
Kennewick Public Facilities District
Special Meeting

April 30, 2009

Minutes

5:00 p.m.

CALL TO ORDER

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

ROLL CALL

Roni Gierke called the roll.

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

Also Present: Carl St Clair, Interim-Executive Director; Bob Dowle, Business Manager; Roni Gierke, Executive Assistant; Kris Watkins, Tri-Cities Visitor and Convention Bureau; Russ Burtner, City of Kennewick; Steve Mallory, Arculus Design and Technical Services; Shelley Ellis, Operations Manager; Adam Dyes, Sales Manager; Paul Robinson, GM Centerplate; Ben Bolander, Event Manager; John Erickson, VP Centerplate; Shani Vanhoorelbrek, Centerplate; Jan Jenson, Centerplate; Wilma Wells, Centerplate; Katie Dickenson, Sales Intern; Heather Breymeyer, Sales Associate; John Lamkin, VenuWorks; Joreen Givens, Guest. Steve Peters, President VenuWorks via telephone.

Kris Watkins led in the Pledge of Allegiance.

APPROVAL OF AGENDA

Dean Strawn suggested to adjust the agenda by moving line items 5 a) and b) to follow 5 c) and d)

John Givens moved to approve the agenda as adjusted; Barbara Johnson 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 March 26, 2009 Board Meeting
- b) Claims Roster dated March 2009 for \$86,384.43 (TRCC)
Warrants: 6899-6998 Voids: 6952
- c) Claims Roster dated March 2009 for \$397,603.48 (TC)
Warrants: 7508-7569 & 7658-7663 & 7412, 7413, 7414, 7591, 7665, 7666, 7668

- (explanation in packet) Voids: 7521 & 7532
- d) Claims Roster dated March 2009 for \$265.77 (Box Office)
Warrants: none written
Total payroll paid out: \$131,788.93

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

John Givens moved to approve the Consent Agenda; Kathy Blasdel seconded the motion. Motion carried.

VISITORS

Dean Strawn opened the floor to any visitors who wished to address the Board regarding any matters that are not currently on the agenda.

John Erickson thanked the Board for allowing Centerplate to be the food and beverage providers at the Three Rivers Campus, for the past five years. John informed the Board that Centerplate has the resources to take the food and beverage operations to higher levels.

NEW BUSINESS

a) Act on Recommendation of VenuWorks Executive Director

Steve Peters informed the Board that VenuWorks recommends Corey Pearson for the open position of Executive Director. Steve continued with a synopsis of Corey Pearson's background.

Calvin Dudney moved to approve the recommendation of Corey Pearson as Executive Director for the Three Rivers Campus. Barbara Johnson seconded the motion. Motion carried.

b) Discussion and Action on VenuWorks Renewal Contract

John Givens reported on the process of the VenuWorks contract renewal, the renewal agreement is not yet ready to be presented to the Board for approval.

The Board agreed to schedule a special meeting on Tuesday May 12 at 5 pm.

c) Formation of Budget Committee

John Givens expressed the need for a Budget Committee to review operating contracts. John Givens recommends that the Treasure and the Secretary serve on the Budget Committee.

John Givens moved to authorize the formation of a Budget Committee consisting of the KPFD Treasure and KPFD Secretary serve on that committee. Barbara Johnson

seconded the motion.
Discussion incurred.
Motion carried.

d) March 2009 Financial Report

John Givens reported that revenues were \$38,456 under budget for the Three Rivers Convention Center, operating expenses were also under budget by \$14,987. The Toyota Center and Toyota Arena operating revenues were over budget by \$33,582, and operating expenses were \$5,354 over the budgeted amount. Discussion incurred. Kathy Blasdel moved to accept the financial statements dated March 2009. Barbara Johnson seconded. Motion carried.

e) Attendance/Marketing Report

Adam Dyes reported that the sales department booked 9 new events, rebooked 4 events, and lost only 2 events in the month of March. The sales team has a plan to make up March's lost revenue. The sales team will be traveling to Walla Walla at the end of April. Discussion incurred.

f) Executive Director Report

Carl St Clair reported that while he has been here he has concentrated on revenue collection procedures and conducting a review in the housekeeping and maintenance areas. There have been a few safety issues addressed. doing audits on the booking contracts for the buildings. Discussion incurred.

g) TCVCB Report

Kris Watkins reported that the TCVCB issued twenty six leads in the month of March and the Three Rivers Convention Center responded to all of them in a timely fashion. TCVCB sent staff to Olympia for a sales blitz; they came back with 11 requests for proposals. There are 3 conventions that have been booked and their economic impact will equal \$700,000.
Discussion incurred.

BOARD COMMENTS/DISCUSSION

General comments from the Board expressing appreciation for Centerplate and VenuWorks staff and management

Russ Burtner stated that he will be working only part time for the City of Kennewick, and will no longer attend the KPF Board meetings.

ADJOURNMENT/RECESS

Meeting adjourned at 6:58 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