

COLUMBUS GEORGIA  
CONVENTION & TRADE CENTER

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

**MONTHLY MEETING  
FEBRUARY 27, 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 - JANUARY 23, 2020**
- III. FINANCIAL REPORT - FRANCESCA DYE**
  - A. JANUARY 2020**
- IV. SPECTRA REPORT - WEEZY WINGO MOTZEL**
  - A. JANUARY 2020**
- V. SALES REPORT - HAYLEY TILLERY**
  - A. JANUARY 2020**
- VI. TRADE CENTER PROCUREMENT POLICY**
- VII. TRADE CENTER BOILER PURCHASE APPROVAL**
- VIII. SPECIAL GUESTS: HECHT BURDESHAW ARCHITECTS; SCOTT HOLMES  
AND NEIL CLARK**
- IX. FACILITY UPDATE - HAYLEY TILLERY**
- X. ADJOURNMENT**



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**MINUTES OF THE MONTHLY MEETING  
FEBRUARY 27, 2020  
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, February 27, 2020 at 12:00 PM, in the Boardroom of the facility.

**Authority Members Present:** Chairman Jonathan Payne, Vice Chairman Carson Cummings, Shikha Shah, and Craig Burgess

**Authority Members Absent:** Lauren Chambers

**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 Deppe.

**CALL TO ORDER**

Chairman Jonathan Payne welcomed the members and at 12:03 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 January 23, 2020. With no additions or corrections, Vice Chairman Carson Cummings made a motion to approve the minutes as written. Craig Burgess seconded the motion, which carried unopposed by all members present.

**FINANCIAL REPORT – FRANCESCA DYE**

A. **JANUARY 2020** – See attached report prepared and presented by Finance Manager Francesca Dye

Carson Cummings made a motion to approve the January 2020 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 – WEEZY WINGO-MOTZEL, GENERAL MANAGER**

A. **JANUARY 2020** – To conserve time, Spectra General Manager, Weezy Wingo Motzel had the catering sales report for the month January previously emailed to the members and they reviewed them individually. Based on the report there were 33 events for the month and 11,814 meals served.

**SALES REPORT – HAYLEY TILLERY**

A. **JANUARY 2020** – Executive Director Hayley Tillery gave the sales report for the month of January 2020. Hayley stated the month was the most successful January the facility had seen in over a decade, adding that all areas of reporting were up for the month except for call-in and walk-in clients. Hayley reported the most significant increase was planning kit requests which was 158 verses 37 from last January. Number of contracts issued, request for proposals, total event days and total number of attendees were also all up. Hayley added

based on the nine returned customer surveys the facility received an overall score of 98.7. Hayley also highlighted several of the highest grossing events for the month, 2-11 Taskforce, Dr. Folarin Olbowale's 60<sup>th</sup> Birthday and the Dream Lives MLK City of Columbus Event.

### **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 and tabled at the last meeting due to the absence of member Craig Burgess. There was another brief discussion in which Craig provided the Authority with a precise definition of the word "emergency" that he recommended be included in the development of the procurement policy. The members present all agreed with Craig's recommendation. Chairman Johnathan Payne made the motion to add the wording as recommended by Craig Burgess to the procurement policy, Shikha Shah seconded the motion and it was unanimously carried.

### **TRADE CENTER BOILER PURCHASE APPROVAL**

Due to the fact that Executive Director Hayley Tillery had been communicating with the Authority through email, they were already familiar with the topic. Hayley did give a brief recap of the situation that was leading to the purchase of two new boilers. Hayley stated that there is a total of 4 boilers that covered the hot water and heat in the facility. She added that the two boilers that control the water had been replaced a few years prior and that now the two remaining boilers that control the heat in the facility needed to be replaced. Hayley advised the members that \$100K had been allocated in the previous year's budget for the boiler project. Also, that the project would take approximately a month from start to completion. Hayley stated that it was her recommendation that the Authority approve the purchase and installation of the boilers as an emergency/catastrophic situation for the Trade Center.

Craig Burgess made a motion based on Executive Director Hayley Tillery's recommendation to approve the purchase and installation of the two boilers. Shikha Shah seconded the motion and it was unanimously carried by all members present.

### **SPECIAL GUEST: HECHT BURDESHAW ARCHITECTS; SCOTT HOLMES AND NEIL CLARK**

Hecht Burdeshaw Architects, Scott Holmes and Neil Clark appeared before the Authority to give a brief presentation of their studies on parking lot design and placement to accommodate current needs as well as future growth and the potential addition of an onsite convention center hotel.

Chairman Jonathan Payne thanked the gentlemen for coming and sharing their knowledge and apologized for the shortness of time given.

### **FACILITY UPDATE - HAYLEY TILLERY**

FACILITY UPDATE - See attached report.

### **ADJOURNMENT**

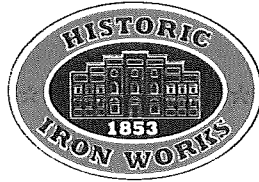
With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:04 PM. The next regular scheduled meeting, which is held the fourth Thursday of the month, will be, Thursday, March 26, 2020.



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



Hayley Tillery, Executive Director  
Columbus Georgia Convention and  
Trade Center



COLUMBUS GEORGIA  
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**Financial Summary**  
**January 2020 (FY-20)**

**REPORT #1 – Event Revenue Breakdown**

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

Event Days.....	64
Attendees.....	19,966
F&B Revenue.....	\$198,021
Operations Revenue.....	\$91,467
Total Event Revenue.....	\$289,488

**REPORT #2 – Budget Review**

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

Revenue – Actual.....	\$227,311
Revenue – Budgeted.....	\$167,000
Expenses – Actual.....	\$439,928
Expenses – Budgeted.....	\$472,138

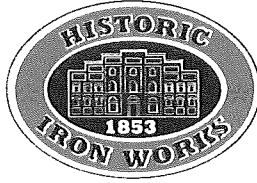
**REPORT # 3 Budget Review Y-T-D**

Revenue – Actual.....	\$1,767,002
Revenue – Budgeted.....	\$1,761,060
Expenses – Actual.....	\$1,664,636
Expenses – Budgeted.....	\$2,026,323

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

Does not reflect construction payments \*Through January 31<sup>st</sup> of each fiscal year.

FY16.....	\$1,57,746 / \$1,633,900 / (\$61,154)
FY17.....	\$1,739,646 / \$1,599,014 / \$140,632
FY18.....	\$1,663,504 / \$1,626,735 / \$36,769
FY19.....	\$1,763,435 / \$1,550,705 / \$212,732
FY20.....	\$1,767,002 / \$1,664,636 / \$102,368
5 Year Average.....	\$1,701,267 / \$1,614,998 / \$86,269
FY20 vs Five Year Average.....	3.9% / 3.1% / 18.7%



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**Overview of Recent Events**

Date: February 27th, 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 40<sup>th</sup> Anniversary Campaign
- Fiber Optic internet options in our building

**Completed Projects**

- Performed Quarterly PM's on Chillers
- Performed Quarterly PM's on Cooling Towers
- Performed Annual PM's/Inspections on four (4) Boilers
- Installed five (5) new Cameras in selected locations
- Performed Semi-Annual Vent Hood Fire Suppression System Inspections for the Kitchen and Concession Lobby Stand
- Replaced Damaged Signage for Parking Garage (1-1/2 Parking Level)
- Performed Kitchen Vent Hood Cleaning prior to Semi-Annual Vent Hood Inspections
- Installed two (2) Clean Agent Fire Extinguishers for Computer and Electronic Equipment
- Removed Wall Paper and Painted Walls in the Historic Display Foyer and Bridge Hallway Foyer

**Employee Updates**

- Operations Part-Time – Processing candidate pool for (4) positions
- Facilities Part-Time – Processing candidate pool

**Authority Meeting Tentative Agenda**

- **March 26th** – cover the month of February