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Kennewick Public Facilities District  
Regular Meeting

March 26, 2009

Minutes

5:00 p.m.

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## CALL TO ORDER

Secretary, Barbara Johnson called the meeting to order at 5:03 pm.

## ROLL CALL

Roni Gierke called the roll.

Present: Treasurer, John Givens; Board Member, Calvin Dudney; Secretary, Barbara Johnson.

Excused: President, Dean Strawn; Board Member, Kathy Blasdel

Also Present: Jeff Kossow, Executive Director; Marie Mosley, City of Kennewick; Paul Robinson, Centerplate GM; Kim Shugart, Tri-Cities Visitor and Convention Bureau; Roni Gierke, Executive Assistant; Jude Strode, Marketing Manager; Steve Mallory, Arculus Design; Adam Dyes, Sales Manager; Rob Gierke, Toyota Arena Manager; Shelley Ellis, Operations Manager; Ben Bolander, Events Manager; Heather Breymeyer, Sales Associate.

Jude Strode led in the Pledge of Allegiance.

## APPROVAL OF AGENDA

John Givens moved to approve the agenda; Calvin Dudney seconded the motion. The motion carried.

## CONSENT AGENDA

*All matters listed within the Consent Agenda have been distributed to each Board Member of the Public Facilities District for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.*

- a) Minutes of February 26, 2009 Board Meeting
- b) Claims Roster dated February 2009 for \$108,507.15 (TRCC)  
Warrants: 6830-6901 Voids: 6830
- c) Claims Roster dated February 2009 for \$675,407.14 (TC)  
Warrants: 7407-7411 & 7415-7507 (explanation in packet) Voids: none
- d) Claims Roster dated February 2009 for \$290.81 (Box Office)  
Warrants: none written  
Total payroll paid out: \$118,792.58

John Givens informed the Board that all the warrants have been viewed and accounted for.

John Givens moved to approve the Consent Agenda; Calvin Dudney seconded the motion.

Motion carried.

## **NEW BUSINESS**

### **a) Receive and Accept the 2008 Year End Financials and January 2009 Financial Reports.**

#### **2008 Year End Financials**

John Givens moved to accept the 2008 Year End Financial Statements for the Three Rivers Convention Center and the Toyota Center and Toyota Arena as presented. Calvin Dudney seconded the motion.

Motion carried.

#### **January 2009 Financial Reports.**

John Givens requested that staff adjust the Three Rivers Convention Center budgeted amount for 2009 Beginning Working Capital of \$1,831,413 to reflect the actual 2009 Beginning Working Capital amount of \$ 1,790,526.

Barbara Johnson requested, staff correct the excel formula error on the Net Operating Income/Loss line item, the year to date total should reflect a positive variance not a negative variance.

John Givens moved to accept the January 2009 Financial Statements for the Three Rivers Convention Center and the Toyota Center and Toyota Arena with the two minor corrections.

Calvin Dudney seconded the motion.

Motion carried.

### **b) February 2009 Financial Report**

John Givens reported an operating income of \$73,688 and an operating expense of \$105,325 for the Three Rivers Convention Center. The Toyota Center and Toyota Arena ended the month with an operating income of \$237,296 and an operating expense of \$214,803.

John Givens moved to accept the February Financial Statements as presented. Calvin Dudney seconded the motion.

Motion carried.

### **c) Resolution #096-09**

- **Modifying Signatory Authority on all Bank Accounts**

All banking accounts should be changed to reflect that Jeff Kossow is removed and Barbara Johnson, Kennewick Public Facilities District Secretary, be added as a Signatory Authority.

John Givens moved to approve Resolution 096-09 Modifying Signatory Authority on all Bank Accounts. Calvin Dudney seconded the motion.

Motion carried.

### **d) Attendance/Marketing Report**

Adam Dyes reported that the month of February has busy. The sales team booked nine new events, and re-booked six events. The sales team bid on all RFP's received

from the VCB. Adam traveled to Olympia with staff from the VCB, it proved to be a very successful trip.

Jeff Kossow explained the steps taken to compile the information to create the Business and Marketing Plan.

Discussion incurred.

**e) Executive Director Report**

Jeff Kossow highlighted the list of up coming events in the Toyota Center. The Broadway and More Series is starting to come together. Jeff explained the type of shows that are currently on hold for the series are due to the lack of a rigging system. With a new rigging system and moving the set to face the suites, there would be a larger variety of shows the Toyota Center could host.

Discussion incurred

Jeff informed the Board that Carl St. Clair will be the Interim-Director for VenuWorks, and will arrive on Monday March 31<sup>st</sup>.

**f) TCVCB Report**

Kim Shugart reported that the TCVCB issued twelve leads in the month of February and the Three Rivers Convention Center responded to all of them. TCVCB sent staff to Olympia for a sales blitz; they came back with 11 requests for proposals.

## **BOARD COMMENTS/DISCUSSION**

General comments from the Board expressing appreciation for Jeff's service as Executive Director of the Three Rivers Convention Center, Toyota Center, and Toyota Arena.

## **ADJOURNMENT/RECESS**

Regular Meeting adjourned at 6:50 PM.

*The KPF Board's minutes are intended to be a reasonable summary of the Board's deliberations and actions. The minutes are not a verbatim record of everything said at the meeting. The minutes include all actions taken by the Board.*

Roni Gierke, Ex Officio Clerk  
Approved by the Board of Directors