
Kennewick Public Facilities District
Regular Meeting

April 24, 2008

Minutes

5:00 p.m.

CALL TO ORDER

President, Dean Strawn called the meeting to order at 5:00 pm.

Paul Robinson led in the Pledge of Allegiance.

ROLL CALL

Ex Officio Clerk Roni Gierke called the roll.

Present: President, Dean Strawn; Treasurer, Ed Allen; Secretary, Barbara Johnson;
Board Member, Calvin Dudney

Excused: Board Member, John Givens

Also Present: Peter Hoag, Business Manager; Roni Gierke, Executive Assistant; Kim Shugart, Tri-Cities Visitor and Convention Bureau; Marie Mosley, City of Kennewick; Shelley Ellis, Operations Manager; Adam Dyes, Sales Manager; Heather Breymeyer, Three Rivers Convention Center; Ben Bolander, Toyota Center; Paul Robinson, Centerplate; Steve Mallory; Joe Hedinger; John Trumbo Tri-City Herald

APPROVAL OF AGENDA

Ed Allen moved to approve the agenda, Barbara Johnson seconded the motion. The motion carried unanimously.

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.

1) Consent Agenda

- a) Minutes of March 27, 2008 Board Meeting
- b) Claims Roster dated March 2008 for \$61,541.36 (TRCC)
Warrants: 6034-6087 VOIDS: 6080,6019
- c) Claims Roster dated March 2008 for \$290281.77 (TC)
Warrants: 6325-6419 VOIDS: 6381
- d) Claims Roster dated March 2008 for \$170, 191.57 (Box Office)
Warrants: 5094-5102
Total payroll paid out: \$103,474.67

Barbara Johnson moved to approve the Consent Agenda. Ed Allen seconded.
Motion Carried

Dean Strawn informed council that all checks are accounted for.

VISITORS

Marie Mosley, City of Kennewick; Joe Hedinger; John Trumble, Tri City Herald; Steve Malory

Dean Strawn offered all visitors the opportunity to address the board about any item that was not on the agenda. No one wished to address the board at that time.

NEW BUSINESS

a) Financial Report

Ed Allen reported that the Three Rivers Convention Center budget to actual comparison, first quarter total income of \$239,930.00 budget was \$186,000.00. In terms of gross revenues the Three Rivers Convention Center is \$53,450.00 ahead of budget. Personnel expenses were lower than budget by over \$21,000.00. The Three Rivers Convention Center is currently running \$77,000.00 ahead of anticipated net operating income. Working Capitol change came in at a gain at the end of the first quarter. We have produced \$16,725 in positive cash flow year to date.

Ed Allen reported that the Toyota Center and Toyota Arena budget to actual comparison, first quarter gross revenues were \$540,434.00, budget was \$573,192.00, and there was a revenue shortfall of about \$32,758.00. Net losses at the end of the first quarter produced losses of \$43,962.00; we were budgeted to be in the positive \$4486.00 which produced a bottom line of \$48,448.00. Shortfall to budget exceeds gross revenue shortfall telling us expense control is still below desired level. Gross revenues short of where they needed to be, and expenses exceed that amount.

Barbara Johnson questioned the reason for the differences in budget and actual revenue in the Toyota Arena and Toyota Center, and the American's shares of revenue. Jeff Kossow explained that the percentage remains consistent and the differences were caused by timing issues.

Dean Strawn questioned the additional expenses due to the American's playoff games. Peter explained that the first round started in March, as well as an unexpected Fever game. There was additional revenue, but attendance is expectedly low during first round playoffs historically.

Discussion incurred.

Barbara Johnson moved to accept the financial report as presented. Calvin Dudney seconded, motion carried.

b) Attendance/Marketing Report

Adam Dyes explained the new format for the report. He continued explaining the events that we have coming up including the WA Good Roads & Transportation, and the APSCO Convention which are new to our building. Calvin Dudney questioned a contact to thank for directing APSCO home. Kim Shugart commented that she would look in to it. Adam commented on re-booked events, events not bided on, and lost business. April and May are busy, kicking off the convention season. Adam reported seven upcoming conventions, the Symphony performance, and many social events for the two months. Symphony numbers are up for the May performance and negotiations are incurring for next season. The symphony also included a thank you to the Three Rivers Convention Center staff and the KPD Board for all their assistance during this season. Adam and Heather will be attending the WA Society of Association Executives Conference in June

along with the TCVCB where the convention center is a sponsor. The Convention Center will be featured on the back cover of the WSAE Newsletter and also on the registration bags, and opening breakfast allowing us a good presence at the convention. Dean Strawn questioned the process for holding dates. Adam Dyes explained.

Discussion incurred.

Adam included a few news articles in the packet. After 47 yrs in Moses Lake the WA State Potato Conference has decided to come to the Three Rivers Convention Center. There are about 1700 delegates.

c) Executive Director Report

Jeff Kossow reported that the staff has been working diligently on the Toyota Center Calendar. Juggling the already scheduled events and making the building available for the Tri City Americans play offs. This Saturday the Toyota Center will be holding two events in the same day. The Christian Congregation of Jehovah's Witnesses will finish at 4pm, the crew will convert the building and Hockey will start at 7pm.

Jeff Kossow informed the Board of the up coming events, and the 08-09 Broadway Series.

Jeff Kossow explained the concept of using the Toyota Arena for more events such as smaller concerts, and getting creative with the booking of that building.

The new Zamboni is in transit, should be here Monday.

Barbara asked about the Toyota Center web site not being picked up on the yahoo search engine. Jeff answered that it is a question for our web master and we will look into it.

d) TCVCB Report

Kim Shugart reported that the TCVCB issued 6 leads, the only one that the Three Rivers Convention Center did not participate in, was because the convention center did not have space available. Year to date the TCVCB issued 67 leads; they are well on track to the goal of 200. The "Bring Your Meeting Home" campaign is a success.

e) Regular KPF Board Meeting Date Changes for May 2008 and July 2008

President Dean Strawn explained the reasons for the date changes. There may be a lack of a quorum on those dates.

Ed Allen moved to change the regularly scheduled meeting from May 22nd to May 29th and from July 24th to July 31st. Calvin Dudney seconded. The motion carried.

The regular meeting date for June may also be in question; it will be added to the May agenda.

ARTS COMMITTEE REPORT

Barbara Johnson reported on the Art Placement Agreement draft drawn up by legal council. She went over the changes made by the committee. The question was raised whether or not the artist should carry general liability insurance on his art.

Calvin Dudney moved to approve the "Art Placement Agreement" contingent upon the approval of the KPF attorney. Ed Allen seconded. The motion carried.

REGIONAL OVERSIGHT COMMITTEE REPORT

Calvin Dudney informed council that the regional oversight committee has not met.

BOARD COMMENTS/DISCUSSION

Barbara Johnson is very pleased with the financial report, and very excited about the 08-09 Broadway Series line-up as well as the other activity at the Toyota Center.

Calvin Dudney mentioned to the staff to keep up the good work. He also wished Peter Hoag good luck.

Ed Allen joined Calvin in wishing Peter Hoag well. And thanked him for his service at Three Rivers Convention Center, Toyota Center, and Toyota Arena.

Dean Strawn expressed his disappointment at Peter leaving us, and congratulated him on moving on to something that he believes he will enjoy in life.

ADJOURNMENT/RECESS

Meeting adjourned 6:12 p.m.

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