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Kennewick Public Facilities District  
Regular Meeting

June 25, 2009

Minutes

5:00 p.m.

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### CALL TO ORDER

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

Calvin Dudney led in the Pledge of Allegiance.

### ROLL CALL

Roni Gierke called the roll.

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

Excused: Board Member Kathy Blasdel

Also Present: Corey Pearson, Executive Director, Steve Peters, VenuWorks; Fritz Smith, Food & Beverage Director; John Trumbo, Tri-City Herald; 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; Bob Dowle, Business Manager; Nicole Baudendistel, Three Rivers Campus, Jeff Kossow, City of Kennewick, Don Clayborne; Citizen of Kennewick.

### APPROVAL OF AGENDA

Barbara Johnson 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 May 28, 2009 Board Meeting
- b) Claims Roster dated May 2009 for \$404,446.38 (TRCC)  
Warrants: 7069-7141 Voids: 7127,7129,7130,7136
- c) Claims Roster dated May 2009 for \$294,685.83 (TC)  
Warrants: 7731-7803 Voids: 7755
- d) Claims Roster dated May 2009 for \$5,473.56 (Box Office)  
Warrants: none written  
Total payroll paid out: \$89,277.56

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

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

Motion carried.

## **NEW BUSINESS**

### **a) VenuWorks regarding Wenatchee**

Steve Peters informed the board that VenuWorks would like to bid for the management contract for the Wenatchee facility. The Wenatchee facility is within the 175 mile non-compete radius that is stated in the contract between VenuWorks and the KPF; however Steve Peters doesn't feel that there would be an issue with competition.

Discussion incurred

John Givens motioned to approve a one time variance to the VenuWorks contract, and allow VenuWorks to bid for the management contract at Town Toyota in Wenatchee. Calvin Dudney seconded the motion.

Motion carried.

### **b) Broadway 09-10**

Steve Peters presented the Broadway line up for the 2009-2010 season and announced that they are working on adding two more shows to the line up. Jam Theatricals would like to add a crawl back clause to the contract. The contract with Jam Theatricals renews every August unless written notice is given.

Discussion incurred.

No action needed to be taken.

### **c) May 2009 Financial Report**

John Givens reported an operating income for the Three Rivers Convention Center of \$127,496 against \$96,775 budgeted for a positive variance of \$30,721. The operating expenses were \$95,315 against the budget of \$104,550 for a positive variance of \$9,235.

The Toyota Center ended the month with an operating income of \$49,747 against a budgeted \$49,625. The Toyota Arena ended the month with an operating income of \$25,208 with a budget of \$30,700. The total operating income for the Toyota Center and Arena are \$134,443 with \$128,752 budgeted.

Barbara Johnson moved to accept the May 2009 Financial Reports as presented. Calvin Dudney seconded the motion.

Motion carried.

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

Adam Dyes reported that the event bookings are picking up. The sales team booked eight new events, and re-booked eight events. The sales team bid on all RFP's received from the VCB. The sales team attended five meetings/luncheons during the month of May. Barbara Johnson commented on the food and stated that everyone that she talked to are excited and the food has been great. Adam Dyes asked the board if they could get him a list of associations and groups that they belong to, so the sale team can try to bring their events to the convention center.

**e) Executive Director Report**

Corey Pearson reported that he has meet with most of the full time staff and they have been positive. Fritz Smith the new Food and Beverage Director, Cathy Smith the new Toyota Center Food and Beverage Manager, and Bill Reade the new Executive Chef are all on board. Corey is currently reviewing office arrangements as we build our team for the future. Corey is making preparations for the CIP when the City approves the funds.

**f) TCVCB Report**

Kim Shugart reported that the TCVCB issued eight leads in the month of May and the Three Rivers Convention Center responded to all of them. TCVCB went to Walla Walla for the WSAE conference; they sponsored the opening breakfast. There was a strong Tri-City presence. The Washington Association of Sewer and Water Districts will hold there conference in the convention center in April of 2011.

**ARTS COMMITTEE REPORT**

The art currently hanging in the Three Rivers Convention Center is up for renewal in July. The art committee would like to extend the contract another year.

John gives moved to extend the current art contract. Barbara Johnson seconded the motion.

Motion carried.

**BOARD COMMENTS/DISCUSSION**

General comments from the Board; expressing appreciation for staff's continued excellence during the transition period and how seamless the food and beverage transition has been, and thanking Barbara Johnson and John Givens for there work with the VenuWorks contract.

**ADJOURNMENT/RECESS**

Regular Meeting adjourned at 6:35 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