

---

---

Kennewick Public Facilities District  
Regular Meeting

November 19, 2009

Minutes

5:00 p.m.

---

---

**CALL TO ORDER**

President, Dean Strawn called the meeting to order at 5:01 pm.

Jeff Kossow led in the Pledge of Allegiance.

**ROLL CALL**

Roni Gierke called the roll.

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

Excused: Board Member, Kathy Blasdel

Also Present: Corey Pearson, Executive Director, Fritz Smith, Food & Beverage Director; Kim Shugart, Tri-Cities Visitor and Convention Bureau; Roni Gierke, Executive Assistant; Jude Strode, Marketing Manager; Steve Mallory, Arculus Design; Heather Breymeyer, Sales Associate; Shelley Ellis, Operations Manager; Ben Bolander, Event Manager; Jeff Kossow, City of Kennewick; Cathy Smith, Food & Beverage Manager.

**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 October 22, 2009 Board Meeting,
- b) Claims Roster dated October 2009 for \$147,619.57(TRCC)  
Warrants: 7523-7636 Voids: None
- c) Claims Roster dated October 2009 for \$640,377.46 (TC)  
Warrants: 8171-8305 Voids: 8227, 8230
- d) Claims Roster dated October 2009 for \$997.36 (Box Office)  
Warrants: None  
Total payroll paid out: \$176,600.06

John Givens moved to approve the Consent Agenda. Barbara Johnson seconded the motion. The motion carried.

John Givens reported that all the warrants in the Consent Agenda have been accounted for.

## **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.

Steve Mallory presented staff with architectural drawings of the project at the Toyota Center, and commented on the progress made with the upgrades to the Toyota Center since 2004. Discussion incurred.

## **NEW BUSINESS**

### **a) Toyota Center and Arena September 2009 Financial Report**

John Givens moved to accept the Toyota Center and Arena September 2009 Financial Report. Calvin Dudney seconded the motion.

Motion carried.

### **b) October 2009 Financial Reports**

John Givens informed the Board that the Toyota Center operating revenues for the month of October are \$3383 less than budgeted, but the year to date operating revenues are \$20,086 more than budgeted. The Toyota Arena operating revenues for the month are \$4100 less than budgeted, and year to date are \$45,083 less than budgeted. Food and Beverage revenues for October are \$16845 more than budget and year to date are \$ 19,747 less than budgeted. Total Operating Revenues for the Toyota Center and Arena for the month of October are \$46,721 more than budgeted.

Barbara Johnson questioned the negative variance in the co-pro revenue line item. Corey Pearson explained the event settlement allocations that lead to a negative variance.

Discussion incurred.

Corey also explained that the variances of the “team share” line items, are due to incorrect allocations and the possibility of 2008 invoices paid in 2009. Corey and the finance department are currently researching this issue.

John Givens requested that the Toyota Center and Toyota Arena October 2009 Financial Report be added to the KPFD November meeting agenda.

John Givens reported that the Three Rivers Convention Center operating revenues for the month of October were \$20,274 more than budgeted. The operating expenses at month's end were a negative variance of \$2,961, but the year to date operating expenses were a positive variance of \$45,844. The year to date net income (loss) at the end of October is a positive \$15,347.

Discussion incurred.

John Givens moved to accept the Three Rivers Convention Center October 2009 Financial Report. Calvin Dudney seconded the motion.

Motion carried.

### **c) Attendance/Marketing Report**

Heather Breymeyer reported that the sales team booked 15 events in the month of October, and had five potential events book at other venues for various reasons.

All of October's events went well, all attendees were happy. Heather is confident that the Body Art show will be a success, she is receiving positive feedback. Corey informed the Board of a very happy promoter who is also looking into booking performers in the Convention Center as well as the Toyota Center. Discussion incurred.

**d) Executive Director Report**

Corey informed the Board of the upcoming events that tickets are currently on sale for. The Kenny G show was very successful. Larry the Cable Guy ticket sales are picking up. The Toyota Center has a new event booked for the month of December. The Tri City Americans are playing very well and ticket sales are up. Corey has been interviewing applicants for the Business manager position. Corey is also looking at applications for the Director of Sales position. Discussion incurred.

**e) TCVCB Report**

Kim Shugart mentioned that, from a client standpoint, the TCVCB Annual event went well and planning the event was seamless. The TCVCB issued 9 leads with 100% of response from the Three Rivers Convention Center. TCVCB staff traveled to Olympia and made 25 sales calls and a first time evening event. The evening event went so well they will plan on hosting another one. Summer Gallagher has joined the TCVCB staff.

A Food and Beverage Update will be added to the Agenda.

Fritz Smith updated the Board on the Food and Beverage departments' progress with past events and upcoming events. Discussion incurred.

Jeff Kossow questioned the lack of follow up event reviews in the Tri City Herald. Discussion incurred.

## **BOARD COMMENTS/DISCUSSION**

General comments from the Board on the positive activity on campus and the lack of advertising, staff needs to push the "self promotion" by word of mouth and any other source that can be used.

## **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