

*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 29, 2024 at 3:30 p.m. at the Music City Center, Nashville, Tennessee.

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

**EXECUTIVE COMMITTEE MEMBERS NOT PRESENT:** Alfred Degrafinreid II

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

Committee Chair Norah Buikstra opened the meeting for business at 3:32 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.

There were no public comment requests received for this meeting.

**ACTION:** Vonda McDaniel made a motion to approve the Executive Committee Meeting Minutes of May 16, 2023. The motion was seconded by Betsy Wills and approved unanimously by the committee.

Music City Center President & CEO Charles Starks reviewed his 2023 goals and accomplishments, and there was extensive discussion (Attachment #1).

Music City Center President & CEO Charles Starks provided his 2024 goals and the needs of the Music City Center, and there was discussion.

\*Denotes the departure of Charles Starks and Donna Gray @ 4:22 p.m.

**ACTION:** Betsy Wills made a motion to:

- Increase the President & CEO salary by 2.5% and to
- Pay a bonus to the President & CEO for his 2023 job performance in the lump sum amount of \$75,270.00 (Attachment #1) and to
- Approve the proposed 2024 goals for the Music City Center President & CEO, with the updated performance goal that Charles Starks will begin to search for his successor so he can train and work with the candidate for some period of time before his retirement. The motion was seconded by Vonda McDaniel and approved unanimously by the committee.

\*Denotes the return of Charles Starks and Donna Gray @ 4:56 p.m.

There was discussion on the action taking by the Committee.

With no additional business a motion was made to adjourn, with no objection the Executive Committee of the CCA adjourned at 5:08 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 29, 2024



**MUSIC CITY CENTER  
RECAP OF PERFORMANCE AGAINST GOALS**

Based on Incentive Compensation Plan

*2.5% merit increase NB*

Incentive Target 20% 2023-2024  
Base Salary= \$387,989.70

	YEAR 2024			YEAR'S GOAL WEIGHTING	INCENTIVE COMPENSATION EARNED	
	PERFORMANC GOAL	ACTUAL RESULTS	% OF GOAL ACHIEVED		%	\$
Leadership	Discretionary			20%	90	\$ 13,967.63
Staffing & Recruitment				15%	100	\$ 11,639.69
Financials				20%	100	\$ 15,519.59
Sales & Promotion				20%	95	\$ 14,743.61
DBE				15%	100	\$ 11,639.69
Board Relations	Discretionary			10%	100	\$ 7,759.79
<b>Total Incentive Earned</b>						<b>\$ 75,270.00</b>

Other comments:

Approved by 