



Buffalo Convention Center

Board of Directors Meeting
Wednesday, November 12, 2025
Buffalo Convention Center

PRESENT: C. Abbott Letro, M. Brown, D. Castle, A. Chase, M. Chiazza, P. Kaler, B. Karmazyn, T. Long, K. Minkel, M. Roberts, M. Urbanczyk

ABSENT: T. Alford, M. Alnutt, T. Beauford, B. Gould, D. Castle, D. Gallagher, M. Glasgow, W. Paladino, S. Patch, S. Ranalli, D. Schutte, M. Urbanczyk

STAFF: J. Bialek, J. Calkins, K. Fashana, J. Flood, L. Mueller, D. Marzo, H. Nowakowski

CALL TO ORDER: The Buffalo Convention Center Board of Directors meeting was called to order by Chair Cindy Abbott-Letro at 4:35 PM.

APPROVAL OF MINUTES: A motion was made by Ms. Minkel and seconded by Ms. Urbanczyk to approve the August minutes. The motion carried.

FINANCE REPORT: Ms. Flood presented the Convention Center's third-quarter financial report. She explained that financial comparisons between 2024 and 2025 remain challenging due to accounting and inventory issues that occurred prior to her tenure, noting that a more accurate year-over-year comparison will be available at year-end.

She reported that inventory and financial controls are now being tracked accurately and consistently, with monthly closings fully up to date through the third quarter. While revenues for the third quarter were slightly under budget due to slower performance in July and August, September exceeded expectations and contributed to an overall favorable variance. Expenses were reported slightly higher than budget, largely reflecting timing differences, while fourth quarter performance is expected to be strong.

The Board was advised that a new accounting staff member was recently hired, which will further strengthen financial operations and support timely completion of the annual audit.

A motion to approve the third quarter financial report was made by Ms. Minkel, seconded by Mr. Karmazyn, and passed unanimously.

Q3/GENERAL MANAGER'S REPORT: Mr. Calkins presented the General Manager's report for the third quarter, providing an overview of operational performance, event activity, facility improvements, and capital and technology initiatives at the Buffalo Convention Center. He reported that while the first half

of the year was impacted by the loss or reduction of several large events, activity rebounded in September and is expected to continue strengthening in the fourth quarter.

During the third quarter, the Convention Center hosted a variety of events, including the New York State Bar Exam, the World Canals Conference, the Maritime Heritage Conference, and several consumer and specialty shows. While some recurring events experienced lighter attendance, adjustments to scheduling and programming are expected to improve performance in 2026.

Mr. Calkins also provided updates on building operations and facility improvements. He highlighted the completion of the exterior mural and noted that ongoing soffit repairs around the building perimeter will include the installation of new LED lighting to enhance the exterior appearance. These improvements are expected to be completed by December. He also reported on the successful implementation of a new point-of-sale system, which has improved reporting capabilities and customer service efficiency.

In addition, Mr. Calkins reviewed upcoming capital and infrastructure projects, including a County-led microgrid installation that will add solar panels and backup generation capacity to the facility. This project is expected to enhance resiliency and may provide future revenue opportunities, with infrastructure designed to be adaptable for future facility development. He also discussed planned upgrades to the Convention Center's network switch equipment to modernize telecommunications infrastructure and improve event technology capabilities.

Mr. Calkins concluded by noting the Convention Center's participation in the Erie County Public Art Initiative, highlighting recent interior art installations and the positive impact of the artwork on the facility's visitor experience. Additional installations are planned, and the initiative presents an opportunity to continue enhancing public spaces throughout the building.

ADJOURNMENT: With no further business, Mr. Castle moved to adjourn the meeting, and Ms. Minkel seconded. The motion was approved, and the meeting ended at 4:55 p.m.

Minutes prepared by J. Bialek

Approved: /s/ Cindy Abbot-Letro
Cindy Abbott-Letro, Chair