

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

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF  
THE CONVENTION CENTER AUTHORITY OF THE  
METROPOLITAN GOVERNMENT OF NASHVILLE &  
DAVIDSON COUNTY**

The Executive Committee of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) met on May 16, 2023 at 1:00 p.m. at the Music City Center, Nashville, Tennessee.

**EXECUTIVE COMMITTEE MEMBERS PRESENT:** Norah Buikstra, Robert Davidson, Alfred Degrafinreid II, Vonda McDaniel, and Betsy Wills

**EXECUTIVE COMMITTEE MEMBERS NOT PRESENT:**

**OTHERS PRESENT:** Charles Starks and Donna Gray

Committee Chair Norah Buikstra opened the meeting for business at 1:06 p.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.

Committee Chair Norah Buikstra read the Music City Center Mission Statement

**ACTION:** Betsy Wills made a motion to approve the Executive Committee Meeting Minutes of July 25, 2022. The motion was seconded by Alfred Degrafinreid II and approved unanimously by the committee.

Music City Center President & CEO Charles Starks reviewed his 2022 goals and accomplishments, and there was discussion.

\*Denotes the departure of Charles Starks.

After extensive discussion regarding the 2022 Annual Goals and Performance review of the Music City Center President and CEO, Chair Norah Buikstra framed a motion to approve the 2022 Annual Goals and Performance Review for the Music City Center President & CEO.

**ACTION:** Alfred Degrafinreid II made a motion to increase the President & CEO salary by 5% and to pay a bonus to the President & CEO for his 2022 job performance in the lump sum amount of \$70,946.69. The motion was seconded by Robert Davidson and approved unanimously by the committee.

\*Denotes the return of Charles Starks.

Music City Center President & CEO Charles Starks provided his 2023 goals and the needs of the Music City Center, and there was discussion.

After extensive discussion regarding the 2023 goals and needs of the Music City Center, Chair Norah Buikstra framed a motion to approve the 2023 Annual Goals for the Music City Center President & CEO provided by Charles Starks with the following amendments to the goals:

- Performance Goal 6 – Present a succession plan for Charles Starks and Elisa Putman to the Board at the September 2023 meeting.
- Performance Goal 7 – Create a long-range master plan.
- Performance Goal – DBE – Increase African American and Disabled-Veterans percentages, and to support minority owned businesses through existing agencies to accomplish the goals.

\*Denotes the departure of Betsy Wills and Alfred Degrafinreid II.

**ACTION:** Robert Davidson made a motion to approve the proposed 2023 goals for the Music City Center President & CEO. The motion was seconded by Vonda McDaniel and approved unanimously by the committee.

With no additional business a motion was made to adjourn, with no objection the Executive Committee of the CCA adjourned at 2:58 p.m.

Respectfully submitted,

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Charles L. Starks  
President & CEO  
Convention Center Authority

Approved:

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Norah Buikstra, Committee Chair  
CCA Executive Committee  
Meeting Minutes of May 16, 2023