



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

**COLUMBUS IRON WORKS CONVENTION AND
TRADE CENTER AUTHORITY**

MONTHLY MEETING

JUNE 25, 2020

12:00 PM

TELECONFERENCE

(ZOOM)

A G E N D A

- I. CALL TO ORDER – CHAIRMAN JONATHAN PAYNE**
- II. APPROVAL OF MINUTES**
 - A. REGULAR MEETING – MAY 28, 2020**
- III. FINANCIAL REPORT – FRANCESCA DYE**
 - A. MAY 2020**
- IV. SPECTRA REPORT – WEEZY WINGO MOTZEL**
 - A. MAY 2020**
- V. SALES REPORT – HAYLEY TILLERY**
 - A. MAY 2020**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
- VII. COVID-19 TRADE CENTER IMPACT UPDATE**
- VIII. DIVERSITY AND INCLUSION INITIATIVE**
- IX. ADJOURNMENT**

Due to city-wide shelter in place guidelines, this monthly meeting of the Columbus Iron Works Convention and Trade Center Authority will be a virtual meeting format. If you are interested in being in attendance to this public meeting, please contact Executive Director Hayley Tillery at Tillery.Hayley@columbusga.org

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**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER
COLUMBUS IRON WORKS CONVENTION AND
TRADE CENTER AUTHORITY**

**MINUTES OF THE MONTHLY MEETING
JUNE 25, 2020
12:00 PM**

Due to the city-wide shelter in place and social distancing ordinance caused by the COVID-19 pandemic, the monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, June 25, 2020 at 12:00 PM, through a video teleconference requiring respective attendees to call or join from alternative locations.

Authority Members Present: Chairman Jonathan Payne, Vice Chairman Carson Cummings, Lauren Chambers and Craig Burgess

Authority Members Absent: Shikha Shah

Administrative Members Present: Executive Director Hayley Tillery, Assistant Director Skip Hansberger, Finance Manager Francesca Dye, Spectra General Manager Weezy Wingo Motzel and Secretary Chasity Hall Deppe.

CALL TO ORDER

Chairman Jonathan Payne welcomed the members and at 12:02 PM called the meeting to order.

APPROVAL OF MINUTES

- A. **REGULAR MEETING – May 28, 2020** – All members were asked if they had received and read the minutes from the previous regular meeting dated May 28, 2020. With no additions or corrections, Chairman Jonathan Payne made a motion to approve the minutes as written. Vice Chairman Carson Cummings seconded the motion, which carried unopposed by all members present.

FINANCIAL REPORT – FRANCESCA DYE

- A. **MAY 2020** – See attached report.

Chairman Jonathan Payne made a motion to approve the April 2020 financial report as prepared and presented by Finance Manager Francesca Dye. Craig Burgess seconded the motion that unanimously carried by all members present.

SPECTRA REPORT – WEEZY WINGO MOTZEL, GENERAL MANAGER

- A. **MAY 2020** – Spectra General Manager Weezy Wingo Motzel stated for the second month now there had been no events held due to the COVID-19 pandemic. Weezy added however the catering team continued the curbside meal pickup she mentioned during the previous Authority meeting. Adding that although there had been no

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meal pickup she mentioned during the previous Authority meeting. Adding that although there had been no advertising to promote the project other than social media post and word of mouth, it continued to grow each week. Weezy reported just the week prior she had partnered with AFLAC who offered the meal service to their tenured employees as part of employee appreciation week. Weezy reported that just over 300 meals were purchased for the week and that she had reached out to other corporate and local businesses about doing something similar.

SALES REPORT – HAYLEY TILLERY

- A. **MAY 2020** – Executive Director Hayley Tillery gave the sales report for the month of May 2020. Hayley stated due to the effects of the COVID -19 pandemic all areas of reporting continued to be down for the month of May and again no client surveys had been returned for the month.

Hayley highlighted several signature events that were in the works for the facility to include, Princess For A Day (date to be determined w/Muscogee County School District), Southern Lovin' Junkin' Show to sponsor a one day Local Mini Market, Breakfast with Santa, Black Cat Ball – New Year's Eve Ball to benefit Paws Humane Society (new event) and a Fitness and Health Expo (also, new event).

FACILITY UPDATE – HAYLEY TILLERY

FACILITY UPDATE - See attached report.

COVID-19 TRADE CENTER IMPACT

Executive Director Hayley Tillery updated the members on how the Trade Center continued to be impacted by the COVID-19 pandemic. Hayley stated due to the Trade Center being a quasi-government facility, it was not covered by the CARES (Coronavirus Aid, Relief and Economic Security) Act or any other funding. However, she added she had written letters to legislation and had been involved in a conference call with Senator Perdue's staff discussing assistance for the industry.

DIVERSITY AND INCLUSION INITIATIVE

After some discussion, Chairman Jonathan Payne made a motion to approve the vote to accept the previously provided wording to be shared on social media highlighting the Trade Center's support of Black Lives Matter and the elimination of racial injustice. Craig Burgess seconded the motion that was carried unanimously by all members present.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:17 p.m. Generally, there is no meeting held during the month of July due to the city's fiscal year end. However, the Authority could choose to possibly hold a supplementary meeting July 25, 2020. Otherwise, the next regular scheduled meeting will be held August 27, 2020.

Jonathan Payne, Chairman
Columbus Iron Works Convention and
Trade Center Authority

Hayley Tillery, Executive Director
Columbus Georgia Convention and
Trade Center



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 20 - MAY 2020 FINANCIAL HIGHLIGHTS

Francesca Dye

REPORT 1 – REVENUE SUMMARY

- Due to COVID-19, there were no events in May.
- Church of the Highlands Streaming/Storage rental revenue was \$2000.
- Revenue from forfeited deposits and cancellations was \$1,090.
- Revenue received from CCG collections was \$695.
- May 2019, there was 62 event days and 13,200 attendees.
- Top Events

May 2020		May 2019 (Last Year)	
Event	Total Revenue	Event	Total Revenue
No Events		Desai/Patel Wedding	\$67,458
		1SFAB Brigade Ball	\$44,846
		Columbus High School Banquet	\$29,409

- F&B Revenue was \$0.00; Operations Revenue was \$3,785; Total revenue last May was over \$388K.

REPORT 2 – MAY 2020 PROFIT & LOSS STATEMENT

➤ REVENUES

- Revenue from Church of the Highlands, forfeits, and collections was \$3,785.
- The -\$35,321 listed under catering commission is Spectra's loss, that we must cover.
- Beer tax (over \$75K) is up 26.4%; Hotel/Motel (over \$26K) tax dropped 62.5 %.
- Total Revenue was \$69,181.

➤ EXPENSES

- Labor cost was over \$94K, which is a 2% decrease due to no temp labor and decrease in overtime.
- Administrative services show a negative (-\$113) due to \$275 credit for bad debt and a posting error in office supplies.
- Operations Expense (\$2,913) mainly includes materials and supplies purchased to help with cleanliness, sanitation, PPE requirements, operation division supplies, and maintenance operating supplies, etc.
- Repairs & Maintenance to buildings includes many expenses for the fountain which includes: chemicals, new equipment, and additional paint.
 - \$2,900 for fountain electrical work
 - \$500 for cutting and drilling through a wall
 - \$920 carpet cleaning
 - \$998 to replace the roll up door for storage of fountain equipment
- Repairs & Maintenance to Equipment shows a purchasing card expense credit (-\$672).
- Electricity dropped 23.6%; Water dropped 44.9%; Gas dropped 89.7 %.
- Total Labor Expenses was over 88K; Operating Expenses was over \$48K; Total Expenses were \$136K; Operating Loss was nearly \$168K; Net Loss was over \$67K.

REPORT 3 – MAY 2020 YTD PROFIT & LOSS STATEMENT

➤ REVENUES

- Catering commission decreased by 51.6%
- Client electrical fees increased by 46.8 %
- Space Rental increased by 2.2%

REPORT #1

Source: CVB = V Repeat = R Call-In = C Walk-In = W PKR = P

REVENUE BREAKDOWN FOR MAY 2020 (FY'20)

EVENT NAME	SOURCE	ED	EC	ATTENDEES	ROOMS	F&B REVENUE	OPERATIONS REVENUE	TOTAL REVENUE
ASSOCIATIONS/CONVENTIONS/CONFERENCES								
						\$0	\$0	\$0
	Sub-Total:	0		0		\$0	\$0	\$0
CORPORATE								
						\$0	\$0	\$0
	Sub-Total:	0		0		\$0	\$0	\$0
CIVIC CLUBS								
		0		0		\$0	\$0	\$0
	Sub-Total:	0		0		\$0	\$0	\$0
SOCIAL								
		0		0		\$0	\$0	\$0
	Sub-Total:	0		0		\$0	\$0	\$0
CONSUMER SHOWS								
		0		0		\$0	\$0	\$0
	Sub-Total:	0		0		\$0	\$0	\$0
OTHER								
Church of the Highlands Storage/Streaming						\$0	\$2,000	\$2,000
Cancelled/Forfeited Deposits						\$0	\$1,090	\$1,090
Miscellaneous						\$0	\$695	\$695
Sales Tax/Vendors Comp						\$0	\$0	\$0
	Sub-Total:	0		0		\$0	\$3,785	\$3,785
	GRAND-TOTAL:	0		0		\$0	\$3,785	\$3,785

Profit and Loss Statement
Columbus Georgia Convention and Trade Center
Report #2: Monthly

FY'20
May 2020

	Annual Budget	Monthly Budget	Actual	Same Period Last Year	Current Period % of Revenue	% Difference Monthly Budget	% Change from Prior Year
Operating Revenue (OR)							
Catering Commission	\$1,099,417	\$120,000	(\$35,321)	\$168,463	112.0%	-129.4%	-121.0%
Client Electrical Usage Fees	\$30,000	\$2,000	\$0	\$2,048	0.0%	-	-
Convention Services	\$15,000	\$600	\$0	\$530	0.0%	-	-
Equipment Rental	\$130,000	\$10,000	\$0	\$12,984	0.0%	-	-
Miscellaneous	\$6,300	\$1,000	\$0	\$1,114	0.0%	-	-
Parking Garage	\$14,476	\$200	\$0	\$0	0.0%	-	-
Sale of Merchandise	\$850	\$100	\$0	\$0	0.0%	-	-
Space Rental	\$575,000	\$37,500	\$3,785	\$60,100	-12.0%	-89.9%	-93.7%
Ticket Sales	\$10,000	\$0	\$0	\$0	0.0%	-	-
Operating Revenue [OR]	\$1,881,043	\$171,400	(\$31,537)	\$245,240	100.0%	-118.4%	-112.9%
Tax/Other Source Revenue [TR]							
Investment Interest	\$50,000	\$1,650	\$1,983	\$3,017	2.0%	20.2%	-34.3%
Beer Tax	\$680,000	\$60,000	\$75,089	\$59,406	74.6%	25.1%	26.4%
Hotel Motel Tax	\$650,000	\$57,000	\$23,645	\$63,045	23.5%	-58.5%	-62.5%
Fund Balance	\$0	\$0	\$0	\$0	0.0%	-	-
Tax/Other Source Revenue [TR]	\$1,380,000	\$118,650	\$100,718	\$125,468	100.0%	-15.1%	-19.7%
TOTAL REVENUE	\$3,261,043	\$290,050	\$69,181	\$370,708		-76.1%	-81.3%
Labor Cost (L)							
Salaries	\$638,691	\$51,513	\$47,111	\$43,374	53.3%	-8.5%	8.6%
Wages	\$466,927	\$37,152	\$23,889	\$26,317	27.0%	-35.7%	-9.2%
Benefits	\$328,888	\$20,415	\$17,340	\$17,697	19.6%	-15.1%	-2.0%
Outside Personnel Hire	\$4,500	\$250	\$0	\$2,736	0.0%	-	-
Total Labor Cost [L]	\$1,439,006	\$109,330	\$88,339	\$90,123	100.0%	-19.2%	-2.0%
Operating Expenses [O]							
Administrative Services	\$22,528	\$2,100	(\$113)	\$7,220	-0.2%	-105.4%	-101.6%
Capital Outlay	\$456,880	\$60,000	\$0	\$0	0.0%	-	-
Contractual Services	\$262,620	\$18,550	\$11,736	\$16,207	24.4%	-36.7%	-27.6%
Consultant Services	\$0	\$0	\$0	\$0	0.0%	-	-
Convention Services	\$6,350	\$200	\$0	\$0	0.0%	-	N/A
Cost Allocation	\$85,688	\$0	\$0	\$0	0.0%	-	-
Operations Expense	\$45,150	\$3,750	\$2,913	\$30	6.1%	-22.3%	9700.1%
Promotion & Advertising	\$42,500	\$1,000	\$34	\$172	0.1%	-96.6%	-80.1%
Repairs & Mntc to Building	\$125,000	\$5,500	\$10,763	\$4,305	22.4%	95.7%	150.0%
Repairs & Mntc to Equipment	\$7,500	\$1,400	(\$672)	\$1,543	-1.4%	-148.0%	-143.6%
Risk Management (W/C & Auto Ins)	\$46,842	\$3,849	\$3,904	\$3,633	8.1%	1.4%	7.5%
Travel/Education/Training	\$6,550	\$200	\$0	\$117	0.0%	-	-
Utilities - Electricity	\$314,500	\$23,100	\$17,606	\$23,037	36.6%	-23.8%	-23.6%
Utilities - Water	\$36,000	\$3,500	\$1,917	\$3,476	4.0%	-45.2%	-44.9%
Utilities - Gas	\$63,000	\$3,500	\$333	\$3,245	0.7%	-90.5%	-89.7%
Vehicle Expenses	\$800	\$50	\$18	\$33	0.0%	-64.3%	-46.5%
Total Operating Expenses [O]	\$1,526,908	\$127,949	\$48,078	\$63,258	100.0%	-62.4%	-24.0%
Other Expenses (E)							
Bonded Debt, Principal & Interest	\$295,129	\$0	\$0	\$0	-	-	-
General Construction/Professional Svs	\$0	\$0	\$0	\$0	-	-	N/A
Total Other Expenses (E)	\$295,129	\$0	\$0	\$0			
Total Expenses [T=L+O+E]	\$3,261,043	\$237,279	\$136,417	\$153,382		-42.5%	-11.1%
Operating Profit [OP = OR - L - O]	(\$1,084,871)	(\$65,879)	(\$167,954)	\$91,858		-154.9%	-282.8%
Net Profit (Excluding Capital Outlay)	\$456,880	\$112,771	(\$67,236)	\$217,325		-159.6%	-130.9%
Net Profit (Less Construction Costs)	\$0	\$52,771	(\$67,236)	\$217,325		-227.4%	-130.9%
Net Profit [P= OR + TR - L - O - E]	\$0	\$52,771	(\$67,236)	\$217,325		-227.4%	-130.9%

Profit and Loss Statement
Columbus Georgia Convention and Trade Center
Report #3: Year-to-Date

FY'20
May 2020

	Annual Budget	YTD Budget	Actual	Same Period Last Year	Current Period % of Revenue	% Difference YTD Budget	% Change from Prior Year
Operating Revenue (OR)							
Catering Commission	\$1,099,417	\$1,075,000	\$558,323	\$1,153,637	41.1%	-48.1%	-51.6%
Client Electrical Usage Fees	\$30,000	\$27,000	\$45,481	\$30,973	3.3%	68.4%	46.8%
Convention Services	\$15,000	\$14,150	\$10,895	\$15,280	0.8%	-23.0%	-28.7%
Equipment Rental	\$130,000	\$119,500	\$90,883	\$139,772	6.7%	-23.9%	-35.0%
Miscellaneous	\$6,300	\$6,150	\$4,852	\$8,655	0.4%	-21.1%	-43.9%
Parking Garage	\$14,476	\$14,226	\$10,521	\$12,860	0.8%	-26.0%	-18.2%
Sale of Merchandise	\$850	\$750	\$991	\$100	0.1%	32.1%	-
Space Rental	\$575,000	\$538,700	\$624,792	\$611,433	46.0%	16.0%	2.2%
Ticket Sales	\$10,000	\$10,000	\$11,324	\$10,025	0.8%	13.2%	13.0%
Operating Revenue [OR]	\$1,881,043	\$1,805,476	\$1,358,064	\$1,982,737	100.0%	-24.8%	-31.5%
Tax/Other Source Revenue [TR]							
Investment Interest	\$50,000	\$49,150	\$52,146	\$47,443	4.4%	6.1%	9.9%
Beer Tax	\$680,000	\$602,000	\$626,959	\$609,323	53.1%	4.1%	2.9%
Hotel Motel Tax	\$650,000	\$582,000	\$502,066	\$600,160	42.5%	-13.7%	-16.3%
Fund Balance	\$0	\$0	\$0	\$0	0.0%	-	-
Tax/Other Source Revenue [TR]	\$1,380,000	\$1,233,150	\$1,181,171	\$1,256,926	100.0%	-4.2%	-6.0%
TOTAL REVENUE	\$3,261,043	\$3,038,626	\$2,539,235	\$3,239,662		-16.4%	-21.6%
Labor Cost (L)							
Salaries	\$638,691	\$587,178	\$511,943	\$491,308	48.8%	-12.8%	4.2%
Wages	\$466,927	\$429,775	\$343,906	\$335,517	32.8%	-20.0%	2.5%
Benefits	\$328,888	\$244,202	\$188,512	\$218,039	18.0%	-22.8%	-13.5%
Outside Personnel Hire	\$4,500	\$4,240	\$5,013	\$5,372	0.5%	18.2%	-6.7%
Total Labor Cost [L]	\$1,439,006	\$1,265,395	\$1,049,373	\$1,050,236	100.0%	-17.1%	-0.1%
Operating Expenses [O]							
Administrative Services	\$22,528	\$18,800	\$14,529	\$27,086	1.3%	-22.7%	-46.4%
Capital Outlay	\$456,880	\$396,880	\$267,566	\$230,877	23.6%	-32.6%	15.9%
Contractual Services	\$262,620	\$240,190	\$212,193	\$213,686	18.7%	-11.7%	-0.7%
Consultant Services	\$0	\$0	\$0	\$0	0.0%	-	-
Convention Services	\$6,350	\$6,850	\$3,691	\$4,415	0.3%	-46.1%	N/A
Cost Allocation	\$85,688	\$115,884	\$64,266	\$86,914	5.7%	-44.5%	-26.1%
Operations Expense	\$45,150	\$42,150	\$26,826	\$32,259	2.4%	-36.4%	-16.8%
Promotion & Advertising	\$42,500	\$43,200	\$31,375	\$23,372	2.8%	-27.4%	34.2%
Repairs & Mntc to Building	\$125,000	\$114,000	\$100,724	\$87,881	8.9%	-11.6%	14.6%
Repairs & Mntc to Equipment	\$7,500	\$7,050	\$4,053	\$5,252	0.4%	-42.5%	-22.8%
Risk Management (W/C & Auto Ins)	\$46,842	\$42,993	\$42,939	\$39,958	3.8%	-0.1%	7.5%
Special Events/Employee Fund	\$5,000	\$4,400	\$1,858	\$2,152	0.2%	-57.8%	-13.6%
Travel/Education/Training	\$6,550	\$4,000	\$0	\$3,096	0.0%	-	-
Utilities - Electricity	\$314,500	\$277,020	\$294,579	\$284,228	26.0%	6.3%	3.6%
Utilities - Water	\$36,000	\$31,250	\$30,013	\$29,852	2.6%	-4.0%	0.5%
Utilities - Gas	\$63,000	\$61,450	\$38,532	\$48,858	3.4%	-37.3%	-21.1%
Vehicle Expenses	\$800	\$740	\$778	\$659	0.1%	5.1%	18.0%
Total Operating Expenses [O]	\$1,526,908	\$1,406,857	\$1,133,924	\$1,120,543	100.0%	-19.4%	1.2%
Other Expenses (E)							
Bonded Debt, Principal & Interest	\$295,129	\$295,129	\$289,248	\$287,655	100.0%		0.6%
General Construction/Professional Svcs	\$0	\$0	\$0	\$177,660	0.0%		N/A
Total Other Expenses (E)	\$295,129	\$295,129	\$289,248	\$465,315	100.0%		
Total Expenses [T=L+O+E]	\$3,261,043	\$2,967,381	\$2,472,545	\$2,636,094		-16.7%	-6.2%
Operating Profit [OP = OR - L - O]	(\$1,084,871)	(\$866,776)	(\$825,234)	(\$188,042)		4.8%	-77.2%
Net Profit (Excluding Capital Outlay)	\$456,880	\$468,125	\$334,256	\$834,446		-28.6%	-59.9%
Net Profit (Less Construction Costs)	\$0	\$71,245	\$66,690	\$781,229		-6.4%	-91.5%
Net Profit [P= OR + TR - L - O - E]	\$0	\$71,245	\$66,690	\$603,569		-6.4%	-89.0%

Columbus Georgia Convention and Trade Center Report #4: Five Year Comparison

**Does not reflect construction payments
*Through May 31st of each fiscal year**

	*FY16	*FY17	*FY18	FY19	FY20	Five Year Average	FY20 vs. Five Year Average
Catering Commission	\$831,492	\$933,395	\$1,044,854	\$1,220,893	\$558,323	\$917,791	-39.2%
Space Rental	\$511,938	\$545,279	\$542,215	\$670,114	\$624,792	\$578,868	7.9%
Other TC Operating Revenue	\$188,027	\$201,740	\$189,684	\$216,894	\$174,949	\$194,259	-9.9%
Other Revenue (Beer, Hotel, Int.)	\$1,250,765	\$1,242,467	\$1,209,622	\$1,456,577	\$1,181,171	\$1,268,120	-
Total Revenue	\$2,782,222	\$2,922,881	\$2,986,375	\$3,564,478	\$2,539,235	\$3,063,989	-17.1%
Labor Cost	\$1,059,499	\$1,076,958	\$1,093,559	\$1,247,104	\$1,049,373	\$1,105,299	-5.1%
Capital Outlay	\$75,205	\$156,442	\$136,224	\$84,682	\$267,566	\$144,024	85.8%
Contractual Services	\$223,334	\$229,548	\$223,327	\$238,529	\$212,193	\$225,386	-5.9%
Repairs/Maint to Bldg.	\$88,100	\$151,902	\$99,351	\$94,966	\$100,724	\$107,009	-5.9%
Utilities	\$339,680	\$335,690	\$340,708	\$402,566	\$363,124	\$354,661	2.4%
Bonded Debt, Principal, Int.	\$288,458	\$288,002	\$287,219	\$287,655	\$289,248	\$288,116	0.4%
Other Expenses	\$339,634	\$261,651	\$231,396	\$232,498	\$190,317	\$251,099	-
Total Expenses	\$2,413,910	\$2,500,193	\$2,411,784	\$2,588,000	\$2,472,545	\$2,478,472	-0.2%
Net Profit	\$368,312	\$422,688	\$574,591	\$976,478	\$66,690	\$585,517	-88.6%



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: June 25th, 2020

Current Projects

- Providing sanitation items throughout the building for customer confidence during reopening
- Trade Center Polices and Start Up Manuel for each Department
- Lease Agreement Updates
- Trade Center News / Sanitation/Cleaning Habits Video
- Performance Reviews
- Strategic Planning Days – July 14th-16th
- CPR/AED Training – July 21st
- Overall Trade Center Team Annual Training Days – TBD
- Employee Appreciation Week – August 3rd-7th

Completed Projects

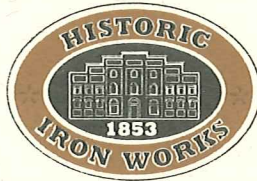
- The installation of the string lights along the front of the Main Building
- Restoring all wooden handrails along the Top Fountain Courtyard
- Sales Team COVID-19 Projects Booklet

Employee Updates

- Operations Crew Leader – Processing candidate pool
- Operations Part-Time – Put on Hold - candidate pool for (3) positions
- Facilities Part-Time – Put on Hold
- Nighttime/Weekend Receptionist – Put on Hold (2) positions

Authority Meeting Tentative Agenda

- **July 23rd** – This is a supplementary meeting based on the Authority's decision. We will not be able to cover the month of June since the city will still be closing the final books for the fiscal year. This meeting may be an opportunity where we can share with you in detail what each expense line means in our budget.



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

**COLUMBUS IRON WORKS CONVENTION AND
TRADE CENTER AUTHORITY**

MONTHLY MEETING

JULY 23, 2020

12:00 PM

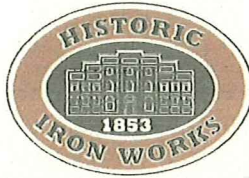
TELECONFERENCE

(ZOOM)

A G E N D A

- I. CALL TO ORDER – CHAIRMAN JONATHAN PAYNE**
- II. EXECUTIVE SESSION – PERSONNEL MATTER**
- III. ADJOURNMENT**

Due to city-wide shelter in place guidelines, this monthly meeting of the Columbus Iron Works Convention and Trade Center Authority will be a virtual meeting format. If you are interested in being in attendance to this public meeting, please contact Executive Director Hayley Tillery at Tillery.Hayley@columbusga.org



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER
COLUMBUS IRON WORKS CONVENTION AND
TRADE CENTER AUTHORITY**

**MINUTES OF THE MONTHLY MEETING
JULY 23, 2020
12:00 PM**

Due to the city-wide shelter in place and social distancing ordinance caused by the COVID-19 pandemic, the monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, June 25, 2020 at 12:00 PM, through a video teleconference requiring respective attendees to call or join from alternative locations.

Authority Members Present: Chairman Jonathan Payne, Vice Chairman Carson Cummings, Shikha Shah and Lauren Chambers

Authority Members Absent: Craig Burgess

Administrative Members Present: Executive Director Hayley Tillery, Assistant Director Skip Hansberger, Finance Manager Francesca Dye and Secretary Chasity Hall Deppe.

CALL TO ORDER

Chairman Jonathan Payne welcomed the members and at 12:00 PM called the meeting to order.

Generally, there is no meeting held during the month of July due to the city's fiscal year end. However, the Authority chose to hold a supplementary meeting to discuss a personnel matter.

Chairman Jonathan Payne excused all Trade Center staff members apart from the executive director. The Authority entered an executive session at 12:03 PM.

Executive Director Hayley Tillery informed the Authority of Spectra-Ovations decision to change the leadership of their General Manager at the Columbus Georgia Convention and Trade Center. Hayley stated that although a transitional plan to fill the position was provided, the position was currently vacant. Hayley continued, that as the facility's sole service provider of food and beverage, Spectra was a major contributor to the Trade Center's success.

After some discussion, the Authority requested a copy of Spectra's service agreement to review for discussion at the August meeting.

The Authority exited the executive session at 12:44. No votes were taken.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 12:45 PM. The next regular scheduled meeting will be held August 27, 2020.

Jonathan Payne, Chairman
Columbus Iron Works Convention and
Trade Center Authority

Hayley Tillery, Executive Director
Columbus Georgia Convention and
Trade Center