

PFD BOARD REGULAR MEETING AGENDA

July 28, 2022, Noon



Location:

Join Zoom Meeting

<https://us06web.zoom.us/j/87630875487?pwd=NVRCanJNaFNhZGhZOFcweWdYYkdIQ09>

Meeting ID: 876 3087 5487

Passcode: 498223

One tap mobile

+12532158782,,87630875487#,,,,*498223# US (Tacoma)

+13462487799,,87630875487#,,,,*498223# US (Houston)

Consent Agenda:

1. Approval of Meeting Agenda
2. Vouchers (June, 2022)
3. Minutes (June 23, 2022)

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

Agenda Items:

1. **Manager's Report – July, 2022**
 1. Sales & Marketing Report
 2. IAVM Conference
 3. Future Shows/Events
 - a. Wenatchee World Wine Awards
 - b. WWE
 - c. Queensryche/Great White/Slaughter
 - d. Oktoberfest
 4. Financial Statements
2. **Capital Projects Update**
3. **Sales Tax Report – Submitted by Cordell, Neher & Co, PLLC**
4. **Engagement Letter – SAO – 2021 State Audit**

PFD Board Regular Meeting Minutes



July 28, 2022, Noon
Town Toyota Center
1300 Walla Walla Ave.
Wenatchee, WA 98801

Board Members Present:
Frank Kuntz (President)
Jerrilea Crawford (Member)
JC Baldwin (Member)
Randy Agnew (Member)
Shon Smith (Member)
Marc Straub (Member)

In Attendance: Mark Miller, Town Toyota Center General Manager, Aaron Harvey, Cindy Herdt, Lindsay Rey - Town Toyota Center Staff. Guest: Anna Dodge – August Edge

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

Consent Items

1. Meeting Agenda for July 28, 2022
2. Vouchers June, 2022
3. Meeting Minutes June 23, 2022

Motion was made and seconded to approve the agenda consent items. Motion Passed 6-0.

June, 2022 Recap

US Bank - Facility Operating Account

	EFT/ACH/Wire-3	(32,051.34)
Banner Bank - Facility Operating 711 (New)		
Accounts Payable	18778-18879	(332,355.47)
Payroll	22928-23104	(81,052.27)
	EFT/ACH/Wire - 7	(5,944.78)
		\$ (451,403.86)

Public Comment

No Public Comments

Action and Other Items:

1. Manager's Report

1. Sales & Marketing Report

Lindsay Rey and Mark Miller reviewed sales and marketing activities from prior month. A few loge seats did not renew but we have a waiting

list. We also have 5 NEW loge seat holders. Almost half of the signage sponsors have renewed. Two backlits and one vom sold in July. \$6,000 in new sponsorships have been received for the Wenatchee World Wine & Food Festival. A “Marketplace of Opportunities” directory has been created for sending to business to incorporate into their upcoming budgets.

2. IAVM Conference

Mark Miller, Aaron Harvey, Chris Berg and Cindy Herdt attended the Phoenix Conference July 18-21 in Phoenix, AZ. The majority of sports and entertainment facilities are experiencing the same issues and concerns we have. Labor shortages, skyrocketing general expenses and cost/availability of artists, on-going COVID issues. Although the conference did not have as many artist representatives and we hoped for, we did come away with some potential ideas that can improve our guest experiences and possibly generate revenues.

3. Future Shows/Events

Wenatchee Valley Skyhawks Season has ended. They played a few playoff games but no home games. They owners are looking forward to the next season. Wenatchee World Wine & Food Festival in August 27th. WWE Sunday Stunner is September 11th and is a rental event. Queensryche/Great White/Slaughter is September 19th and is a co-pro event. Oktoberfest is the first three weekends in October.

4. Financial Statements

Anna Dodge presented the sales tax revenues and the financial statements for the month of June. Sales tax revenues for the month are up 6% and 17% year to date. Events during the month were Eastmont Graduation, the Republican Convention and one Skyhawks game. Mark noted the state audit has been scheduled to start. The opening meeting will be scheduled. Our first bond principle & interest payment is due September 1, 2022.

2. Capital Projects Update

Staff is working on the following capital projects and basic improvement activities:

- Interior Painting – being done by CW Painting.
- WiFi Upgrades – being done by Firefly. Parts and equipment have been ordered but a few pieces are on backorder.
- The entire parking lot has been resealed and striped by Moe Asphalt.
- The ventless fryer for one of the concession stands has been ordered.
- Rental skates have been ordered and one ordered has been received.
- The main phone system has been switched from ziply Fiber to a VOIP system with LocalTel

- A quote has been received and accepted for repairs on the community rink roof. This will be expensed.
- Cameras have been ordered or purchased for the security system and this should be installed and operational by the end of August
- Flooring – for the suites, the Wild locker rooms and the transition areas have quotes and will be moving forward.
- HVAC improvements are scheduled
- Chiller maintenance is scheduled.

3. Sales Tax Report – Submitted by Cordell, Neher & Co, PLLC

The monthly sales tax accounts were provided by Cordell, Neher.

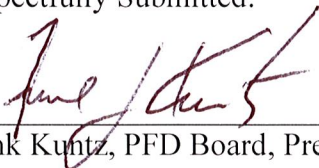
4. Engagement Letter – SAO – 2021 State Audit

The engagement letter from the Washington State Auditors office for the 2021 audit was presented and reviewed by the board members. This year's audit will consist of the financial audit and the single audit required for the SVOG grant. Next year the auditors will conduct a financial audit and the accountability audit which will cover a two-year period (2021 and 2022)

**Randy Agnew motioned to authorize signatures for the Engagement Letter as presented. Jerrilea Crawford seconded the motion.
Motion passed 6-0.**

With no further business, the meeting was adjourned at 12:27 pm.

Respectfully Submitted:



Frank Kuntz, PFD Board, President

Attest:



Cindy Herdt – Administrative Assistant