

REGULAR PFD BOARD MEETING AGENDA



August 22, 2019
Noon

Location: Town Toyota Center
Crunch Pak Room
1300 Walla Walla Avenue
Wenatchee, WA 98801

Consent Agenda:

1. Approval of Meeting Agenda
2. Vouchers (July, 2019), Minutes (July 25, 2019)

Public Comment: (please state your name and address, and please limit to 3 minutes)

Agenda Items:

1. **PFD Resolution 2019-01 Timing of Bank Deposits**
2. **Manager's Report**
 1. **Past Shows**
 2. **Future Shows**
 3. **Capital Projects updates**
 4. **Sales and Marketing Report**
 5. **Financial Reports**

PFD Board Meeting Minutes



August 22, 2019

Noon

Location: Town Toyota Center
Crunch Pak Room
1300 Walla Walla Ave.
Wenatchee, WA 98801

Board Members Present:

Frank Kuntz (President)
JC Baldwin (Vice-President)
Randy Agnew (Member)
Marc Straub (Member)
Kelly Allen (Member)

In Attendance: Mark Miller, Town Toyota Center General Manager, Aaron Harvey, Town Toyota Center Assistant General Manager, Cindy Herdt, Shannon Grill, Jennifer Bushong, Chris Berg, Tony Van Loo - Town Toyota Center Staff.

President Frank Kuntz called the meeting to order at 12:00 pm.

Consent Items

1. Meeting Agenda for August 22, 2019
2. Vouchers July, 2019
3. Meeting Minutes July 25, 2019

Motion was made and seconded to approve the agenda consent items. Motion Passed 5-0.

July 2019 Recap

Banner Bank - Facility Operating Account

Payroll	Checks 117490-117709	\$88,904.68
Accounts Payable	Checks 15024-15141	\$294,121.05
Accounts Payable	EFT/ACH/Wire - 6	\$14,531.86

Banner Bank - Box Office Account

EFT/ACH/Wire - 1	\$7,938.13
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US Bank - Facility Operating Account

EFT/ACH/Wire - 9	\$91,754.99
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Public Comment

No Public Comments.

Action and Other Items:

1. PFD Resolution 2019-01 Timing of Bank Deposits
As discussed at the prior PFD Board Meeting, PFD Resolution 2019-01, A Resolution of the Board of Directors of the Greater Wenatchee Regional Events Center Public Facilities District, Extending the Timeline for Bank Deposits was presented to the board members for review. This resolution extends the time allowance for bank deposits from “within 24

hours of receipt” which is not administratively feasible to “within 96 hours of receipt”. The following motion was presented by Kelly Allen and seconded by JC Baldwin:

We move to approve the extension of the bank deposit timeline from within 24 hours to within 96 hours as presented by Town Toyota Center staff in PFD Resolution 2019-01.

Motion passed 5-0.

2. Manager’s Report

1. Past Shows

- a. National Showcase, July 31 – August 4, 2019, five-day national skating competition was well received by guests and may lead to additional skating competitions in the future.
- b. Jaripeo, August 10, 2019, this event had an attendance of 3,000. High attendance event caused some parking concerns. Per cap for F&B was \$22-23 per person. This event was organized by a local group and they are interested in additional events.
- c. Weird AI, August 13, 2019, this “at-risk” event will net around \$14-15K. Ticket sales were at approximately 2,200.
- d. Town Toyota Center – Business After Hours Event, August 15th - CANCELLED
- e. NCW Quilt Show, August 16-17, 2019, the Quilt Show is well organized and went off without a hitch. It is a rental event.

2. Future Shows

- a. Wenatchee World Wine Awards, August 24, 2019, expects 700-800 in attendance for an estimated net of \$8-10K.
- b. REO Speedwagon/Great White, August 27, 2019 – this is a co-pro event.
- c. 1st Wild Home Game – September 13, 2019 – Go WILD!!

3. Capital Projects updates

- a. Chelan County PUD Projects – Current 4 projects have been invoiced to the Chelan County PUD. Two have been reimbursed. One is processing. The LED Lighting project was just invoice to them last week.
- b. Jumbotron, Ribbon Boards, Scoreboard and related computers & software. Installation of these project is expected to start immediately following the REO Speedwagon event and the goal is for them to be fully operational for the first home Wild game on September 13th. All ribbon boards have been removed, the electricians have been updating that part and the rest of the equipment installation is expected to take 3 or 4 days.

4. Sales and Marketing Report – Jennifer discussed “the story” behind the National Showcase and the economic impact this event had within the community. She noted the Weird AI event was within 400 tickets of being fully sold-out. The Wenatchee Symphony performed for this event. The new video “Ways to Get Here” is out and can be view from our website. A video for promoting Beyond Creations is also in the works. The website updates is expected to be complete by September. Learn to Skate season is about to kick off. The regional venues managers meeting is receiving a great response and will take place on September 5th.

5. Financial Reports – Shannon suggested presentation of YTD reports instead of by month. This would reduce the number of reports presented while still giving the board members a good look at the financial status at time of presentation. We would be presenting a YTD Total facility and a YTD F&B report only. The board agreed to this new format.

6. New Locker Room – Shoot the Puck will be adding an additional Jr. team so we are working on extra locker rooms. These will be located in one of the hallways and right now we are working on the permitting process. Permitting will be paid for by the Wild. Project will include rubber matting on the floors and approval of the fire/emergency exit modification.

Additional topics:

1. The arena has been extremely busy and staff has worked through a number of back-to-back shows and events.
2. Mark made a trip to the LA arena and met with several of our booking agents. All of them reported that they appreciated our market and working with the Town Toyota Center staff on the events we book through them.
3. Learn to Skate is a Town Toyota Center program. The current skating director will be moving out of the area to work with her son and his training in Vancouver. We will be looking into solutions for this position.

With no further business, the meeting was adjourned at 12:47 pm.

Respectfully Submitted:

Attest:



Kelly Allen, PFD Board, Secretary



Cindy Herdt – Administrative Assistant