
Kennewick Public Facilities District
Regular Meeting

March 25, 2010

Minutes

5:00 p.m.

CALL TO ORDER

President Dean Strawn called the meeting to order at 5:02 pm.

ROLL CALL

Roni Gierke called the roll.

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

Also Present: Corey Pearson, Executive Director; Roni Gierke, Executive Assistant; Ann Kupitz, Business Manager; Kim Shugart Tri-Cities Visitor and Convention Bureau; Heather Breymeyer, Sales Director; Fritz Smith, Food and Beverage Director; Jeff Kossow, City of Kennewick; Kurt Gustafson, Assistant Operations Supervisor; Shelley Ellis, Operations Manager; Steve Mallory, Arculus Design.

Kim Shugart led in the Pledge of Allegiance.

APPROVAL OF AGENDA

Calvin Dudney moved to approve the agenda as amended; Kathy Blasdel seconded the motion.

Barbara Johnson requested the addition of "Approval of the 2009 Adjusted Year End Financials" within Item 5 a) Financials.

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 February 25, 2010 Board Meeting
- b) Claims Roster dated February 2010 for \$ 168,286.21 (TRCC)
Warrants: 7930-8045 Voids: 8040, 8021, 8020, 8019, 8018, 7986, 7985, 7934
- c) Claims Roster dated February 2010 for \$ 435,403.20 (TC)
Warrants: 8796-8937 Voids: 8926, 8860
- d) Claims Roster dated February 2010 for \$ 162,905.05 (Box Office)
Warrants: none written
Total payroll paid out: \$245,399.81

John Givens reported that all warrants have been reviewed and accounted for.

John Givens moved to approve the Consent Agenda, Barbara Johnson 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.

NEW BUSINESS

a) Executive Director Report

Corey Pearson used the Miranda Lambert performance at the Toyota Center and the Quilters Conference at the Three Rivers Convention Center as an example of the diversity of events that take place on campus at the same time. The weekend will be full of activity with the Quilters at the Convention Center, Miranda Lambert at the Toyota Center tonight, Game six of the Western Hockey League Division finals at the Toyota Center tomorrow night, and Saturday night is the season opener for the Tri Cities Fever.

The Toyota Center has confirmed another show for the month of May. Corey and Dean Strawn conducted a walkthrough of the Toyota Center with a city council member that proved to be educational for the council member.

Corey reported that the CMS contract has been amended with a four month extension, CMS will be retained for concerts, but security and front of house staff for all other events will be handled internally. Discussion incurred.

b) Financial Report

John Givens reported that the Three Rivers Convention Center total income for the month was \$142,000 vs. a budget of \$88,265, noting that the Food and Beverage income is doing very well. Discussion incurred.

Net operating income for the month of February was \$23,854 vs. a budgeted loss of \$30,340. The Ending Working Capital is \$1,966,186 vs. a budgeted \$1,706, 231.

John Givens reported that the Toyota Center and Toyota Arena income are tracking year to date \$9,424 above budget. The Food and Beverage income is currently \$44,216 ahead of budget. The ATM and Lottery Commissions will be reconciled. Discussion incurred.

The Toyota Center and Toyota Arena Net operating Income Year to Date is \$100,972 vs. a budgeted loss of \$94,645.

Barbara Johnson questioned the B&O, Sales and Excise tax line item. Ann Kupitz will research variance on the B&O, Sales and Excise Tax line item.

John Givens moved to accept the February Financial Reports as presented. Kathy Blasdel seconded the motion. Motion carried.

John Givens requested staff complete and make available the monthly financial statements by the Tuesday prior to the week of the monthly Board meeting. Staff agreed.

John Givens informed the Board that, subsequent to the approval of the Toyota Center and Toyota Arena 2009 Year End Financial Statements, it was discovered that the 2008 books had not been closed and an entry made in 2009 was inadvertently keyed in as 2005. The impact of this change, along with other minor adjustments, was a \$679.47 decrease in Net Income.

John Givens moved to accept the Amended Toyota Center and Toyota Arena 2009 Year End Financial Statements. Barbara Johnson seconded the motion. Motion Carried.

c) Attendance Report

Heather Breymeyer informed the Board of the success of February's events. The Senior Life show has generated \$13,000 in sponsors to date. The Convention Center Sales team booked ten events, nine for 2010 and one for 2011. The Convention Center missed three business opportunities in the month of February.

Kathy Blasdel asked for a comparison on the YTD Room Rental number in Heather's report. Ann explained that Heather did not include the 2010 numbers because she hadn't received them from Ann. A correction will be in next month's report. Discussion incurred.

d) Food and Beverage Report

Fritz Smith informed the Board that Bill Reede the Executive Chef resigned and Rob Chapin has accepted the position. Fritz mentioned that the per cap spending at the Americans Play-off Games is currently at \$7.30.

e) TCVCB Report

Kim Shugart reported that the TCVCB issued 11 leads since the last Board Meeting. The two leads that the Three Rivers Convention Center did not bid on were not date flexible. The TCVCB sent staff to Olympia for a Sales Blitz, 15 meeting planners attended the event.

BOARD COMMENTS/DISCUSSION

Dean Strawn reported that he attended the Port of Kennewick meeting in John Givens absence. Discussion incurred.

ADJOURNMENT/RECESS

Meeting adjourned at 6:25 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
Approved by the Board of Directors