



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

**MONTHLY MEETING
SEPTEMBER 24, 2019
12:00 PM**

**BOARDROOM
(SECOND LEVEL)
A G E N D A**

- I. CALL TO ORDER – CHAIRMAN KATONGA WRIGHT**
- II. APPROVAL OF MINUTES**
 - A. REGULAR MEETING – AUGUST 22, 2019**
- III. FINANCIAL REPORT – FRANCESCA DYE**
 - A. JULY 2019**
- IV. SPECTRA REPORT – WEEZY WINGO-MOTZEL**
 - A. JULY 2019**
 - B. YEAR END RECAP**
 - C. TEAM INTRODUCTIONS**
- V. SALES REPORT – HAYLEY TILLERY**
 - A. JULY 2019**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
- VII. ADJOURNMENT**



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**MINUTES OF THE MONTHLY MEETING
SEPTEMBER 24, 2019
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Tuesday, September 24, 2019 at 12:00 PM, in the Boardroom of the facility.

Authority Members Present: Chairman Katonga Wright, Vice Chairman Jonathan Payne, Lauren Chambers, and Carson Cummings.

Authority Members Absent: Helena Coates

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.

Executive Director Hayley Tillery brought in three members from the Trade Center's operation team to meet the Authority. Hayley introduced, Jarret Black, Jonleal Farley and Daniel Hamrick. Hayley stated these three men along with the other members of the operations team are responsible for setting rooms for each event, assisting clients with audio visual needs and all janitorial duties of the facility. Hayley stated the operations department was the largest department within the facility. Fully staffed the department consist of sixteen employees, eleven full time, which includes one supervisor and two crew leaders and 5 part-time employees. Hayley added, currently the supervisor position as well as one full time and three part-time positions were vacant. Hayley concluded by stating that with the scope of duties, the size of the facility, the hours of operation and the limited number of employees, she felt the operations department does a phenomenal job. Members of the Authority stated what a pleasure it was to meet each of the men and thanked them for their commitment to the facility. The gentlemen were then excused.

CALL TO ORDER

Chairman Katonga Wright welcomed the members and at 12:05 PM, called the meeting to order.

APPROVAL OF MINUTES

Members present were asked if they had received and read the minutes from the previous regular meeting dated August 22, 2019. With no additions or corrections, Vice Chairman Jonathan Payne made a motion to approve the minutes as written. Lauren Chambers seconded the motion, which carried unopposed by all members present.

FINANCIAL REPORT – FRANCESCA DYE

A. JULY 2019 – See attached report prepared and presented by Finance Manager Francesca Dye.

Following Francesca's presentation, Executive Director Hayley Tillery gave a brief recap stating operating revenue increased 59% (\$21k) over the prior year and operating expenses were 4% (\$3k) higher than the prior year. Overall profit is -\$27k, which is an increase of \$56k from the prior year due to an increase in July events.

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION ORGANIZATION

Vice Chairman Jonathan Payne made a motion to approve the July 2019 financial report as prepared and presented by Finance Manager Francesca Dye. Carson Cummings seconded the motion that unanimously carried by all members present.

SPECTRA REPORT – WEEZY WINGO-MOTZEL, GENERAL MANAGER

- A. **JULY 2019** – Spectra General Manager, Weezy Wingo-Motzel gave the catering sales report for the month of July 2019. Weezy reported there were 30 meal functions held during the month with 7,809 meals served. Weezy stated the largest event for the month was the Bob Wright Symposium, with 704 meals.

General Manager Weezy Wingo-Motzel then brought in several members of the catering staff to introduce them to the Authority. Weezy introduced members of the office staff, banquet staff, and kitchen staff. She also passed out a hard copy containing a brief bio on all managers, supervisors, and leads. Weezy added with a combined 137 years of catering experience between 5 managers and 172 years combined experience among supervisors and leads, the catering team had a total of 309 years in the hospitality business! Weezy concluded by stating, she was fortunate to have a staff that truly loves what they do.

SALES REPORT – HAYLEY TILLERY

- A. **JULY 2019** – Executive Director Hayley Tillery gave the sales report for the month of July 2019. Hayley stated that most areas of reporting (call-in clients, requests for proposals, contracts issued, total number of events and total number of attendees) were up for the month while only two areas (planning kit request and walk-in clients) were down for the month. Hayley reported there were forty-four event days for the month and the two largest events were the Bob Wright Symposium and the 75th Ranger Rendezvous Ball. Hayley added based on the eleven returned customer surveys the facility received an overall score of 96.

FACILITY UPDATE – HAYLEY TILLERY

FACILITY UPDATE - See attached report.

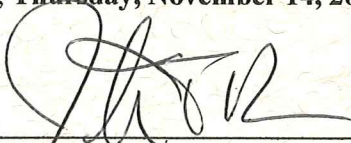
ADDITIONAL INFORMATION

Due to scheduling conflicts of the next meeting the Authority rescheduled the October meeting to Thursday, November 14, 2019

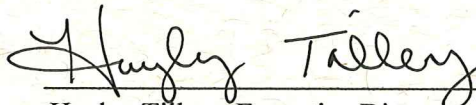
Hayley informed the Authority members that on Tuesday, October 8, 2019, City Council would be voting on the convention hotel and invited them to attend if possible.

ADJOURNMENT

With no further items of business to discuss, Vice Chairman Jonathan Payne adjourned the meeting at 1:02 PM. The next regular scheduled meeting, which is normally held the fourth Thursday of the month, due to a scheduling conflict will be held, **Thursday, November 14, 2019.**



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



Hayley Tillery, Executive Director
Columbus Georgia Convention and
Trade Center



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER
Financial Summary
July 2019 (FY-19)**

REPORT #1 – Event Revenue Breakdown

Includes all events held at the Convention Center for the month.

Event Days.....	44
Attendees.....	9,515
F&B Revenue.....	\$133,208
Operations Revenue.....	\$58,437
Total Event Revenue.....	\$191,645

REPORT #2 – Budget Review

This report illustrates the actual and budgeted revenues and expenses for the month.

Revenue – Actual.....	\$171,332
Revenue – Budgeted.....	\$170,700
Expenses – Actual.....	\$198,422
Expenses – Budgeted.....	\$222,869

REPORT # 3 Budget Review Y-T-D

Revenue – Actual.....	\$171,332
Revenue – Budgeted.....	\$170,700
Expenses – Actual.....	\$198,422
Expenses – Budgeted.....	\$222,869

REPORT #4 Five Year Comparison – Total Revenue / Total Expenses / Net Profit

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

FY16.....	\$127,695 / \$230,963 / -\$103,268
FY17.....	\$193,797 / \$244,946 / -\$51,149
FY18.....	\$171,912 / \$253,424 / -\$81,507
FY19.....	\$132,774 / \$216,282 / -\$83,508
FY20.....	\$171,332 / \$198,422 / -\$27,090
5 Year Average.....	\$159,502 / \$228,807 / -\$69,304
FY20 vs Five Year Average.....	7.4% / -13.3% / 60.9%

REPORT #5 August 18 Actual / August 19 Projection

Total Revenue.....	\$265,384 / \$235,287
Total Expenses.....	\$204,461 / \$205,517
Net Profit.....	\$60,923 / \$29,770



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: September 24, 2019

Current Projects

- Fountain update –working on next steps for procurement process
 - Created a procurement guide for Trade Center specifically
 - Meeting with City Finance next week
- Client event packet
- Breakfast with Santa signature event

Completed Projects

- FY20 Goals and Metrics for the upcoming budget year
- Southern Lovin' Junkin' Show completed this past weekend; great success.

Employee Updates

- Operations Supervisor – Interviews scheduled
- Operations Part-Time – Processing candidate pool for (3) positions
- Operations Full Time – Interviews scheduled

Authority Member Update

- Mayor Henderson is nominating Ms. Shikha Shah to succeed Helena Coates- New Term Expires: October 24, 2022.
- Mayor Henderson is nominating Mr. Craig E. Burgess to succeed Katonga Wright- New Term Expires: October 24, 2022.

Authority Meeting Tentative Agenda

- **Monday, October 21st** – cover the month of August