

**DRAFT MINUTES:** *Subject to change prior to approval by Authority or Committee at its next regular meeting*

**MINUTES OF THE 136<sup>th</sup> MEETING OF THE  
CONVENTION CENTER AUTHORITY OF THE  
METROPOLITAN GOVERNMENT OF NASHVILLE &  
DAVIDSON COUNTY**

The 136<sup>th</sup> meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on July 10, 2025 at 9:00 a.m. in the Administrative Conference Room of the Administrative Offices at the Music City Center, Nashville, Tennessee.

**AUTHORITY MEMBERS PRESENT:** Norah Buikstra, Robert Davidson, Alfred Degrafinreid II, Christian Cervantes (Designee for Tre Hargett), David Lillard, Vonda McDaniel, Jennifer Pfeiffer (Designee for Jason Mumpower), Dee Patel, Seema Prasad, and Betsy Wills

**AUTHORITY MEMBERS NOT PRESENT:** Tracy Hardin and Barrett Hobbs

**OTHERS PRESENT:** Charles Starks, Kelli Donahoe, Heidi Runion, Brian Ivey, Heather Jensen, Barbara Solari, Rachel Offutt, Ashley Warrington, David Hanner, James Morrison, and Eric Pyle

Chair Norah Buikstra opened the meeting for business at 9:01 a.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.

The next regularly scheduled meeting will be Thursday, August 7, 2025 at 9:00 a.m. Chair Norah Buikstra announced.

Chair Norah Buikstra read the Mission Statement of the Music City Center. (Attachment #1)

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

**ACTION:** Alfred Degrafinreid made a motion to approve the 135<sup>th</sup> Meeting Minutes of June 5, 2025. The motion was seconded by Vonda McDaniel and approved unanimously by the Authority.

Chair Buikstra stated that it was the annual meeting of the CCA and time for the election of officers for the next fiscal year and she asked Mr. Starks to read Section 3.1 of the bylaws: "the annual meeting of the Board of Directors shall be held within Davidson County, Tennessee during the July regular meeting of each year or at such other time or date as shall be determined by the Board of Directors. The purpose of the annual meeting shall be to elect officers of the Authority and to conduct such other business as may be properly brought before the meeting."

**ACTION:** Robert Davidson made a motion to nominate Barrett Hobbs as Chair. The motion was seconded by Dee Patel and approved unanimously by the Authority.

**ACTION:** Vonda McDaniel made a motion to nominate Alfred Degrafinreid II as Vice Chair. The motion was seconded by Robert Davidson and approved unanimously by the Authority.

**ACTION:** Vonda McDaniel made a motion to nominate Tracy Hardin as Secretary/Treasurer. The motion was seconded by Robert Davidson and approved unanimously by the Authority.

Norah Buikstra then gave a report on the Executive Committee meeting. She said they reviewed the goals for Charles Starks and discussed plans for future retirements that will be upcoming at the MCC. Chair Buikstra and the board congratulated Brian Ivey, Chief Sales Officer, as he will be one of those upcoming retirements.

Alfred Degrafinreid was congratulated for being selected for the Leadership Nashville 2025-2026 class. Chair Buikstra then recommended moving the November-April meetings from Thursday to Wednesday to accommodate the Leadership Nashville schedule and everyone agreed.

Charles Starks then gave an Operations update. He provided information on the RFP for Uniform Rental and Laundry Services. (Attachment #2)

**ACTION:** Vonda McDaniel made a motion [i] accepting the recommendation of the evaluation committee and [ii] authorizing Charles Starks to negotiate and execute an agreement with Cintas Corporation to provide uniform rental and laundry services, on substantially the same terms as considered this day. The motion was seconded by Alfred Degrafinreid II and approved unanimously by the Authority.

Mr. Starks then provided information on the contract renewal for the Temporary Labor Services for set-up staff. (Attachment #3)

**ACTION:** Robert Davidson made a motion authorizing Charles Starks to negotiate and execute an amendment to the temporary labor service agreement with Industrial Staffing exercising the option to extend the agreement for an additional two years until July 15, 2027 on substantially the same terms as considered this day. The motion was seconded by Betsy Wills and approved unanimously by the Authority.

Lastly, Mr. Starks reviewed monthly statistics including hotel data and tax collections (Attachment #1), and there was discussion.

Robert Davidson thanked Norah Buikstra for her service as the CCA Chair.

Mr. Davidson also commented on the weekly report that is sent out which includes the business lost due to not having space available and the significance of those numbers.

Alfred Degrafinreid II also recognized Norah Buikstra and Vonda McDaniel for their service as board officers and Brian Ivey on his upcoming retirement.

Norah Buikstra commented on the honor it has been to serve as the board chair and she looks forward to her continued service as a member of the CCA.

With no additional business, the Authority unanimously moved to adjourn at 9:31 a.m.

Respectfully submitted,

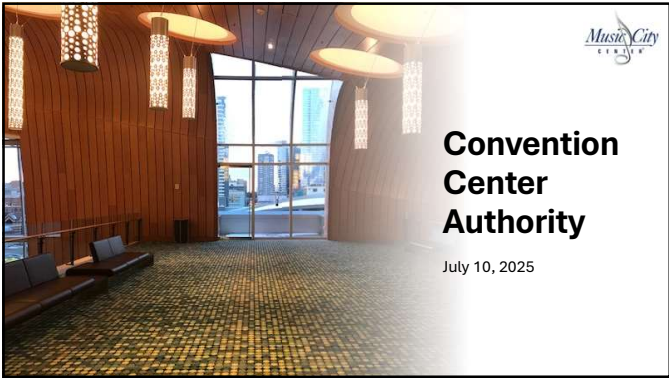
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Charles L. Starks  
President & CEO  
Convention Center Authority

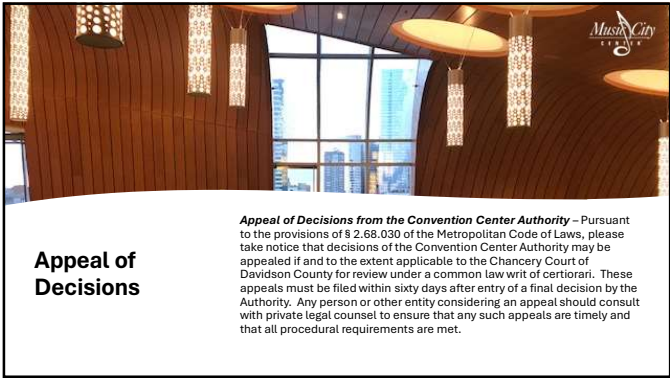
Approved:

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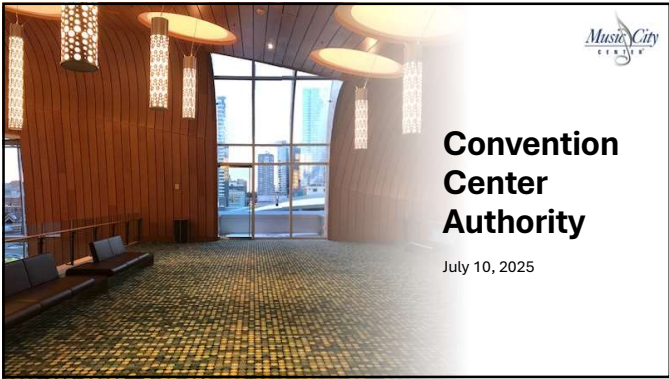
Norah Buikstra, Chair  
CCA 136<sup>th</sup> Meeting Minutes  
of July 10, 2025



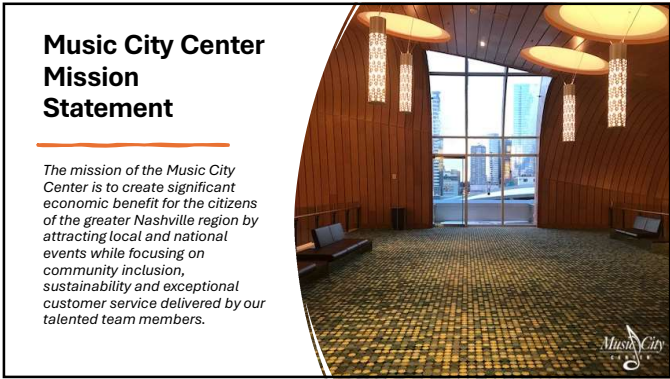
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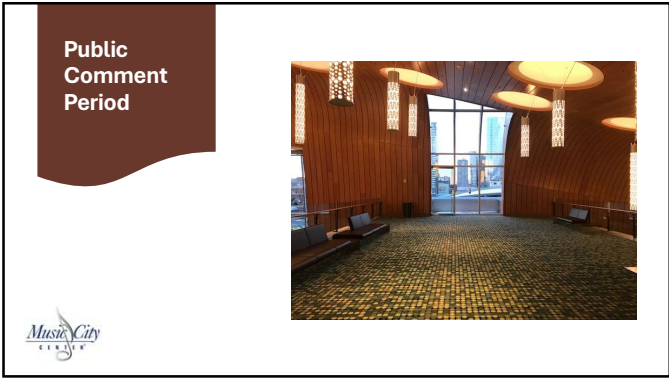
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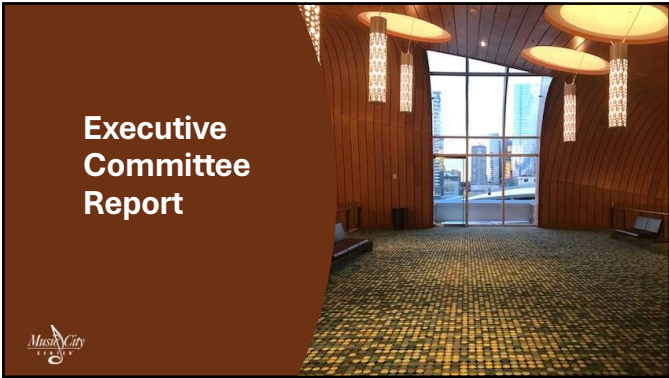
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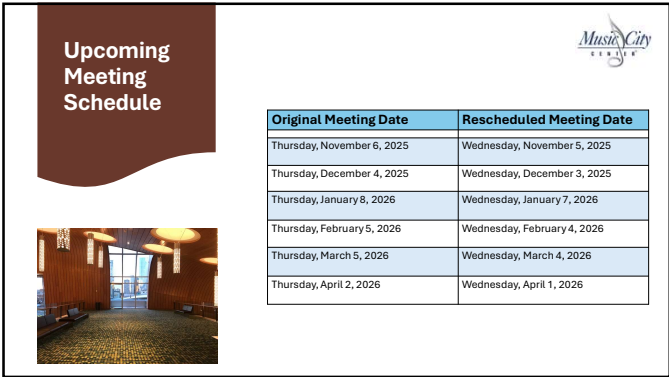
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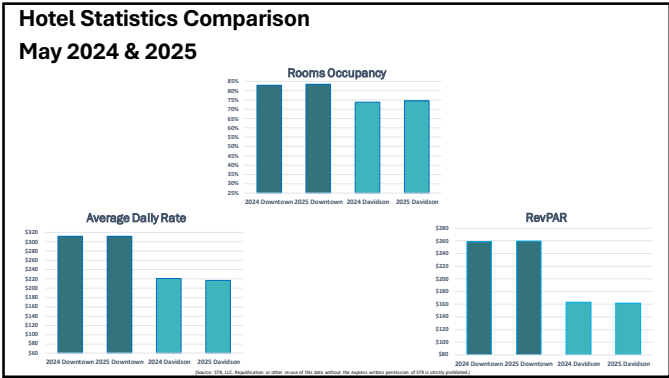
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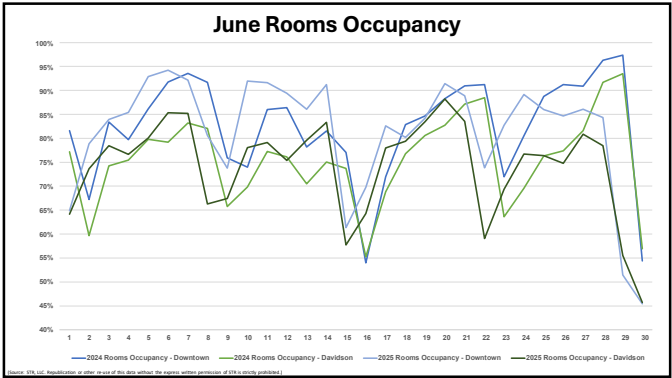
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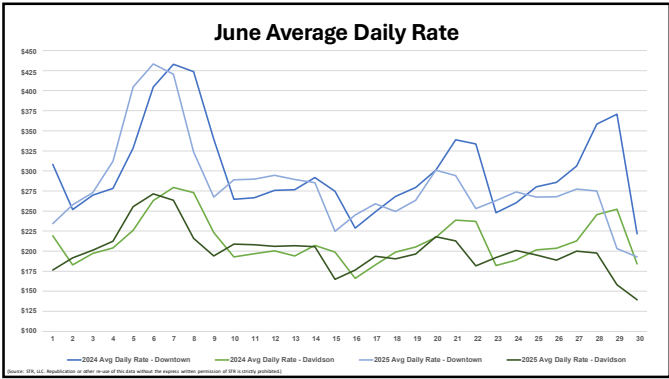
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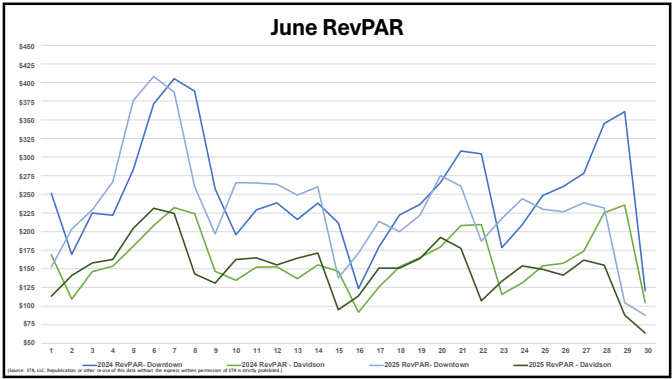
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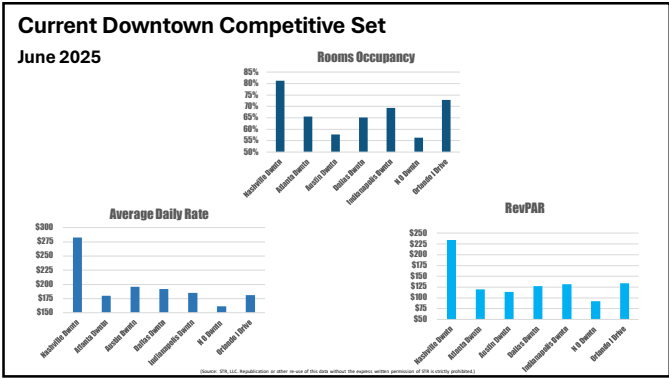
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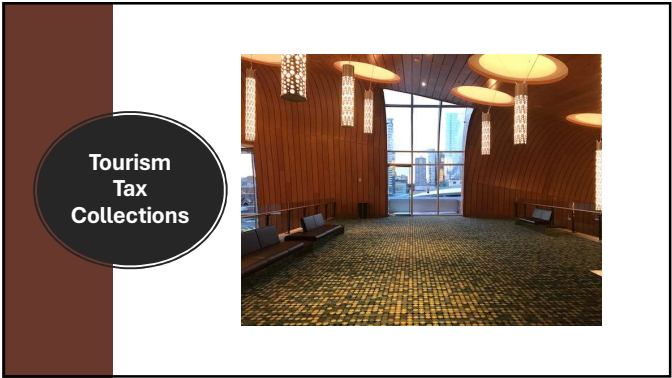
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MCC/Tourism Tax Collections								
thru April 2025 (excludes TDZ)								
	2/5 of 5% Occupancy Tax	Net 1% Occupancy Tax	\$2 Room Tax	Contracted Vehicle Tax	Rental Vehicle Tax	Campus Tax	Total	Variance to FY 24-25
July	\$3,550,745	\$1,588,630	\$1,721,646	\$355,794	\$258,113	\$1,762,862	\$9,237,790	-16.00%
August	\$3,736,401	\$1,683,301	\$1,803,233	\$354,172	\$244,690	\$1,676,548	\$9,488,055	4.98%
September	\$4,176,543	\$1,897,886	\$1,833,788	\$400,302	\$241,655	\$2,142,864	\$10,693,039	5.01%
October	\$4,701,031	\$2,149,786	\$1,957,023	\$162,458	\$276,180	\$2,535,404	\$11,781,882	4.40%
November	\$3,205,279	\$1,417,767	\$1,558,388	\$112,254	\$212,746	\$1,672,946	\$8,179,379	0.52%
December	\$2,543,303	\$1,065,371	\$1,353,477	\$293,598	\$187,217	\$1,122,665	\$6,565,629	-0.19%
January	\$2,654,027	\$1,199,809	\$1,349,615	\$94,246	\$152,027	\$1,881,519	\$7,331,243	2.71%
February	\$3,036,108	\$1,363,508	\$1,478,788	\$932,146	\$159,467	\$1,897,975	\$8,867,993	4.78%
March	\$4,128,906	\$1,837,917	\$1,860,192	\$349,672	\$215,873	\$2,180,732	\$10,573,292	5.20%
April	\$3,917,720	\$1,764,868	\$1,756,130	\$381,208	\$235,749	\$2,238,389	\$10,294,064	-3.45%
May								
June								
YTD Total	\$35,640,064	\$15,968,841	\$16,672,279	\$3,435,850	\$2,183,428	\$19,111,904	\$93,012,367	0.52%

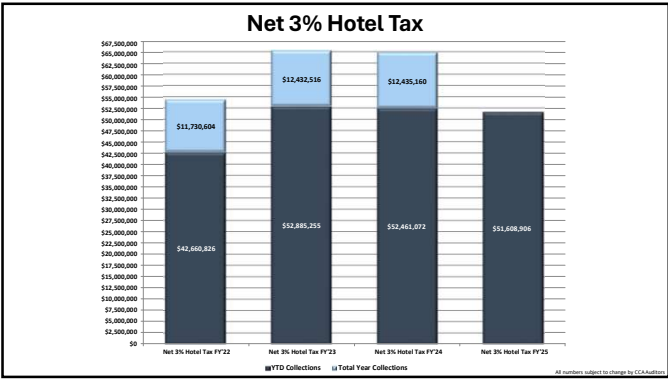
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MCC/Tourism Tax Collections				
MCC Portion of April 2025 Tourism Tax Collections				
	FY2023	FY2024	FY2025	Variance
2/5 of 5% Occupancy Tax	\$4,299,245	\$4,205,570	\$3,917,720	-6.84%
Net 1% Occupancy Tax	\$1,993,048	\$1,897,631	\$1,764,868	-7.00%
\$2 Room Tax	\$1,783,419	\$1,827,874	\$1,756,130	-3.93%
Contracted Vehicle	\$355,864	\$384,652	\$381,208	-0.90%
Rental Vehicle	\$225,124	\$243,206	\$235,749	-3.07%
Campus Sales Tax	\$1,930,087	\$2,102,528	\$2,238,389	6.46%
TDZ Sales Tax Increment	\$0	\$0	\$0	0.00%
Total Tax Collections	\$10,586,786	\$10,661,462	\$10,294,064	-3.45%

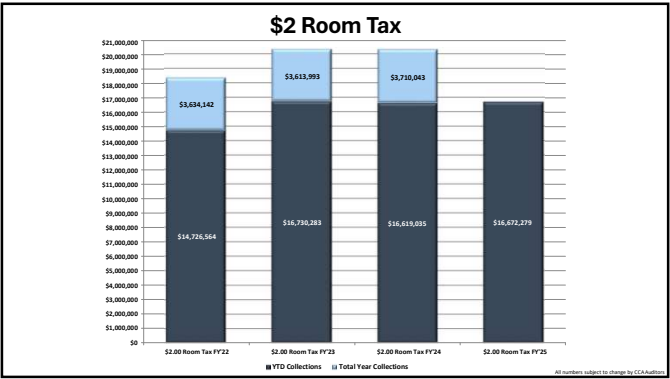
  

MCC Portion of Year-to-Date Tourism Tax Collections				
	FY2023	FY2024	FY2025	Variance
2/5 of 5% Occupancy Tax	\$36,321,994	\$36,200,410	\$35,640,064	-1.55%
Net 1% Occupancy Tax	\$16,131,370	\$16,260,662	\$15,968,842	-1.79%
\$2 Room Tax	\$16,730,283	\$16,619,146	\$16,672,279	0.32%
Contracted Vehicle	\$2,957,568	\$3,271,678	\$3,435,850	5.02%
Rental Vehicle	\$2,085,359	\$2,241,525	\$2,183,428	-2.59%
Campus Sales Tax	\$18,005,548	\$17,937,587	\$19,111,904	6.55%
TDZ Sales Tax Increment	\$54,901,700	\$95,865,807	\$102,668,603	7.10%
Total YTD Tax Collections	\$147,133,823	\$188,396,814	\$195,680,970	3.87%

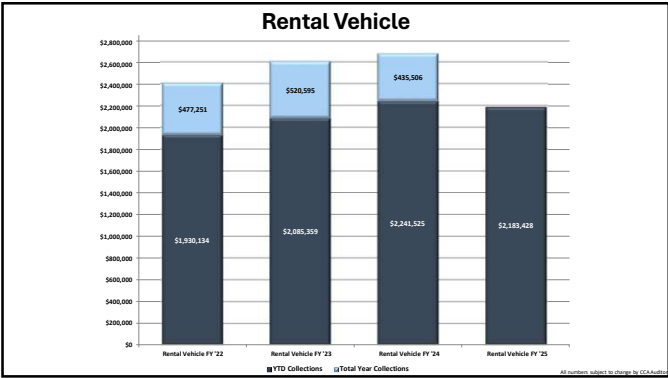
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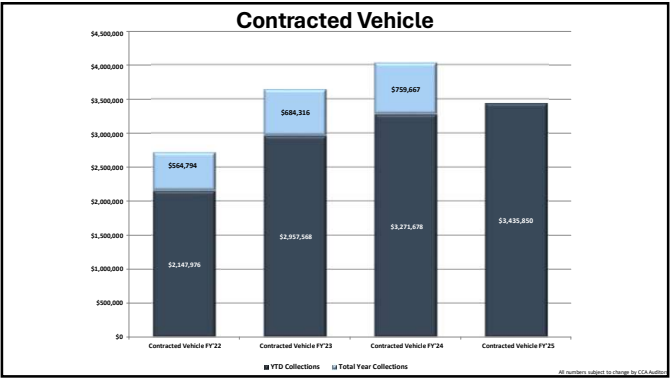
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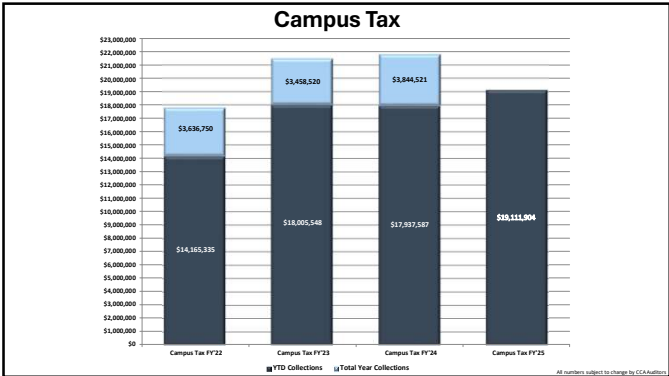
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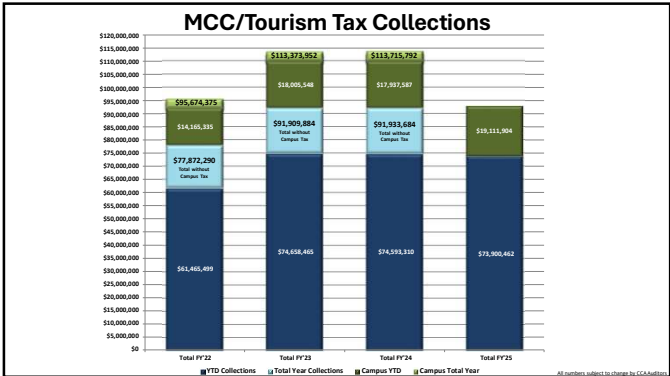
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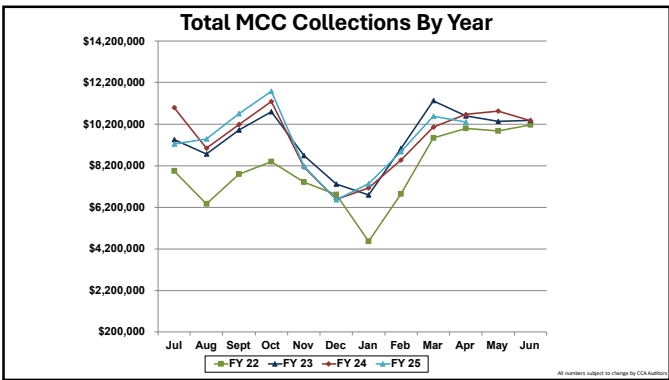
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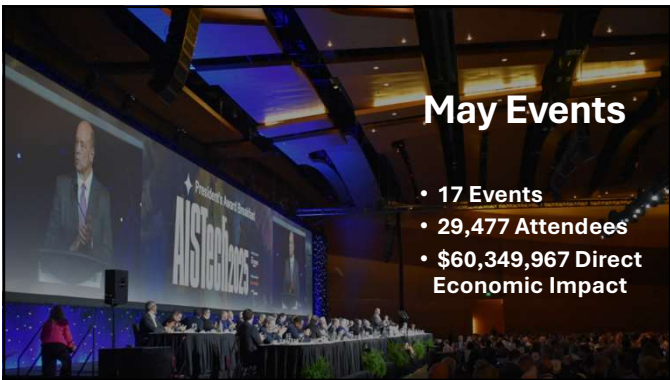
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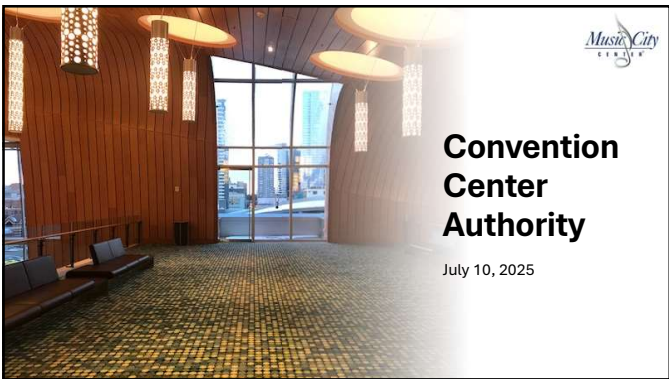
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**RFP Intent to Award Summary Sheet for the Music City Center**

**RFP:** Uniform Rental/Laundry Services for the Music City Center

**Selected Vendor:**

*Cintas Corporation*

**Compensation and Cost:**

WEEKLY RENTAL RATES	Year 1		Year 2		Year 3		Year 4		Year 5	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Micro Pique Shirt	\$ 0.329	\$ 0.329	\$ 0.329	\$ 0.329	\$ 0.329	\$ 0.329	\$ 0.329	\$ 0.329	\$ 0.329	\$ 0.329
Oxford Shirt	\$ 0.191	\$ 0.176	\$ 0.191	\$ 0.176	\$ 0.191	\$ 0.176	\$ 0.191	\$ 0.176	\$ 0.191	\$ 0.176
Work Pants	\$ 0.209	\$ 0.275	\$ 0.209	\$ 0.275	\$ 0.209	\$ 0.275	\$ 0.209	\$ 0.275	\$ 0.209	\$ 0.275
Dress Pants	\$ 0.500	\$ -	\$ 0.500	\$ -	\$ 0.500	\$ -	\$ 0.500	\$ -	\$ 0.500	\$ -
Dress Skirt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Blazer	\$ 1.440	\$ 1.440	\$ 1.440	\$ 1.440	\$ 1.440	\$ 1.440	\$ 1.440	\$ 1.440	\$ 1.440	\$ 1.440
Coverall	\$ 0.308	\$ -	\$ 0.308	\$ -	\$ 0.308	\$ -	\$ 0.308	\$ -	\$ 0.308	\$ -
Work Coat	\$ 0.420	\$ -	\$ 0.420	\$ -	\$ 0.420	\$ -	\$ 0.420	\$ -	\$ 0.420	\$ -
Smocks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jackets	\$ 0.700	\$ 0.700	\$ 0.700	\$ 0.700	\$ 0.700	\$ 0.700	\$ 0.700	\$ 0.700	\$ 0.700	\$ 0.700
DIRECT PURCHASE										
	Men	Women	2-3XL	4XL						
	Ties/Scarves	\$ 29.99								
Sweaters	\$ 41.99	\$ 41.99	\$ 46.99	\$ 51.99						
REPLACEMENT/DAMAGE COST	Year 1		Year 2		Year 3		Year 4		Year 5	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Micro Pique Shirt	\$ 17.99	\$ 17.99	\$ 17.99	\$ 17.99	\$ 17.99	\$ 17.99	\$ 17.99	\$ 17.99	\$ 17.99	\$ 17.99
Oxford Shirt	\$ 17.99	\$ 27.99	\$ 17.99	\$ 27.99	\$ 17.99	\$ 27.99	\$ 17.99	\$ 27.99	\$ 17.99	\$ 27.99
Work Pants	\$ 27.99	\$ 27.99	\$ 27.99	\$ 27.99	\$ 27.99	\$ 27.99	\$ 27.99	\$ 27.99	\$ 27.99	\$ 27.99
Dress Pants	\$ 42.99	\$ -	\$ 42.99	\$ -	\$ 42.99	\$ -	\$ 42.99	\$ -	\$ 42.99	\$ -
Dress Skirt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Blazer	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
Coverall	\$ 37.99	\$ 37.99	\$ 37.99	\$ 37.99	\$ 37.99	\$ 37.99	\$ 37.99	\$ 37.99	\$ 37.99	\$ 37.99
Work Coat	\$ 42.99	\$ 42.99	\$ 42.99	\$ 42.99	\$ 42.99	\$ 42.99	\$ 42.99	\$ 42.99	\$ 42.99	\$ 42.99
Smocks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Additional Fees**

Set Up Fee - \$6.00  
Logo Fee - \$3.95  
Other - \$1.529 \$0.15  
Other \$0.15

**Term:**

*Three (3) year term  
With two (2) one year options to renew*

**Other Vendors that Submitted Bids:**

n/a



**Contract Renewal Summary Sheet for the Music City Center**

**Contract Service:**      *Temporary Labor*  
Provide supplemental set-up staff

**Contracted Vendor:**    *Industrial Staffing*

<b>Contract Value:</b>	Year 4	Year 5
Temporary Labor	\$20.00	\$20.60
Supervisors	\$22.35	\$22.95

**Term Extension:**      July 15, 2025 - July 15, 2027

**Justification for Extension:**  
Industrial Staffing is a strong partner. They consistently meet all our needs and look for new methods to improve their services.