

REGULAR PFD BOARD MEETING AGENDA



May 23, 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 (April, 2019), Minutes (April 25, 2019)

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

Agenda Items:

1. **Manager's Report**
 1. **Past Shows**
 2. **Future Shows**
 3. **Capital Projects updates**
 4. **Sales and Marketing Report**
 5. **Financial Reports**
 6. **Parking**
 7. **Motions/Voting – Community Interests**

PFD Board Meeting Minutes

May 23, 2019
Noon
Location: Town Toyota Center
Crunch Pak Room
1300 Walla Walla Ave.
Wenatchee, WA 98801



Board Members Present:
Frank Kuntz (President)
Steve Lacy (Secretary)
Randy Agnew (Member)
Shon Smith (Member)

In Attendance: Mark Miller, Town Toyota Center General Manager, Cindy Herdt, Shannon Grill, Jennifer Bushong, 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 May 23, 2019
2. Vouchers April, 2019
3. Meeting Minutes April 25, 2019

Motion was made and seconded to approve the agenda consent items. Motion Passed 4-0.

April 2019 Recap

Banner Bank - Facility Operating Account

Payroll	Checks 116767-117026	\$122,499.72
Accounts Payable	Checks 14660-14812	\$368,650.03
Accounts Payable	EFT/ACH/Wire - 20	\$79,267.72

Banner Bank - Box Office Account

EFT/ACH/Wire - 4	\$38,865.18
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US Bank - Box Office Account

No Activity

US Bank - Facility Operating Account

EFT/ACH/Wire - 2	\$44,355.17
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Public Comment

No Public Comments.

Action and Other Items:

1. Manager's Report
 1. Past Shows
 - a. Apple Blossom Carnival, April 25-May 5. Flat rate rental event held in the main parking lot.
 - b. Hell on Hooves, May 10-11. Two-day rough stock rodeo event.
 - c. Jehovah Witness – Flat rate rental of the main arena. New event/guest.
 - d. Skyhawks – Indoor football game, May 18.
 2. Future Shows
 - a. Skyhawks, May 25
 - b. Maker's Fair, June 1, 2019, rental trade show
 - c. Eastmont High School Graduation, June 7
 - d. Blue Dog RV Show, June 19-23. Flat parking lot rental. New guest/event.
 - e. Dog Days of Summer, June 29. One of our trade shows.
 - f. National Showcase, July 31-August 4
 - g. Jaripeo, August 10
 - h. Weird Al, August 13
 - i. Town Toyota Center hosting Business After Hours, August 15
 - j. NCW Quilt Show, August 16-16
 - k. Wenatchee World Wine Awards, August 24
 - l. REO Speedwagon/Great White, August 27, 2019
 - m. New concert announced – Christian Nodal, July 13, sponsored by Fiestas Mexicanas
 3. Capital Projects updates
 - a. Chelan County PUD Projects – Round 2 of the LED lighting project is ongoing. The chiller materials and the VFD motors have been ordered.
 - b. Accounting Software
 - c. Jumbotron, Ribbon Boards, Scoreboard and related computers – the equipment was used when originally installed in the building. The company has been out of business since 2009. Parts are no longer available and the software is proprietary and cannot be upgraded. These pieces of equipment are heavily tied into the generation of revenues and Mark is asking for board input on solutions to replace the equipment. This may be where use of reserve funds and sales tax revenues are necessary. The board has asked that Mark move forward with gathering and then presenting proposals for a board vote.
 4. Sales and Marketing Report - Jennifer reported that this is the “busy contract renewal season” which will continue through August. Our website will be getting a facelift/upgrade. Marketing efforts for F&B catering have been increased. The Exchange Club donated to the AYEAF.
 5. Financial Reports – Shannon noted the current sales tax numbers. She reviewed the remainder of the financial activities for the previous month. Inventory counting will not be done using a “batch” counting in the future. The new procedure identified flaws that threw off inventory values affecting COGS. Shannon noted there were fewer Wild playoff games for April 18 vs April 19 so year to prior year comparisons in that area are not good comparisons. The

Professional Service Agreement with Cordell, Neher was received late yesterday and was presented to the board. Julie Norton with Ogden, Murphy Wallace assisted in rewriting the agreement for renewal. The board authorize Mark Miller to confirm and sign the new agreement. Shannon shared some of the highlights for the year end financial statements. Working with legal team, the MD&A will be updated in the areas of background information, factors affecting years end including references to taking F&B inhouse, the city annex with the fire district being removed from the background information. MD&A will also include explanation of the COI corrections that have been made. The state audit is scheduled to start June 3. We requested an extension due to the accounting software upgrades but it was not approved. Shannon noted that revenues were up \$923,471 and expenses were up \$35,029 when comparing 2018 to 2017. Staff requested the board approve an increase in spending limit on our credit card ending in 9522 from \$5,000 to \$10,000.

Shon motioned to approve staffs' request to increase the spending limit on credit card ending in 9522 from \$5,000 to \$10,000. Steve Lacy seconded the motion. Motion Passed 4-0.

6. Parking – Parking continues to be an ongoing issue and we continue to lose parking spaces due to developments in areas where parking was formerly available to us. We have approximately 11 businesses in the immediate area and we need to be looking for solutions that leave all parties satisfied. We have 4-6 events per year where our patron parking causes disruptions to our neighbors.
7. Motions/Voting – Community Interest - At the last meeting the board inquired about members voting on issues that have direct ties to the communities they represent. Frank noted that OPMA indicates members would need to disclose any such potential conflict prior to a vote being taken on any motion.

With no further business, the meeting was adjourned at 1:02 pm.

Respectfully Submitted:

Attest:



Kelly Allen, PFD Board, Secretary



Cindy Herdt – Administrative Assistant