



COLUMBUS GEORGIA
CONVENTION & TRADE CENTER

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

**MONTHLY MEETING
DECEMBER 19, 2019
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 – NOVEMBER 14, 2019**
- III. INTRODUCTION OF NEW BOARD MEMBER**
 - A. SHIKHA SHAH**
- IV. FINANCIAL REPORT – FRANCESCA DYE**
 - A. OCTOBER 2019**
- V. SPECTRA REPORT – WEEZY WINGO-MOTZEL**
 - A. OCTOBER 2019**
- VI. SALES REPORT – HAYLEY TILLERY**
 - A. OCTOBER 2019**
- VII. TRADE CENTER PROCUREMENT PROCESS UPDATE**
 - A. FOUNTAIN RENOVATION PROJECT**
- VIII. FACILITY UPDATE – HAYLEY TILLERY**
- IX. EXECUTIVE SESSION – PERSONNEL MATTER**
- X. ADJOURNMENT**



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**MINUTES OF THE MONTHLY MEETING
DECEMBER 19, 2019
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, December 19, 2019 at 12:00 PM, in the Boardroom of the facility.

Authority Members Present: Chairman Jonathan Payne, Vice Chairman Carson Cummings, Lauren Chambers, Shikha Shah, and 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 12:02 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 November 14, 2019. With no additions or corrections, Lauren Chambers made a motion to approve the minutes as written. Carson Cummings seconded the motion, which carried unopposed by all members present.

INTRODUCTION OF NEW AUTHORITY MEMBERS

Executive Director Hayley Tillery introduced new board member, Shikha Shah. Shikha was recently appointed to the Authority to fill the position left vacant by Helena Coates. The members all welcomed her.

FINANCIAL REPORT – FRANCESCA DYE

A. OCTOBER 2019 – See attached report prepared and presented by Finance Manager Francesca Dye

Before Francesca began her presentation, for the sake of the new members Executive Director Hayley Tillery updated the Authority on how the financial reporting was done.

Following the presentation Executive Director Hayley Tillery gave a brief recap stating operating revenue decreased 13% (\$138k) from the prior year and operating expenses were 6% (\$21k) higher than the prior year. Overall profit was \$261k, which is a decrease of \$87k from the prior year due to timing of events and the F&B revenue.

Carson Cummings made a motion to approve the October 2019 financial report 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. **OCTOBER 2019** – Spectra General Manager, Weezy Wingo-Motzel gave the catering sales report for the month of October 2019. Weezy reported there were 52 meal functions held during the month with 10,207 meals served. Weezy stated the largest event for the month was the Piedmont Regional Hospital Breast Cancer Awareness Lunch, with over 1115 meals served, followed by the AKA-Intake Ceremony/Lunch with 610 meals served.

SALES REPORT – HAYLEY TILLERY

- A. **OCTOBER 2019** – Executive Director Hayley Tillery gave the sales report for the month of October 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 nine returned customer surveys the facility received an overall score of 97.

TRADE CENTER PROCUREMENT PROCESS UPDATE

Executive Director Hayley Tillery brought back to the Authority the proposed Trade Center procurement process synopsis as clarified by city finance officials and legal department. There was a brief discussion after which the Authority asked for a couple of changes in the verbiage of the document. There was no vote taken on the policy at this time.

FACILITY UPDATE – HAYLEY TILLERY

FACILITY UPDATE - See attached report.

EXECUTIVE SESSION

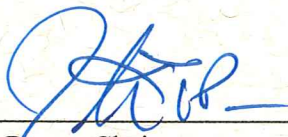
On a motion made by Lauren Chambers and seconded by Vice Chairman Carson Cummings the Authority entered an executive session at 1:02 P.M, to discuss a personnel issue. All nonmembers were excused.

At 1:32 P.M. the Authority members exited the executive session.

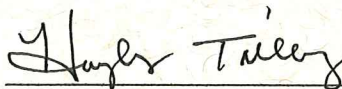
See attached session minutes.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:35 PM. The next regular scheduled meeting, which is held the fourth Thursday of the month, will be, **Thursday, January 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
October 2019 (FY-20)**

REPORT #1 – Event Revenue Breakdown

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

Event Days.....	63
Attendees.....	16,904
F&B Revenue.....	\$255,317
Operations Revenue.....	\$96,562
Total Event Revenue.....	\$351,879

REPORT #2 – Budget Review

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

Revenue – Actual.....	\$279,136
Revenue – Budgeted.....	\$359,700
Expenses – Actual.....	\$171,733
Expenses – Budgeted.....	\$218,486

REPORT # 3 Budget Review Y-T-D

Revenue – Actual.....	\$962,510
Revenue – Budgeted.....	\$1,060,120
Expenses – Actual.....	\$850,750
Expenses – Budgeted.....	\$932,671

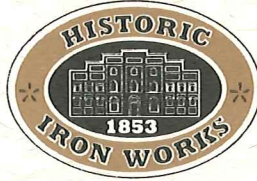
REPORT #4 Five Year Comparison – Total Revenue / Total Expenses / Net Profit

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

FY16.....	\$890,348 / \$824,320 / \$66,028
FY17.....	\$1,042,691 / \$826,168 / \$216,523
FY18.....	\$1,010,217 / \$870,507 / \$139,710
FY19.....	\$1,100,639 / \$809,739 / \$290,900
FY20.....	\$962,510 / \$850,750 / \$111,760
5 Year Average.....	\$1,001,281 / \$836,297 / \$164,984
FY20 vs Five Year Average.....	-3.9% / 1.7% / -32.3%

REPORT #5 November 18 Actual / November 19 Projection

Total Revenue.....	\$195,647 / \$226,970
Total Expenses.....	\$157,340 / \$155,345
Net Profit.....	\$38,307 / \$71,625



**COLUMBUS GEORGIA
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ELECTRONIC VOTE
JANUARY 8, 2020**

The Columbus Iron Works Convention and Trade Center Authority met in executive session on December 19, 2019 following the regular monthly meeting to discuss a salary increase for Executive Director, Hayley Tillery.

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

During this meeting two matters of business were discussed concerning the salary of the executive director. First, a 3% cost of living adjustment. After some discussion, a motion was made, properly seconded and unanimously carried to approve a 3% cost of living increase to the current annual salary of the executive director. Second, a performance/merit increase to raise the base salary of Executive Director Hayley Tillery to \$100k. Considering employee performance, revenue and general management Hayley received an overall rating of "Outstanding". It was agreed that Chairman Jonathan Payne would conduct an evaluation review with Hayley and a final vote would be made.

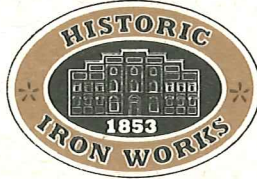
On January 8, 2020, Chairman Jonathan Payne held an email meeting, calling for a final vote on the salary increase for the executive director. All members voted unanimously to approve the new base salary of \$100k for Executive Director Hayley Tillery. The 3% COLA and base salary increase are to be retroactive to December 19, 2019.

A handwritten signature in blue ink, appearing to be "JP", written over a horizontal line.

Jonathan Payne, Chairman
Trade Center Authority

A handwritten signature in black ink, appearing to be "Hayley Tillery", written over a horizontal line.

Hayley Tillery, Executive Director
Columbus, GA Convention and Trade Center



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: December 19th, 2019

Current Projects

- Fountain Renovation – product will be 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

- Client Venue Guide
- Installed new Ice Machine Head for the Facilities Maintenance Corridor Storage Area
- Repaired brick pavers (2 locations) under the Front Canopy
- Repaired brick wall adjacent to the lower level of Parking Garage
- Installed switches to provide power for newly installed string lights on wood columns in North Exhibit Hall
- Installed permanent 110volt receptacles for outside trees in front of Main Front (along MR's 101-104) of Trade Center
- Rebuilt Dish Machine with new components i.e., conveyor belt, bearings, etc. to help increase productivity and performance for Catering
- A Night of Heroes – New Trade Center Signature Event
- Breakfast with Santa – 4th Annual Signature Event

Employee Updates

- Operations Part-Time – Processing candidate pool for (3) positions
- Facilities Full Time – Job Application is currently open

Authority Meeting Tentative Agenda

- **January 23rd** – cover the month of November and December
- **February 27th** – cover the month of January