

**IRVING CONVENTION AND VISITORS BUREAU
BOARD OF DIRECTORS MEETING
URBAN TOWERS CONFERENCE CENTER
222 WEST LAS COLINAS BLVD., FIRST FLOOR
MONDAY, NOVEMBER 16, 2009 @ 11:45 A.M.**

**The Irving Convention and Visitors Bureau markets
Irving as a premier travel destination,
enhancing the community's economy and quality of life.**

AGENDA

OATH OF OFFICE

ITEM I. ELECTION OF BOARD OFFICERS

- A. CHAIRMAN
- B. VICE CHAIRMAN

ITEM II. ACTION REQUIRED

- A. CONSENT AGENDA
 - 1. MINUTES – OCTOBER 26, 2009 MEETING
 - 2. FINANCIAL REPORTS – GENERAL FUND OCTOBER 2009
(Check Register Only)
 - 3. 2008-2009 HOTEL OCCUPANCY TAX COLLECTIONS – YEAR-END/
FOURTH QUARTER (JULY-SEPTEMBER 2009)

Recommendation:
That the Consent Agenda be adopted as presented.

B. INDIVIDUAL ITEMS

- 1. DESTINATION DEVELOPMENT COMMITTEE RECOMMENDATIONS
 - a. UPDATED CONVENTION CENTER PRE-OPENING OPERATIONS BUDGET

Recommendation: Approval of the Updated Convention Center Pre-Opening Operations Budget.

- b. UPDATED CONVENTION CENTER OPERATING PRO-FORMA

Recommendation: Approval of the Updated Convention Center Operating Pro-Forma

- c. CONVENTION CENTER CATERING RIGHTS POLICY

Recommendation: Approval of the Convention Center Catering Rights Policy.

d. CONVENTION CENTER FULL FACILITY RENTAL POLICY

Recommendation: Approval of the Convention Center Full Facility Rental Policy.
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ITEM III. BOARD REPORTS

A. CHAIRMAN OF THE BOARD

1. RECOGNITIONS AND GUEST INTRODUCTIONS
2. UPCOMING CITY COUNCIL AGENDA ITEMS
3. SCHEDULE
 - a. CURRENT MEETING/ACTIVITIES SCHEDULE
 - b. PROPOSED 2010 MEETING SCHEDULE
 - c. EVENTS
 - d. CALENDAR

B. COMMITTEE REPORTS

1. EXECUTIVE
2. BOARD DEVELOPMENT
3. COMMUNITY RELATIONS
4. DESTINATION DEVELOPMENT – ACTIVITIES RELATIVE TO THE CONVENTION CENTER AND OTHER DEVELOPMENT INITIATIVES

C. CONVENTION CENTER

1. STATUS REPORT
 - a. EXECUTIVE DIRECTOR REPORT
 - b. THE BECK GROUP REPORT
 - c. CONSTRUCTION SCHEDULE
 - d. THE BURRELL GROUP REPORT
 - e. CONVENTION CENTER MANAGEMENT
2. ENTERTAINMENT PROJECT UPDATE

D. INDUSTRY REPORTS

1. TEXAS STADIUM CALENDAR AND MONTHLY BUSINESS ACTIVITY
2. HOTEL INDUSTRY MONTHLY BUSINESS ACTIVITY
3. SMITH TRAVEL RESEARCH (STR) MONTHLY REPORTS
4. AREA HOTEL CONSTRUCTION
5. TEXAS RESTAURANT RESEARCH MONTHLY REPORT

E. INFORMATION REPORTS

1. COUNCIL LIAISONS
2. CITY OF IRVING – CITY MANAGER STRATEGIC PLAN UPDATE
3. CHAMBER OF COMMERCE – CURRENT ACTIVITIES UPDATE
4. LAS COLINAS ASSOCIATION – CURRENT ACTIVITIES UPDATE
5. INDUSTRY STAKEHOLDERS
 - a. IRVING ARTS CENTER – CURRENT ACTIVITIES UPDATE

ITEM IV. BUREAU MANAGEMENT

A. EXECUTIVE DIRECTOR

1. MONTHLY REPORT
 - a. BUREAU ACTIVITIES
 - b. SUPER BOWL ACTIVITIES
 - c. TEXAS STADIUM IMPLOSION UPDATE
 - d. UPCOMING TRAVEL/OUT OF OFFICE ACTIVITIES
2. CITY CONSTRUCTION FORECAST
3. STAFF MONTHLY ACTIVITIES REPORTS
 - a. SALES
 - b. MARKETING
 - c. COMMUNICATIONS
 - d. ADMINISTRATION

ITEM V. ADJOURNMENT

ANY ITEM ON THIS POSTED AGENDA COULD BE DISCUSSED IN EXECUTIVE SESSION AS LONG AS IT IS WITHIN ONE OF THE PERMITTED CATEGORIES UNDER SECTIONS 551.071–551.076 AND SECTION 551.087 OF THE TEXAS GOVERNMENT CODE.

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND HANDICAP-PARKING SPACES ARE AVAILABLE. REQUESTS FOR INTERPRETATION SERVICES OR ASSISTIVE HEARING DEVICES MUST BE MADE 48 HOURS PRIOR TO THE MEETING. CONTACT THE CITY SECRETARY'S OFFICE AT (972) 721-2493 OR (TTD) 1-800-RELAY TX (1-800-735-2989) FOR ASSISTANCE.
