

REGULAR PFD BOARD MEETING AGENDA



November 26, 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 (October, 2018), Minutes (October 15, 2018)

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

Agenda Items:

1. PFD Board Member Expirations/Renewals (2) - Update
2. Manager's Report
 1. Past Shows
 2. Future Shows
 3. January & February Board Meeting Dates
 4. 2019 Operating Budget
 5. Capital Projects
 6. Sales and Marketing Report
 7. Financial Reports

Regular PFD Board Meeting Minutes



November 26, 2018

4:00 pm

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

Board Members Present:

Frank Kuntz (Vice-President)

Steve Lacy (Secretary)

Randy Agnew (Member)

Marc Straub (Member)

JC Allen (Member)

Kelly Allen (Member)

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

Vice-President Frank Kuntz called the meeting to order at 4:00 pm.

Consent Items

1. Meeting Agenda for November 26, 2018
2. Vouchers October, 2018
3. Meeting Minutes October 15, 2018

Frank Kuntz moved to approve the consent items as listed. Motion Passed 6-0.

October 2018 Recap

Banner Bank - Facility Operating Account

Payroll	Checks 115273-115436	-79,275.43
Accounts Payable	Checks 14097-14184	-174,323.28
Accounts Payable	EFT/ACH/Wire - 4	-13,125.99

Banner Bank - Box Office Account

EFT/ACH/Wire - 5	-49,064.58
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US Bank - Box Office Account

No Activity

US Bank - Facility Operating Account

EFT/ACH/Wire - 7	-38,363.80
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Public Comment

No Public Comments.

Action and Other Items:

1. PFD Board Member Expirations/Renewals

It has been determined that the Douglas County position is nominated by local organization recommendation and approved by the County Commissioners. Randy Agnew noted that the City of Waterville City Council voted on his position and the City of Rock Island and the City of Entiat do not need to provide approvals to support his term.

2. Manager's Report

1. Past Shows

- a. First Wild home game 2018-2019 Season, October 12, 2018
- b. 11 Wild home games
- c. Army Band, October 17, 2018

2. Future Shows

- a. Leann Rimes, November 30, 2018
- b. Stemilt & Town Auto Christmas Parties
- c. 4 Wild home games through December 31, 2018
- d. High School Basketball Showcase, January 4, 2019
- e. Brian Regan, January 10, 2019
- f. Winter Ice Gala, February 1, 2019
- g. PJ Masks, February 14, 2019
- h. The Illusionists, April 4, 2019

3. January & February Board Meeting Dates – Discussed best practices recommended for OPMA handout from MRSC. The January and February meeting are on holidays so the meetings for those two months will be moved from the third Monday on day forward. The time for these two meeting will be changed from 4:00pm to 3:00 pm. All remaining meeting will be held on the third Monday of the month at 4:00pm. Listings of the 2019 Meeting dates and times will be emailed to board members.

Motioned was made by Randy Agnew and seconded by JC Baldwin to change the dates and times of the January and February PFD Board meetings as described. Motion passed 6-0.

4. 2019 Operating Budget

The proposed 2019 Budget was presented. There were only minor changes to the version presented at last month's meeting. The Wild section allows for 5 playoff games. Wages in all areas take the increase in minimum wages into consideration. No allowance has been made for potential football games at the center.

Motioned was made by Randy Agnew and seconded by Kelly Allen to approve the 2019 Budget as presented to the Board. Motion passed 6-0.

5. Capital Projects

- a. Carpet/Flooring – work starts on Friday, December 7, 2018.
- b. Chelan County PUD Projects – projects include the energy efficiency drapery, motion light sensors, LED lighting (bids are out) and variable speed motors.

6. Sales and Marketing Report

Jennifer introduced the new Sales and Marketing Assistant Dreu Vader. Dreu graduated from CWU with a degree in Sports Management. Jennifer discussed the ongoing economic

impact of events at Town Toyota Center. We currently are assisting in a Smitten with Mittens campaign and a Teacher of the Quarter program. The Marketing department has continued meeting with the Community Focus Groups as a means of providing events and activities the out PFD members.

7. Financial Reports

Shannon presented the financial reports for the month starting with the current status of the sales tax revenues. Kelly Allen asked about the COGS and Shannon noted it is improving primarily due to better inventory processes and controls. Mark noted that the accounting department staff has been researching the process used to recognize revenues to determine if they reflect the timeliness concerns.

Frank asked about transfer of money to the reserve account but Mark told the board that we are currently looking into issues we have with our ribbon boards and the jumbotron. We are looking for quotes but if they need to be replaced it will be a substantial expenditure. Mark also noted that the Skyhawks (football team) is still in ongoing negotiations but we are in a non-assist position until we have a signed contract.

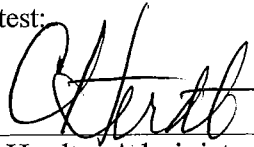
With no further business, the meeting was adjourned at 4:48 pm.

Respectfully Submitted:

Attest:



~~Steve Lacy, PFD Board, Secretary~~



Cindy Herdt – Administrative Assistant

Frank Kundz - Vice-President