

REGULAR PFD BOARD MEETING AGENDA



May 28, 2020
Noon

Location: Town Toyota Center
CONFERENCE CALL
1300 Walla Walla Avenue
Wenatchee, WA 98801

Call-in Information for this meeting:

Dial-in number (US): (978) 990-5000

Access code: 596291#

You can call in effective 11:45AM. Meeting starts at Noon.

Consent Agenda:

1. Approval of Meeting Agenda
2. Vouchers (February, 2020, March 2020, April 2020), Minutes (February 27, 2020, March 26, 2020, April 23, 2020) These items will be presented at the next meeting held in person for board member signatures.

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

Agenda Items:

1. **Manager's Report**
 - a. Serve Wenatchee Valley and CD-CAC
 - b. Sales and Marketing Report
 - c. Financial Reports

PFD Board

Regular Meeting Minutes



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 CONFERENCE CALL
 1300 Walla Walla Ave.
 Wenatchee, WA 98801

Board Members Present:

- Frank Kuntz (President)
- JC Baldwin (Member)
- Marc Straub (Member)
- Shon Smith (Member)
- Randy Agnew (Member)
- Jerrilea Crawford (Member)
- Tim Hollingsworth (Member)

In Attendance: Mark Miller, Town Toyota Center General Manager, Cindy Herdt, Jennifer Bushong, Katie Atkinson, Chanet Stevenson - Town Toyota Center Staff. Guest: Tricia McCullough, Star Montgomery - August Edge

President Frank Kuntz called the meeting to order at 12:00 pm and took a roll call of attendees.

Consent Items

1. Meeting Agenda for May 28, 2020
2. Vouchers April, 2020.
3. Meeting Minutes April 23, 2020

Will contact board members to obtain signatures on all Meeting Minutes and Voucher Listings.

Motion was made and seconded to approve the agenda consent items. Motion Passed 7-0.

April 2020 Recap

Banner Bank - Facility Operating Account		
Accounts Payable	EFT/ACH/Wire - 6	(54,954.07)
Banner Bank - Box Office Account		
	EFT/ACH/Wire - 4	(23,320.35)
US Bank - Facility Operating Account		
Transfer Check	106068	(100,000.00)
	EFT/ACH/Wire - 8	(82,237.40)
Banner Bank - Facility Operating 711 (New)		
Accounts Payable	17035-17086	(69,571.58)
Payroll	20501-20561	(53,720.42)
	EFT/ACH/Wire - 5	(17,779.95)
M&O Reserve Account		
	EFT/ACH/Wire - 1	(157.05)
		(401,740.82)

Public Comment

No Public Comments.

Action and Other Items:

1. Manager's Report

- a. Serve Wenatchee Valley – Mark reported that Serve Wenatchee Valley in coordination with the Chelan-Douglas Community Action Council are still using the main arena floor and part of the lower concourse for food distribution activities. F&B Department continues to work with the Chelan Douglas County Commissioners on programs to feed sheltered individuals. There is no reason to expect this to change until the center resumes activities.
- b. Shows/Events – We are still attempting to reschedule some events including the Wine Awards and the Hell on Hooves event. The BCHL schedule is expected June 1st.
- c. The Chelan Douglas Counties Hospitality agreement will be in effect through July. This will be at \$45K per month and will be revisited when the term expires. This agreement allows us to forgo a request to transfers fund at this time.
- d. Enduris Insurance – Regarding the Business Interruption Claim – No communications have been received since last meetings' discussion.
- e. Reduced Seating potential – We are attending two national conference calls each week with the entertainment coalitions. Our original anticipated re-opening date was set for September 1, 2020 but it does not appear this will happen. We, along with other venues, continue to look at reduced seating options for when we are in Phase 2 of the states' re-opening plan.
- f. The iFiber Rink re-opening plan calls for 5 (or 10 on divided ice) at a time. Breakeven on this would require renting the ice for 5 hours per day at \$190 per hour. Such undertaking will only be done on an online, prepaid reservation system.
- g. F&B Department continues to stay busy with the Hospitality lunches and some outside catering. They are doing weekly lunches for CMI.
- h. Loss of Sponsorship revenues are estimated to be down from \$1M (nets at \$800 after Wild portion). First estimate will reduce the net amount to \$550K. That figure is likely to be further reduced depending on the COVID re-opening situation.
- i. Petty Cash/Cash Banks – we are currently investigating a shortage in one of the cash banks. This situation has been reported to the appropriate agencies as required.
- j. Future Federal Stimulus Package(s) – Entertainment venues/coalitions are expected to be contacting politicians to request that entertainment arenas, PFDs, etc. be included in the next rounds. The board supports our input on this issue.
- k. Sales and Marketing Report – Jennifer reported that they are continuing with goodwill activities for our main sponsors such as Town Toyota and Weinstein Beverage. Sponsors are appreciative of our efforts. We have continue

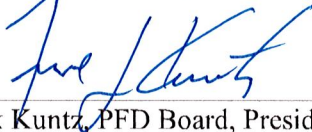
supporting “Food Feeds” fundraisers offered by local restaurants and run through our parking lot using drive-through service. Sweetwood BBQ and Visconti’s have each sponsored one of these events. We were also the “starting point” for high school graduation parade. The CVCH Mask Drive and the Kids’ Mask Giveaway will be held at the end of June.

1. Financial Reports – Tricia noted that the sales tax revenues are trending down as expected. Some expenses are being realized with most of the salaried staff reduced to 32-hour work weeks. With the arena fully closed to the public, very little financial information is available to report.

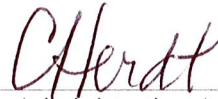
With no further business, the meeting was adjourned at 12:33 pm.

Respectfully Submitted:

Attest:



Frank Kuntz, PFD Board, President



Cindy Herdt – Administrative Assistant