

REGULAR PFD BOARD MEETING AGENDA



March 28, 2019
Noon

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

Consent Agenda:

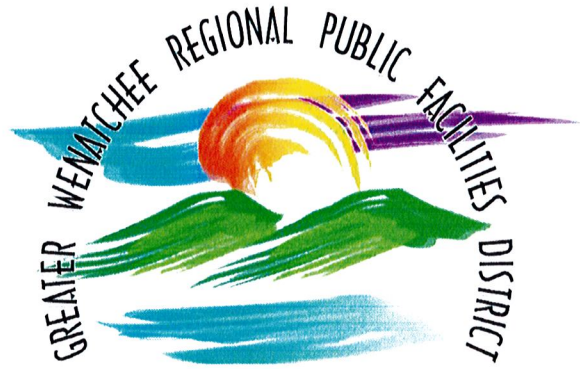
1. Approval of Meeting Agenda
2. Vouchers (February, 2019), Minutes (February 19, 2019)

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

Agenda Items:

1. **Board Member Terminations/Assignments**
2. **Manager's Report**
 1. **Past Shows**
 2. **Future Shows**
 3. **Capital Projects updates**
 4. **Sales and Marketing Report**
 5. **Financial Reports**

Special PFD Board Meeting Minutes



March 28, 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)
- Steve Lacy (Member)
- Shon Smith (Member)

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

Vice-President Frank Kuntz called the meeting to order at 12:05 pm.

Consent Items

1. Meeting Agenda for March 28, 2019
2. Vouchers February, 2019
3. Meeting Minutes February 19, 2019

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

February 2019 Recap

Banner Bank - Facility Operating Account

Payroll	Checks 116271-116527	-\$111,161.57
Accounts Payable	Checks 14497-14650	-\$164,546.85
Accounts Payable	EFT/ACH/Wire - 10	-\$75,562.67

Banner Bank - Box Office Account

EFT/ACH/Wire - 5	-\$72,484.94
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US Bank - Box Office Account

No Activity

US Bank - Facility Operating Account

Transfer - 1	-\$400,000.00
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Public Comment

No Public Comments.

Action and Other Items:

1. Board Member Terminations/Assignments

General Manager Mark Miller reported that Dustin Christensen has resigned from the Board. Chelan County has chosen Shon Smith as their representative. Mark welcomed Shon and gave a brief explanation of the Town Toyota Center's operations.

2. Manager's Report

I. Past Shows

- a. Wild - Playoff Season, first 2 rounds are complete and included 7 home playoff games. The attendance for the play off games is up over regular season games.
- b. Sportsman Show, February 22-24, 2019, trade show rental. Expected to net approximately \$20K.
- c. Special Olympics, March 1, 2019, Opening ceremonies and ice events. Flat \$4K rental. A recent change in qualifying requirements affected the number of participants.
- d. KPQ Home & Garden Expo, trade show rental. Three-day rental show net \$20K.
- e. Jordan Circus, March 23-24, 2019, 2 days, 2 events per day. Guests numbered at 7,200. The shows should net \$15K and they have booked for 2020.

2. Future Shows

- a. First Wenatchee Valley Skyhawks game tonight. Owners will determine play.
- b. Wild, Round 3, first home games Sat. & Sun. (3/30 & 3/31). This required an all-night turn-around.
- c. Mariachi Festival Northwest, March 29, 2019. Event should net \$13K.
- d. The Illusionists, April 4, 2019. Expected to be well attended.
- e. Wen-Con, April 13, 2019. The event is a co-pro with the Wenatchee World. Lots of activities have been scheduled.
- f. Grace City – Easter event. This event is full charged at \$4K plus our costs.
- g. Apple Blossom Carnival, April 25 – May 5
- h. Hell on Hooves – May 10-11, 2019
- i. Apple Blossom Carnival, April 25 – May 5
- j. Jehovah's Witnesses, May 19, 2019
- k. Maker's Fair, June 1, 2019
- l. REO Speedwagon/Great White, August 27, 2019. Tickets have gone on sale.

3. Capital Projects updates

- a. Carpet/Flooring & Insurance Claim – a few areas will be finished when we are less busy and Wild left to do, 2 invoices for the elevator repair have been submitted to Enduris
- b. Chelan County PUD Projects – Round 2 of LED lighting, upper concourse windows, motors, chiller material. Mark also gave a quick update on how these projects are coordinated
- c. Server and SonicWall Upgrade
- d. Other general items: We will be looking at prices for our liability insurance plan. A motor for the chiller that's been in place for 10 years failed and was replaced for around \$3K.

4. Sales and Marketing Report

Jennifer noted that we did not make the top four cut in the Kraft Hockeyville contest but we did have some excellent PR results and an amazing coordination and assistance on short notice with other local agencies and groups. Two additional backlit signs have been added in the arena. Renewals and new agreements are ongoing. All available suites have been sold and one rental suite is available. The Hell on Hooves event in May is up in sponsorship dollars. Loge seat renewals are being worked on, we have 15 parking spaces available, the website is getting a facelift, the arena will be participating in Apple Blossom events, The AYEY raised over \$20K at the Winter Ice Gala. People's Bank will be sponsoring the Illusionist event.

5. Financial Reports/Procedural Manual

Shannon showed the Accounting Procedures Manual that she has been working on with assistance from Cordell, Neher's office. This manual will be used as backup instructions for all of our

accounting processes. As a required state audit issue, the list of assets included on our balance sheet was distributed. After review, the board determine that the life spans as listed were appropriate and recommended they remain as listed. In addition, all board members were asked to identify any conflict of interest that may arise between themselves and the arena operations. Members present all answered in the negative. We are aware that Member Straub works for an agency that holds a trade show at the center but he has no or little involvement in the organization of the event. Shannon reported that now that the meetings are held later in the month, all "Preliminary" portions of her financial statement presentations will be eliminated. Starting with the sales tax numbers, Frank Kuntz explained for Shon that these numbers have a two-month lag period. The F&B COGS is slightly skewed as that department made substantial purchases for large events that are still upcoming the following month. January was down but there were no major events for the month. Paid attendance for the Wild is down over 2018 which affects several line items. COGS shows gradual improvements based on better counting and ordering processes. The Administration expense total is skewed as the Fire Assessment was budgeted in May but processed and paid in January. For Shon's behalf, Mark briefly went over our budgeting process and how we estimate events – both our standard events and unknown events.


With no further business, the meeting was adjourned at 12:57 pm.

Respectfully Submitted:

Attest:



Kelly Allen, PFD Board, Secretary



Cindy Herdt – Administrative Assistant