
The Kennewick Public Facilities District
Regular Meeting
Toyota Center
HAPO Hangout

August 25, 2022

Minutes

5:00 p.m.

Call to Order

President, Calvin Dudney called the meeting to order at 5:01 pm.

Roll Call

Megan Caldwell called the roll.

Present: Calvin Dudney, President; John Neill, Board Member; Renee Brooks, Treasurer.
A quorum was established.

Also, present: Corey Pearson, Executive Director; Joe Potts, Director of Finance; Sybil Young, Director of Sales; Michelle Gustafson, Director of Food and Beverage; Kim Shugart, Visit Tri Cities

Calvin Dudney led in the Pledge of Allegiance.

Approval of Agenda

John Neill moved to approve the agenda. Renee Brooks seconded the motion. The motion carried unanimously.

Consent Agenda

All matters listed within the Consent Agenda have been distributed to each Board Member of the Public Facilities District for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- a) Minutes of July 28, 2022, Board Meeting
- b) Claims roster dated June 2022 for \$897,771.79 (TC)
Warrants:25387-25459 Voids:
- c) Claims roster dated June 2022 for \$951.83(Box Office)
Warrants: None Voids: None
- d) Claims roster dated June 2022 for \$103,572.03 (TRCC)
Warrants:25194-25233 Voids: None
- e) Total June payroll paid out: \$263,055.76
- f) Claims roster dated July 2022 for \$ 175,827.07 (TC)
Warrants: 25460-25536 Voids: None
- g) Claims roster dated July 2022 for \$414.60 (Box Office)
Warrants: None Voids: None
- h) Claims roster dated July 2022 for \$113,415.17 (TRCC)
Warrants: 25234-25269 Voids: None
- i) Total July payroll paid out: \$355,588.62

John Neill moved for approval of Consent Agenda as amended. Renee Brooks seconded the motion. The motion carried unanimously.

Visitors

No Visitors

New Business

a) July 2022 Financial Reports

Joe Potts shares this was a slow month for the Three Rivers Convention Center building. YTD revenue is doing ok, but expenses are struggling. Rent was low which is normal for the July. Joe reports the burn rate is a little over 100 – CIP was about 70 and the other 40 is true cash spent.

In the Toyota Center income is not driven by events but rather by suites and sponsorships.

River of Fire expenses are still showing but will end up being a wash once that is settled with the city. Revenue is 200k over budget and expenses are 400k over budget due to personnel costs.

Renee Brooks moved to approve the July 2022 Financials. John Neill seconded the motion. All were in favor. The motion carried unanimously.

b) Visit Tri-Cities Report

Kim Shugart shares that 4 leads have been issued since the last meeting. The Washington State Attorneys were in town and we may get 2 events from the visit.

Visit Tri Cities is struggling with staffing and still looking for a Sales Manager. We are struggling to get people to come in to interview.

We are still looking for a CEO and Corey is leading the search for a replacement.

We need hotels to hotels and provide rooms blocks to support larger conventions.

c) SpringHill Suites Report

No Report.

d) Executive Director Report

Corey Pearson shares about the job fair that took place last week at the Convention Center. We did not get as many new hires as we needed but some departments did do better than others.

Michelle Gustafson shares that we got about ¼ of the staff that we needed for Food & Beverage while Operations faired much better. We are still actively looking for more staff.

We did have a contract for stagehands who reached out and said they will not be able to fill the calls and will have to use people ready.

Michelle Gustafson reports that the new equipment is here and ready for assembly and will be ready for PBR next month. Come down and check out the new build downstairs if you have time.

Sybil Young shares about the upcoming Tattoo Convention. We have sold out booths and have an extensive waiting list. At 80 booths we can expect 44k in revenue. Ticket sales tend to happen more at the door rather than advance sales. We have a paint man coming and we are adding a new paint night component where you can paint your own picture while you enjoy a drink. This is a great event for locals to come and enjoy and use the building. Going into September we have conventions every week. October has a lot of benefits and November sees a lot of conventions and meetings. We continue to book more holiday parties as we come closer to the fall and winter.

Corey Pearson reports that the seats are going into the Toyota Center and installation seems to be on track. Flooring was scheduled for install and the crew walked off the job. A new crew is scheduled to arrive next week.

We received the first draft of the CH Johnson report, and we are working on getting them out here for a presentation.

Board Comments/Discussion

John Neill encourages sales to find a way to utilize the waitlist for Tattoo, and if not, you're all doing a great job.

Calvin reports that we have some schedule conflicts for the September Board Meeting. The September meeting will be cancelled, and the next meeting will be October 27th. Tentatively, the November and December board meetings will be moved to November 22nd and December 20th.

Adjournment/Recess

Meeting adjourned at 5:48 pm

The KPF Board's minutes are intended to be a reasonable summary of the Board's deliberations and actions. The minutes are not a verbatim record of everything said at the meeting. The minutes include all actions taken by the Board.

Megan Caldwell Approved by the Board of Directors