

REGULAR PFD BOARD MEETING AGENDA



July 25, 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 (June, 2019), Minutes (June 27, 2019)

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

Agenda Items:

1. **2018 State Audit**
2. **Manager's Report**
 1. **Past Shows**
 2. **Future Shows**
 3. **KCDA**
 4. **Capital Projects updates**
 5. **Sales and Marketing Report**
 6. **Financial Reports**

PFD Board Meeting Minutes

July 25, 2019

Noon

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



Board Members Present:

JC Baldwin (Vice-President)
Steve Lacy (Secretary)
Randy Agnew (Member)
Marc Straub (Member)
Kelly Allen (Member)
Shon Smith (Member)

In Attendance: Mark Miller, Town Toyota Center General Manager, Cindy Herdt, Shannon Grill, Jennifer Bushong, Katie Atkinson, Chris Berg - Town Toyota Center Staff.

Vice-President JC Baldwin called the meeting to order at 12:00 pm.

Consent Items

1. Meeting Agenda for July 25, 2019
2. Vouchers June, 2019
3. Meeting Minutes June 27, 2019

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

June 2019 Recap

Banner Bank - Facility Operating Account		
Payroll	Checks 117310-117489	-\$90,514.95
Accounts Payable	Checks 14918-15058	-\$113,890.55
Accounts Payable	EFT/ACH/Wire - 12	-\$17,785.99
Banner Bank - Box Office Account		
	EFT/ACH/Wire - 2	-\$7,048.26
US Bank - Facility Operating Account		
	EFT/ACH/Wire - 3	-\$23,958.81

Public Comment

No Public Comments.

Action and Other Items:

1. 2018 State Audit
Shannon reported on the outcome of the 2018 Washington State Audit. The auditors deemed it a "perfectly clean audit" with no findings or letters. We thanked Shon for attending the audit exit meeting. Staff presented a request to the board to submit a PFD Resolution to the members at next months meeting extending the time allowed for making the bank deposits from 48 hours to

96 hours. The board members were agreeable and thanked staff for the quality of accounting work performed on behalf of the Town Toyota Center.

2. Manager's Report

1. Past Shows

- a. Skyhawks, June 28th, attendance was consistent at around 750 per game. Goal was 1,500. The team played one home playoff game. This was the completion of Year One of a two-year agreement.
- b. Dog Days of Summer, June 29, 2019, details will be included in the attached Sales and Marketing Report.
- c. Christian Nodal, July 13, 2019 had attendance of approx. 1,100. Show was put on by a local promotor. The arena will make approx. \$9K and the promotor would like to do another show in November.

2. Future Shows

- a. National Showcase, July 31 – August 4, 2019, ice rental event. We expect 400 skaters plus support to be in the building.
- b. Jaripeo, August 10, 2019
- c. Weird AI, August 13, 2019
- d. Town Toyota Center – Business After Hours Event, August 15th - Cancelled
- e. NCW Quilt Show, August 16-17, 2019
- f. Wenatchee World Wine Awards, August 24, 2019
- g. REO Speedwagon/Great White/Blue Tattoo, August 27, 2019, ticket sales are at 1,200. We need to be at 2,100.
- h. 1st Wild Home Game – September 13, 2019 – Go WILD!!

NEW EVENTS:

Jay Owenhouse, October 5th, Rental

Christmas Show – will be announced soon!

3. Capital Projects updates

- a. Chelan County PUD Projects – Round 2 of LED lighting 99.9% complete. Upper concourse windows, VFD motors, chiller material – all complete and have been billed to CC PUD.
- b. Jumbotron, Ribbon Boards, Scoreboard and related computers & software – Awaiting installation.

4. Sales and Marketing Report – Jennifer reviewed information on her Sales and Marketing Report handout which includes information covering the first six months of 2019. Attendance in the building is high. Highlights included the new “Ways to Get Here” video which can be found on you tube, updating the website, the REO Speedwagon/Great White/Blue Tattoo End of Summer Bash coming up on August 27th.

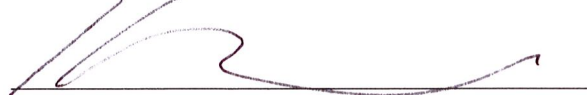
5. Financial Reports – Shannon review the financial activities for the month. As predicted at the last PFD Meeting, the sales tax revenues were up around 20%. Shannon reported the Wild had lower than budgeted attendance and fewer playoff games this season as compared to the prior season. Rink revenues were down in June due to the iFiber Rink being closed for two weeks while the chiller project/maintenance was being done. Mark added that the Skyhawks netted \$40K and is overage as this was not included in the budget.

Mark reported that staff has made recent visits to PFD facilities in Seattle and Spokane. He noted that the Town Toyota Center is not a member of the PFD group where Wenatchee Chamber President Shiloh Schauer was recently a guest speaker. Mark thanked the staff for all the hard work put in so far this year.

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

Respectfully Submitted:

Attest:



Kelly Allen, PFD Board, Secretary



Cindy Herdt – Administrative Assistant