staff had an event in D.C. that attracted approximately sixty customers and staff received good feedback. The event reinforced the idea that face-to-face meetings are definitely coming back.

Event attendance continues to be a challenge because of a number of factors: (1) business travel is not at the 100% level; and (2) budgets were set previously and some entities may have budgeted for less staff attendance at events than economic recovery may allow for. Although news outlets report that businesses are flush with cash, those reports may not translate to businesses being willing to participate in more convention activity.

U.S. Travel and Meetings is really pushing the message of getting employees back into the office but also getting them back into meetings and conferences. The industry would like the White House to be as assertive with the message that travel is good for the economy as they were with originally encouraging that travel be restricted at the beginning of the pandemic. Hopefully, the positive travel message will continue to resonate.

The “funnel” of business continues to improve and for the first time, the “funnel” is over 500,000 room nights. The funnel is below 2019 levels but the current improvement shows that leads are coming in and staff just needs to convert the leads to definite room nights.

SDTA will have a sales mission next week in the Philadelphia and New York areas which will hopefully translate into leads for future bookings.

Mr. Rippetoe noted that the collective experience of Ms. Coker and SDCCC and SDTA sales teams have our region poised for a bright future. Director Cota also lauded the cohesiveness of the sales teams and thanked them for their efforts.



4. **President's Report (Rip Rippetoe)** – Mr. Rippetoe reported:

**Strategic Plan Update:**

- Commencing this week, the People and Culture Department (formerly H.R.) will report to the CFO Mardeen Mattix. Ms. Mattix and Finance Director, Anastasia Rollins, will help drive the collaboration between Finance and People and Culture departments, streamline processes, and provide what our team members need for training, support, benefits and to make sure the Corporation is fully compliant with all regulations.
- The candidate that the Corporation was considering for the Director of People and Culture did not pan out. The search for a new Director will commence immediately. In the meantime, we continue to utilize our People and Culture consultant and the CFO to oversee that department.
- The Corporation will continue to focus on our customer experience and our operating environment and to that end, a proposal for approval of a Chief Operating Officer will be submitted at the April Board meeting.
- The initial revamp of the Strategic Plan is off to a great start and Staff will be bringing back ideas and proposals to the Board by the May 16<sup>th</sup> Executive Committee meeting.
- An update of the current Strategic Plan with a scorecard and feedback report will be forwarded to Directors. Each imperative has an Executive owner and each owner will provide progress reports on their respective imperatives.

**Grow and Nurture Culture** – Ms. Dougherty provided the following update:

Ms. Dougherty noted that Ms. Mattix touched on the recruitment piece of the Strategic Plan during her budget report and how important it is to advancing the strategic priorities. It is probably more important to retain the Corporation's high performing team. That goal is a significant portion of this plan and this imperative. To that end, the Human Resources Department has been rebranded as the "People and Culture" Department and Staff has communicated this renewed focus out to our team in a series of staff Town Hall meetings. We have also been working with our consultant, Forward Talent Strategies, to identify how to go about building the People and Culture team to support this imperative. At this point, one of the People and Culture positions has been filled and there are still a few more positions to fill during this fiscal year. Recruitment will benefit from the relationship with the professional talent acquisition company. Staff has already started working on bolstering our efforts in terms of communication and community recruitment through items such as increased on-line ads and presence at community job fairs. Staff now has a digital strategy with some monthly posts where different staff within the organization will be highlighted as well as the current job openings. Staff would welcome all of the Board sharing this job opening information with your networks especially if you have relationships where people would be interested. To aid employee retention, Staff used the compensation research data obtained last year to review all of the positions and to ensure that the Corporation was at market rate. Now that continues to adjust with inflation and other factors so that effort is a continuing process.

- Ms. Mattix reported that the Corporation will likely retain the consultant with Talent Strategies longer than originally anticipated. The consultant will assist with on-boarding the Director of People and Culture once that position is filled.

Staff had originally planned on bringing the Director of the department on first and then recruiting for the manager of the department, who would handle more of the day-to-day activities. At this point, since the Director position did not pan out, Staff will be recruiting simultaneously for both management positions. A training and on-boarding program will be built after those positions are hired. The consultant is focused on the compensation philosophy. One piece of the compensation analysis is completed and Staff will now review the tool to see how much salaries have adjusted within the last quarter. The variance is approximately 2.2% for the first quarter so Staff will have to determine how to adjust these figures out into the future, how to negotiate labor agreements going forward and how to navigate the adjustments over the next few months.

- Ms. Dougherty further noted that some of the KPIs are in process and some have not been achieved because Staff is still filling some vacancies related to attaining the KPIs.

Building Facility Maintenance and Improvement Program - Mr. Albright provided the following update:

- If Directors want to look at this process as essentially a life-cycle issue, there are two sides to it, i.e., maintaining what the Corporation currently has on the project side and to improve or replace what the Corporation currently has.
- On the project side, the Corporation has hired Victoria Mitchell as the Director of Planning and Development and offer has been made to a strong candidate for the Project Engineer position. That party is anticipated to join the team in mid-April. The progress made is really foundational by getting the required talent in place.
- On the maintenance side, the existing facility team continues to do well at the operational level but the Corporation is evaluating ways to have staff augmented with the necessary technical expertise to move the needle on the maintenance side of things.
- Progress will be equally about setting up a strong foundation of the talent dedicated towards these purposes. As the Strategic Plan is expanded beyond FY 2022, staff will have a much more detailed picture of what the future looks like in the May report.

Building Confidence for a Safe and Effective Reopening - Mr. Mikschl and Ms. Mattix provided the following update:

- Ms. Mattix reported that this imperative has, for the most part, been completed. The building has been reopened for nearly a year. Two main objectives were to get COVID vaccination and testing under control. The vaccination initiative has been very successful as the majority of staff have been vaccinated and unvaccinated staff are testing weekly. The second goal was to retain the Corporation's clients. The sales team has been very successful at finding additional space to move client events into the future. Staff is confident that they can focus more on the business model piece. Staff has implemented some strategies with the sales effort and is starting to focus more on how to streamline operations. Three main focuses while trying to build the business model are to (1) generate TOT to have a better regional impact, (2) maintain a healthy bottom line and stable jobs for the local economy and (3) build-up the local economy and business partners. Staff would like to eliminate this imperative since it is mostly completed and continue to focus on the four remaining imperatives over the next three to five years.
- Mr. Mikschl reported that this imperative will focus on insuring that the sales team is booking the right business to not only ensure room nights and economic

benefit are there, but also to ensure that staff are maximizing revenues for the building in areas of food and beverage, telecom, driving attendance and focusing on tech-driven shows. Staff will also ensure that consumer shows and local trade shows not only continue drive local attendance but also have a level of profitability. These strategies have been put into practice which is evident by the Corporation's short-term activity. Staff is also looking at how it can increase ancillary revenue for existing events. This strategy is two-pronged: (1) Staff has already implemented some new policies regarding chargeable labor posts be they front drive personnel, loading dock personnel, or other areas for Guest Services within the building that clients have not traditionally been charged for. Staff is sensitive to client budgets; however, there will be adjustments made to chargeable services that will drive incremental revenues. (2) Staff is also making adjustments to complimentary room policies for long-term and short-term events. Staff will review the number of complementary rooms clients receive in conjunction with Hall rentals, determine what constitutes an acceptable number of complimentary rooms and charge for any additional rooms requested. Food and beverage incentives will also be reviewed to determine if the incentives are right-sized based on rent received for event space. Staff will develop KPIs for Board review over the next few months.

Engaging the Community - Ms. Dougherty provided the following update:

- Ms. Dougherty reported that Staff has far surpassed the KPI goals that were established for social media and media coverage. There was a splashy reopening press conference in August with great attendant media coverage. Media also covered the first official event, SPIE, and the Meet the Breeds" event. Media coverage also included Staff's updates regarding public health guidelines and the tourism recovery story. SDTA and SDCCC lead officers have also generated exposure by providing interviews to various outlets. Social media peaked in November during Comic-Con special edition coverage. Staff has also continued to participate in public opportunities for presentations, panel discussions and community activities. SDCCC participated in the homeless annual point-in-time count along with many elected officials. SDCCC continues to partner with some of the organizations that were instrumental to Operation Artemis that might focus on providing services to migrant communities consistent with some initiatives at the City. SDCCC is also focusing on maximizing community engagement to tackle some of the Corporation's current staffing needs by stepping out of the downtown corridor and attending job and resource fairs in other areas of the City. This enables staff to relay information about career opportunities at the Center to other communities within the City.
- Ms. Dougherty also reported on the community "Sails" lightings the Center has done to support various causes within the community. She also noted that a request form has been added to SDCCC's website that will enable the public to request a Sail lighting date.

## **5. Chair's Report (Carol Kim)**

- The next Board meeting is scheduled for April 27, 2022 at noon.
- All future Board and Committee meetings will be held on site
- Please file your Form 700 on or before April 1, 2022. Any late filings will result in a \$10 per day file.

6. **Board Comment** [Govt. Code § 54954.2(a) (2)] – None
7. **Urgent non-agenda items** (must meet the requirements of Government Code, Section 54954.2): None
8. **Closed Session:** The Board entered into closed session at 1:22 p.m. to discuss:
  - A. **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**  
Initiation of litigation pursuant to Government Code section 54956.9(d)(4)  
(1 case)
  - B. **EMPLOYEE PERFORMANCE EVALUATION**  
Government Code Section 54957  
Title: President & CEO

The Board returned to open session at 1:54 p.m.

Reporting out of closed session, General Counsel Lyon stated that the Board discussed items “8A” and “8B, “ direction was given but no reportable action was taken.

There being no further business, the meeting adjourned at 1:55 p.m.

I, Jeff Gattas, Secretary of the Board of Directors of the San Diego Convention Center Corporation, Inc., do hereby certify that the foregoing is a true and correct copy of the minutes of the business transacted by the Board of Directors of the San Diego Convention Center Corporation, Inc., at a duly noticed meeting held on March 23, 2022 and that said minutes were approved by the Board of Directors on April 27, 2022.

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Jeff Gattas, Secretary

**Agenda Item 3.A**

**MINUTES\***  
**SAN DIEGO CONVENTION CENTER CORPORATION**  
**THE BOARD OF DIRECTORS**

***SPECIAL BOARD MEETING OF APRIL 14, 2022***

**BOARD MEMBERS** Chair Carol Kim and Directors Carlos Cota, Jeff Gattas, Jaymie  
**PRESENT:** Bradford and Will Rodriguez-Kennedy

**BOARD MEMBER(S)**  
**ABSENT:** Director Elvin Lai and Director Shawn VanDiver

**STAFF PRESENT:** Rip Rippetoe and Pat Evans (Recorder)

**ALSO PRESENT:** Jennifer Lyon, General Counsel

\*Audio copies of Board of Director meetings are available upon request. Please contact Pat Evans at (619)525-5131 or pat.evans@visitsandiego.com to request a copy.

**1. Call to Order**

Chair Carol Kim called the Board Meeting to order at 101:01 a.m. in the Executive Boardroom of the San Diego Convention Center Corporation, 111 West Harbor Drive, San Diego, CA 92101. Chair Kim then called roll to determine which Directors were present on the teleconference:

**Director Kim – Present**  
**Director Cota – Present**  
**Director Gattas – Present**  
**Director VanDiver – Absent**  
**Director Bradford – Present**  
**Director Rodriguez-Kennedy - Present**  
**Director Lai - Absent**

All Directors were recorded as present except Director Lai and Director VanDiver. Chair Kim noted that all votes taken during this meeting would be recorded via roll call vote.

**2. Non-Agenda Public Comments:** – Chair Kim inquired if any member of the public wished to comment on any Agenda items. No members of the public responded to the request for comment.

**3. Board Committee Reports and Action Items:**

Chair Kim inquired if any member of the public wished to comment on Agenda Item 3.A. No members of the public responded to the request for comment.

**A. A Resolution of the San Diego Convention Center Corporation, Inc. Extending the Authorization for all or Partial Remote Teleconference Meetings of all Legislative Bodies as Needed During the COVID-19 Local and State Emergency Through May 14, 2022 Pursuant to Brown Act Provisions.**

**Directors Cota and Bradford moved and seconded, respectively, to approve the Resolution set forth hereinabove.**

**Director Kim – Present  
Director Cota – Present  
Director Gattas – Present  
Director VanDiver – Absent  
Director Bradford – Present  
Director Rodriguez-Kennedy - Present  
Director Lai - Absent**

**Vote: Unanimous**

**AYES: 5                      NAYS: 0                      ABSTENTIONS: 0**

**4. Board Comment [Govt. Code § 54954.2(a)(2)] – None**

There being no further business, the meeting adjourned at 11:05 a.m.

**CERTIFICATION**

I, Jeff Gattas, Secretary of the Board of Directors of the San Diego Convention Center Corporation, Inc., do hereby certify that the foregoing is a true and correct copy of the minutes of the business transacted by the Board of Directors of the San Diego Convention Center Corporation, Inc., at a duly noticed meeting held on April 14, 2022, and that said minutes were approved by the Board of Directors on April 27, 2022.

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Jeff Gattas, Secretary



**Agenda Item 3.B.1**

**SAN DIEGO CONVENTION CENTER CORPORATION  
M E M O R A N D U M**

**TO:** Board of Directors

**FROM:** Rip Rippetoe, President & CEO

**DATE:** For the Agenda of April 27, 2022

**RE:** Authorization to Approve of a Resolution of the San Diego Convention Center Corporation, Inc. Creating a Chief Operating Officer Position for the Corporation, Adopting a Job Description for the Position, and Authorizing the President and CEO to Appoint a Chief Operating Officer

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**BACKGROUND**

Pursuant to the San Diego Convention Center Corporation's ("Corporation") Amended and Restated Bylaws Article 11, Section 1, the Board may create and appoint officers of the Corporation via resolution of the Board. Currently, the only officers of the Corporation are the President and Chief Executive Officer and the Chief Financial Officer. These positions are specifically listed in the Bylaws, and the Board has never created any other officer level positions as specified in the Bylaws. The Corporation's Amended and Restated Bylaws Article 11, Section 3(a) further specify that the President and Chief Executive Officer is responsible for hiring and firing of all Corporation personnel which would include any such Corporate officers. The President and Chief Executive Officer also supervises and directs all Corporation personnel.

**DISCUSSION**

The President and Chief Executive Officer desires to have the Board create a new officer of the Corporation titled the "Chief Operating Officer." The proposed job description for the newly created at-will position is included as Attachment 2. It clearly defines the position and the role. This position will be new to the Corporation and will be used for managing strategic objectives, initiatives, and internal operations for various departments. If the Board approves the attached Resolution, there is a qualified candidate that can be appointed.



## RECOMMENDATION

That the Board approve the attached Resolution to create a new officer of the Corporation titled the “Chief Operating Officer,” adopt a job description for the newly created position and authorize the President and Chief Executive Officer to appoint to that newly created position.

### Attachments:

1. Resolution
2. Proposed Job Description

## **Agenda Item 3.B.1**

### **RESOLUTION NO. 2022-05**

#### **A RESOLUTION OF THE SAN DIEGO CONVENTION CENTER CORPORATION, INC. CREATING A CHIEF OPERATING OFFICER POSITION FOR THE CORPORATION, ADOPTING A JOB DESCRIPTION FOR THE POSITION, AND AUTHORIZING THE PRESIDENT AND CEO TO APPOINT A CHIEF OPERATING OFFICER**

**WHEREAS**, pursuant to the San Diego Convention Center Corporation's ("Corporation") Amended and Restated Bylaws Article 11, Section 1, the Board may create and appoint officers of the Corporation via resolution of the Board; and

**WHEREAS**, currently, the only officers of the Corporation are the President and Chief Executive Officer and the Chief Financial Officer; and

**WHEREAS**, the Corporation's Amended and Restated Bylaws Article 11, Section 3(a) specify that the President and Chief Executive Officer is responsible for hiring and firing of all Corporation personnel which would include any such Corporate officers; and

**WHEREAS**, the President and Chief Executive Officer desires to have the Board create a new officer of the Corporation titled the "Chief Operating Officer," adopt a job description for the newly created at-will position, and authorize the President and Chief Executive Officer to appoint to that newly created position.

**NOW, THEREFORE**, be it resolved by the Board of Directors of the San Diego Convention Center Corporation (the "Board") as follows:

**Section 1.** The recitals set forth above are true and correct and are incorporated into this Resolution as findings.

**Section 2.** The Board hereby creates the Chief Operating Officer position as a new officer of the Corporation and adopts the job description attached as Exhibit "A."

**Section 3.** The Board hereby authorizes the President and Chief Executive Officer to make all appointments to that position and approves the job description attached as Exhibit "A" which includes the specific information and nature of the position.

### **Agenda Item 3.B.1**

**Section 4.** This resolution shall become effective immediately upon adoption.

**PASSED, APPROVED and ADOPTED** this 27th day of April, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Carol Kim, Chairperson

ATTEST:

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Jeff Gattas, Secretary of the Board

## San Diego Convention Center Corporation Job Description

**Job Title:** Chief Operating Officer  
**Job Code:**  
**Department:** Executive  
**Division:**  
**Reports To:** President and Chief Executive Officer  
**FLSA:** Exempt  
**Pay Grade:**  
**Offer Range:**  
**MRR:**  
**Prepared Date:** April 2022

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### PURPOSE

Under the general direction of the the President and Chief Executive Officer, the Chief Operating Officer oversees and manages strategic objectives, initiatives, large scale efforts, and internal operations for various departments. The Chief Operating Officer has broad oversight responsibilities focused on long-range capital and maintenance planning, accurate budgeting, defining and executing opportunities for value creation, actively meeting with internal and external stakeholders, ensuring appropriate resource allocation, and providing continuity through the development of policy, procedures, and appropriate succession planning. The Chief Operating Officer may act in the absence of the President and Chief Executive Officer if such authority to act has been properly delegated to the Chief Operating Officer.

### POSITION DESCRIPTION

The Chief Operating Officer is appointed and supervised by the President and Chief Executive Officer. The position is an at-will position hired for an indefinite and unspecified duration, and there is no guarantee of employment for any specific length of time. The Chief Operating Officer has no property right in this employment. The Chief Operating Officer is subject to the President and Chief Executive Officer's control and discretion. The President and Chief Executive Officer can terminate the services of the Chief Operating Officer at any time for any reason.

### PRIMARY COMPETENCIES

- Managing Vision and Purpose
- Planning and Project Management
- System/Process Management
- Business Acumen
- Strategic Agility
- Negotiation
- Critical Evaluation
- Change Management
- Building Effective Teams
- Delegation, Motivation, and Command Skills

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directly oversees and manages assigned business functions including planning, procurement, storekeepers, facility operations, event setup/operations, exhibitor services, wardrobe, public safety, and guest services functions of the Corporation.
- Collaborates with the President and Chief Executive Officer and Board to develop strategic planning and policy recommendations, annual/long-range strategic operating/capital and major maintenance planning, and provide monthly operating reports.
- Develops, recommends and implements policies, strategies, and initiatives in support of the Corporation's strategic plan and fiduciary responsibility.
- Advises the President and Chief Executive Officer, Board, and department directors on sensitive and critical operational issues, the development and implementation of significant policy matters, legislatively mandated changes, and strategies, and their impacts on the organization.
- Provides the vision and direction to ensure that operational controls, process, administrative and reporting procedures, people, and systems are in place to effectively increase efficiencies and scale the Corporation appropriately.
- Delegates authority and assigns work to subordinate staff commensurate with their qualifications and existing workload. Reviews the work of staff to ensure compliance with applicable laws, policies, procedures, and best practices.
- Motivates the management team to achieve a high level of performance; provides mentoring as a cornerstone to performance and development.
- Oversees the development and ongoing maintenance of the long-range master planning process including scope and specification vetting and development, accurate cost estimation, drafting defensible justifications for projects, budgeting, developing schedules, confirming availability around event activity, monitoring ongoing project status, change management, and project closeout activities.
- Oversees the procurement team focused on the formulation of short-term and long-term strategic procurement plans in order to maximize buying power and minimize inefficiencies.
- Negotiates and executes contract documents on behalf of the Corporation in accordance with Board Policy and any properly delegated authority.
- Frequently and directly reports to the Board of Directors on prospective and ongoing projects, strategic initiatives, budgeting, debt management, other periodic reporting and as otherwise may be requested by the Board of Directors.
- Guides preventative maintenance efforts and monitors repair activity to minimize downtime and inconvenience to clients, exhibitors, business partners, and attendees.
- Oversees the implementation of sustainability program enhancements, measurement, and reporting.
- Oversees the development of safety procedures, emergency plans, and coordinates crisis response as appropriate.
- Proactively identifies any issues, concerns, or challenges, develops action plans to address open issues. Facilitates tradeoff decisions and removes obstacles using discretion.
- Evaluates the business model of existing and prospective relationships to identify areas of potential growth and disruptive innovation to further our position in the industry as the premier gathering place.
- Maintains active relationships with key partners to determine near and long-term organizational goals, areas of difficulty, and how a partnership will support and accelerate achievement of mutual goals.

- Develops and applies advanced business models to effectively analyze and increase negotiating capital to further our interests in prospective multivariable deals intended to create, capture, and maximize value.
- Qualify, structure, negotiate, close, and manage strategic partnerships that will drive revenue growth, increase efficiency, and improve service level.
- Proactively effects change and encourages innovation and creativity throughout the Center.
- Serves as a key leader for labor relations matters, including labor union discussions, contract compliance, team member grievance management, and formulating collective bargaining positions and strategies for union contract bargaining.
- This position serves as a member of the Executive Team and participates in program and policy direction, planning and developing the organization's Strategic Plan and/or Annual Report.
- Provides reports, expert consultation, and advice to the Board, President and Chief Executive Officer, department directors, and staff on the most complex, sensitive, and critical program and operational issues.
- Represents the organization to a wide variety of external parties, including the City of San Diego, Port of San Diego, County of San Diego, state agencies, compliance agencies, business and community partners, constituent groups, and other stakeholders.
- Builds and fosters effective relationships with internal and external stakeholders in a complex multi-stakeholder environment, while acting as a key spokesperson for the organization.
- Performs other related duties as assigned.

#### **SUPERVISORY**

This position has significant direct and indirect supervision and management responsibilities for major business units of the Corporation. The Chief Operating Officer will directly oversee and manage the planning, procurement, storekeepers, facility operations, event setup/operations, exhibitor services, wardrobe, public safety, and guest services functions of the Corporation.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from a four-year college or university in Business or Public Administration, Hospitality/Tourism Management, or related field; master's degree strongly preferred, and at least ten (10) years related experience leading strategic business objectives, long range planning, and development of cohesive business units.

#### **LANGUAGE SKILLS**

Excellent verbal and written communications skills. Ability to read, analyze, and interpret general business periodicals, business contracts, technical procedures, or governmental regulations. Ability to compose reports, business correspondence, and procedure manuals. Ability to effectively, with professionalism and courtesy, present information and respond to questions from individuals or groups of employees, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of numerical representation, including whole numbers, fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret various graph displays.

**REASONING ABILITY**

Strong analytical and problem-solving skills. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of technically diverse instructions furnished in written, oral, diagram, or schedule form. Ability to apply logical thinking to identify and explain problems, collect data, and establish fact, and create a valid conclusion or resolution to problems.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None.

**OTHER SKILLS AND ABILITIES**

Excellent interpersonal, negotiation, and conflict resolution skills. Excellent organizational skills. Must be detail orientated. Ability to prioritize tasks and to delegate them when appropriate. Ability to act with integrity, professionalism, and confidentiality. Robust knowledge of Microsoft applications including Project, Visio, Word, Excel, Outlook, and PowerPoint, as well as Adobe applications. Knowledge of California wage and hour laws helpful. Ability to handle confidential information in a professional manner. Excellent communication and interpersonal skills.

**PHYSICAL DEMANDS**

While performing the duties of this job the employee is regularly required to remain in an office at a computer workstation and access information from a computer. The employee is required to be mobile to, from, and within the various offices located in the center and may be required to leave the area and maneuver throughout the facility. The employee must occasionally move up to 15 pounds.

**WORK ENVIRONMENT**

The employee's office is in the finance administrative offices located on the ground level of the west building. Access to this area is possible by either stairway or elevator. The indoor HVAC unit monitors and controls temperature and airflow—lighting provided by overhead bulbs and lamps. The noise level in the work environment is usually moderate and includes noises from other office staff/departments and copier and fax machines located within the department. Frequent computer use at a workstation. Regular interaction with employees via email, telephone, delivery correspondence, and/or face-to-face. Occasional interaction with customers or the general public via email, telephone, delivery correspondence, and/or



face-to-face. Ability to work Monday through Friday to provide appropriate support and interaction to employees and other internal departments. The Convention Center is a 24/7 operation; therefore, hours and days outside of the standard work schedule may be needed.

**My signature below confirms that I have read, understand, and agree to the requirements of this position, and attest that I have the qualifications to perform the essential functions of the position with no restrictions.**

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Signature

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Date

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Printed Name

## Agenda Item 3.C.2

### SAN DIEGO CONVENTION CENTER CORPORATION

#### MEMORANDUM

**TO:** Board of Directors

**FROM:** Jeff Gattas, Budget Committee Chair

**DATE:** For the Agenda of April 27, 2022

**RE:** Authorization to Place Property, General and Excess Liability, Workers' Compensation, Cyber, Assailant, Auto, Underground Storage Tank and Directors & Officers Insurance through the Brokerage Services of Marsh & McLennan Agency

#### **BACKGROUND**

The Corporation's Property, General & Excess Liability, Workers' Compensation, and Directors & Officers insurance policies expire April 30, 2022.

Four years ago, the Corporation issued a formal Request for Proposal (RFP) to brokers and awarded Marsh & McLennan Agency (Marsh) an initial term of three years with the option to extend for two additional one-year periods. This year staff exercised the final one-year option.

#### **DISCUSSION**

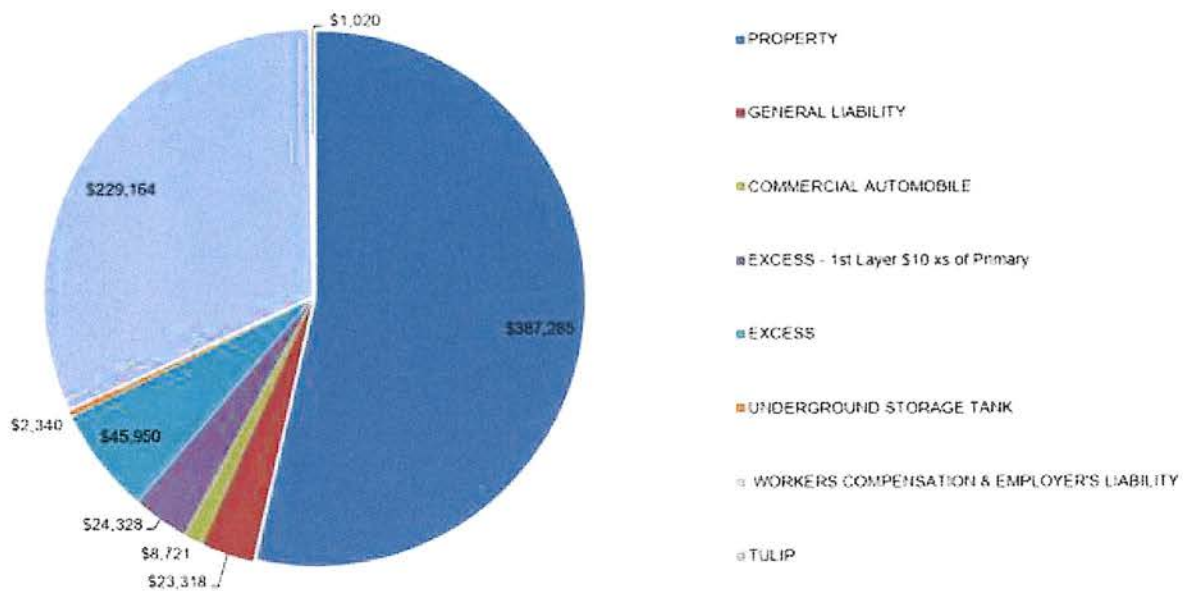
Staff, comprised of the CFO, Executive Director of Procurement and Strategic Relations, and the Director of Finance & Accounting, reviewed the submitted quotes. Final evaluation results considered package premium costs, claims and loss control services, the extent to which coverage meets specifications, and financial stability.

Below is an overview of our current program coverage, deductible limits and incumbent carriers:

Total Insured Value \$810,259,049		Excess Liability \$24,000,000					Workers' Comp Limit Statutory				
Affiliated FM Property	Scottsdale General Liability Limit \$1M/\$2M	Scottsdale Automobile Liability Limit \$1,000,00	Travelers Employer's Liability Limit \$1,000,000	Scottsdale Employee Benefits Liability Limit \$1,000,000/\$2,000,000	Beazley Cyber Liability Limit \$3,000,000	Travelers Work Comp	Liberty Surplus UST Limit \$1,000,000	Zurich Crime Limit \$250,000	Zurich D & O & EPL Limit \$3,000,000 Fiduciary - \$2M		
	Deductible \$25,000 Co-Insured \$100,000	SIR: \$100,000	Deductible \$1,000 Comp. \$1,000 Coll.	Deductible \$250,000	Deductible \$1,000	Retention \$50,000	Deductible \$250,000	Deductible Tank 1 - \$100,000 Tank 2 - \$25,000	Retention \$15,000 Fraudulent Impersonation \$35,000	Deductible D & O - \$100,000 EPL - \$250,000 EPL 3rd Party - \$250,000 Fiduciary - \$15,000	

## Overview Of Current Property & Casualty Program

COVERAGE	EXPIRING	RENEWAL	CHANGE
POLICY TERM	05/01/21 - 05/01/22	05/01/22 - 05/01/23	
PROPERTY	\$ 351,782	\$ 387,285	10.09%
GENERAL LIABILITY	\$ 20,287	\$ 23,318	14.94%
COMMERCIAL AUTOMOBILE	\$ 7,729	\$ 8,721	12.83%
EXCESS - 1st Layer \$10 xs of Primary	\$ 21,679	\$ 24,328	12.22%
EXCESS	\$ 42,567	\$ 45,950	7.95%
UNDERGROUND STORAGE TANK	\$ 2,053	\$ 2,340	3.16%
WORKERS COMPENSATION & EMPLOYER'S LIABILITY	\$ 190,668	\$ 229,164	20.19%
<del>TULIP</del>	<del>\$ 1,020</del>	<del>\$ 1,020</del>	
CYBER	\$ 20,134	\$ 30,954	53.74%
EXECUTIVE LIABILITY	\$ 65,532	\$ 65,654	0.19%
BROKER FEE	\$ 81,250	\$ 71,250	-12.31%
<b>TOTAL PROGRAM COST</b>	<b>\$ 804,702</b>	<b>\$ 889,985</b>	<b>10.60%</b>



## Property

Affiliated FM (Incumbent) submitted a comprehensive all risk property package, with a total insured value of \$810,259,049. Total premiums (before allocations to the City of San Diego and the Port of San Diego) came in at \$387,285, which is \$35,503, or 10% higher than the expiring policy. The Corporation's share of net premium (after deducting for amounts to be billed back to the City and the Port) is \$308,205. This year's increased rate is due to the continued hardening property market, with shrinking capacity and increasing insurance costs. Coverage terms remain unchanged from prior year with the exception of Data Restoration coverage which is now covered as part of Cyber coverage.

	EXPIRING		RENEWAL		CHANGE
PROPERTY	Affiliated FM		Affiliated FM		
Coverage Term	05/01/21 - 05/01/22		05/01/22 - 05/01/23		
Personal Property	\$	4,425,000	\$	5,125,000	15.82%
Electronic Data Property	\$	1,500,000	\$	1,500,000	
Building	\$	735,594,100	\$	772,373,805	5.00%
Business Income	\$	7,000,000	\$	7,000,000	
Leasehold Rental Payments	\$	24,296,244	\$	24,296,244	
DEDUCTIBLE					
All other Perils not specifically listed	\$	25,000	\$	25,000	
Earthquake Sprinkler Leakage	\$	25,000	\$	25,000	
Flood	\$	100,000	\$	100,000	
Business Interruption		2 day equivalent		2 day equivalent	
Premium	\$	384,003	\$	422,299	9.97%
Terrorism	\$	45,000	\$	50,000	11.11%
Premium	\$	429,003	\$	472,299	10.09%
Engineering Fee	\$	-	\$	-	
Commission		18%		18%	
RATING BASIS					
Total Insurable Values	\$	772,815,344	\$	810,295,049	4.85%
Rate for Comparison - per \$100 of Values		0.0455		0.0478	5.00%
Premium (NET)	\$	351,782	\$	387,285	10.09%

Staff recommends authorizing Marsh to renew property policy with the incumbent, Affiliated FM.



### General Liability & Excess Liability

The recommended package is written through Scottsdale Indemnity for the \$1,000,000 base coverage including a single occurrence deductible of \$100,000, for a premium cost of \$23,318 - 15% above last year's expense.

Historically, the Corporation has been required to maintain comprehensive excess liability insurance with limits of \$50 million. For the second year, the City of San Diego and The Unified Port District agreed to reduce the liability limit temporarily to \$25 million through an Operating Memorandum. Marsh proposed a \$10 million excess policy renewal for \$24,328 (an increase of 12% from the prior year), a second equal excess policy from HDI Global Specialty for \$29,136 (an increase of 8% from last year), and a third \$4 million excess policy from Capitol Specialty for \$16,814 (a change of 8% over last year).

GENERAL LIABILITY	EXPIRING	RENEWAL	CHANGE
	K & K-Scottsdale	K & K-Scottsdale	
Coverage Term	05/01/21 - 05/01/22	05/01/22 - 05/01/23	
General Aggregate	\$ 5,000,000	\$ 5,000,000	
Products Completed Operations Aggregate Limit	\$ 2,000,000	\$ 2,000,000	
Personal and Advertising Injury	\$ 1,000,000	\$ 1,000,000	
Each Occurrence Limit	\$ 1,000,000	\$ 1,000,000	
Damage to Premises Rented to You Limit	\$ 300,000	\$ 300,000	
Medical Expense	Excluded	Excluded	
Deductible - Each Occurrence	\$ 100,000	\$ 100,000	
EMPLOYEE BENEFITS LIABILITY - CLAIMS MADE Retro Date: 5/1/2006 \$1,000 ded	\$1,000,000/\$2,000,000	\$1,000,000/\$2,000,000	
RATING BASIS			
Net Rental Income (included in Gross Revenue)			
Admissions			
Gross Revenue	\$ 160,240	\$ 160,240	
TPA Fee	\$ 25,000,000	\$ 25,000,000	
Premium	\$ 1,500.00	\$ 1,500	
Total Premium - Includes TRIA	\$ 18,787.00	\$ 21,818	16.13%
	\$ 20,287.00	\$ 23,318	14.94%

EXCESS - 1st Layer \$10 xs of Primary	EXPIRING	RENEWAL	CHANGE
	National Casualty Co	National Casualty Co	
Coverage Term	05/01/21 - 05/01/22	05/01/22 - 05/01/23	
Each Occurrence	\$10,000,000	\$ 10,000,000	
General Aggregate	\$10,000,000	\$ 10,000,000	
Premium	\$ 21,679	\$ 24,328	12.22%

EXCESS	EXPIRING	RENEWAL	CHANGE
	HDI Global Specialty SE	HDI Global Specialty SE	
Coverage Term	05/01/21 - 05/01/22	05/01/22 - 05/01/23	
Each Incident Limit	\$ 10,000,000	\$ 10,000,000	
Aggregate Limit	\$ 10,000,000	\$ 10,000,000	
RATING BASIS			
Premium with commission	\$ 25,000	\$ 27,000	8.00%
Commission	\$ 275	\$ 275	
Policy Fee	\$ 821	\$ 886	
Surplus Lines Fees	\$ 905	\$ 975	
TRIA	\$ 27,001	\$ 29,136	7.91%
Total Estimated Annual Premium			

	EXPIRING		RENEWAL		CHANGE
EXCESS	Capitol Specialty		Capitol Specialty		
Coverage Term	05/01/21 - 05/01/22		05/01/22 - 05/01/23		
Each Incident Limit	\$	4,000,000	\$	4,000,000	
Aggregate Limit	\$	4,000,000	\$	4,000,000	
RATING BASIS					
Premium with commission	\$	15,076	\$	16,200	
Commission					
Policy Fee					
Surplus Lines Fees	\$	490	\$	527	
TRIA			\$	87	
Total Estimated Annual Premium	\$	15,566	\$	16,814	8.01%

Staff recommends authorizing Marsh to renew general liability and excess coverage policies with the incumbent carriers for total annual cost of \$93,596 – 10% above last year's expense.

## Workers' Compensation

The recommended workers compensation program is written through incumbent, Travelers. As with the current year's program, the proposed Travelers program is a self-funded, high deductible (\$250,000 per claim) program requiring a fixed base of non-refundable premiums, assessments, and fees totaling \$229,164, an increase of \$38,496, or 20% higher, than the expiring program. Additionally, the Travelers package requires any additional \$170,000 Letter of Credit contribution due to recent claim costs. Including the budgeted claim costs of \$350,000, the overall program costs are expected to be \$579,164 – 7% above last year's expense.

As a comparison to the high deductible program, we received a competing quote for a guaranteed premium package for an annual premium of \$499,243. Historically, claims have been unpredictable. While it is possible that this plan could save the corporation for the upcoming fiscal year, based on historical trend, staff feel it is risky for future year costs and may face barriers to re-enter to a self-funded option.

	EXPIRING	RENEWAL	CHANGE	OPTION
WORKERS COMPENSATION & EMPLOYER'S LIABILITY	TRAVELERS	TRAVELERS		ICW
Coverage Term	05/01/21 - 05/01/22	05/01/22 - 05/01/23		05/01/22 - 05/01/23
WORKERS COMPENSATION	Statutory - CA	Statutory - CA		Statutory - CA
EMPLOYER'S LIABILITY				
Bodily Injury by Accident -Each Accident	\$1,000,000	\$1,000,000		\$1,000,000
Bodily Injury by Disease - Each Employee	\$1,000,000	\$1,000,000		\$1,000,000
Bodily Injury by Disease Policy Limit	\$1,000,000	\$1,000,000		\$1,000,000
Deductible Plan Amount	\$250,000	\$250,000		\$0
Class Code Classification				
9026 Amusement or Exhibit Halls				
9015 Building Operations	\$ 9,450,000	\$ 9,185,000		\$ 9,185,000
8742 Outside Sales	\$ 530,000	\$ 583,000		\$ 583,000
8810 Clerical	\$ 3,520,000	\$ 3,432,000		\$ 3,432,000
RATING BASIS				
Estimated Annual Payroll	\$ 13,500,000	\$ 13,200,000	-2.22%	\$ 13,200,000
Rate for Comparison - per \$100 of Payroll	\$ 1.2947	\$ 1.4850	14.70%	\$ 3.7821
<b>Total Estimated Annual Premium</b>	\$ 174,780	\$ 196,020		\$ 499,243
Surcharges	\$ 15,888	\$ 33,144		\$ 29,614
Loss Control	Not included	Not included	Not included	Not included
<b>Total Premium</b>	\$ 190,668	\$ 229,164	20.19%	\$ 528,857
<b>Loss Fund</b>	\$ 65,000	\$ 65,000		\$ -
<b>Collateral Requirement</b>	\$ 1,180,000	\$ 1,350,000	\$ 170,000	\$ -

### Workers Compensation Claims Comparison

Policy Period	Incurred as of 1/15/2018	2/1/2019	2/1/2020	3/24/2021	2/2/2022
5/1/2021				\$ 170,248	\$ 170,248
5/1/2020				\$ 461,586	\$ 615,694
5/1/2019		\$ 227,871	\$ 370,848	\$ 372,849	\$ 372,849
5/1/2018	\$ 50,655	\$ 189,236	\$ 102,752	\$ 102,752	\$ 102,752
5/1/2017	\$ 82,248	\$ 451,247	\$ 679,294	\$ 559,674	\$ 585,705
5/1/2016	\$ 60,267	\$ 110,182	\$ 106,398	\$ 106,398	\$ 107,262

Staff recommends authorizing Marsh to renew workers' compensation policy with the incumbent, Travelers.



**Directors & Officers (Including Employment Practice, Fiduciary Liability, and Crime)**

Marsh submitted a package written through the incumbent, Zurich. The one-year policy provides a \$3,000,000 coverage limit, a \$100,000 retention for Directors & Officers, and \$250,000 for Employment Practice. Total premiums came in at \$65,654, an increase of only .19% compared to the expiring policy.

EXECUTIVE LIABILITY	EXPIRING	RENEWAL	CHANGE
	ZURICH	ZURICH	
COVERAGE TERM	05/01/2020 - 05/01/2021	05/01/2021 - 05/01/2022	
Directors & Officers Liability Limit - Each Claim and Aggregate	\$ 3,000,000	\$ 3,000,000	
Employment Practices Liability Limit - Each Claim and Aggregate	\$ 3,000,000	\$ 3,000,000	
Fiduciary Liability - Each Claim and Aggregate	\$ 2,000,000	\$ 2,000,000	
Additional Limit for Defense Costs	\$ 2,000,000	\$ 2,000,000	
Policy Aggregate Limit	\$ 3,500,000	\$ 3,500,000	
Retentions (Per Loss)			
D&O Non-Indemnified Claims	\$ -	\$ -	
D&O Corporate Reimbursement for Indemnified Claims	\$ 100,000	\$ 100,000	
D&O Corporate Reimbursement for Entity-Related Claims	\$ 100,000	\$ 100,000	
Employment Practices Liability Claims	\$ 250,000	\$ 250,000	
Employment Practices Liability - 3rd Party Claims	\$ 500,000	\$ 250,000	-50.00%
Fiduciary Liability Claims	\$ 10,000	\$ 10,000	
DIRECTORS & OFFICERS LIABILITY			
Additional Side A Limit	\$ 1,000,000	\$ 1,000,000	
FIDUCIARY LIABILITY			
HIPAA Penalties Sublimit	\$ 100,000	\$ 100,000	
<b>Total Estimated Annual Premium (Includes Crime)</b>	<b>\$ 65,532</b>	<b>\$ 65,654</b>	<b>0.19%</b>

Staff recommends authorizing Marsh to renew Directors & Officers policy with the incumbent, Zurich.

### Cyber Privacy/Data Liability

The recommended package is written through the incumbent, Beazley for \$3,000,000 policy coverage including a single occurrence deductible of \$50,000, for a premium cost of \$30,954 - 54% above last year's expense. The most notable change from last year's policy is the increase in deductible cost from \$10,000 to \$50,000 per occurrence. Cyber insurance pricing rose significantly over the last year (130%+ US). Many insurers sought to change coverage terms and conditions as frequency and severity of claims continued to increase.

	EXPIRING	RENEWAL - OPTION 1	OPTION 2
CYBER PRIVACY / DATA LIABILITY	BEAZLEY	BEAZLEY - Lloyds	CFC - Lloyds
COVERAGE TERM	05/01/21 - 05/01/22	05/01/22 - 05/01/23	05/01/22 - 05/01/23
POLICY AGGREGATE LIMIT OF LIABILITY	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
FIRST PARTY COVERAGE			
Breach Response	Outside and separate	Outside and separate	
Cyber Incident Response Team	\$ 1,000,000	\$ 1,000,000	\$ 3,000,000
Notified Individuals	100,000 notified individuals	100,000 notified individuals	\$ 3,000,000
Business Interruption Loss and Extra Expenses	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
Contingent Business Interruption Loss and Extra Expenses	\$ 100,000	\$ 100,000	\$ 3,000,000
Cyber Extortion Loss	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
Data Recovery Costs	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
THIRD PARTY COVERAGE			
Data and Network Liability	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
Regulatory Defense & Penalties	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
Payments Cards Liabilities & Costs	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
Media Liability	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
Claim Prep		\$ 50,000	\$ 25,000
Post Breach Remediation Costs		100 hours	\$ 50,000
RETENTIONS			
Each Incident, Claim or Loss	\$ 10,000	\$ 50,000	\$ 10,000
Waiting Period	10 Hours	10 Hours	8 Hours
Estimated Annual Premium	\$ 19,500	\$ 29,980	\$ 23,000
Surplus Lines Fees	\$ 634	\$ 974	\$ 764
Policy Fee			\$ 750
Total Premium	\$ 20,134	\$ 30,954	\$ 24,514

Staff recommends authorizing Marsh to renew Cyber policy with the incumbent, Beazley.

### Active Assailant

Staff recommends adding the purchase of Active Assailant coverage — also known as active shooter coverage or deadly weapons coverage — through Hiscox, for an annual cost of \$28,394, to enhance our current risk coverage. Active assailant coverage offers a combination of property and casualty coverage to complement the general liability and property coverage by layering protection against the threat of assailants.

Active Assailant Coverage - Non-Binding Indication	Indication Only New - Option 1	Indication Only NEW - Option 2
	Hiscox Lead	Hiscox Lead
Coverage Term	05/01/22 - 05/01/23	05/01/22 - 05/01/23
Liability Combined Single Limit and Aggregate	\$ 2,500,000	\$ 5,000,000
Physical Damage	Excluded	Excluded
Business Interruption	\$ 2,500,000	\$ 5,000,000
Loss of Attraction	\$ 500,000	\$ 500,000
Extra Expense	\$ 2,500,000	\$ 5,000,000
Crisis Response Company Fees	\$ 250,000	\$ 500,000
Deductible	No deductible	No deductible
<b>Total Estimated Annual Premium</b>	<b>\$ 27,500</b>	<b>\$ 45,000</b>
<b>Surplus Lines Tax &amp; Stamping Fee</b>	<b>\$ 894</b>	<b>\$ 1,463</b>
<b>Grand Total</b>	<b>\$ 28,394</b>	<b>\$ 46,463</b>

Staff recommends authorizing Marsh to add Active Assailant coverage with Hiscox.

### Commercial Auto & Underground Storage Tank

Staff recommends renewing coverage for automobile coverage with incumbent carrier, Scottsdale Indemnity for \$8,721, or 13% increase over last year's expense.

COMMERCIAL AUTOMOBILE		EXPIRING	RENEWAL	CHANGE
		Scottsdale Indemnity	Scottsdale Indemnity	
Coverage Term		05/01/21 - 05/01/22	05/01/22 - 05/01/23	
Liability – Any One Accident or Loss	Symbol #1	\$ 1,000,000	\$ 1,000,000	
Uninsured/Underinsured Motorists	Symbol #2	\$ 1,000,000	\$ 1,000,000	
Medical Payments	Symbol #2	\$ 5,000	\$ 5,000	
Comprehensive Deductible	Symbol #7	\$ 1,000	\$ 1,000	
Collision Deductible	Symbol #7	\$ 1,000	\$ 1,000	
Hired Auto Liability- Excess	Symbol #8	\$ 1,000,000	\$ 1,000,000	
Hired Auto Physical Damage	Symbol #8	\$ 50,000	\$ 50,000	
Non-Owned Liability	Symbol #9	\$ 1,000,000	\$ 1,000,000	
RATING BASIS				
# Autos		\$ 4	\$ 4	
Average Rate per Vehicle		\$ 1,932.25	\$ 2,180.25	12.83%
<b>Premium</b>		<b>\$ 7,729</b>	<b>\$ 8,721</b>	<b>12.83%</b>

Staff must renew coverage for underground storage tank with incumbent carrier, Liberty Surplus, for a total premium of \$2,340, a 3% increase over last year's expense. The most notable change from last year's policy is the increase in deductible cost from for both tank 1 and tank 2 from \$50,000 to \$100,000 and \$10,000 to \$25,000 respectively. The increased cost in deductible is due to the tanks age (33 and 22 years respectively) with higher risk.



There is no alternative market and deductibles are expected to increase a bit each year going forward. Tank 1 is expected to be replaced as part of the generator replacement project scheduled to occur during FY2023.

UNDERGROUND STORAGE TANK	EXPIRING		RENEWAL	
	Liberty Surplus Ins. Corp		Liberty Surplus Ins. Corp	
Coverage Term	05/01/21 - 05/01/22		05/01/22 - 05/01/23	
Storage Tank Incident Limit of Liability	\$	1,000,000	\$	1,000,000
Aggregate Limit of Limit of Liability for all Storage Tank Incidents	\$	1,000,000	\$	1,000,000
Aggregate Limit of Liability for all Legal Defense Expenses	\$	1,000,000	\$	1,000,000
Total Policy Aggregate Limit of Liability for all Storage Tank Incidents	\$	1,000,000	\$	1,000,000
Deductible per Storage Tank Incident - Tank 1*	\$	50,000	\$	100,000
Deductible per Storage Tank Incident - Tank 2	\$	10,000	\$	25,000
Retro Date Tank 1		8/1/2005		8/1/2005
Retro Date Tank 2		5/1/2005		5/1/2005
Premium	\$	2,053	\$	2,097
Program Fee	\$	150	\$	175
Surplus Lines	\$	65	\$	68
Total Premium	\$	2,268	\$	2,340

3.16%

## STAFF RECOMMENDATION

Budget Committee recommends to the Board authorization to place Property, General and Excess Liability, Workers' Compensation, Cyber, Assailant and Directors & Officers Insurance through the brokerage services of Marsh & McLennan Agency as detailed in the discussion above. The costs outlined above total \$1,267,359 which is less than the budgeted value of \$1,337,500.

\_\_\_\_\_/s/\_\_\_\_\_  
Jeff Gattas, Budget Committee Chair

**Agenda Item 3.C.3**

**SAN DIEGO CONVENTION CENTER CORPORATION  
M E M O R A N D U M**

**TO: Board of Directors**

**FROM: Jeff Gattas, Budget Committee Chair**

**DATE: For the Agenda of April 27, 2022**

**RE: Authorization to Contract for Arc Flash Analysis**

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**BACKGROUND**

The Occupational Safety and Health Act of 1970 requires employers to provide their employees with a workplace that is free from recognized hazards that may cause death or serious injury to their employees. This requires that employers assess the workplace, identify electrical and other hazards, inform their employees about existing hazards, maintain an electrical safety program, select and provide personal protective equipment (PPE) for their employees, and train qualified employees on standard operating procedures and on how to use appropriate protective equipment.

**DISCUSSION**

Staff issued a request for proposals (RFP) for qualified contractors to review existing electrical equipment and infrastructure, develop a single-line diagram, revised panel schedule, arc flash hazard analysis study, provide appropriate labeling, and include a training program on relevant electrical and fire safety standards. Staff received four (4) responses with estimated project budgets as outlined below.

<b>Bidder</b>	<b>Estimated Project Budget</b>
Chula Vista Electric	\$196,517.00
Electrical Safety Specialists	\$176,350.00
Neal Electric	\$499,950.00
Tanner Engineering	\$384,368.50

After a review of proposal packages and shortlist interviews, Staff determined Chula Vista Electric to be the best value. During the RFP process, staff solicited additional alternates to consider as part of the scope of services. Staff recommends including infrared scanning for \$27,991 due to the significant labor savings combining efforts since the contractor will already be visiting the necessary electrical equipment. Staff also recommends including an allowance of \$30,000 to address any items requiring immediate mitigation or repair discovered during the performance of services.

Staff recommends authorization to contract with Chula Vista Electric with a project budget not to exceed \$254,508.

STAFF RECOMMENDATION

Approve authorization to contract with Chula Vista Electric with a project budget not to exceed \$254,508.

/s/  
Jeff Gattas, Budget Committee Chair

## Agenda Item 3.D



### SAN DIEGO CITYWIDE SALES MARCH 2022 SALES ACTIVITY REPORT

#### PRIMARY MARKET

*Conventions, Trade Shows, Corporate & Incentive Events*

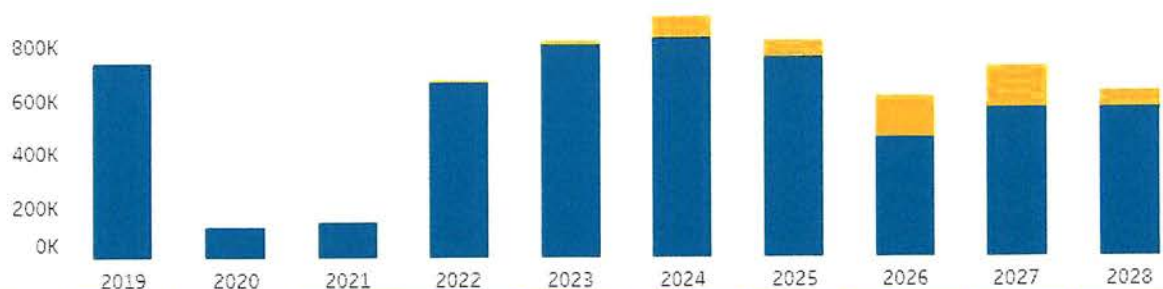
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	CONVENTIONS	4	5	26	15	25
	ATTENDANCE	63,900	67,300	209,100	129,300	228,175
	ROOM NIGHTS	76,084	137,926	354,054	263,226	247,263
TENTATIVE	FUTURE YR BOOKINGS	MARCH 2022	MARCH 2021	CUMULATIVE FY2022	CUMULATIVE FY2021	CUMULATIVE FY2019
	BOOKINGS	13	6	68	45	75
	ATTENDANCE	79,250	45,800	649,750	309,781	1,081,725
	ROOM NIGHTS	147,111	46,914	780,747	526,076	1,499,047

#### FY2022 TOTAL ROOM NIGHTS FOR FUTURE BUSINESS

	CUMULATIVE FY2022	CUMULATIVE FY2021	CUMULATIVE FY2019
DEFINITE TOTAL ROOM NIGHTS	354,054	263,226	247,263
VARIANCE COMPARED TO FY2019	+43%	+6%	
TENTATIVE TOTAL ROOM NIGHTS	780,747	526,076	1,499,047
VARIANCE COMPARED TO FY2019	-48%	-65%	

#### ROOM NIGHT SUMMARY

*Figures based on calendar year.*



Tentative Room Nights				7K	13K	80K	65K	154K	153K	59K
Definite Room Nights	732K	120K	134K	657K	802K	825K	751K	447K	560K	563K
Definite Conventions	57	14	12	51	48	44	34	26	24	17

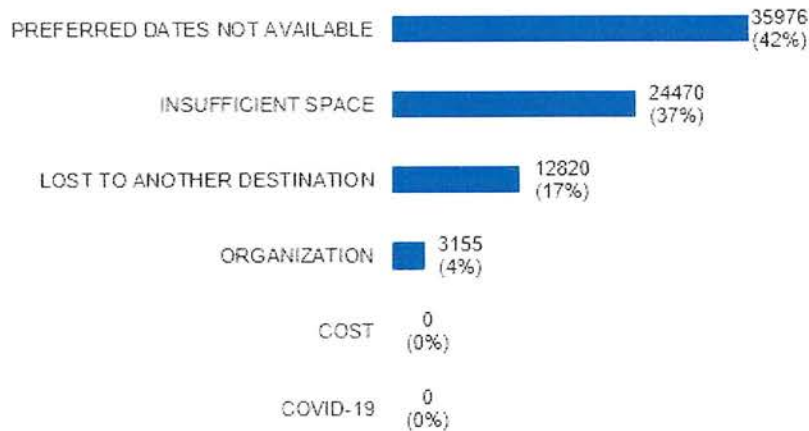


**DEFINITE EVENTS BREAKDOWN***Conventions, Trade Shows, Corporate & Incentive Events booked in March 2022*

Account Name	Event Begin Date	Event End Date	Peak Room Nights	Estimated Attendance	Definite Room Nights
American Association for Cancer Research	4/18/2026	4/22/2026	11,100	20,000	51,074
Athletic Business Media Inc.	11/3/2025	11/3/2025	1,500	3,900	5,280
Competitor Group, Inc.	5/31/2023	6/3/2023	4,000	20,000	9,865
Competitor Group, Inc.	5/30/2025	5/31/2025	4,000	20,000	9,865
Grand Total			20,600	63,900	76,084

**BREAKDOWN OF LOST BUSINESS***Conventions, Trade Shows, Corporate & Incentive Events*

LOST ROOM NIGHTS 176K

**SITE INSPECTIONS***Conducted in March 2022 by Client Services for clients considering San Diego*

Account Name	Event Date	Estimated Peak Room Nights	Estimated Attendance	Estimated Room Nights
Association of American Medical Colleges	Nov 2026	3,200	3,800	13,792

**PLANNING MEETINGS***Conducted in March 2022 by Client Services for future Definite Events*

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American Society for Radiation Oncology	10/1/2022	10/4/2022	7,000	12,000	35,550
Chic-fil-A	1/29/2023	2/1/2023	5,357	9,500	20,276
American Composites Manufacturing Association	9/9/2024	9/12/2024	2,000	10,000	6,320
DistribuTECH	2/7/2022	2/9/2022	4,300	13,500	14,370
National Apartment Association	6/22/2022	6/25/2022	3,550	8,400	13,172
Obesity Week	11/1/2022	11/4/2022	1,200	3,500	5,028
Teradata	9/29/2022	10/6/2022	1,300	2,500	5,913
WorldatWork	6/12/2023	6/14/2023	1,200	1,500	4,115

**CLIENT APPOINTMENTS - MAR 2022**

- AMERICAN ACADEMY OF ALLERGY, ASTHMA & IMMUNOLOGY
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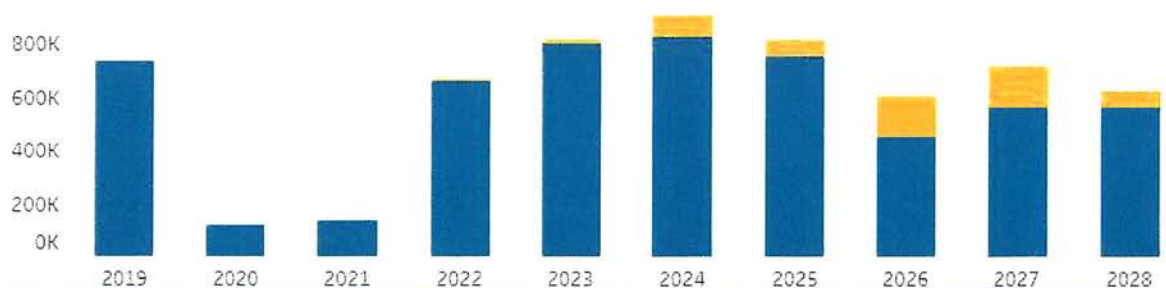
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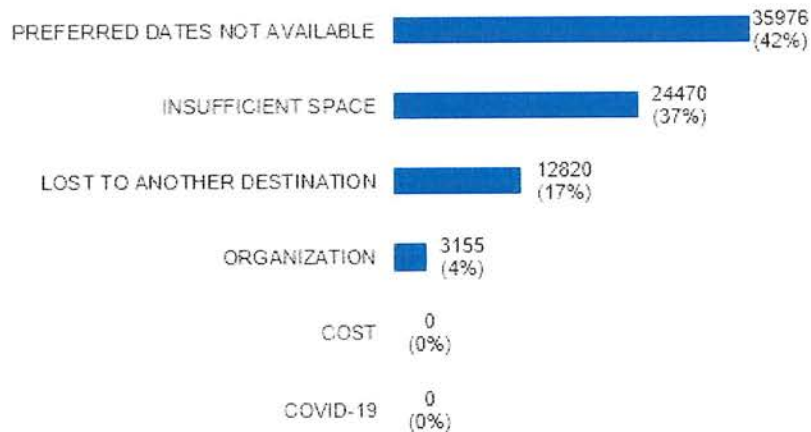
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