MINUTES OF THE DBE & DEVELOPMENT COMMITTEE MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

The DBE & Development Committee Meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on February 22, 2024 at 2:00 p.m. in the Administrative Conference Room of the Administrative Offices at the Music City Center, Nashville, Tennessee.

DBE & DEVELOPMENT COMMITTEE MEMBERS PRESENT: Vonda McDaniel, Robert Davidson, Alfred Degrafinreid II, Tracy Hardin, Seema Prasad, and Norah Buikstra (Ex-Officio)

DBE & DEVELOPMENT COMMITTEE MEMBERS NOT PRESENT:

OTHERS PRESENT: Charles Starks, Jasmine Quattlebaum, Donna Gray, and Heather Jensen

The meeting was opened for business at 2:02 p.m. by Chair Vonda McDaniel who stated there was a quorum present.

Committee Chair Vonda McDaniel read the Music City Center Mission Statement.

There were no public comment requests received for this meeting (Attachment #1).

ACTION: Robert Davidson made a motion to approve the DBE & Development Committee Minutes of March 26, 2018. The motion was seconded by Alfred Degrafinreid II and approved unanimously by the committee.

Charles Starks and Jasmine Quattlebaum provided information on the Procurement Policy Revisions and Updates on Sections 1.4.22 (Purchasing Agent), 3.2.3 (Bid Opening), 3.3.3 (Receipt of Proposals), 9.1.3 (Bonding and Insurance), and 9.1 (Statement of Policy and Its Implementation) (Attachment 1), and there was discussion.

ACTION: Tracy Hardin made a motion that the DBE & Development Committee recommends that the Authority approves an amendment to the Procurement Policy updating Sections 1.4.22 (Purchasing Agent), 3.2.3 (Bid Opening), 3.3.3 (Receipt of Proposals), 9.1.3 (Bonding and Insurance), and 9.1 (Statement of policy and

Implementation). The motion was seconded by Seema Prasad and approved unanimously by the committee.

Charles Starks and Jasmine Quattlebaum provided information on the Procurement Policy Revisions and Updates on the removal of the Procurement Non-Discrimination Program (PNP) (Attachment 1), and there was discussion.

ACTION: Robert Davidson made a motion that the DBE & Development Committee recommends that the Authority approves an amendment to the Procurement Policy removing the Procurement Nondiscrimination Program (PNP). The motion was seconded by Alfred Degrafinreid II and approved unanimously by the committee.

Charles Starks and Jasmine Quattlebaum provided information on the DBE Vendors List including food & beverage for Music City Center (Attachment 1), and there was discussion.

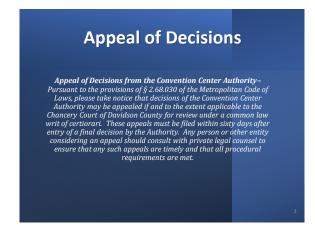
*Denotes Alfred Degrafinreid II departure at 2:45 p.m.

Charles Starks and Jasmine Quattlebaum provided an update on the planned feasibility study related to Music City Center expansion, noting the RFP being drafted should be complete in the upcoming weeks (Attachment 1), and there was discussion.

With no additional business a motion was made to adjourn and with no objection the DBE & Development Committee of the CCA adjourned at 2:54 p.m.

	Respectfully submitted,
	Charles L. Starks President & CEO Convention Center Authority
Approved:	
Vonda McDaniel, Chair CCA DBE & Development Committee Meeting Minutes of February 22, 2024	





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Public Comment Period

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Procurement Policy Revisions and Updates

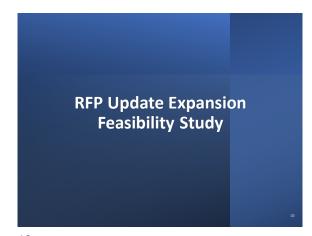
Procurement Policy Revisions			
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1.4.22 "Purchasing Agent" means the head of the Division of Purchases, within the Metropolitan devenment, created and provided for by the Metropolitan Chanter, Section 8.108.	1.4.22 "Purchasing Agent" means the head of the Department of Aurobasing-Date Division of Purchases, within the Convention Contart Automy, the Nettropolition do-sement, created and provided for by the Nettropolition Charter, Section 8.208.	2.4.22 "Parchasing Agent" means the head of the Department of Aurobasing/DBE, within the Convention Center Authority.	
3.23 BM Opening. Bits whall be publicly opened in the presence of one or man witnesses at the time and place dispreted in the intention to Bit. The amount of each bid and such other relevance information as may be specified by requirition, regisher with the name of each bidder, whill be read about and recorded and the record shall be open to public impaction.	3.2.3 Self Opening. Sits shall be publish spenial in the presence of one or more in threases with a time and place dissippension the will related to the control of the dissippension to the self-action of the control of the dissippension as may be appelled by regulation, to applie with the name of with shifter, shall be weak aloud and recorded and the record shall be open to public impaction.	3.2.5 did Opening. Bids shall be opened in the presence of one or more withesses. The amount of each bid and such other relevant information as may be expedited by regulation, togethe with the name of each bidder, shall recorded and the record shall be open to public inspection.	
3.3.3 Receipt of Proposess. Propose's shall be opened so as to avaid disclasse of contents to competing offeror during the process of respections. An explore of prospect shall be prepared and shall be open for public inspection after contract award.	3.3.3 Meetigs of Proposels. Proposels shall be opened so as to ordifications of contents to competing offerors during the process of negotiation. A register of proposes shall be proposed and shall be open for public inspection offer authorize award incert to event.	3.3.3 Mexiget of Proposets. Proposets shall be opened so as to avoid disclosure of contents to computing offerors during the process of repodiction. A register of propositios shall be preposed and shall be openfor public impaction after intent to award.	
8.1.3 Bending. The Convention Center Authority may reduce the early or Unarge the types of Shording normally required, or cargo obtending forms of security to the native reasonably necessary to encourage procurement from Small, Minustry-Owined, Woman- owined, and Service-Ostabled Veteran-Owined Business Enterprises.	B.1.3 Banding and insurance. The Convention Center Authority may reduce the level, or change the types of bonding and insurance namedly require, or access demander forms of security to the extert resummity necessary to encurage procurement from Irrall, Minority-Guend, Virolamo-overed, and Service-Disabled Vietnan- Chinod Business Enterprises.	B.1.3 Banding and insurence. The Convention Center Authority may reduce the level, or change the types of booding and insurence nomainly required, or occept attentive forms of security to the extent reasonably necessary to encourage procurement from final, Minarity-housed, Woman-owned, and Service-Glabiled Veteran-Owned Susiness Enterprises.	
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