
Kennewick Public Facilities District
Regular Meeting

August 27, 2009

Minutes

5:00 p.m.

CALL TO ORDER

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

Fritz Smith 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; 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; Adam Dyes, Sales Manager; Shelley Ellis, Operations Manager; Bob Dowle, Business Manager; Ben Bolander, Event Manager; Angela Hubert, Marketing Intern

APPROVAL OF AGENDA

Dean Strawn requested an addition to the Agenda: under New Business, item f) Resolution 098-09; amend the Cellular Phone Reimbursement Policy.

Calvin Dudney moved to approve the agenda as amended; John Givens 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 July 30, 2009 Board Meeting
- b) Claims Roster dated July 2009 for \$214,630.26 (TRCC)
Warrants: 7241-7362 Voids: 7270, 7313, 7314
- c) Claims Roster dated July 2009 for \$323,138.53 (TC)
Warrants: 7899-7981 Voids: 7920, 7952,
- d) Claims Roster dated July 2009 for \$85.86 (Box Office)
Warrants: none written
Total payroll paid out: \$123,076.75

Kathy Blasdel moved to approve the Consent Agenda; Barbara Johnson seconded the motion.

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

NEW BUSINESS

a) July 2009 Financial Report

John Givens reported the Three Rivers Convention Center, food and beverage net income for the month of July was \$22,450, year to date food and beverage income is \$34,130. The net operating loss was \$42,042 against the budget of \$47,075 for a positive variance of \$5,033. Ending working capital for the month was \$1,776,266 against a budget of \$1,730,451.

Year to date the Toyota Center is tracking a \$105,829 negative variance. A large portion due to the team shares of revenue that was paid out during the month and it was not budgeted for that month.

The Board requested staff to submit three financial statements, one for each building, and to include a food and beverage comparison of financials under the new VenuWorks contract and what they would have been under the old VenuWorks contract.

Calvin Dudney moved to accept the July 2009 Financial Reports as presented. Kathy Blasdel seconded the motion.

Motion carried.

b) Attendance/Marketing Report

Adam reported the month of July was a good booking month, the sales team booked seven new events for 2009, three events for 2010, and the WA State Potato Conference for four years. They attended the Pasco Chamber of Commerce Luncheon, the Tri-City Regional Chamber Luncheon, the Tri-Cities Hispanic Chamber of Commerce Luncheon, the Prosser Chamber Luncheon, the TCVCB DOS Meeting, and joined the VenuWorks Marketing Conference call with Jude Strode.

c) Executive Director Report

Corey Pearson updated the Board on the Slipknot concert postponement. The Food and Beverage department has been working with new concessionaires for the Toyota Center. The tenants are happy with the improvements being made to the Toyota Center.

Corey has been keeping communications open with the Fever regarding the future of the team.

Jude Strode updated the Board on the Broadway "Meet your Seat" event and the new stage set for the Toyota Center.

Ben Bolander reported on the progress of the improvements being made to the Toyota Center. The new seats will be in before the Americans opening game.

Discussion incurred.

d) TCVCB Report

Kim Shugart reported that the TCVCB issued eight leads in the month of July and the Three Rivers Convention Center responded to 100% of them. TCVCB staff will be traveling to Seattle in September to meet with meeting planners. Janice Heitschmidt has left the TCVCB and Gretchen Struthers will be replacing her.

e) Regular Meeting Date/Location Changes

The September 24, 2009 meeting will be held in the Sunset Lounge

The October 22, 2009 meeting will be held in Mtg Rm E/F at the Three Rivers Convention Center

The November 26, 2009 meeting will now be held on November 19, 2009

The December 24, 2009 meeting will now be held on December 17, 2009.

Barbara Johnson moved to change the November and December meeting dates to November 19, 2009 and December 17, 2009. Calvin Dudney seconded the motion. Motion Carried.

f) Resolution 089-09 Amend the Cellular Phone Reimbursement Policy.

Barbara Johnson explained the Three Rivers Campus management staff has increased in size, therefore requiring an amendment, to include the Food and Beverage Director, the Executive Chef, and the Food and Beverage manager in the reimbursement allowances.

Discussion incurred.

Barbara Johnson moved to approve the amendment to the Cellular Phone Reimbursement policy. Calvin Dudney seconded the motion.

Motion carried.

BOARD COMMENTS/DISCUSSION

Dean Strawn asked which of the Board members will be able to attend the PFD Conference in Everett.

General comments from the Board expressing appreciation for staff.

ADJOURNMENT/RECESS

Regular Meeting adjourned at 6:42 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