

11/22/2023



**FAIR PARK FIRST MINUTES OF
MEETING OF THE BOARD OF DIRECTORS**

Tuesday November 21, 2023

A meeting of the Board of Directors (the “Board”) of Fair Park First, a Texas non-profit corporation (the “Corporation”), was held remotely via electronic means and livestreamed to the public at *Facebook.com/Fairparkfirst* on Tuesday November 21, 2023 at 6:06 p.m.

Directors Present:

Darren L. James, President of the Corporation
Robert Luxen, Secretary
Chelby Sanders Kirk
Chris Bowers
Cris Zertuche Wong
Daniel Wood, Ex Officio
Donald Parish Sr.
Emily Ledet
Jason Brown
Keba Batie
Kimberly Shaw
Lincoln Stevens
Margo R. Keyes
Maribel Moncada
Sonya Woods Rose
Tim Dickey, Ex Officio
Violetta Forsythe Lill

Arriving after 6:06:

Not Attending:

Ann Barbier Mueller
Christina B. Lynch

Staff and Guests:

Brian Luallen, CEO of the Corporation
Alyssa Arnold, Chief Impact Officer
Anita Crethers, Community Engagement Manager

Crystal Zapien, Visitor Experience Manager
Peter Sullivan, General Manager
Bryce Hamilton, Director of F&B
Clif Huebner, Director of Finance
Samuel Gaddis, Capital Projects Program Manager
Scott Norton, Asst. General Manager
Ashley Langworthy, BRV
Josh Anderson, BRV
Heather Stevens, Rise360
Sonja McGill, Spencer Fane

Mr. Darren L. James served as the Chair and Mr. Robert Luxen served as Secretary for the meeting.

1. Call to Order and Introductions.

Mr. James officially called the meeting to order at 6:06. 14 of the Board members were in attendance at the beginning of the meeting, and with a quorum present the meeting proceeded. Board Members, Officers, sub-management firms, guests and employees introduced themselves.

2. Approval of Minutes.

The second order of business before the meeting was the approval of the minutes from the meeting scheduled on October 17, 2023. There being no discussion or questions, a motion was made by Mrs. Emily Ledet and duly seconded by Mr. Keba Batie and the minutes were approved as presented.

3. Finance Report.

Keba Batie and Clif Huebner provided an update on the organization's finances for the month of October. Minor discussion ensued about a shift in how a portion of parking revenues are recognized, as they will be shifting to a monthly amortized schedule instead of a single posting in October as had been done in years past.

Mr. James then asked Mr. Luallen to brief the board on a Line of Credit Renewal for Regions bank. Mr. Luallen shared the associated term sheet, and detailed that the Finance Committee had been thoroughly briefed on a renewal of a credit facility with Regions Bank, used for costs associated with the ongoing *Fair Park Your Park Capital Campaign*. The Board was briefed on the need for the \$5M facility and terms, as well as the intention to retire the line of credit in early 2024 as the organization shifts to a larger construction line. Following brief discussion, Mr. Batie made the following motion, "I move that Fair Park First renew the Regions Line of Credit and direct Brian Luallen to complete a renewal contract on behalf of Fair Park First". The chair acknowledged the motion, which was duly made and seconded by Mrs. Veletta Forsythe Lill and the motion passed unanimously.

4. Board Development and Fundraising

Mrs. Veletta Forsythe Lill and Mrs. Margo R. Keyes briefed the board on several recent gifts/grants and introduced Mrs. Heather Stevens, who provided a robust update on fundraising activities including 5 new major gifts and fundraising events on the horizon. There were positive comments and discussion among the board.

Mrs. Forsythe Lill then reminded the Board of an upcoming end of year campaign, and encouraged the Board to include the organization in their giving.

Then, Mr. Chris Bowers made a motion to enter Executive Session to discuss matters related to staffing and so as to be advised by outside counsel. seconded the motion, which was duly passed. The board entered executive session at 6:37.

5. Strategic Update

Upon return to regular session at 7:15, Mr. Luallen briefed the board on a variety of projects and initiatives slated to move forward in 2024. In addition he briefed the Board on the next series of City approvals for the Cotton Bowl improvement project, necessary to meet the project's accelerated schedule.

6. Operations and Marketing Update

Mrs. Stacey Church, General Manager briefed the Board on her First 60 Day Plan, which included a variety of meetings with stakeholders including Board Members, clients, City of Dallas officials, and our resident cultural institutions and attractions. She also shared several employee engagement initiatives, along with a robust snapshot of campus events, activities, improvement projects, and marketing initiatives.

7. Adjournment

There being no other business to consider, upon a motion duly made and seconded, the meeting was adjourned at 7:45 p.m.

Respectfully submitted,



By: Robert Luxen, Secretary

