

**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

**MONTHLY MEETING
SEPTEMBER 24, 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 – AUGUST 27, 2020**
- III. FINANCIAL REPORT – FRANCESCA DYE**
 - A. JULY 2020**
 - B. AUGUST 2020**
- IV. SPECTRA REPORT**
 - A. JULY 2020**
 - B. AUGUST 2020**
- V. SALES REPORT – HAYLEY TILLERY**
 - A. JULY 2020**
 - B. AUGUST 2020**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
- VII. COVID-19 TRADE CENTER IMPACT UPDATE**
- VIII. 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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**MINUTES OF THE MONTHLY MEETING
SEPTEMBER 24, 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, September 24, 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 and Secretary Chasity Hall Deppe.

CALL TO ORDER

Chairman Jonathan Payne welcomed the members and at 12:04 PM called the meeting to order.

APPROVAL OF MINUTES

A. REGULAR MEETING – AUGUST 27, 2020

All members were asked if they had received and read the minutes from the previous meeting dated August 27, 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. JULY 2020** – See attached report.
- B. AUGUST 2020** – See attached report.

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

SPECTRA REPORT

- A. JULY 2020**
- B. AUGUST 2020**

Executive Director Hayley Tillery gave the catering sales report for the month of July and August 2020. Hayley reported that there was a total of fifteen catering events days held during the month of July and twenty for the month of August which included the four weekly curbside pickup meals for each month. Although the report was not discussed in detail Hayley had emailed the members the catering client comments for them to review at their leisure.

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SALES REPORT - HAYLEY TILLERY

- A. JULY 2020
- B. AUGUST 2020

Executive Director Hayley Tillery gave the sales report for the month of July and August 2020. Hayley stated due to the impact of the COVID-19 pandemic most areas of reporting continued to be down for both months however, contracts issued were up from last year for both July and August. Hayley reported there were eight client surveys returned for the month of July with an overall score of 99.5. Hayley added that only one survey had been received for the month of August with an overall score of 100.

FACILITY UPDATE - HAYLEY TILLERY

FACILITY UPDATE - See attached report.

COVID-19 TRADE CENTER IMPACT UPDATE

Executive Director Hayley Tillery updated the members on how the Trade Center continued to be impacted by the COVID-19 pandemic. Hayley stated the facility was awaiting answers from the city regarding its coverage under the CARES Act and the possible reimbursed of funds from Phase 1. Hayley stated she was hoping the facility would receive a portion of the possible \$34 million the city could receive, to help with additional cost in ensuring the safety of the facility.

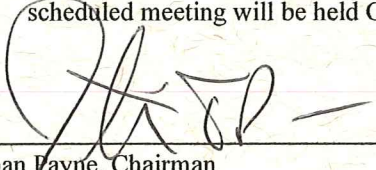
ADDITIONAL INFORMATION

Executive Director Hayley Tillery reported she is scheduled to meet with the regional vice president of Spectra to discuss sharing the loss being incurred during this time. Hayley stated she would keep the members informed but was hopeful the facility would not have to pay the service fee for the next three months. Hayley also reported that she was seeking approval by the city to create and hire a director of sales position rather than filling the vacant general manager position with Spectra. Hayley stated this would save the facility additional money.

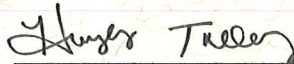
Craig asked for a copy of the Spectra contract for review.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 12:58 PM. The next regular scheduled meeting will be held October 22, 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 21 - JULY 2020 FINANCIAL HIGHLIGHTS

Francesca Dye

REPORT 1 – REVENUE SUMMARY

- July 2020, there was 23 event days and **1,963 attendees.**
- July 2019, there was 44 event days and 9,515 attendees.
- Church of the Highlands incurred cancellation fees due to their earlier Sunday services being cancelled.
- Miscellaneous revenue of \$429 was from catering collection of revenue for previous months.
- Top Events

July 2020		July 2019 (Last Year)	
Event	Total Revenue	Event	Total Revenue
Enrichment Services Pre-Service Training	\$25,549	Bob Wright Symposium	\$23,519
Gun Shows of the South	\$8,891	75 th Ranger Rendezvous and USAR	\$19,601
Coleman Wedding	\$6,855	Gary Family Reunion	\$17,766

- F&B Revenue was \$30,610; Operations Revenue was \$29,378; Total revenue \$59,988.
- Last July, total revenue was \$191,645.

REPORT 2 – JULY 2020 PROFIT & LOSS STATEMENT

➤ REVENUES

- No Catering Revenue
- Convention Services increased 135% due to Enrichment Services purchasing wired internet
- Parking Garage revenue increased 43.5%.
- Beer tax (over \$64K) is up 5.1% ; Hotel/Motel tax (over 38K) dropped 38.6 % .
- Total Revenue was \$123,519.

➤ EXPENSES

- Labor cost was over \$72.5K
 - Last year, the city had an error in pension benefits, which made the benefits expense lower than what it should have been.
- COVID-Expenses (\$674) are expenses related to bought due to COVID-19 and may be reimbursable.
- Catering Loss (\$39,275) is being recorded under Convention Services.
- Training Expense of \$150 was for the AED/CPR training
- The -\$67,040 listed under convention services was paid to Spectra's for their loss we had to cover.
- Electricity dropped 19%; Water dropped 28.5 %; and Gas dropped 26.1%
- Bonded Debt interest payment of \$47,784 was this month.
- Total Labor Expenses was over 72.5K; Operating Expenses was over \$98.6K; Total Expenses were nearly \$219K; Operating Loss was over \$141.7K; Net Loss was over \$95.4K.

REPORT 3 – JULY 2020 YTD PROFIT & LOSS STATEMENT

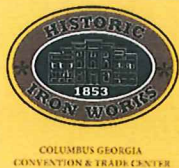
➤ REVENUES & EXPENSES

- Same as Report 2

REPORT 4 – FIVE YEAR COMPARISON

- With all four revenue categories under the 5 year average, total revenue is lower than the average by 22.2%.
- All expense categories beat the average except other expenses due to the 39K catering loss.

- Total Expenses of \$218,926 is 3.3 lower than the 5 year average.
- Net Loss of over \$95K is 40.9% lower than the 5-yr average.



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 21 - AUGUST 2020 FINANCIAL HIGHLIGHTS

Francesca Dye

REPORT 1 – REVENUE SUMMARY

- August 2020, there was 51 event days and 5,278 attendees.
- August 2019, there was 71 event days and 13,989 attendees.
- Church of the Highlands brought in nearly \$46K in revenue overall.
- Curbside pickup brought in over \$1,834 in revenue.
- Top Events

August 2020		August 2019 (Last Year)	
Event	Total Revenue	Event	Total Revenue
Church of the Highlands Sunday Services	\$21,098	Jim Blanchard Leadership Forum	\$104,908
Church of the Highlands 21 Days of Prayer	\$19,635	Enrichment Services Training	\$20,425
Weeks/Skutt Wedding	\$9,095	United Way Kick-Off Luncheon	\$19,407

- F&B Revenue was \$30,057; Operations Revenue was \$65,159; Total revenue \$95,216.
- Last August, total revenue was \$290,545.

REPORT 2 – AUGUST 2020 PROFIT & LOSS STATEMENT

➤ REVENUES

- No Catering Revenue.
- Client Electrical decreased by 36.9%; Equipment rental decreased by 56.7%
- Parking Garage revenue increased 43.5%.
- Beer tax (over \$64K) is up 5.1% ; Hotel/Motel tax (over 38K) dropped 38.6 % .
- Operating Revenue was over \$65K; Tax/Other Source Revenue was over 105K; Total Revenue was \$170,166.

➤ EXPENSES

- Labor cost was over \$81.7K
- COVID-Expenses (\$106) are expenses related to bought due to COVID-19 and may be reimbursable.
- Catering Loss (\$22,547) is being recorded under Convention Services.
- Operations Expenses decreased by 97% due to warehouse purchases that are being cover by Public Works under their COVID expenses
- Repairs and maintenance to building dropped 93.7%.
- Special Events has a \$406 expense due to our Employee Appreciation Week being moved from May to August.
- Electricity dropped 24.2%; Water dropped 41.1 %; and Gas dropped 57.9%
- Total Labor Expenses was over 81.7K; Operating Expenses was over \$79.6K; Total Expenses were over \$161.4K; Operating Loss was over \$96; Net Profit was \$8,731.

REPORT 3 – AUGUST 2020 YTD PROFIT & LOSS STATEMENT

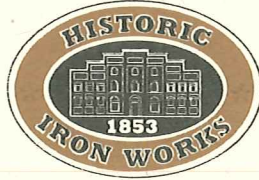
➤ REVENUES

- There's a decrease in all revenue sources except Parking Garage (43.5% increase).
- Operating Revenue decreased by 43.2%.
- Beer tax is the only other revenue source showing an increase at 12.1%.
- Tax/Other source revenue decreased by 13.6%
- Total Revenue decreased by 26.0% at \$293,685K

- Labor Costs decreased by 2.7%
- All Operating expenses (-34.5%) are showing a decrease except
 - Convention Services due to our catering loss.
 - Special Events due to Employee Appreciation Week being moved to August.
- Total Expenses decreased by 21.1%
- Operating at a loss over \$235K; Net loss is nearly \$86.7K (1.6% less than last year).

REPORT 4 – FIVE YEAR COMPARISON

- Space Rental is the only revenue category beating the 5-year average by 7%.
- Total Revenue is 20.2% less than the average.
- Total Expenses over \$380K is 11.4 lower than the average.
- Net Loss of nearly \$86.7K is 42.1% lower than the average.



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: September 24, 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
- Performance Reviews
- Strategic Planning Days – July 14th-16th – Report is being finalized
- Overall Trade Center Team Annual Training Days – TBD

Completed Projects

- Trade Center News / Sanitation/Cleaning Habits Video
- Installed HVAC supply air for the South Hall Exhibitor Manager's Office
- Annual Inspection and Certification of two (2) Backflow Preventers
- Replaced Hot Water Copper Line with pipe insulation from Main Lobby through Hayley's Office
- Replaced Incoming Water Filters for Ice Makers in Kitchen

Employee Updates

- Operations Part-Time – processing candidate pool for (3) positions;
 - Offered (1) position to Jeannette Clipp
- Operations Full Time - put on hold (2) positions
- Facilities Part-Time – processing candidate pool (1) position
- Facilities Full-Time – offered position to Michael Lesh
- Nighttime/Weekend Receptionist – put on hold (1) positions; offering (1) position to Kathleen Mullikin

Authority Meeting Tentative Agenda

- **October 22nd** – September Review
- **November** – Date TBD