
Kennewick Public Facilities District
Regular Meeting

November 20, 2008

Minutes

6:00 p.m.

CALL TO ORDER

President Dean Strawn called the meeting to order at 6:00 pm.

ROLL CALL

Roni Gierke called the roll.

Present: President, Dean Strawn; Board Member, Kathy Blasdel; Secretary, Barbara Johnson

Absent: Board Member, Calvin Dudney, Excused; Treasurer, John Givens

Also Present: Jeff Kossow, Executive Director; Shelley Ellis, Operations Manager
Roni Gierke, Executive Assistant; Adam Dyes, Sales Manager, Paul Robinson,
Centerplate, Russ Burtner, City of Kennewick; Bob Dowle, Business Manager; Kim
Shugart, Tri-Cities Visitor and Convention Bureau; Steve Mallory, Arculus Design;
Bob Hammond, City Manager of Kennewick

Adam Dyes led in the Pledge of Allegiance.

APPROVAL OF AGENDA

Barbara Johnson moved to approve the agenda; Kathy Blasdel 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 23, 2008 Board Meeting
- b) Claims Roster dated October 2008 for \$ 95,714.68 (TRCC)
Warrants: 6484-6561 Voids: 6535
- c) Claims Roster dated October 2008 for \$251,925.96 (TC)
Warrants: 6925-7000
- d) Claims Roster dated October 2008 for \$30,137.02(Box Office)
Warrants: 5130-5133
Total payroll paid out: \$138,483.47

Dean Strawn informed the Board that all the warrants have been accounted for.

Minutes were moved to agenda item 4a).

Kathy Blasdel moved to approve the Consent Agenda as presented with the removal of the Minutes of October 23, moving them to category 4a) with revised minutes; Barbara Johnson seconded the motion.

Motion carried.

VISITORS

a) Minutes of October 23, 2008/Revised Minutes

The minutes of October 23, had been revised since the Board received their packet. The revised minutes were passed out and reviewed by the Board. The change in the minutes was clarification of Jeff Kossow and Bob Dowle being excused to leave during the October 23 meeting.

Barbara Johnson moved to approve the revised minutes of the October 23rd, KPFD meeting. Kathy Blasdel seconded the motion. Motion carried

Dean Strawn welcomed Kennewick City Manager, Bob Hammond, and opened the floor to any visitors who wished to address the Board. There were none who responded.

UN-FINISHED BUSINESS

a) Consideration and Approval of the 2009 Three Rivers Convention Center Budget

Barbara Johnson move to approve the 2009 Three Rivers Convention Center Budget with the stipulation that the B&O tax line item be researched and revised. Kathy Blasdel seconded the motion. Motion carried.

NEW BUSINESS

a) Financial Report

Bob Dowle reported that the Three Rivers Convention Center total operating income year to date is at \$778, 520, which exceeds budget by \$149,718. Ending working capital is at \$1,828,900.

Interest income was less than budget due to the liquidation of the CD at State Farm Bank. Discussion incurred, no action was taken.

Bob Dowle reported that the Toyota Center and Arena, operating revenues year to date are under budget by \$47,760. Operating expense year to date exceed budget by \$76,026. Discussion incurred, no action was taken.

Kathy Blasdel moved to accept the financial report dated November 20, 2008. Barbara Johnson seconded the motion. Motion carried.

Jeff Kossow informed the Board of the decision to pay the VenuWorks commissions quarterly, instead of a \$60,000 payment annually, in order to ease some of the “cash flow” challenges. Discussion incurred.

b) Attendance/Marketing Report

Adam Dyes reported he and Heather Breymeyer traveled to Olympia November 3-6, to meet with approximately 20 different meeting planners in association markets and government markets. The most frequent negative comment they received was the concern that the Convention Center does not have an attached hotel. Adam and

Heather took the opportunity to visit the Yakima, Bellevue, and Tacoma Convention Centers. None of them have an attached hotel. The Tacoma Convention Center has an exhibit hall.

The sales team booked nine new events and rebooked four events.

Jude Strode informed the Board of the activities taking place at the Convention Center during the "Mid Columbia Christmas" week, and of the advertising push for the events.

c) Executive Director Report

Jeff Kossow informed the Board of the new "Insider Newsletter", and explained how to sign up on the website to receive it.

Jeff Kossow informed the Board of his travel to Ames in December for the VenuWorks Managers meeting.

Jeff Kossow mentioned the challenges in ADA seating at the Toyota Center and explained the steps taken to resolve them. Discussion incurred, no action was taken.

d) TCVCB Report

Kim Shugart reported that the VCB generated 5 leads in the month of November. The VCB will be holding a Holiday open house on December 4th at 7PM. Kim reported that the Christian Congregation of Jehovah's Witnesses will be using our facilities for only 4 conventions in 2009.

Discussion incurred, no action was taken.

BOARD COMMENTS/DISCUSSION

General comments from the Board stating their satisfaction with 2009 Three Rivers Convention Center budget numbers and staff's over all progress.

Additionally Barbara Johnson cautioned staff to manage in real time, due to the national financial state.

Kathy Blasdel asked if the VCB is expecting a reduction in conventions coming into the Tri-Cities in 2009. Kim Shugart responded that the VCB is not prepared at this time to report a reduction.

Dean Strawn commented on the Open Public Meetings conference that Dean, Kathy, John, and Roni attended, and stressed the importance of compliance with the Open Public Meetings Act and the Public Records Act.

ADJOURNMENT/RECESS

Meeting adjourned at 7:50 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