

COLUMBUS GEORGIA
CONVENTION & TRADE CENTER

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

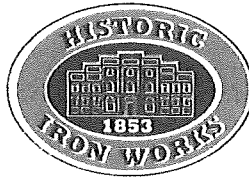
MONTHLY MEETING

MARCH 26, 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 – FEBRUARY 27, 2020**
- III. COVID-19 TRADE CENTER IMPACT**
- IV. FINANCIAL REPORT – FRANCESCA DYE**
 - A. FEBRUARY 2020**
- V. SPECTRA REPORT – WEEZY WINGO MOTZEL**
 - A. FEBRUARY 2020**
- VI. SALES REPORT – HAYLEY TILLERY**
 - A. FEBRUARY 2020**
- VII. FACILITY UPDATE – HAYLEY TILLERY**
- VIII. ADJOURNMENT**



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**MINUTES OF THE MONTHLY MEETING
MARCH 26, 2020
12:00 PM**

Due to the city-wide 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, March 26, 2020 at 12:00 PM, through a video teleconference from the executive director's office.

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 12:01 PM, called the meeting to order.

APPROVAL OF MINUTES

A. REGULAR MEETING – FEBRUARY 27, 2020 – All members were asked if they had received and read the minutes from the previous regular meeting dated February 27, 2020. With no additions or corrections, Craig Burgess made a motion to approve the minutes as written. Lauren Chambers seconded the motion, which carried unopposed by all members present.

COVID-19 TRADE CENTER IMPACT

Chairman Jonathan Payne opened the floor for any questions or comments members may have for Executive Director Hayley Tillery in reference to the impact the COVID-19 has had on the Trade Center as well as the effect it has had on employee morale.

Vice Chairman Carson Cummings and Craig Burgess both stated they would like to hear what Executive Director Hayley Tillery had to say before forming any questions.

Lauren Chambers stated that she has had the pleasure of being both an Authority member and client of the Trade Center and that as a client she felt that Hayley and the staff, as well as Weezy (catering) were doing an exceptional job communicating with clients during this uncertain time. Lauren stated that from the beginning Hayley has worked to accommodate the needs of the clients while operating within the restriction guidelines.

Executive Director Hayley Tillery stated that she had tried very hard to be transparent with the team. Stating that the employees had been given different options if they felt uncomfortable coming to work. Among those options were taking sick or vacation leave or working alternate hours or from home if possible. Hayley added

that although several events had already postponed it was her goal for the building to remain open if possible. Hayley continued that although most events for March and April were postponing, she was considering that a positive because they were not cancelling. Also, that with the down time the staff was able to do some deep cleaning and conquer some projects that had been put off because of clients being in the building.

Executive Director Hayley Tillery stated that financially the facility was in good shape. She added that there was well over the recommended 6-month emergency reserve.

Craig Burges asked how long the facility would continue to operate on the reserve without revenue coming in if the situation continued through (worst case scenario) July or August?

Hayley answered that she was still hopeful that would not be the case however she was working on the facility's per day cost of operation and would continue to communicate with the Mayor, and Authority to make the best decision should it become necessary.

Chairman Jonathan Payne commended Hayley for her communication and stated that he felt very confident in her leadership.

FINANCIAL REPORT – FRANCESCA DYE

- A. FEBRUARY 2020 – See attached report.

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

SPECTRA REPORT – WEEZY WINGO MOTZEL, GENERAL MANAGER

- A. FEBRUARY 2020 – Due the circumstances, General Manager Weezy Wingo Motzel did not attend the meeting to present the Spectra Report. However, the members were given the report in the information packet that was emailed to them. Based on the report there were 32 catered events held during the month, with 31,622 meals served.

SALES REPORT – HAYLEY TILLERY

- A. FEBRUARY 2020 – Executive Director Hayley Tillery gave a brief abbreviated report. Hayley reported February was financially the best month, in the history of the Trade Center. See attached report.

FACILITY UPDATE – HAYLEY TILLERY

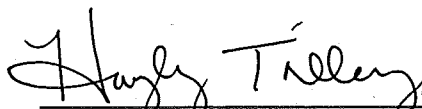
FACILITY UPDATE - See attached report.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 12:55 PM. The next regular scheduled meeting, which is held the fourth Thursday of the month, will be, **Thursday, April 23, 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
 February 2020 (FY-20)**

REPORT #1 – Event Revenue Breakdown

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

Event Days.....	49
Attendees.....	29,940
F&B Revenue.....	\$538,527
Operations Revenue.....	\$123,503
Total Event Revenue.....	\$662,030

REPORT #2 – Budget Review

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

Revenue – Actual.....	\$507,896
Revenue – Budgeted.....	\$448,176
Expenses – Actual.....	\$199,689
Expenses – Budgeted.....	\$189,599

REPORT # 3 Budget Review Y-T-D

Revenue – Actual.....	\$2,274,898
Revenue – Budgeted.....	\$2,209,236
Expenses – Actual.....	\$1,863,520
Expenses – Budgeted.....	\$2,215,922

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

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

FY16.....	\$1,941,028 / \$1,809,790 / \$131,238
FY17.....	\$2,208,951 / \$1,782,134 / \$426,817
FY18.....	\$2,066,231 / \$1,800,351 / \$265,880
FY19.....	\$2,214,058 / \$1,700,780 / \$513,278
FY20.....	\$2,274,898 / \$1,863,520 / \$411,378
5 Year Average.....	\$2,141,033 / \$1,791,315 / \$349,718
FY20 vs Five Year Average.....	6.3% / 4.0% / 17.6%

FEBRUARY 2020 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$123,503**

Total Revenue **\$662,030**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$1,733,880

MONTHLY SALES



FY20 February sales up 17% compared to FY19 February sales

CONFERENCES/CONVENTIONS

	Event Count	Sales
2020	9	\$482,127
2019	11	\$453,629

SOCIAL

	Event Count	Sales
2020	8	\$83,230
2019	6	\$75,969

WEDDINGS

	Event Count	Sales
2020	4	\$38,887
2019	0	\$0

CIVIC

	Event Count	Sales
2020	18	\$38,440
2019	6	\$19,760

CONSUMER/TRADE SHOWS

	Event Count	Sales
2020	4	\$9,837
2019	1	\$1,254

CORPORATE

	Event Count	Sales
2020	5	\$9,271
2019	7	\$13,658



FY20 29,940

vs

FY19 23,875

FY20 February attendee count is up 25.4% compared to FY19.

YEARLY UPDATE

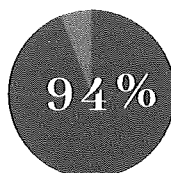
CIVIC



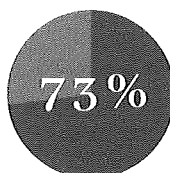
SOCIAL



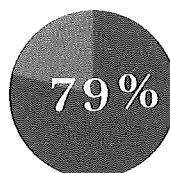
WEDDINGS



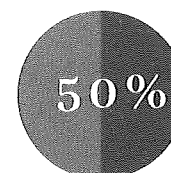
CORPORATE



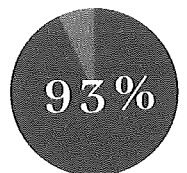
CONSUMER/TRADE



CONFERENCES/
CONVENTIONS



ALL EVENTS



SALES INQUIRIES

INQUIRIES

159

CONTRACTS SENT

32

CALL-INS

72

WALK-INS

19

PKR'S

61

RFP'S

7

OVERALL SURVEY SCORE

96.7%

Based on 12 surveys





COLUMBUS GEORGIA
CONVENTION & TRADE CENTER

Overview of Recent Events

Date: March 26th, 2020

Current Projects

- Installation of two (2) new Lochnivar Boilers replacing two (2) Weil-McLain Boilers
- Installation of new Front Fountain Equipment
- Working with Visit Columbus on a new agency that will target convention/conference business
- Fiber Optic internet options in our building

Completed Projects

- Completed Repairs on #1 Wet System located in North Hall Riser Room
- Completed Repairs on #3 Wet System located in North Hall Riser Room
- Completed Annual Preventative Maintenance (PM) for Lochnivar Boilers
- Completed the re-painting of the dropped lighted ceiling in the bridge hallway
- Completed the installation of the 2nd Floor Glass Panel that had broken

Employee Updates

- New Hire – Event Attendant – Operations – Jasmine Holder
- Operations Part-Time – Processing candidate pool for (3) positions
- Facilities Part-Time – Processing candidate pool

Authority Meeting Tentative Agenda

- April 23rd – cover the month of March; approvals for February