

# **PFD BOARD REGULAR MEETING AGENDA**



**January 25, 2024, Noon**

**Location: Town Toyota Center  
1300 Walla Walla Avenue  
Wenatchee, WA 98801**

## **Consent Agenda:**

1. Approval of Meeting Agenda
2. Vouchers (November 2023)
3. Minutes (December 21, 2023)

**Public Comment:** (please state your name and address, and please limit to 3 minutes)

## **Agenda Items:**

1. **Election of Vice-President and Secretary**
2. **Board Member Term Expirations/Reassignments**
3. **Update Banner Bank Signature Card**
4. **Manager's Report**
  - a. Shows/Events
    - i. Wenatchee Wild
    - ii. WWE
    - iii. High School Basketball
    - iv. Hell on Hooves Rodeo
    - v. Capital – Locker Rooms, HVAC, Concession Equipment
  - b. Sales & Marketing
  - c. Financial Statements – November, 2023
5. **2023 Draft Budget**
6. **Sales Tax Report – Submitted by Cordell, Neher & Co., PLLC**

# PFD Board Regular Meeting Minutes



January 25, 2024, Noon

Town Toyota Center  
1300 Walla Walla Ave.  
Wenatchee, WA 98801

Board Members Present:  
JC Baldwin (Vice-Chairman)  
Randy Agnew (Member)  
James Fletcher (Member)  
Tim Hollingsworth (Member)  
Mike Poirier (Member)

**In Attendance:** Mark Miller, Town Toyota Center General Manager, Aaron Harvey, Town Toyota Center Assistant General Manager, Cindy Herdt, Dave Mann, Jamie Goodman, Anna Warsinske, - Town Toyota Center Staff. Guest- David Rayfield, Wenatchee Wild. Approx. 7 guests

Meeting was called to order at 12:00 pm by Acting Chairman JC Baldwin.

## Consent Items

1. Meeting Agenda for January 25, 2024
2. Vouchers November, 2023
3. Meeting Minutes December 21, 2023

**Motion was made and seconded to approve the agenda consent items. Motion Passed 5-0.**

November, 2023 Recap

Banner Bank - Facility Operating 711 (New)

Accounts Payable	20138-20256	-\$301,081.37
Payroll	Paychex Entries	-\$187,909.49
	EFT/ACH/Wire -7	-\$111,616.49
Total		-\$600,607.35

## Public Comment

Approximately 7 public members attended the meeting to discuss the live animal events held at the Town Toyota Center. Four signed in and spoken during the Public Comment section of the meeting. Brooke Comptum (Wenatchee) asked if the Board could confirm the moratorium was in place. She asked for an explanation of a “sold-out” or “at-capacity” circus meant. Mark explained this is a rental event. Tickets are not sold through our box office. Entry for kids up to a promoter-stated age are free admission and all others and adults purchase tickets. The ticket sales table is manned by the promoter. They use a clicker system and when the

maximum capacity of 3,500 attendees enter, ticket sales stop and there are no additional entries into the building. Anna Gullickson (Cashmere) notes the ongoing traumas that circus animals are exposed to. Most notable is that what the general public visualizes in regards to circus animals is not in line with how they are truly treated. Ms. Gullickson read her prepared statement. Kris Cameron said that she prefers the moratorium covers ALL animal performances at the circus. If not, she suggests creating policies and contractual conditions to assure proper animal welfare including third party inspections. The facility can require proof of city permits, proof of liability coverage, independent local vet and humane society inspections and penalties for non-compliance. Ms. Cameron also read her statement to the board. Cindy Volyn (Wenatchee) noted that Board Member Randy Agnew stated at a previous meeting that no public members have ever voiced concerns regarding animal acts in the past and since the PFD Board represents a larger and diverse region, he would be interested in how more members of the public felt about this issue. In that light, a public petition has been started and in less than one week has generated over 200 signatures. The petition is still being promoted. She also stated that the group asking for no animal acts will help promote the circus if there are no animal performances/acts. A copy of the petition was provided to the Board.

#### **Agenda Items:**

1. **Election of Vice-President and Secretary** – the 2024 Board President was elected at the December meeting. The board needs to also elect their Vice President and Secretary. After a short discussion the following motion was made:

**Tim Hollingsworth motioned to assign Randy Agnew as the PFD Board Vice President and James Fletcher as the PFD Board Secretary.  
Mike Poirier seconded the motion. Motion passed 5-0.**

2. **Board Member Term Expirations/Reassignments** – Confirming paperwork has been received from the City of East Wenatchee for the assignment of Jerrilea Crawford (approved City Council Meeting Minutes) and from the City of Chelan for the assignment of Tim Hollingsworth (Letter). The City of Wenatchee has provided their Resolution 2023-37 assigning Mike Poirier as their representative.
3. **Update Banner Bank Signature Card** – As the new President and Vice President of the Board, our PFD Resolution and Banner Bank will require updated signature cards from Jerrilea Crawford and Randy Agnew. Randy took his paperwork to complete and will return to Banner Bank. Jerrilea Crawford was not in attendance at this meeting but we will get her paperwork to her next week. We will also be presenting an updated resolution to the board at the next meeting.
4. **Manager's Report**
  - a. **Shows/Events**
    - i. Wenatchee Wild – Dave Rayfield with the Wenatchee Wild was in attendance and gave an update on the status of the teams' season. We recently had the fourth largest Wild game attendance at the arena. David shared upcoming event themes and said that the Guns & Hoses game raised approximately \$20K for the G&H Foundation. Rob Tidd who organizes Rotary concession workers said it was the highest grossing

Wild concessions sales night since they have been serving. Mark and Chris Berg attended the WHL convention in Langley, British Columbia this week. Word is that the player trades the Wild have made will set them up for a strong player filled team for the future. One common thread at the conference is that the lack of workers is universal. Portland had a delay of game due to not enough employees to do the conversion. Like the Town Toyota Center, many others are using third parties for cleaning, snowplowing, etc.

- ii. WWE – the event was held January 7, 2024 with 3,400 in attendance and the largest net of \$50K. The event required an overnight changeover.
  - iii. High School Basketball – competition included Wenatchee, East Wenatchee, Cashmere and Chelan High Schools.
  - iv. Hell on Hooves Rodeo – This event is scheduled for May 10-11, 2024
  - v. Capital – Locker Rooms, HVAC, Concession Equipment – Projects planned for 2024. Locker Room Expansion is a longer-term plan that will most likely see temporary units in place while determining the best plan for permanent lockers. Increased public use and WHL requirements require additional locker room space. Increased female team players, referees and separation of U-18 from adults also contribute to the need. Canada has eliminated the use of locker rooms and our local figure skating club does not use lockers, mostly due to liability concerns.
- b. **Sales & Marketing** – Lindsay was not in attendance but Jamie Goodman did report on marketing activities. She is currently marketing Blippi, NCW Bridal Show, KPQ Home Show and Hell on Hooves. Jamie reviewed social media statistics and said she works towards posts that convey the personality of the arena and reflects our community support. She is also always on the look out for new events we could have. Our Skating Director Ashley Tike reports the current Learn to Skate session has 144 participants.
  - c. **Financial Statements – November, 2023** – Dave Mann reported on the financial activities for the month of November. There were six Wild games and the Mannheim Steamroller concert. Rink revenues are up.
  - d. **2024 Draft Budget** - The proposed budget for 2024 was presented for approval. The budget does not include Wenatchee Skyhawks or the Wenatchee Bighorns as neither are expected to return. Wages have been adjusted to reflect current rates and increased minimum hourly rate. Funds for the HVAC project are in the budget as that is major repairs and won't qualify to capitalize.
5. **Sales Tax Report – Submitted by Cordell, Neher & Co., PLLC** – The monthly report was included and there were no concerns from the Board.

Other:

Mark did report to the board that we continue to have homeless issues on the property. We've had several issues with car damages and content thefts. We have added additional security on the exterior of the building during events.

With no further business, the meeting was adjourned at 1:07 pm.

Respectfully Submitted:

Attest:



Jerrilea Crawford, PFD Board, President



Cindy Herdt - Administrative Assistant