



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

MONTHLY MEETING

MAY 28, 2020

12:00 PM

TELECONFERENCE

(ZOOM)

A G E N D A

- I. CALL TO ORDER – CHAIRMAN JONATHAN PAYNE**
- II. APPROVAL OF MINUTES**
 - A. REGULAR MEETING – APRIL 23, 2020**
- III. FINANCIAL REPORT – FRANCESCA DYE**
 - A. APRIL 2020**
- IV. SPECTRA REPORT – WEEZY WINGO MOTZEL**
 - A. APRIL 2020**
- V. SALES REPORT – HAYLEY TILLERY**
 - A. APRIL 2020**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
- VII. COVID-19 TRADE CENTER IMPACT UPDATE**
- VIII. ADJOURNMENT**

Due to city-wide shelter in place guidelines, this monthly meeting of the Columbus Iron Works Convention and Trade Center Authority will be a virtual meeting format. If you are interested in being in attendance to this public meeting, please contact Executive Director Hayley Tillery at Tillery.Hayley@columbusga.org



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**MINUTES OF THE MONTHLY MEETING
MAY 28, 2020
12:00 PM**

Due to the city-wide shelter in place and 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, May 28, 2020 at 12:00 PM, through a video teleconference requiring respective attendees to call or join from alternative locations.

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, 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

- A. **REGULAR MEETING – April 23, 2020** – All members were asked if they had received and read the minutes from the previous regular meeting dated April 23, 2020. With no additions or corrections, Chairman Jonathan Payne 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. **APRIL 2020** – Finance Manager Francesca Dye prefaced her report by stating that there were no events during the month of April and the only revenue received was a storage fee of a reoccurring event.

See attached report.

Chairman Jonathan Payne made a motion to approve the April 2020 financial report as prepared and presented by Finance Manager Francesca Dye. Vice Chairman Carson Cummings seconded the motion that unanimously carried by all members present.

SPECTRA REPORT – WEEZY WINGO MOTZEL, GENERAL MANAGER

- A. **APRIL 2020** – Spectra General Manager Weezy Wingo Motzel stated that due to the COVID-19 pandemic there had been no events held during the month of April. Weezy added that other than three managers and herself the entire catering staff had been laid off until further notice. However, she continued the catering team had begun a curbside meal pickup to add revenue. Also, she had been in contact with managers or some of the Trade Center's larger events to assure them that new practices were in place to ensure the safety of the client, attendees, and staff.

SALES REPORT – HAYLEY TILLERY

- A. **APRIL 2020** – Executive Director Hayley Tillery gave the sales report for the month of April 2020. Hayley stated due to mandatory shelter in place all areas of reporting were down for the month of April and no client surveys had been returned. However, she added the sales team was doing a phenomenal job using the down time to focus on signature Trade Center events, as well as developing other ways to increase revenue while adhering to the governor's guidelines, such as giving virtual tours and meetings. Hayley stated that a pandemic addendum had also been added to the lease agreement and all events are now required to purchase supplementary event insurance.

FACILITY UPDATE – HAYLEY TILLERY

FACILITY UPDATE - See attached report.

COVID-19 TRADE CENTER IMPACT

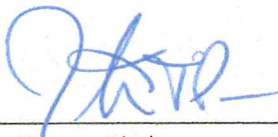
Executive Director Hayley Tillery updated the members on how the Trade Center continued to be impacted by the COVID-19 pandemic and what the facility was doing to prepare for reopening. Hayley stated that the staff continued to keep social distance, wear protective masks, and regularly sanitize their workspace as well as the building in general. Hayley added she and the team were working diligently to be in compliance with all of Governor Kemp's guidelines for reopening once that time arrived.

FY-21 BUDGET UPDATE

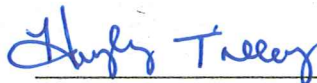
Finance Manager Francesca Dye shared with the members a copy of the FY-21 Budget update stating the major changes were employee classification, cost allocation increase as well as hotel/motel and beer tax adjustments.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:17 PM. The next regular scheduled meeting, which is held the fourth Thursday of the month, will be, **June 25, 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 20 - APRIL 2020 FINANCIAL HIGHLIGHTS

Francesca Dye

REPORT 1 – REVENUE SUMMARY

- Due to COVID-19, there were no events in April.
- Church of the Highlands Storage rental was the only revenue (\$1,250).
- April 2019, there was 69 event days and 18,714 attendees.
- Top Events

April 2020		April 2019 (Last Year)	
Event	Total Revenue	Event	Total Revenue
No Events		Dancing Stars of Columbus/Alzheimer's Assoc.	\$57,451
		GA Association of Water Professionals	\$52,170
		Teacher of the Year Gala (MCSD)	\$43,218

- F&B Revenue was \$0.00; Operations Revenue was \$1,250; Bringing the Total Revenue to \$1,250 compared to over \$549K last April.

REPORT 2 – APRIL 2020 PROFIT & LOSS STATEMENT

- REVENUES
 - The only revenue was from Church of the Highlands storage rental (\$1,250)
 - The -\$12,669 listed under catering commission is Spectra's monthly management fee of \$5,333.63 and their loss of \$7,335.13 that we have to cover.
 - Beer tax is up 12.2% (over \$67K); Hotel/Motel tax dropped 60.2 % (over \$26K)
 - Total Revenue is \$84,166
- EXPENSES
 - Labor cost was over \$94K, which is a 19.8% increase due to raises, additional staff, and a benefit correction (pension)
 - Capital outlay shows \$121,610 expense for the replacement of the boilers and the front fountain renovation.
 - Contractual Services includes a \$2,385 annual preventative maintenance for the air walls and \$2,223 Annual Termite inspection
 - Building and maintenance repair included:
 - \$3,134 for paint for the fountain
 - \$3,605 for the sprinkler (wet system) service
 - Electricity dropped 17.8%; Water dropped 55.3%; Gas dropped 70.8 %
 - Total Operating Expenses was over \$177K; Total Expenses were \$271.5K; Operating Loss was nearly \$283K; Net Loss was over \$187K

REPORT 3 – APRIL 2020 YTD PROFIT & LOSS STATEMENT

- REVENUES
 - Catering commission decreased by 37.8%
 - Client electrical fees increased by 57.2 %
 - Space Rental increased by 12.6%
 - Total Operating Revenue is 20% less than last year; Total Tax/Other Source Revenue is 4.5% less than last year; Total Revenue is nearly \$2,470,054

➤ EXPENSES

- Labor Cost is 0.1% higher than last year (but we're amortizing a pension benefit error).
- Capital Outlay has increased due to sound system upgrade, fountain project, and new boilers.
- Promotion and Advertising has increased due to the Trade Center's increase in promoting events via billboards, magazines, and radio and also adding more signature events
- Total Operating Expense is \$1,096,700; Total Expenses is \$2,346,882 which is 0.4% more than this time last year; Net Profit is over \$123,071K

REPORT 4 – FIVE YEAR COMPARISON

- Although space rental still beats the average by 16.5%, total revenue is lower than the 5-Yr Average by 8.3%.
- Total Expenses of \$2,346,982 is greater than the 5-Yr Average by 8.1% mainly due to the capital outlay expense of nearly \$277,566K, but also an increase in the utilities cost.
- The Net Profit of over \$123K is 76.5% lower than the 5-yr average.



**COLUMBUS GEORGIA
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Overview of Recent Events

Date: May 28th, 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
- Trade Center News / Sanitation/Cleaning Habits Video

Completed Projects

- Installation of the two (2) new Lochnivar Boilers
- Installation of the new Top Fountain Equipment
- Painting of large concrete basin of the Fountain floor and three (3) tiers
- Installation of new overhead roll-up door for the new Fountain Equipment Room
- Complete cleaning and painting of electrical metal floor box covers in South and North Exhibit Halls
- Complete pressure washing and painting of the Administration Parking Lot
- Complete repairs and painting of the Columbus Iron Works Museum Lobby

Employee Updates

- Operations Part-Time – Put on Hold - candidate pool for (3) positions
- Operations Crew Leader – Processing candidate pool
- Facilities Part-Time – Put on Hold

Authority Meeting Tentative Agenda

- **June 25th** – cover the month of May