

REGULAR PFD BOARD MEETING AGENDA



**March 19, 2018
4:00 PM**

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

Consent Agenda:

1. Approval of Meeting Agenda
2. Vouchers (January, 2018, February, 2018), Minutes (January 15, 2018)

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

Agenda Items:

1. Staff Request to Amend Resolution 2015-02, Section 2.A(2) to increase Community Rink bank.
2. Resolution 2018-01 Regarding Extension of .033% Sales Tax
3. Manager's Report
 - 1) Past Shows
 - 2) Future Shows
 - 3) Wenatchee Wild Renewal
 - 4) iFiber Rink update
 - 5) Update on Personnel
 - 6) Sales and Marketing Report
 - 7) Financial Reports

Regular PFD Board Meeting Minutes



March 19, 2018
4:00 pm
Location: Town Toyota Center
Crunch Pak Room
1300 Walla Walla Ave.
Wenatchee, WA 98801

Board Members Present:
Dustin Christensen (President)
Frank Kuntz (Vice-President)
Randy Agnew (Member)
Marc Straub (Member)
JC Baldwin (Member)
Kelly Allen (Member)

In Attendance: Mark Miller, Town Toyota Center General Manager, Aaron Harvey, Town Toyota Center Assistant General Manager, Cindy Herdt, Eric Strode, Shannon Grill, Jennifer Bushong, Chris Berg, Suzanne Johnson - Town Toyota Center Staff.

President Dustin Christensen called the meeting to order at 4:00 pm.

Consent Items

1. Meeting Agenda for March 19, 2018
2. Vouchers January, 2018 and February, 2018
3. Meeting Minutes January 15, 2018

Motion was made and seconded to accept the Agenda and Consent Items. Motion passed 6-0.

January 2018 Recap

Banner Bank - Facility Operating Account		
Payroll	Checks 113572-113819	-\$94,512.83
Accounts Payable	Checks 13178-13289	-\$166,183.33
Accounts Payable	7 Wires/Debits/ACH	-\$28,417.00
Banner Bank - Box Office Account		
	4 Wires/Debits/ACH	-\$99,928.61
US Bank - Facility Operating Account		
	1 Wires/Debits/ACH	-\$150,000.00

February 2018 Recap

Banner Bank - Facility Operating Account		
Payroll	Checks 113820-114060	\$97,860.62

Accounts Payable	Checks 13290-13376	\$120,466.58
Accounts Payable	3 Wires/Debits/ACH	\$56,632.58
Banner Bank - Box Office Account		
	3 Wires/Debits/ACH	\$71,535.80
US Bank - Facility Operating Account		
	1 Wires/Debits/ACH	\$100,000.00

Public Comment

No Public Comments.

Action and Other Items:

1. Staff Request to Amend Resolution 2015-02, Section A(2) to increase Community Rink bank.

Staff has determined that the cash fund allowance in the Community Rink bank as set forth in PFD Resolution 2015-02 is not sufficient for normal operations and has requested an increase in the cash fund to \$1,000.00. The request requires an amendment to PFD Resolution 2015-02. PFD Resolution 2018-02 was presented.

Frank Kuntz motioned to accept the recommended request to amend PFD Resolution 2015-02 and increase the Community Rink cash bank to \$1,000.00. Marc Straub seconded the motion. Motion passed 6-0.

2. Resolution 2018-01 Regarding Extension of .033% Sales Tax

After confirming the extension of the sales tax does not conflict with PFD and/or SEC requirements, it is recommended the board approve PFD Resolution 2018-01 which extends the timeframe for collecting the .033% portion of sales taxes in the GWREC PFD area.

Frank Kuntz motioned to approve PFD Resolution 2018-01 as presented. Kelly Allen seconded the motion. Motion passed 6-0.

3. Manager's Report

- a. Past Shows

- Wenatchee Wild attendance is at approx. 1,800 per game attendance for Round 2 of the playoffs.
- KPQ Home Expo should net approx. \$19K.
- Winter Ice Gala was held this past Friday and complete information on this event is not yet available.

- b. Future Shows

- Wild Playoff games on Tuesday & Wednesday expect attendance of approx. 1,500. If they win one game, they will also play on Saturday.

- Jordan Circus will be here on April 2, 2108 for two performances.
- Hell on Hooves, May 11-12. Sponsorship revenues are doing well.
- c. Wenatchee Wild Renewal – No news to report to the board at this time. Staff and our legal services team are still working on the details of the renewal.
- d. iFiber Rink update – the new exterior building iFiber Rink sign is up. It's located above the main doors to the community rink. Friday night public skate security has been increased and we are also working with the Wenatchee Police Department for extra patrols.
- e. Update on Personnel – Mark reminded the board members that Eric Strode is retiring effective April 6, 2018. The new Finance Director – Shannon Grill – has been hired and started today. Mark introduced and welcomed Shannon to the team.
- f. Sales and Marketing Report – Jennifer played the video that was created by Bre Hinkle and first introduced at the 2018 Winter Ice Gala. The new video will be used at several upcoming events. Jennifer gave a review of activities for February (cancelled meeting) and March. Sales is concentrated on sponsorship and suite renewals. The next meeting for the 10th Year committee will be April 12, 4pm. The committee is planning anniversary events that will take place in early October. Jennifer reported that preliminary figures for the Winter Ice Gala are \$24K in sponsorships, \$13K in ticket sales, \$16K in pledges to the Arena Youth Enrichment Fund, plus revenues generated from beverage sales. The event drew numerous social media activity and articles are expected in the Venues Today and USFSA magazines.
- g. Financial Reports - Columbia Distributing has requested payments via ACH method. Staff will need board approval to set up ACH payments with Columbia Distributing. Dustin ask how the process will work and Eric explained that Columbia will make the delivery, paperwork will be submitted to the finance office and the payment will be processed very similar to a wire payment. It is a two-person approval process that will take place after Town Toyota Center has approved the order and invoice.

Frank Kuntz motioned to authorize the setting up of ACH payments to Columbia Distributing. JC Baldwin seconded the motion. Motion passed 6-0.

Eric reviewed the financial reports for the month of February. He noted the sales tax for February are based on December activity. (always a two month lag.) Rink revenues are up approx. \$19K over the previous year. New general ledger sections have been created for both revenues and expenses associated with the Wenatchee Wild.

The board asked about long-term capital plans. Mark noted the current year project is replacement of the carpeting. A copy of the plan will be emailed to

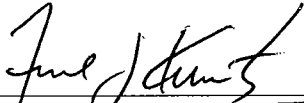
board members and the will topic will be discussed at the next board meeting.

- h. Mark is currently negotiating for a Chris Young event. Young has recently performed in Yakima in May (6K tickets sold) and Tacoma. He is being considered for our 10-Year Celebration event. The event will require some sponsorship revenues and board approval since it is an at-risk event. Mark is not requesting approval at this meeting but will ask at a future meeting if an acceptable price can be agreed upon.

With no further business, the meeting was adjourned at 4:52pm.

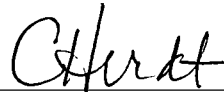
Respectfully Submitted:

Attest:



~~Steve Lacy, PFD Board, Secretary~~

Frank Kuntz, Vice Chair



Cindy Herdt – Administrative Assistant