

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

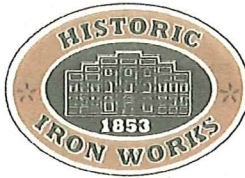
**MONTHLY MEETING
FEBRUARY 23, 2021**

**12:00 PM
BOARDROOM
(ZOOM)**

A G E N D A

- I. CALL TO ORDER – CHAIRMAN JONATHAN PAYNE**
- II. APPROVAL OF MINUTES**
 - A. REGULAR MEETING – JANUARY 28, 2021**
- III. FINANCIAL REPORT – FRANCESCA DYE**
 - A. JANUARY 2021**
- IV. SPECTRA UPDATES**
 - A. SPECTRA CONTRACT AGREEMENT**
 - B. SPECTRA AUDIT UPDATE**
 - C. JANUARY 2021**
- V. SALES REPORT – HAYLEY TILLERY**
 - A. JANUARY 2021**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
- VII. COVID-19 TRADE CENTER IMPACT UPDATE**
- VIII. ADJOURNMENT**

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
FEBRUARY 23, 2021
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Tuesday, February 23, 2021 at 12:01 PM. Due to concerns caused by increased COVID-19 cases, the meeting was held through a video teleconference requiring respective attendees to call or join from alternative locations.

Authority Members Present: Chairman Jonathan Payne, Vice Chairman Carson Cummings, Craig Burgess and Jessica Ferriter

Authority Members Absent: Lauren Chambers

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.

Chairman Jonathan Payne along with the other members present welcome new Authority member, Jessica Ferriter.

APPROVAL OF MINUTES

A. REGULAR MEETING – JANUARY 28, 2021

All members were asked if they had received and read the minutes from the previous regular meeting dated January 28, 2021. With no additions or corrections to be made, Chairman Jonathan Payne made a motion to approve the minutes as written. Craig Burgess second the motion that was carried unopposed by all members present.

FINANCIAL REPORT – FRANCESCA DYE

A. JANUARY 2021 – See attached report.

Chairman Jonathan Payne made a motion to approve the January financial report as prepared and presented by Finance Manager Francesca Dye. Vice Chairman Carson Cummings second the motion that was carried unopposed by all members present.

SPECTRA UPDATES

A. SPECTRA CONTRACT AGREEMENT Executive Director Hayley Tillery reported to the Authority a complete revision of the Spectra contract had been submitted to Spectra for review. Hayley stated that most changes were accepted with only a few negotiations that Lucy Sheftall in the city attorney's office was reviewing. Hayley added that once complete she would forward a clean copy of the contract to the Authority for review.

B. SPECTRA AUDIT UPDATE Executive Director Hayley Tillery stated that a detailed Spectra audit was underway covering 2016 – current. Hayley stated she was still looking for clarity on a few things before moving forward with extending the Spectra Contract. However, Spectra had remained very transparent throughout the process, adding a few reimbursements would be coming to the facility in February.

C. JANUARY 2021 See attached report.

SALES REPORT - HAYLEY TILLERY

A. JANUARY 2021 Executive Director Hayley Tillery gave the sales report for the month of January 2021. Hayley stated all areas of reporting (contracts issued, planning kit request, request for proposal, call-in and walk-in clients) were down for the month adding that historically January is a slower month. Hayley stated four client surveys were returned with an overall score of 100.

FACILITY UPDATE - HAYLEY TILLERY

FACILITY UPDATE - See attached report.

COVID-19 TRADE CENTER IMPACT UPDATE

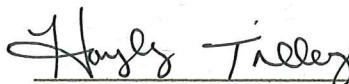
Hayley stated funding from the CARES Act was helping pay for needed equipment to ensure the safety of the customers and employees. Hayley added that she facility now has its own backpack sprayer for sanitizing, and she was expecting to receive some reimbursements soon.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 12:57 PM. The next regular scheduled meeting date is Thursday, March 25, 2021.



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 21 - JANUARY 2021 FINANCIAL HIGHLIGHTS

Francesca Dye

REPORT 1 – REVENUE SUMMARY

- January 2021, there was 59 event days and 8,973 attendees.
- January 2020, there was 67 event days and 19,966 attendees.
- Church of the Highlands brought in nearly \$59,849 in total revenue.
- Top Events

January 2021		January 2020 (Last Year)	
Event	Total Revenue	Event	Total Revenue
COH Sunday Services	\$27,285	Task Force 1-28 Infantry Ball	\$39,309
COH 21 Days of Prayer	\$23,650	Dr. O 60 th Birthday Party	\$32,850
Path-Tec Job Fair	\$12,308	NAACP Freedom Banquet	\$24,155

- F&B Revenue was \$19,796; Operations Revenue was \$95,850; Total revenue \$115,647.
- Last January, total revenue was \$289,488.

REPORT 2 – JANUARY 2021 PROFIT & LOSS STATEMENT

➤ REVENUES

- No Catering Revenue.
- Client Electrical increased by 21.8%; Equipment rental decreased by 35.1%.
- Parking Garage decreased 16.5%; Space Rental increased 11.9%.
- Beer tax (over \$59.2K) increased 0.2%; Hotel/Motel tax (over 27.5K) decreased 57%.
- Operating Revenue was over \$95.8K; Tax/Other Source Revenue was over 87.9K; Total Revenue was \$183,803.

➤ EXPENSES

- Labor expense of nearly 88K is 41.1% lower than last year due to there being a 3rd pay period last January instead of 2.
- Contractual Services shows a 78.5% increase mainly due to a \$10,350 payment to EventBooking, which was paid in December last fiscal year.
- Convention Services expense of \$28,142 increased due to the catering loss.
- COVID-19 Expense is high due to CARES Act reimbursable purchases, which include:
 - \$1,818- Steam Cleaner
 - \$1,030- Electrical supply requirements for the Infinity Board
 - \$21,117.02- Meeting room projectors
 - \$5,015- Smart video conference cameras
- Repairs & maintenance to building of \$3,141 showed an 82.7% increase due to:
 - \$706- Repairs to duct detector housing and programming
 - \$552- Replace bad ballast in light fixture
 - \$525- Replace bad kitchen camera
 - \$748- Replace burnt out lamps
 - \$255- Replace flush automatic retrofit kit
- Electricity dropped 17.6%; Water dropped 44.7%; and Gas dropped 17.5%.
- Total Labor Expenses was over \$87.9K; Operating Expenses was nearly \$111K; Total Expenses were over \$440.8K.
- Operating Loss was \$103,020; Net loss was \$257,054.

REPORT 3 – JANUARY 2021 YTD PROFIT & LOSS STATEMENT

- REVENUES
 - There is a decrease in all revenue sources except Convention Services, which had a 275.1% increase and Ticket Sales has a 2.2%.
 - Overall, Operating Revenue decreased by 50.0%.
 - All tax and other source revenue decreased except Beer Tax, which increased by 5.8%.
 - Total Tax/Other source revenue decreased by 18.8%.
 - Total Revenue of \$1,141,393 is 35.4% lower than last year.
- Labor Costs decreased by 2.2%.
 - Outside Personnel Hire was over budget due the need of temp labor to host the Early Voting event and how we had to classify it due to city guidance.
- Operating expenses decreased by 9.1%.
 - COVID-19 Expense of \$40,843 is high due to approved and reimbursable CARES ACT purchases.
 - Convention Services expense of \$153,929 is high due to our catering loss.
- Bonded Debt is nearly \$290K.
- Total Expenses over \$1.58M has decreased by 4.7%
- Operating at a loss over \$824K; YTD Net loss is \$443,933.

REPORT 4 – JANUARY 2021 FIVE YEAR COMPARISON

- All revenue categories are lower than the 5-year average except Space Rental, which is 4.3% more than the average.
- Total Revenue is 29.3% less than the average.
- All expense categories are lower than the 5-year average except bonded debt and other expenses (which is mainly due to the catering loss).
- Total Expenses over \$1.58M is 1.2% lower than the average.
- Net Loss nearly \$444K is substantially lower than the average of \$9,714K net profit.

CATERING UPDATE: January 2021

DATE	EVENT	GUEST COUNT	FEEDBACK
1/2-3/2021	Kickboxing Concessions	500	Good sales; Client was thrilled with the healthy offerings for the competitors prior to weigh in.
1/2/2021	Swearing In for DA Mark Jones	40	Small intimate group; not nearly as many as expected. They weren't very interested in eating.
1/5/2021	Boxed Lunches for City Council	40	In and out before lunch.
1/8 & 15 2021	Path-tec Job Fair	50	Beverage Service, Table linens, and Boxed Lunches for Staff. Very happy Clients; appreciative of our flexibility.
1/21/2021	Charter Review Commission	35	Boxed Lunches; Client wanted them to eat off-premise
1/22/2021	Rotary Club	90	Boxed Lunches delivered to COVID team at St Francis Hospital; Client very thankful for our assistance; videos made and submitted to social media.
1/23-24/2021	Gem Capitol Gun Shows	500	New Client; very easy to work with regarding Concessions placement; looking forward to returning to Columbus
1/23/2021	Surprise 70th Birthday Dinner	70	Ms. Shirley Vaughn was most pleased with her Mardi Gras celebration for her husband. Her daughter was married here a few months ago and she insisted on having the exact same menu because it was SOOO good! She said it tasted better this time around.
1/30/2021	Raven/Young Wedding	40	Lots of sweet messages from Ms. Raven. We worked closely with her to facilitate her reception dropping from 150 guests to just under 40. "I am so nervous. I really appreciate you Mrs. Jennifer. I know we have changed alot but your time and patience is grateful. You worked so hard for us." - Stephanie

CLIENT SURVEY SCORES AND CUSTOMER COMMENTS: JANUARY 2021 (4 SURVEYS)

		EC	PLANNING	EVENT DAY	F&B	POST EVENT	OVERALL	COMMENTS: Verbal, Survey, or Email
October 15, 2020 - December 28, 2020								
Early Voting Columbus GA	HT	100	100	100	100	NA	100	The staff and event planners were responsive to all the needs required of the election process.
November 28, 2020								
Ahmed's Wedding	AO	100	100	100	100	100	100	Very co-operative. Everything was perfect. Angela and Jennifer were exceptional.
December 30, 2020								
CPD Promotion Ceremony	MF	100	100	100	NA	100	100	Mrs. Tillery, your customer service met and exceeded our expectations. Everything was beautiful! Perfection!!! We did not have food or beverages but Jennifer Brown was very pleasant and kind, she was a great communicator! The service was first class!
January 2021								
United Church of God	SH	100	100	100	NA	100	100	
			100	100	100	100	100	
OVERALL AVERAGE SCORE								
EMAILS/ VERBAL COMMENTS								
February 27, 2021 - Upcoming								
Stephanie Kolwicz - Hayes' Wedding and Reception								Hayley, I wanted to say THANK YOU for being so helpful during our meeting! You are intentional and so kind, and I appreciate you taking the time to ease some of my stress. It is evident that The Lord's light shines through you. Thank you for making a difference and caring so much! Stephanie

Overview of Recent Events

Date: February 23rd, 2021

Current Projects

- Providing sanitation items throughout the building for customer confidence during reopening
- Trade Center Polices and Start Up Manual for each Department
- Lease Agreement Updates
- Internet options with the city
- 3rd Access Point for Grease Trap (mandated by the Columbus Water Works)
- Replace three (3) HWT Hot Water Pumps in the Chiller Room
- Scheduled Annual PM's for two (2) Raypak Boilers the week of March 1st
- Working with Christy Chapman to place four (4) pieces of Kitchen equipment for sale on GovDeals.gov
- Started Annual PM's on all Trade Center Air Handlers

Completed Projects

- FY22 Budget Submitted
- Completed application for PPP support

Employee Updates

Active Job Postings

- Operations Supervisor – position has been posted
- Operations Full-Time – position has been posted (3) positions
- Facilities Part-Time – processing candidate pool (1) position

Authority Meeting Tentative Agenda

- March 25th – cover the month of February