



**COLUMBUS GEORGIA  
CONVENTION & TRADE CENTER**

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

**MONTHLY MEETING**

**OCTOBER 22, 2020**

**12:00 PM**

**MEETING ROOM 102**

**A G E N D A**

- I. CALL TO ORDER – CHAIRMAN JONATHAN PAYNE**
- II. APPROVAL OF MINUTES**
  - A. REGULAR MEETING – SEPTEMBER 24, 2020**
  - B. CALLED MEETING – OCTOBER 9, 2020**
- III. FINANCIAL REPORT – FRANCESCA DYE**
  - A. SEPTEMBER 2020**
- IV. SPECTRA UPDATES**
  - A. SEPTEMBER 2020**
  - B. EMPLOYEE STATUS**
  - C. LEASE AGREEMENT DISCUSSION**
- V. SALES REPORT – HAYLEY TILLERY**
  - A. SEPTEMBER 2020**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
- VII. COVID-19 TRADE CENTER IMPACT UPDATE**
- VIII. ADJOURNMENT**



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**MINUTES OF THE MONTHLY MEETING  
OCTOBER 22, 2020  
12:00 PM**

The meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, October 22, 2020 at 12:00 PM, in meeting room 102 of the facility, as well as through teleconference whereas respective attendees to called and joined from alternative locations.

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

**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 12:05 PM called the meeting to order.

**APPROVAL OF MINUTES**

- A. REGULAR MEETING – SEPTEMBER 24, 2020
- B. CALLED MEETING- OCTOBER 9, 2020

All members were asked if they had received and read the minutes from the previous regular meeting dated September 24, 2020, as well as the called meeting dated October 9, 2020. With no additions or corrections to be made, Chairman Jonathan Payne asked for a motion to approve both set of minutes as written. Craig Burgess made the motion that was then seconded by Vice Chairman Carson Cummings. The motion carried unopposed by all members.

**FINANCIAL REPORT – FRANCESCA DYE**

- A. SEPTEMBER 2020 – See attached report.

Chairman Jonathan Payne asked for a motion to approve the September financial reports as prepared and presented by Finance Manager Francesca Dye. Craig Burgess made the motion that was then seconded by Vice Chairman Carson Cummings. The motion carried unopposed by all members.

**SPECTRA REPORT**

- A. SEPTEMBER 2020

Executive Director Hayley Tillery gave the catering sales report for the month September 2020. Hayley reported that there was a total of thirteen catering events days held during the month of September which included the four weekly curbside pickup meals for the month. Although the report was not discussed in detail the members were given the catering client comments to review at their leisure.

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**B. EMPLOYEE STATUS** Executive Director Hayley Tillery reported several employees on both the Trade Center and Spectra side of the facility were currently out due to various medical reasons to include family illnesses, unexpected surgery, and positive COVID-19 testing. Hayley stated that the clients were not suffering due to the absences, and the facility was continuing to follow all recommended CDC and city guidelines pertaining to the pandemic. There was a brief discussion whereas the board requested a copy of the policy/procedures currently implemented. Hayley assured the members she would forward them the information following the meeting.

**C. LEASE AGREEMENT DISCUSSION** Executive Director Hayley Tillery reported that she had been in contact with Spectra Corporation, who had requested a meeting to discuss client relations. Hayley stated she was told that two representatives from Spectra would be flying in for the meeting. Hayley stated that she was seeking clarity on exactly what they were wanting to meet about. Members of the Authority recommended asking for an agenda before agreeing to the meeting.

Hayley also reported that Spectra had settled a lawsuit with Michelle Hughes, a former employer without discussing with the Trade Center.

**SALES REPORT - HAYLEY TILLERY**

**A. SEPTEMBER 2020** Executive Director Hayley Tillery gave the sales report for the month of September 2020. Hayley stated all areas of reporting were up for the month apart from walk-in clients which was the same as the previous year and request for proposals which was slightly down from the previous year. Hayley reported there were four client surveys returned for the month of September with an overall score of 99.7. Hayley also reported that the facility had received the Reader's Choice award for Favorite Wedding Venue.

**FACILITY UPDATE - HAYLEY TILLERY**


FACILITY UPDATE - See attached report.

**COVID-19 TRADE CENTER IMPACT UPDATE**

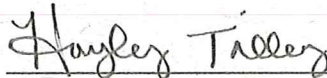
Although not discussed in detail due to a lack of time, Executive Director Hayley Tillery briefly updated the members on the continued impacted of the COVID-19 pandemic as well as ways the facility was responding. Hayley stated the city was awaiting approval of a \$96K from the CARES Act Funding that would help with added cost and updates needed to ensure the safety of the citizens of Columbus. Hayley added that if the grant was approved, she was hopeful the Trade Center would receive some of the funds.

**ADJOURNMENT**

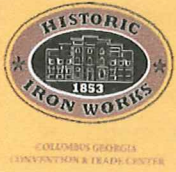
With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:19 PM. Due to the Thanksgiving holiday, the next regular scheduled meeting date will December 3, 2020.



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 - SEPTEMBER 2020 FINANCIAL HIGHLIGHTS

Francesca Dye

## REPORT 1 – REVENUE SUMMARY

- There were two signature events this month, the Ironworks Local Mini Market and Princess for a Day.
- September 2020, there was 41 event days and 6,984 attendees.
- September 2019, there was 51 event days and 26,548 attendees.
- Church of the Highlands brought in nearly \$26.5K in revenue overall.
- Curbside pickup brought in over \$1,487 in revenue.
- Top Events

August 2020		August 2019 (Last Year)	
Event	Total Revenue	Event	Total Revenue
Church of the Highlands Sunday Services	\$20,648	Omega Psi Phi Fraternity, Inc. 56 <sup>th</sup> GA State Meeting	\$50,275
Ironworks Local Mini Market	\$12,190	Sound Choices Gala	\$39,797
Warren Wedding	\$9,147	2-16 <sup>th</sup> Cavalry Regiment Fall Ball	\$24,066

- F&B Revenue was \$34,895; Operations Revenue was \$50,267; Total revenue \$85,162.
- Last September, total revenue was \$328,856.

## REPORT 2 – SEPTEMBER 2020 PROFIT & LOSS STATEMENT

### ➤ REVENUES

- No Catering Revenue.
- Client Electrical decreased by 27.9%; Equipment rental decreased by 69.3%
- Parking Garage revenue increased 10.6%; Ticket Sales increased by 2.2 %
- Beer tax (over \$56K) dropped 23.8%; Hotel/Motel tax (over 37K) dropped 46.5 % .
- Operating Revenue was over \$50K; Tax/Other Source Revenue was over 94.5K; Total Revenue was \$144,786.

### ➤ EXPENSES

- Labor cost was over \$83.5K
- COVID-19 Expenses (\$409) may be reimbursable.
- Catering Loss due to COVID-19 (\$31,418) is being recorded under Convention Services.
- Operations Expenses decreased by 78.5% due to warehouse purchases that are being cover by Public Works under their COVID expenses.
- Repairs and maintenance to building dropped 84.7%; Repairs and maintenance to equipment increased due to necessary kitchen repairs.
- Electricity dropped 22.3% Water dropped 23.7 %; and Gas dropped 57.6%.
- Total Labor Expenses was over \$83.5K; Operating Expenses was over \$118K; Total Expenses were over \$201.8K; Operating Loss was over \$151.5K; Net Loss was \$57,071.

## REPORT 3 – SEPTEMBER 2020 YTD PROFIT & LOSS STATEMENT

### ➤ REVENUES

- There is a decrease in all revenue sources except Parking Garage (28.9% increase).
- Overall, Operating Revenue decreased by 52.2%.
- Tax/Other source revenue decreased by 22.8%.
- Total Revenue decreased by 35.8% at \$438,471.
- Labor Costs decreased by 2.5%





## COLUMBUS GEORGIA CONVENTION & TRADE CENTER

### Overview of Recent Events

**Date: October 22nd, 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
- Strategic Planning Days – July 14<sup>th</sup>-16<sup>th</sup> – Report is being finalized
- Overall Trade Center Team Annual Training Days – TBD

#### Completed Projects

- Performance Reviews
- Completed Annual Fire Alarm Inspection (Fuller Fire & Safety)
- Annual Sprinkler and Fire Pump Inspection (Fuller Fire & Safety)
- Installed New Camera with 4 channel DVR for Security of Absentee Ballot Box located adjacent to Ticket Booth Office under Front Canopy
- Scheduled Forklift Training (10/20/20)
- Emergency Planning for All Staff (10/7/20)
- Emergency Fire Drill (Unannounced) for All Staff (10/8/20)

#### Employee Updates

##### *Active Job Postings*

- Director of Sales Full Time – processing candidate pool
- Operations Part-Time – processing candidate pool for (2) positions
- Facilities Part-Time – processing candidate pool (1) position
- Operations Full Time - put on hold (3) positions

##### *New Hires*

- Operations Part-Time – Jasmine Dorsey – started on October 19<sup>th</sup>
- Facilities Full-Time – Michael Lesh – started on October 19<sup>th</sup>
- Sales Coordinator – Savannah Meadows – started on October 19<sup>th</sup>
- Nighttime/Weekend Receptionist – Kathleen Mullikin

#### Authority Meeting Tentative Agenda

- **November** – Date TBD
- **December** – Date TBD