



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

**MONTHLY MEETING
JANUARY 23, 2020
12:00 PM**

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

- I. CALL TO ORDER – CHAIRMAN JONATHAN PAYNE**
- II. APPROVAL OF MINUTES**
 - A. REGULAR MEETING – DECEMBER 19, 2019**
- III. FINANCIAL REPORT – FRANCESCA DYE**
 - A. NOVEMBER 2019**
 - B. DECEMBER 2019**
- IV. SPECTRA REPORT – WEEZY WINGO-MOTZEL**
 - A. NOVEMBER 2019**
 - B. DECEMBER 2019**
- V. SALES REPORT – HAYLEY TILLERY**
 - A. NOVEMBER 2019**
 - B. DECEMBER 2019**
- VI. TRADE CENTER PROCUREMENT PROCESS APPROVAL**
- VII. FACILITY UPDATE – HAYLEY TILLERY**
- VIII. ADJOURNMENT**



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

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, January 23, 2020 at 12:00 PM, in the Boardroom of the facility.

Authority Members Present: Chairman Jonathan Payne, Vice Chairman Carson Cummings, Shikha Shah, and Lauren Chambers (via conference phone)

Authority Members Absent: Craig Burgess

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.

CALL TO ORDER

Chairman Jonathan Payne welcomed the members and at 12:08 PM, called the meeting to order.

APPROVAL OF MINUTES

All members were asked if they had received and read the minutes from the previous regular meeting dated December 10, 2019. With no additions or corrections, Vice Chairman Carson Cummings 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. **NOVEMBER 2019** – See attached report prepared and presented by Finance Manager Francesca Dye
- B. **DECEMBER 2019** – See attached report prepared and presented by Finance Manager Francesca Dye

Carson Cummings made a motion to approve the November and December 2019 financial reports as prepared and presented by Finance Manager Francesca Dye. Shikha Shah seconded the motion that unanimously carried by all members present.

SPECTRA REPORT – WEEZY WINGO-MOTZEL, GENERAL MANAGER

- A. **NOVEMBER 2019** – Spectra General Manager, Weezy Wingo-Motzel gave the catering sales report for the months of November 2019. Weezy reported for the month of November there were 38 meal functions held during the month with approximately 9,566 guests. Weezy stated the largest event for the month was the WHINSEC Graduation and Lunch, with 390 meals served.

- B. **DECEMBER 2019** – Weezy then gave the catering sales report for the month of December 2019. She reported there were 41 events requiring meal service held during the month with approximately 11,230 guests served. Weezy stated the largest event for the month was the AFLAC Christmas Party, with 1600 meals served.

SALES REPORT – HAYLEY TILLERY

- A. **NOVEMBER 2019** – Executive Director Hayley Tillery gave the sales report for the month of November 2019. Hayley stated the areas of reporting were more up than down for the month with contracts issued, planning kit request, requests for proposals and total number of events up for the month while call-in clients, walk-in clients and total number of attendees were down for the month. Hayley added based on the seven returned customer surveys the facility received an overall score of 99.3.
- B. **DECEMBER 2019** - Executive Director Hayley Tillery gave the sales report for the month of December 2019. Hayley stated all areas of reporting were up for the month except for request for proposals which was only down by one. Hayley added based on five returned customer surveys the facility received an overall score of 99.9.

TRADE CENTER PROCUREMENT PROCESS UPDATE

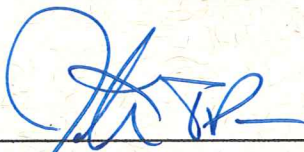
Executive Director Hayley Tillery brought back to the Authority the proposed Trade Center procurement process synopsis with edits made per the Authority's recommendation at the last meeting. There was a brief discussion after which Chairman Jonathan Payne asked that an electronic vote be taken to include absent member Craig Burgess due to the fact that the updates were his recommendation. There was no vote taken on the policy at this time, however an electronic vote will be taken to clear the topic from the agenda.

FACILITY UPDATE – HAYLEY TILLERY

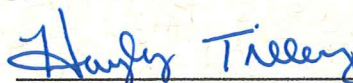
FACILITY UPDATE - See attached report.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:07 PM. The next regular scheduled meeting, which is held the fourth Thursday of the month, will be, **Thursday, February 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 & TRADE CENTER
Financial Summary
November 2019 (FY-20)**

REPORT #1 – Event Revenue Breakdown

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

Event Days.....	69
Attendees.....	28,057
F&B Revenue.....	\$106,422
Operations Revenue.....	\$120,560
Total Event Revenue.....	\$226,983

REPORT #2 – Budget Review

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

Revenue – Actual.....	\$248,034
Revenue – Budgeted.....	\$224,040
Expenses – Actual.....	\$158,713
Expenses – Budgeted.....	\$328,395

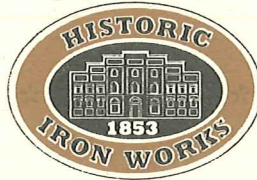
REPORT # 3 Budget Review Y-T-D

Revenue – Actual.....	\$1,210,544
Revenue – Budgeted.....	\$1,284,160
Expenses – Actual.....	\$1,009,463
Expenses – Budgeted.....	\$1,270,616

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

Does not reflect construction payments *Through November 30th of each fiscal year.

FY16.....	\$1,150,732 / \$981,311 / \$169,421
FY17.....	\$1,316,589 / \$988,544 / \$328,045
FY18.....	\$1,245,306 / \$1,046,047 / \$199,264
FY19.....	\$1,296,285 / \$967,078 / \$329,208
FY20.....	\$1,210,544 / \$1,009,463 / \$201,081
5 Year Average.....	\$1,252,228 / \$995,745 / \$256,485
FY20 vs Five Year Average.....	-3.3% / 1.4% / -21.6%



**COLUMBUS GEORGIA
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Financial Summary
December 2019 (FY-20)**

REPORT #1 – Event Revenue Breakdown

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

Event Days.....	55
Attendees.....	17,282
F&B Revenue.....	\$433,037
Operations Revenue.....	\$78,273
Total Event Revenue.....	\$511,310

REPORT #2 – Budget Review

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

Revenue – Actual.....	\$329,147
Revenue – Budgeted.....	\$309,900
Expenses – Actual.....	\$215,246
Expenses – Budgeted.....	\$293,119

REPORT # 3 Budget Review Y-T-D

Revenue – Actual.....	\$1,539,691
Revenue – Budgeted.....	\$1,594,060
Expenses – Actual.....	\$1,224,709
Expenses – Budgeted.....	\$1,563,735

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

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

FY16.....	\$1,406,530 / \$1,233,740 / \$172,790
FY17.....	\$1,591,646 / \$1,200,606 / \$391,040
FY18.....	\$1,526,731 / \$1,246,484 / \$280,745
FY19.....	\$1,596,513 / \$1,182,866 / \$413,648
FY20.....	\$1,539,691 / \$1,224,709 / \$314,982
5 Year Average.....	\$1,532,222 / \$1,217,681 / \$314,541
FY20 vs Five Year Average.....	0.5% / 0.6% / 0.1%



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: January 23rd, 2020

Current Projects

- FY21 Budget – reclassifications for job titles
- Fountain Renovation – product is ordered, and schedule will be made for project delivery
- Working with Visit Columbus on a new agency that will target convention/conference business
- Trade Center 40th Anniversary Campaign
- Fiber Optic internet options in our building

Completed Projects

- Installed New ABB VFD for the Cooling Tower
- Installed New Combi-Oven in Kitchen

Employee Updates

- Operations Part-Time – Processing candidate pool for (3) positions
- Facilities Full Time – Jeff Link promoted from part-time to full time
- Facilities Part-Time – Waiting for city to post position

Authority Meeting Tentative Agenda

- **February 27th** – cover the month of January
 - Guest Speaker from Hecht Burdeshaw on future growth for Trade Center
- Brief recap on sales goals and upcoming Trade Center events