

Lancaster County Convention Center Authority
Meeting of January 26, 2023
Commons on Vine Lobby
Lancaster County Convention Center
Lancaster, Pennsylvania 5:30 p.m.

Agenda

- 1) **Purpose of Meeting:**
 - Presentation from Discover Lancaster President & CEO Edward Harris.
 - Approve Engagement Letters with Accountants and Solicitors
 - Approve renewal of the following policies:
 - Directors & Officers Insurance
 - Excess Directors & Officers Insurance.
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Announcements
- 5) Chairman's Report
 - a. Participated in Penn Sq. Condominium Association Meeting
 - b. Announcement of 2023 Committee Assignments
 - c. At the conclusion of tonight's meeting, this Board will go into an Executive Session to discuss potential litigation relating to a utility service.
- 6) Update on Tourism in Lancaster County
 - Ed Harris, President & CEO, Discover Lancaster
- 7) Public Comment - This Authority provides a reasonable opportunity at each of our meetings for residents and taxpayers of Lancaster County to comment on matters of concern, official action, or deliberation that are or may be before this Authority. People who wish to comment should state their name and address for the public.
- 8) Executive Director's Report
 - a. Discover Lancaster received their 20% of the 2022 HRRT.
 - b. 106 South Christian St Update -
 - c. Key Performance Indicators
- 9) LCCCA Board Comment Period
- 10) LCCCA Staff Comment Period
 - a. 2022 SFIF Forms
 - Please return on or before the next Board Meeting - March 30, 2023.

11) Consent Agenda – Motion to approve Board Meeting Summary Minutes, Operational and Capital Expenditures, and the Bid Award for 106 S. Christian St. Project as previously circulated to the board:

- a. LCCCA Board Meeting Summary Minutes of November 17, 2022
- b. LCCCA December 2022 Operational Expenditures for Ratification totaling \$8,296.55
- c. LCCCA December 2022 Capital Expenditures for Ratification totaling \$28,815.78
- d. LCCCA January 2023 Operational Expenditures for Ratification totaling \$4,787.64
- e. Ratification of Bid Award totaling \$60,824.00 for 106 S. Christian St. Project

12) Old Business

13) New Business

- a. Annual Review of Legal Services, as previously circulated to the board.
- b. Motion to approve the Engagement Letter for Legal Counsel with Russell, Krafft, & Gruber, LLC for the year 2023, as previously circulated to the board.
- c. Motion to approve the Engagement Letter for Bond Counsel with Stevens & Lee for the year 2023, as previously circulated to the board.
- d. A motion to approve the Engagement Letter with Walz Group, CPA's for Advisory Services in 2023, as previously circulated to the board.
- e. Motion to approve the renewal of D&O insurance, as previously circulated to the board.
- f. Motion to approve the renewal of excess D&O insurance, as previously circulated to the board.

14) Other Business

15) Adjournment

Upcoming Board and Committee Meetings:

*** Upcoming Board and Committee Meetings:

- Thursday, February 2, 2023 - 5:30 p.m. Operations Committee Meeting
- Thursday, March 16, 2023 - 5:30 p.m. Finance Committee Meeting – Audit Review
- Thursday, March 30, 2023 - 5:30 p.m. Board Meeting – Audit Approval