
Kennewick Public Facilities District

Regular Meeting

May 29, 2008

Minutes

5:00 p.m.

CALL TO ORDER

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

John Givens led in the Pledge of Allegiance.

ROLL CALL

Ex Officio Clerk Roni Gierke called the roll.

Present: President, Dean Strawn; Secretary, Barbara Johnson; Board Member, Calvin Dudney; Board Member, John Givens; Board Member, Kathy Blasdel

Also Present: Jeff Kossow, Executive Director; Peter Hoag; Roni Gierke, Executive Assistant; Kim Shugart, Tri-Cities Visitor and Convention Bureau; Russ Burtner, City of Kennewick; Shelley Ellis, Operations Manager; Adam Dyes, Sales Manager; Jude Strode, Marketing Manager; Kim Hovland, Administrative Assistant ; Paul Robinson, Centerplate; Nicole Brickard, Richland High School

APPROVAL OF AGENDA

Calvin Dudney moved to approve the agenda, Barbara Johnson seconded the motion. The motion carried unanimously.

ELECTION OF TREASURER

An election by roll call vote was conducted with the following results:
Treasurer, John Givens

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 April 24, 2008 Board Meeting
- b) Claims Roster dated April 2008 for \$ 65,945.98 (TRCC)
Warrants: 6088 – 6153 Voids: 6089
- c) Claims Roster dated April 2008 for \$149,217.35 (TC)
Warrants: 6420-6511 and 6514 Voids: 6423 & 6460 (6481& 6381 stop payments)
- d) Claims Roster dated April 2008 for \$ 231,344.09 (Box Office)
Warrants: 5103 - 5114
Total payroll paid out: \$95,181.73

Calvin Dudney moved to approve the Consent Agenda. John Givens seconded.
Motion Carried

Dean Strawn informed council that all checks are accounted for.

VISITORS

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

Peter Hoag reported the Convention Center had a positive variance of \$24,400.00 versus the budget. Total revenue was up versus the budget by \$18,000.00. Expenses were only up by \$6000.00.

John Givens pointed out the revenue increase in catering commissions and in-house equipment rental. It is rare when the ending working capital is more than the beginning working capital.

Peter Hoag informed the board that the Toyota Center and Arena also achieved a positive variance versus the budget. This was primarily due to the Tri-City Americans making it to the play-offs. Revenues and expenses increased by almost the same percentage.

John Givens asked staff if the crowd management expense has been addressed. Jeff Kossow answered that the new contract with CMS has adjusted the crowd management costs per hockey game. There will be one price per game instead of varying prices. Discussion incurred.

Kathy Blasdel asked about the skating revenue deficit of over \$30,000.00.

Jeff clarified that the deficit is primarily due to TCAHA going to TRAC more often, and canceling their ice time with us with only 2 weeks notice. That gives us no time to book anything in that space.

Barbara Johnson asked about contracted services and what that line item entails. Peter Hoag explained that it is EMT's and Uniformed Police.

Barbara Johnson gladly moved to accept the financial report as presented. Kathy Blasdel seconded, motion carried.

b) Attendance/Marketing Report

Adam Dyes reported on a very good month at the Convention Center. Mid Columbia Symphony has rebooked for their next season, and will also be doing a Christmas Concert during the "Mid Columbia Christmas Week" at the Convention Center.

Also in the Marketing Report, Adam had listed the RFP's that the sales department did not bid on and the reasons why.

Adam brought the June issue of Washington CEO magazine and highlighted an advertisement about the Three Rivers Convention Center. The Three Rivers Convention Center will also be in the August issue.

Adam passed around the new swag for the Three Rivers Convention Center, portfolios, water bottles, and mints.

Kathy Blasdel requested that the previous year be added to the marketing report for comparison.

Jude Strode displayed 2007 advertising articles. Jude passed out to each board member a copy of the Joyce Julius impressions report. She then explained that the standard in our area is \$6 to \$9 per impression. This report is usually done in advance of a naming rights deal. We had this one done to quantify.

Barbara Johnson mentioned the great reviews she received from the Seattle Rotary Convention.

Peter Hoag mentioned he had received them from ESD also.

c) Executive Director Report

Jeff Kossow reported that he and a few staff members attended the IAAM District meeting in Portland. The district meeting will be in Vancouver next year and in Spokane the year after, and at the Three Rivers Convention Center in three years.

Bob Dowle has been offered the Business Manager position, and will start June 16th.

Peter Hoag will be on board until the end of June to help out.

The second Zamboni has been ordered, it is scheduled to be done in 13 to 16 weeks.

The preferred advertising contracts with our beer and soda pop companies are coming up.

The staff did their first same day flip from CCoJW to Hockey in two hours.

Washington Lottery is sponsoring the Toyota Center Guest Services Booth. They are currently moving in, with their branding. We will receive a sponsorship fee along with a portion of lottery ticket sales at our building.

d) TCVCB Report

Kim Shugart reported that the Three Rivers Convention Center did bid on the WA St DOT Aviation RFP. DASA looking at 2010, their 2009 dates had a conflict. NWAAC has a 3 year commitment; the press release has gone out.

Adam and Heather will be helping the TCVCB at the WSAE conference on Sunday.

e) President's Appointment of KPF Board Member to Regional Convention Center Advisory Board

President Dean Strawn appointed Kathy Blasdel to represent the KPF on the Regional Convention Center Advisory Board.

f) Regular KPF Board Meeting Date Changes for June 2008

President Dean Strawn asked council if there would be any date conflicts if the regular June meeting date was moved. Discussion incurred.

John Givens Moved to change the regular meeting of the Kennewick Public Facilities District from June 26th to June 30th , seconded by Kathy Blasdel. Motion carried.

The June 2008 KPF meeting will be held on Monday June 30, 2008

g) Resolution 091-08 removal of Signatory Authority on all bank accounts, Ed Allen and Peter Hoag

John Givens moved to approve resolution 091-08 to remove Ed Allen and Peter Hoag as signatory Authorities on all bank accounts. Seconded by Barbara Johnson. Motion Carried

**h) Resolution 092-08 Addition of Signatory Authority on all bank accounts,
New Treasurer**

Calvin Dudney moved to approve resolution 092-08 to add John Givens as Signatory Authority on all bank accounts. Seconded by Barbara Johnson. Motion Carried.

ARTS COMMITTEE REPORT

Jeff Kossow explained the recommendation of legal council regarding the approval of art placement. Mr. Kerr suggests the KPFD utilize the City of Kennewick's format for approval by the Arts Commission.

John Givens questioned the insurance requirements for the art. The requirements according to the Placement Agreement, are that the artist must carry Liability Insurance on the art work.

REGIONAL OVERSIGHT COMMITTEE REPORT

Calvin Dudney informed council that the regional oversight committee has not met. Phase two of the study has been turned and they have been asked for more information.

BOARD COMMENTS/DISCUSSION

John Givens would like to meet with each of the board members to discuss the VenuWorks contract before next months meeting.

Calvin Dudney welcomed Kathy Blasdel. And comment on the good job staff has been doing.

Barbara Johnson asked Russ Burtner about the Toyota Center study time frame. Russ answered; he did not know at this time, he will know more on Monday. Barbara also commented on staff performance.

Dean Strawn apologized for not welcoming Kathy at the start of the meeting. Kathy Blasdel is getting up to speed.

ADJOURNMENT/RECESS

Meeting adjourned 6:49 p.m.

The KPFD 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