

Notice of Meeting

Shawnee Civic & Cultural Development Authority

Type of Meeting (Please Check)

Regular Meeting (X)
Rescheduled Regular Meeting ()
Special Meeting ()
Continued or
Emergency Meeting ()
Reconvened Meeting ()
Canceled Meeting ()

Date

Time

Place of Meeting

May 17, 2018 12:30PM

Heart of Oklahoma Exposition Center
1700 W. Independence
Shawnee, OK 74804

To be completed by person filing notice:

Name: Stephanie Meiler-Gideon

Title: MARKETING MANAGER

Address: PO Box 1466
Shawnee, OK 74802-1466

Phone: 405-275-7020

Filed in the office of the municipal clerk at 2:43 AM/PM.

On: May 14, 2018

Signed: Kacie Eck

For City Clerk's Office Use Only

Date Notice released to news media: 5/14/18

Person filing notice: Stephanie Meiler-Gideon

Notice verified by: Kacie Eck

SHAWNEE CIVIC & CULTURAL DEVELOPMENT AUTHORITY
MAY 17, 2018
@ 12:30 PM
HEART OF OKLAHOMA EXPOSITION CENTER

1. CALL TO ORDER.
2. ROLL CALL
3. DECLARATION OF A QUORUM.
4. APPROVAL OF MINUTES OF THE SCHEDULED MEETING OF APRIL 2018.
5. REVIEW AND ACKNOWLEDGMENT OF MONTHLY ACTIVITY REPORT.
6. APPROVAL OF MONTHLY FINANCIAL REPORT.
7. APPROVAL OF CLAIMS: GENERAL ACCOUNT.
8. APPROVAL OF CLAIMS: EXPO CENTER SPECIAL EVENTS.
9. APPROVAL OF CLAIMS: SHAVINGS ACCOUNT.
10. DISCUSSION ON INVENTORY PRICING PRESENTED TO STAFF BY FAYE STONE OF HERITAGE EMBROIDERY.
11. IFYR UP-DATE.
12. COMMITTEE REPORTS.
13. ADMINISTRATIVE REPORTS.
14. OLD BUSINESS.
15. NEW BUSINESS.
16. PUBLIC & TRUSTEE COMMENTS.
17. ADJOURNMENT.

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
APRIL 19, 2018
12:30 PM
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY HAD THEIR REGULAR SCHEDULED MEETING DATE THURSDAY, APRIL 19, 2018 AT 12:30PM AT HEART OF OKLAHOMA EXPOSITION CENTER, PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. NOTICE WAS FILED AT CITY HALL ON APRIL 17, 2018 AT 8:33AM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:41 PM BY CHAIRMAN RANDY GILBERT.

AGENDA ITEM NO.2

ROLL CALL

TRUSTEES PRESENT: MR. RANDY GILBERT
MR. TIM BARRICK
MR. LANCE WORTHAM
MR. JUSTIN ERICKSON
MR. CARL PACKWOOD
MS. RACHEL MELOT

TRUSTEES ABSENT: MR. KARL KOZEL

AGENDA ITEM NO.4

APPROVAL OF THE MINUTES OF THE REGULAR
MEETING MARCH 2018

THE MOTION MADE BY TRUSTEE BARRICK, SECONDED BY TRUSTEE MELOT TO APPROVE THE MINUTES AS PRESENTED FOR THE FEBRUARY 2018 REGULAR BOARD MEETING. -MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICKSON, WORTHAM, PACKWOOD, MELOT
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO. 6

APPROVAL OF THE MONTHLY FINANCIAL REPORT

THE MOTION MADE BY TRUSTEE MELOT, SECONDED BY TRUSTEE ERICKSON TO APPROVE THE MONTHLY FINANCIAL REPORT. -MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICKSON, WORTHAM, PACKWOOD, MELOT
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO.7

APPROVAL OF GENERAL CLAIMS WITH ADD ONS.

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE ERICKSON TO APPROVE THE GENERAL CLAIMS AND WITH ADD ONS AS PRESENTED. -MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICKSON, WORTHAM, PACKWOOD, MELOT
NAY: NONE
ABSTAIN: NONE

General Claims:

A. Grimsley's	\$502.60
B. {de fine} boutique and design	\$45.00
C. First United Bank	\$351.55
D. Personal Plumbing	\$716.50
E. Express Employment Professionals	\$531.20
F. Oklahoma Natural Gas	\$573.94
G. Oklahoma Natural Gas	\$60.95
H. Oklahoma Natural Gas	\$140.99
I. Oklahoma Natural Gas	\$327.95
J. Oklahoma Natural Gas	\$84.80
K. Oklahoma Natural Gas	\$82.67
L. Oklahoma Natural Gas	\$275.59
M. Acme Glass	\$166.43
N. Secretary of State	\$10.00
O. First United Bank	\$307.81
P. Express	\$456.50
Q. Vann & Associates	\$1,187.00
R. MetTel	\$874.86
S. Airgas	\$19.88
T. Shawnee Municipal	\$507.85
U. CBEW	\$6,000.00
V. Techsico	\$270.00
W. NAPA	\$121.99
X. Country Chemicals	\$396.59
Y. Fuelman	\$1,308.23
Z. Armstrong Termite & Pest	\$150.00
AA. AT&T Mobility	\$54.95
BB.Locke Supply	\$40.73
CC. INS	\$734.00
DD. Lowe's	\$100.00
EE. Shawnee Office Systems	\$20.13
FF. Constellation	\$450.29
GG. OK Tax Commission	\$957.43
HH. Fresh Filtered Air	\$760.00

II. OG&E	\$12,841.01
JJ. Stuart & Clover	\$216.85
KK. City of Shawnee-Surcharge	\$298.75
LL. Arvest	\$625.11

ADD ONS:

General Claims:

A. AT&T	\$356.75
B. Buford White's	\$126.79
C. Arvest-March	\$656.37
D. CH&W	\$358.98
E. Keen Starter & Alternator, LLC	\$112.50
F. Express	\$597.60
G. Stewart Wholesale	\$115.89
H. Oklahoma Natural Gas	\$234.26
I. Oklahoma Natural Gas	\$138.83

AGENDA ITEM NO.8

APPROVAL OF SPECIAL CLAIMS

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE ERICKSON TO APPROVE THE SPECIAL CLAIMS AS PRESENTED. -MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICKSON, WORTHAM, PACKWOOD, MELOT
 NAY: NONE
 ABSTAIN: NONE

Special Claims:

A. Twister Saddles	\$8,450.00
B. Rainbow Racing Systems	\$368.80
C. Vann & Associates	\$1,187.00
D. Cowboy Times	\$500.00

AGENDA ITEM NO. 9

APPROVAL OF SHAVINGS CLAIMS

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE WORTHAM TO APPROVE THE SPECIAL CLAIMS AS PRESENTED. -MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICKSON, WORTHAM, PACKWOOD, MELOT
 NAY: NONE
 ABSTAIN: NONE

Shavings Claims:

A. Xylo of Oklahoma

\$3,780.00

AGENDA ITEM NO. 10

D, C, PA, TO APPROVE THE NAMING OF THE
GRANDSTANDS AFTER KARL KOZEL

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE WORTHAM TO NAME THE
ARENA AND NOT THE GRANDSTANDS AFTER KARL KOZEL, "KARL KOZEL ARENA". -MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICKSON, WORTHAM, PACKWOOD, MELOT
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO. 11

D, C, & PA TO ACCEPT AUDIT ENGAGEMENT
LETTER FROM CBEW

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE BARRICK TO APPROVE
THE AUDIT ENGAGEMENT LETTER FROM CBEW AS PRESENTED. -MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICKSON, WORTHAM, PACKWOOD, MELOT
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO. 14

IFYR UPDATE

*RANDY GILBERT WORKING ON A \$10,000 GRANT FOR THE 2018 IFYR

AGENDA ITEM NO.15

COMMITTEE REPORTS

*YANN & ASSOCIATES -IT WOULD BE GOOD FOR THE BOARD MEMBERS TO POST ON THEIR
PERSONAL FACEBOOK PAGE WITH INFO FOR THE UPCOMING EVENTS BEING HELD AT THE EXPO CENTER

AGENDA ITEM NO.16

ADMINISTRATIVE REPORTS

NONE

AGENDA ITEM NO. 17

OLD BUSINESS

NONE

AGENDA ITEM NO. 18

NEW BUSINESS

*TABLE FOR MAY MEETING-ROOFING BIDS FOR OTTO KRAUSE SEC C

AGENDA ITEM NO. 19

PUBLIC & TRUSTEE COMMENTS

NONE

AGENDA ITEM NO. 20

ADJOURNMENT @2:05PM

THE MOTION MADE BY TRUSTEE MELOT, SECONDED BY TRUSTEE PACKWOOD TO ADJOURN THE
MEETING. -MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICKSON, WORTHAM, PACKWOOD, MELOT
NAY: NONE
ABSTAIN: NONE

CHAIRMAN: MR. RANDY GILBERT

SECRETARY: MR. JUSTIN ERICKSON



Heart of Oklahoma Expo Center

May 2018 Events	Amount Owed	Amount Paid	Concessions / Catering
Jones Team Roping	\$ -	\$ 1,528.10	\$ -
Ragin Cajin	\$ -	\$ 1,277.97	\$ -
Meeker Prom	\$ -	\$ 805.00	\$ -
Okiebagos	\$ -	\$ 3,476.00	\$ -
Congregation of Jehovah's Witnesses	\$ -	\$ 445.00	\$ -
OK Quarter Horse	\$ -	\$ 3,384.00	\$ -
Baptist Campers	\$ -	\$ 788.00	\$ -
Wild Turkey Federation	\$ -	\$ 817.00	\$ -
Georg Fischer-Central Plastics	\$ -	\$ 925.00	\$ -
Tecumseh FFA	\$ 491.15	\$ -	\$ -
Kim Carver Barrel Race	\$ 3,705.02	\$ -	\$ -
CB Circus T-Rex Magic Show	\$ 395.00	\$ 100.00	\$ -
Circle L Productions	\$ 2,863.61	\$ -	\$ -
A+ Auction	\$ 365.40	\$ -	\$ -
Community Action Banquet	\$ 931.30	\$ 216.50	\$ -
NBHA Finals	\$ 10,049.96	\$ -	\$ -
Child Abuse Prevention	\$ 805.00	\$ -	\$ -
Blaze's Tribute	\$ 1,960.00	\$ 500.00	\$ -
Triangle Horse Sale	\$ 17,808.03	\$ -	\$ -
Outlaw Motor Sports	\$ 762.97	\$ -	\$ -
An Enchanting Evening	\$ 524.84	\$ -	\$ -
Totals from Above:	\$ 40,662.28	\$ 14,262.57	\$ -
March Concessions/Catering	\$ -	\$ -	\$ -
April Concessions/Catering	\$ -	\$ -	\$ -
May 2017 \$) \$ \$14,749.68			
2018 Totals:	\$ 4,591.17	\$ 13,546.07	\$ -

Shawnee Expo Center / SC&CDA
Statement of Assets, Liab., & Equity
 As of April 30, 2018

	Apr 30, 18
ASSETS	
Current Assets	
Checking/Savings	
Arvest-General	8,711.71
Bancfirst-0161902-Shavings	3,620.24
FNB - 1020390 (Capital Improve)	44,495.16
FUB-282367-Payoff	128.30
FUB-603708-Special	25,706.20
FUB-603910-Ticket	304,043.72
Total Checking/Savings	386,705.33
Accounts Receivable	
Accounts Receivable	12,290.00
Total Accounts Receivable	12,290.00
Other Current Assets	
Concession Receivable	-2,425.09
Total Other Current Assets	-2,425.09
Total Current Assets	396,570.24
Fixed Assets	
Land Improvements	47,350.44
Parking Lot Improvements	262,113.00
RV Park	
600 Section	246,317.00
Total RV Park	246,317.00
Accum Depr- Land Improvements	-746,754.28
Accum Depr- Vehicles	-110,953.19
Accum Depr-Audiovisual Equip	-56,887.35
Accum Depr-Buildings	-4,348,426.90
Accum Depr-Business Mach	-68,505.52
Accum Depr-Comm. Equip	-5,080.64
Accum Depr-Furniture	-49,425.22
Accum Depr-Mach. & Tools	-1,846,344.36
Audiovisual Equipment	68,623.71
Buildings	7,973,870.11
Business Machines	25,786.79
Communications Equipment	68,849.24
Furniture	102,813.33
Land	645,821.42
Machinery & Tools	2,038,650.93
Parks & Recreation Equip.	29,503.09
Vehicles	124,513.19
Total Fixed Assets	4,401,834.79
TOTAL ASSETS	4,798,405.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Rodeo Income	
Adversiting	400.00
Concession	300.00
Entry Fees	302,605.00

8:50 AM

05/10/18

Accrual Basis

Shawnee Expo Center / SC&CDA
Statement of Assets, Liab., & Equity
 As of April 30, 2018

	Apr 30, 18
Rodeo Expenses	-9,395.83
Sponsorship	18,450.00
Total Accrued Rodeo Income	312,359.17
Total Other Current Liabilities	312,359.17
Total Current Liabilities	312,359.17
Long Term Liabilities	
N/P - Arvest Sweeper	18,762.46
Total Long Term Liabilities	18,762.46
Total Liabilities	331,121.63
Equity	
County Money for Improvements	678,651.00
Fund Balance	
Restricted	4,328,238.54
Total Fund Balance	4,328,238.54
Retained Earnings	-512,755.46
Net Income	-26,850.68
Total Equity	4,467,283.40
TOTAL LIABILITIES & EQUITY	4,798,405.03

Shawnee Expo Center / SC&CDA
Statement of Reveue & Expenses
One Month and Four Months Ended, April 30, 2018

	Apr 18	Jan - Apr 18
Ordinary Income/Expense		
Income		
Additional Charges	5,180.00	21,782.00
Booth Income	0.00	4,287.50
Clean Up Fee	0.00	100.00
Concession/Catering Income	3,885.00	10,304.00
Conference Center	3,815.00	22,772.00
Discounts	0.00	-52.50
Fred Humphrey Pavilion	12,260.00	36,265.00
Interest Income	53.62	230.38
Laundry Commission	0.00	167.40
Otto Krause Building	1,175.00	7,800.00
RV Spaces	9,763.00	28,580.50
Shavings	1,458.00	13,750.50
Total Income	37,589.62	145,986.78
Expense		
Accounting	6,000.00	7,095.53
Advertising	500.00	3,781.26
Marketing	2,374.00	9,806.00
Bank Charges	0.67	164.49
Contract Labor	2,345.30	11,530.10
Credit Card Discounts	418.42	1,001.25
Dues	0.00	50.00
Equipment Rental	0.00	1,044.98
Fuel/Deisel	1,308.23	4,871.37
Insurance	0.00	2,225.50
Interest - Loan	1,281.48	3,156.81
Legal	216.85	1,529.85
Maintenance		
Bldg & Grounds	1,653.14	8,576.99
Computer	734.00	3,635.97
Equipment	627.38	3,505.62
Vehicle	121.99	492.74
Maintenance - Other	816.50	4,997.16
Total Maintenance	3,953.01	21,208.48
Meals	0.00	2,400.00
Memberhisp Fees	10.00	35.00
Office Expense	0.00	200.00
Refund	0.00	400.00
Rodeo Expense		
Credit Card Fees	0.00	1,492.22
Advertising	0.00	550.00
Awards	0.00	3,800.00
Mileage	0.00	291.31
Personnel	0.00	160.25
Refund	0.00	175.11
Supplies - Office	368.80	444.89
Youth Director	0.00	430.00
Total Rodeo Expense	368.80	7,343.78
Shavings & Bedding	3,780.00	13,822.72
Supplies - Other	0.00	130.00
Taxes-Other	1,627.54	3,421.63
Telephone	929.81	5,322.80
Uniforms	45.00	718.50

Shawnee Expo Center / SC&CDA
Statement of Reveue & Expenses
One Month and Four Months Ended, April 30, 2018

	Apr 18	Jan - Apr 18
Utility		
Electric	12,841.01	52,300.22
Gas	3,385.78	29,321.23
Water	507.85	3,148.71
Total Utility	16,734.64	84,770.16
Total Expense	41,893.75	186,030.21
Net Ordinary Income	-4,304.13	-40,043.43
Other Income/Expense		
Other Income		
City - Capital Money	13,192.75	13,192.75
City Contributions	0.00	100,044.29
Total Other Income	13,192.75	113,237.04
Other Expense		
Fringe Benefits		
Health Insurance	0.00	8,523.15
Life Insurance	0.00	108.65
Retirement	0.00	3,146.38
Worker Compensaton Insurance	0.00	2,203.22
Total Fringe Benefits	0.00	13,981.40
Miscellaneous	0.00	180.83
Payroll Taxes	0.00	4,061.11
Salaries	0.00	56,945.23
Temp Labor	0.00	24,875.72
Total Other Expense	0.00	100,044.29
Net Other Income	13,192.75	13,192.75
Net Income	8,888.62	-26,850.68

General Claims:

A. Express Employment Professionals	\$664.00
B. Express Employment Professionals	\$664.00
C. Ask About Windows	\$216.00
D. Thyssenkrupp	\$588.00
E. Shawnee Office Systems	\$330.25
F. CH&W Tire/Truck Wash	\$358.98
G. Locke Supply	\$12.73
H. Tennant	\$1,593.37
I. Communication Services	\$60.00
J. Terrell Supply	\$829.77
K. AT&T Mobility	\$55.40
L. Staples	\$65.04
M. First United Bank	\$557.38
N. ONG	\$114.26
O. ONG	\$244.63
P. ONG	\$252.78
Q. ONG	\$278.84
R. ONG	\$73.54
S. ONG	\$71.40
T. ONG	\$61.54
U. Express Employment Professionals	\$1,844.08
V. Bill Veazey's Party Store	\$210.80
W. Marsh Electric	\$125.00
X. Finley & Cook	\$642.30
Y. First United Bank	\$147.07
Z. Hunzicker Brothers	\$45.50
AA. Fastenal	\$65.92
BB. Yort's	\$185.00
CC. ComTech	\$157.16
DD. Grimsley's	\$1,566.13
EE. Chuck Jones	\$1,350.00
FF. BancFirst	\$3,060.00

GG. MetTel	\$879.88
HH. Fuelman	\$1,757.13
II. Fred's Tire & Battery	\$70.00
JJ. Vann & Associate's	\$1,187.00
KK. Airgas	\$41.37
LL. John Deere	\$1,297.90
MM. Arvest	\$625.11
NN. OG&E	\$10,464.74
OO. Circle K	\$651.05
PP. Stuart & Clover	\$300.00
QQ. INS	\$734.00
RR. City of Shawnee-Surcharge	\$375.00

Special Claims:

A. OK Tax Commission	\$50.00
B. Cowboy Times	\$750.00
C. National Band & Tag Co.	\$158.60
D. Vann & Associate's	\$1,187.00
E. Stuart & Clover	\$200.00

Shavings Claims:

A. Xylo of Oklahoma	\$3555.20
---------------------	-----------