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
February 21, 2019	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 11:50 AM/PM.

On: 02-20-2019.

Signed: Lisa Lasyoni

For City Clerk's Office Use Only

Date Notice released to news media: 02-20-2019

Person filing notice: Stephanie Meiler-Gideon

Notice verified by: Lisa Lasyoni

Shawnee Civic & Cultural Development Authority
February 21, 2019
@ 12:30 PM
Heart of Oklahoma Exposition Center

1. Call to Order.

2. Roll Call.

3. Declaration of a Quorum.

4. Discussion Consideration and Possible Action to remove Karl Kozel as a Board Member, and name Mr. Kozel as the "Chairman Emeritus" of the Shawnee Civic & Cultural Development Authority.

5. Discussion Consideration and Possible Action for the SC&CDA to accept the County Commissioner recommendation for Matthew Griffith to be appointed to the Shawnee Civic & Cultural Development Authority in a County Position.

6. Administer Oath of Office to Mr. Griffith by Mike Clover.

7. Approval of minutes of the regularly scheduled Meeting of January 2019.

8. Review and Acknowledgment of Monthly Activity Report.

9. Approval of Monthly Financial Report.

10. Approval of Claims: General Account.

11. Approval of Claims: Expo Center Special Events.

12. Approval of Claims: Shavings Account.

13. Discussion Consideration and Possible Action to accept the letter of engagement as presented by CBEW Audit Group for the 2018 year end audit. (Same Terms as Usual).

14. IFYR Up-Date.

15. Committee Reports.

16. Administrative Reports.

17. Old Business.

18. New Business.

19. Public & Trustee Comments.

20. Adjournment.

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
JANUARY 17 @ 12:30PM
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY WAS ORIGINALLY SCHEDULED TO HAVE THEIR REGULAR MEETING DATE THURSDAY, JANUARY 17, 2019 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 JANUARY 16, 2019 AT 12:03PM.

AGENDA ITEM NO.1 — CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:30PM BY CHAIRMAN RANDY GILBERT.

AGENDA ITEM NO.2 — ROLL CALL.

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

TRUSTEES ABSENT:
MR. KARL KOZEL

*GUESTS ALSO IN ATTENDANCE: MAYOR RICHARD FINLEY, FINANCIAL DIRECTOR/ ASSISTANT CITY MANAGER CHANCE ALLISON, COUNTY COMMISSIONER ED BOLT & JAMES HARROD, SHAWNEE NEW-STAR, FINLEY & COOK ACCOUNTANT SHELLY WELCH, KEN STAFFORD, LEE ANN STUSNICK, IFYR VOLUNTEERS, SUZANNE GILBERT, & COUNTYWIDE NEWS

AGENDA ITEM NO.4 — APPROVAL OF THE MINUTES OF THE REGULAR MEETING DECEMBER 2018

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

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

AGENDA ITEM NO. 6 — APPROVAL OF THE MONTHLY FINANCIAL REPORT

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE BARRICK TO APPROVE THE MONTHLY FINANCIAL REPORT. -MOTION CARRIED.

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

AGENDA ITEM NO.7 — APPROVAL OF GENERAL CLAIMS AND ADD ONS

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

AYE: GILBERT, BARRICK, PACKWOOD, WORTHAM, MELOT, BENSON
NAY: NONE

ABSTAIN: NONE

General Claims:

Monthly Bills:

1.	MetTel	$885.31
2.	AT&T Mobility	$56.42
3.	OK Tax Commission	$1,670.42
4.	ONG (9)	$1,506.76
5.	John Deere Financial Payment	$1,037.18
6.	John Deere Charge Acct	$487.30
7.	Shawnee Municipal Authority	$419.85
8.	OG&E	$10,528.65

Legal:

1.	Stuart & Clover	$337.50

Office:

1.	Finley & Cook	$460.00
2.	INS	$734.00
3.	Staples (2)	$312.60
4.	FUB SMG	$134.00
5.	City of Shawnee Surcharge	$272.50
6.	FUB CD	$640.09
7.	Shawnee Office Systems	$226.12

Marketing:

1.	Vann & Associates	$1,187.00
2.	Visit Shawnee	$1,500.00
3.	KIRC	$175.00
4.	Shawnee News-Star	$200.00

Equipment Maintenance:

1.	P&K Equipment	$517.65

Supplies:

1.	Airgas (2)	$153.75

Refunds:

1.	Basket Weavers Guild of Oklahoma	$302.50
2.	BancFirst	$345.00
3.	Elite 50 Goat Sale	$350.00
4.	Meeker Prom	$302.50

Bldg & Grounds Maintenance:

1. Locke Supply	$162.96
2. Grimsley's	$1,355.55
3. Ask About Windows	$216.00
4. Armstrong Termite & Pest	$150.00
5. NAPA	$461.98
6. Fuelman (Dec & Jan)	$3,986.17
7. Lowe's	$65.67
8. Fresh Filtered Air	$760.00
9. Techsico Enterprise Solutions	$270.00

Security:

1. Titan Security	$216.00

Add ons:

General:

Monthly Bills:

1. ONG (2)	$1,027.57
2. AT&T	$396.96

Bldg & Grounds Maintenance:

1. Buford White's	$169.94

AGENDA ITEM NO.8 APPROVAL OF SPECIAL CLAIMS AND ADD ONS

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

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

Special Claims:

Marketing:

1. Vann & Associates	$1,187.00

IFR Mileage:

2. Laura Beth Biggers	$62.23
3. Kassie Adams	$62.80
4. Gracie Henderson	$36.01
5. Cole Bailey	$66.70
6. Anna Kate Norton	$160.03
7. Aly Ghormley	$67.69

Add ons:

Special Claims:

IFYR Team Winnings:

1. OE Nutraceuticals	$1,200.00
2. Spicer Gripp	$800.00
3. Bloomer Trailers	$1,600.00
4. Team YNOT	$400.00

AGENDA ITEM NO. 9 APPROVAL OF SHAVINGS CLAIMS

THE MOTION MADE BY TRUSTEE WORTHAM, SECONDED BY TRUSTEE PACKWOOD TO APPROVE THE SHAVINGS CLAIMS WITH ADD ONS AS PRESENTED. -MOTION CARRIED.

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

Shaving Claims:

1. Geoff Garner	$2,000.00
2. Rempel's	$362.97

AGENDA ITEM NO. 10 D, C, & PA ON 3RD PARTY MANAGEMENT CONVERSATION

AMONG THE GUESTS THAT SPOKE ON THE TOPIC OF THE 3RD PARTY MANAGEMENT WERE MAYOR RICHARD FINLEY, COMMISSIONER ED BOLT & JAMES HARROD, LEE ANN STUSNICK WITH THE SEMINOLE KENNEL CLUB, & A COUPLE OF IFYR VOLUNTEERS. MAYOR RICHARD FINLEY STATED THAT A MANAGEMENT COMPANY WILL COME IN, THERE IS NO STOPPING IT, WHETHER IT IS SPECTRA OR NOT. THE MOTION MADE BY TRUSTEE WORTHAM, SECONDED BY TRUSTEE BARRICK TO HAVE 60-DAYS TO RESEARCH OTHER MANAGEMENT OPPORTUNITIES AND MAYBE EVEN COME UP WITH OTHER5 BIDS. THE COMMITTEE FORMED WITH TRUSTEES RACHAEL MELOT, TIM BARRICK, CHAIRMAN RANDY, GILBERT, AND A CITY COMMISSIONER DARREN RUTHERFORD. -MOTION CARRIED.

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

AGENDA ITEM NO. 11 IFYR UPDATE

*FIRST RODEO MEETING WAS JAN 7TH
*IFYR YOUTH DIRECTORS HAVE CONVENTION TO ATTEND AT IFR
*SENDING OUT PERSONNEL PACKETS
*GETTING READY TO SEND OUT TRADESHOW BOOKLET & APPLICATIONS
*CHRIS DUNLAP WILL ATTEND THE STOCK SHOW, HOPE TO GET SOME STOCK BIDS
*SIGN UPS BEGIN APRIL 1ST

AGENDA ITEM NO. 13 COMMITTEE

*COMMITTEE FORMED: RACHAEL MELOT, TIM BARRICK, RANDY GILBERT, & A CITY COMMISSIONER DARREN RUTHERFORD.
*COMMITTEE FORMED TO DO RESEARCH ON MANAGEMENT FIRM OPTIONS FOR THE EXPO CENTER

AGENDA ITEM NO. 14 ADMINISTRATIVE REPORTS

ADMINISTRATIVE REPORT SENT TO ALL BOARD MEMBERS BEFORE MEETING
*2 CONCERTS IN MAY WITH PRCA RODEO, JEFF LEE.
*BOOKED 2 NEW EVENTS INDIAN LIVESTOCK SHOW & DOG SHOWS
*LED LIGHTING INFO TO COME TO THE BOARD IN FEBRUARY 2019

AGENDA ITEM NO. 14 & 15 OLD BUSINESS & NEW BUSINESS

*KARL KOZEL SCULPTURE IDEA? INSTEAD OF NAMING OF ARENA /GRANDSTANDS
*POSSIBLE SPONSORSHIP PLACEMENTS ON BUILDINGS/ARENA/GRANDSTANDS

AGENDA ITEM NO. 16 PUBLIC & TRUSTEE COMMENTS

NONE

AGENDA ITEM NO. 17 ADJOURNMENT @ 1:36PM

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

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

CHAIRMAN: MR. RANDY GILBERT

INTERIM SECRETARY: MR. ERIC BENSON

Heart of Oklahoma Expo Center

Feb 2019 Events	Amount Owed	Amount Paid	Concessions / Catering
G&S Promotions	$ -	$ 1,317.33	$ 98.00
Outlaw Motor Sports	$ -	$ 2,566.59	$ 122.00
BlackHawk Christmas Party	$ -	$ 743.60	$ 210.00
Dept of Agriculture (IFYR Grant)	$ -	$ 6,666.67	$ -
Central Church of Christ	$ -	$ 750.00	$ -
Wild Turkey Federation	$ -	$ 785.00	$ -
BlackHawk Christmas Party	$ -	$ 743.60	$ -
OK Counseling Agency	$ -	$ 3,300.00	$ -
Jones Team Roping	$ -	$ 6,406.67	$ -
Clothing Concepts	$ -	$ 340.79	$ -
Central Area Livestock Show	$ -	$ 4,899.00	$ -
Triangle Horse Sales	$ -	$ 23,164.39	$ -
National British White Association	$ -	$ 325.00	$ -
Kim Carver Barrel Race (9)	$ 224.01	$ 3,481.01	$ -
The Wandering Gypsy	**$ 240.63**	$ 700.00	$ -
Farmers & Ranchers Mutual Banquet	**$ 765.00**	$ -	$ 112.00
Seminole Kennel Club	**$ 870.31**	$ 350.00	$ -
Sassafras	**$ 837.00**	$ -	$ -
Georg Fischer	**$ 275.00**	$ -	$ -
OCCRA Banquet	**$ 1,233.00**	$ 432.00	$ -
HERPS Reptile Show	**$ 2,173.35**	$ 300.00	$ -
2 Sisters Flea Market	**$ 874.39**	$ -	$ -
G&S Promotions	**$ 2,059.58**	$ 150.00	$ -
Totals from Above:	***$ 9,552.27***	***$ 57,421.65***	***$ 542.00***
Nov Concession/Catering	$ -	$ -	$ -
Dec Concession/Catering	$ -	$ -	***$ 1,765.00***
February 2018 $) $11,003.11 $			
2019 Totals:	$ 9,552.27	$ 57,421.65	$ 542.00

Making Payments
Deposit Pd

Shawnee Expo Center / SC&CDA
Statement of Assets, Liab., & Equity
As of January 31, 2019

		Jan 31, 19
ASSETS		
Current Assets		
Checking/Savings		
Arvest-General		55,739.72
Bancfirst-0161902-Shavings		12,058.57
FNB - 1020390 (Capital Improve)		9,099.09
FUB-282367-Payoff		1,114.17
FUB-603708-Special		52,489.37
FUB-603910-Ticket		1,906.71
Total Checking/Savings		132,407.63
Accounts Receivable		
Accounts Receivable		28,004.10
Total Accounts Receivable		28,004.10
Other Current Assets		
Concession Receivable		-3,178.95
Total Other Current Assets		-3,178.95
Total Current Assets		157,232.78
Fixed Assets		
Land Improvements		47,350.44
Parking Lot Improvements		265,886.47
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		-4,625,912.93
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
Appliances		4,448.14
Audiovisual Equipment		68,623.71
Buildings		8,431,975.42
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		4,590,675.68
TOTAL ASSETS		**4,747,908.46**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Accrued Rodeo Income		
Awards	-3,800.00	
Total Accrued Rodeo Income		-3,800.00

Shawnee Expo Center / SC&CDA
Statement of Assets, Liab., & Equity
As of January 31, 2019

		Jan 31, 19
Sales Tax Payable		949.79
Total Other Current Liabilities		-2,850.21
Total Current Liabilities		-2,850.21
Total Liabilities		-2,850.21
Equity		
County Money for Improvements		458,651.00
Fund Balance		
Restricted	3,771,858.53	
Total Fund Balance		3,771,858.53
Retained Earnings		498,243.61
Net Income		22,005.53
Total Equity		4,750,758.67
TOTAL LIABILITIES & EQUITY		**4,747,908.46**

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expenses
January 2019

		Jan 19
Ordinary Income/Expense		
Income		
Auction Income		8,948.70
Additional Charges		12,509.00
Concession/Catering Income		2,077.50
Conference Center		6,930.00
Fred Humphrey Pavilion		6,890.00
Interest Income		74.49
Otto Krause Building		3,145.00
RV Spaces		4,275.00
Shavings		11,209.00
Total Income		56,058.69
Expense		
Accounting		460.00
Advertising		1,875.00
Marketing		2,374.00
Bank Charges		1.14
Contract Labor		760.00
Credit Card Discounts		377.16
Fuel/Deisel		3,986.17
Interest - Loan		-1,281.48
Internet expense		774.09
Legal		337.50
Maintenance		
Bldg & Grounds	2,408.09	
Computer	734.00	
Equipment	2,422.00	
Vehicle	461.98	
Total Maintenance		6,026.07
Refund		955.00
Return Check		-2,061.59
Rodeo Expense		
Awards	1,600.00	
IFYR Payoffs	1,600.00	
Security	216.00	
Total Rodeo Expense		3,416.00
Shavings & Bedding		3,865.00
Supplies - Other		312.60
Taxes-Other		1,690.86
Telephone		941.73
Utility		
Electric	10,528.65	
Gas	8,295.41	
Water	419.85	
Total Utility		19,243.91
Total Expense		44,053.16
Net Ordinary Income		12,005.53
Other Income/Expense		
Other Income		
City Contribution -SEDF		10,000.00
City Contributions		33,129.61
Total Other Income		43,129.61

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expenses
January 2019

		Jan 19
Other Expense		
Fringe Benefits		
Health Insurance	2,727.44	
Life Insurance	42.30	
Retirement	1,113.99	
Total Fringe Benefits		3,883.73
Miscellaneous		176.04
Payroll Taxes		1,647.51
Salaries		22,792.53
Temp Labor		4,629.80
Total Other Expense		33,129.61
Net Other Income		10,000.00
Net Income		**22,005.53**

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expenses Prev Year Comparison
January 2019

	Jan 19	Jan 18	$ Change
Ordinary Income/Expense			
Income			
Auction Income	8,948.70	0.00	8,948.70
Additional Charges	12,509.00	11,102.00	1,407.00
Clean Up Fee	0.00	100.00	-100.00
Concession/Catering Income	2,077.50	2,198.00	-120.50
Conference Center	6,930.00	5,020.00	1,910.00
Fred Humphrey Pavilion	6,890.00	13,470.00	-6,580.00
Interest Income	74.49	62.98	11.51
Laundry Commission	0.00	167.40	-167.40
Otto Krause Building	3,145.00	3,425.00	-280.00
RV Spaces	4,275.00	5,650.00	-1,375.00
Shavings	11,209.00	7,932.00	3,277.00
Total Income	56,058.69	49,127.38	6,931.31
Expense			
Accounting	460.00	0.00	460.00
Advertising	1,875.00	192.51	1,682.49
Marketing	2,374.00	2,374.00	0.00
Bank Charges	1.14	0.82	0.32
Contract Labor	760.00	0.00	760.00
Credit Card Discounts	377.16	250.53	126.63
Dues	0.00	50.00	-50.00
Equipment Rental	0.00	-523.07	523.07
Fuel/Deisel	3,986.17	1,193.04	2,793.13
Interest - Loan	-1,281.48	625.11	-1,906.59
Internet expense	774.09	0.00	774.09
Legal	337.50	0.00	337.50
Maintenance			
Bldg & Grounds	2,408.09	4,614.20	-2,206.11
Computer	734.00	734.00	0.00
Equipment	2,422.00	119.73	2,302.27
Vehicle	461.98	0.00	461.98
Total Maintenance	6,026.07	5,467.93	558.14
Office Expense	0.00	-12.64	12.64
Other Expense	0.00	-1,865.03	1,865.03
Refund	955.00	0.00	955.00
Return Check	-2,061.59	0.00	-2,061.59
Rodeo Expense			
Credit Card Fees	0.00	1,492.22	-1,492.22
Awards	1,600.00	0.00	1,600.00
IFYR Payoffs	1,600.00	0.00	1,600.00
Mileage	0.00	291.31	-291.31
Personnel	0.00	160.25	-160.25
Refund	0.00	175.11	-175.11
Security	216.00	0.00	216.00
Supplies - Office	0.00	76.09	-76.09
Youth Director	0.00	430.00	-430.00
Total Rodeo Expense	3,416.00	2,624.98	791.02
Shavings & Bedding	3,865.00	6,262.72	-2,397.72
Supplies - Other	312.60	-486.30	798.90
Taxes-Other	1,690.86	305.90	1,384.96
Telephone	941.73	2,534.23	-1,592.50

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expenses Prev Year Comparison
January 2019

	Jan 19	Jan 18	$ Change
Utility			
Electric	10,528.65	11,169.25	-640.60
Gas	8,295.41	2,700.94	5,594.47
Water	419.85	607.46	-187.61
Total Utility	19,243.91	14,477.65	4,766.26
Total Expense	44,053.16	33,472.38	10,580.78
Net Ordinary Income	12,005.53	15,655.00	-3,649.47
Other Income/Expense			
Other Income			
City Contribution -SEDF	10,000.00	0.00	10,000.00
City Contributions	33,129.61	28,970.47	4,159.14
Total Other Income	43,129.61	28,970.47	14,159.14
Other Expense			
Fringe Benefits			
Health Insurance	2,727.44	3,234.55	-507.11
Life Insurance	42.30	44.45	-2.15
Retirement	1,113.99	1,039.39	74.60
Worker Compensaton Insurance	0.00	0.00	0.00
Total Fringe Benefits	3,883.73	4,318.39	-434.66
Miscellaneous	176.04	0.00	176.04
Payroll Taxes	1,647.51	1,298.12	349.39
Salaries	22,792.53	18,353.11	4,439.42
Temp Labor	4,629.80	5,000.85	-371.05
Total Other Expense	33,129.61	28,970.47	4,159.14
Net Other Income	10,000.00	0.00	10,000.00
Net Income	**22,005.53**	**15,655.00**	**6,350.53**

General Claims:

Monthly Bills:

1. *Constellation	$5,364.12
2. MetTel	$887.79
3. AT&T Mobility	$56.42
4. OK Tax Commission	$495.79
5. ONG (9)	$3,350.69
6. John Deere Financial Payment	$1,044.02
7. John Deere Charge Acct	$555.30
8. Shawnee Municipal Authority	$493.24
9. OG&E	$9,951.38
10. AT&T	$391.69

Legal:

1. Stuart & Clover	$1,027.50

Membership Fees:

1. FMCA Dues	$50.00

Office:

1. Finley & Cook	$1,523.75
2. INS	$734.00
3. Staples (2)	$120.76
4. FUB SMG	$330.12
5. City of Shawnee Surcharge	$136.25
6. FUB CD	$2,917.88
7. Shawnee Office Systems	$137.11
8. ComTech	$250.00

Marketing:

1. Vann & Associates	$1,187.00
2. Shawnee News-Star	$203.50

Equipment Maintenance:

1. CH&W	$1,660.89
2. Stewart Wholesale	$151.71

Supplies:

1. Airgas (2)	$19.88
2. Shawnee Milling Company	$300.00
3. Chuck Jones	$900.00
4. Rent-A-Tent	$678.76

Temp Services:

1. Express (6) $3,700.35

Bldg & Grounds Maintenance:

1. Grimsley's $1,737.47
2. Ask About Windows $216.00
3. Armstrong Termite & Pest $150.00
4. Fuelman $2,098.04
5. Lowe's $265.73

<u>Special Claims:</u>

Marketing:

1. Vann & Associates $1,187.00

Award:

1. Shawnee Animal Hospital $3,800.00
2. Twister Saddles $8,450.00

IFYR 2019:

1. De Fine $720.00

<u>Shaving Claims:</u>

1. Atwood's $3,520.00
2. Xylo of Ok $3,402.00
3. Rempel's $423.75

CBEW Professional Group, LLP
Certified Public Accountants
P.O. Box 790
Cushing, OK 74023
918-225-4216 FAX 918-225-4315

January 9, 2019

Chris Dunlap, Director
Financial Oversight Committee
Shawnee Civic & Cultural Development Authority
P.O. Box 1466
Shawnee, OK 74802-1466

RE: Audit for the Year Ended December 31, 2018

Thank you for allowing CBEW Professional Group, LLP to perform auditing services for your Authority. This letter sets forth our proposal to conduct an audit of your financial statements and outlines the nature and scope of the services we will provide to you if selected to continue.

Scope of Services

We will audit the financial statements of the Shawnee Civic & Cultural Development Authority (Authority), which comprise the statement of net position as of December 31, 2018 and the related statement of activities and changes in net position and cash flows for the year then ended and the related notes to the financial statements. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A) to supplement the Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Authority's RSI in accordance with auditing standards generally accepted in the United States of America, if it is presented. These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or proved any assurance. If management elects not to present the RSI our report will include a paragraph describing its omission.

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America.

Audit Objectives (Continued)

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records and other procedures we consider necessary to enable us to express such an opinion. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audits or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards.* The report on internal control and compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion of the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Authority is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with generally accepted auditing standards in the United States and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the Authority or to acts by management or employees acting on behalf of the Authority. Because the determination of abuse in subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Audit Procedures—General (Continued)

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with generally accepted auditing standards in the United States and *Government Auditing Standards.* In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors' is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of assets, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from the Authority's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from management about the financial statements and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards.*

Audit Procedures—Internal Controls (Continued)

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of significant deficiencies, such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control, such that there is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention to those charged with governance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards.*

Other Audit Related Services

We will also assist in preparing the financial statements and related notes of the Authority in conformity with generally accepted accounting principles in the United States based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards.* We will provide any proposed adjusting entries to management for review and acceptance as well as a list of immaterial audit differences not proposed for adjustment, if any. In addition to the audit services described above, we may prepare a separate management letter setting forth findings and recommendations relative to internal controls, fiscal affairs and other observations noted during the course of the audit that are not required pursuant to *Government Auditing Standards.* We will provide a post-audit review for interested personnel of your Authority to discuss your accounting procedures and recommend measures that might be employed to correct problems, if any, that we may have observed during the audit.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation in the financial statements and all accompanying information in conformity with generally accepted accounting principles in the United States and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management Responsibilities (Continued)

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, additional information that we may request for the purpose of the audit, and unrestricted access to persons within the Authority from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Authority involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud or illegal acts affecting the Authority received in communications from employees, former employees, grantors, regulators, or others. In addition, you are also responsible for identifying and ensuring that the Authority complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

Management is responsible for establishing and maintaining a process of tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the audit objectives discussed in this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. The Authority is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes in conformity with generally accepted accounting principles in the United States but the responsibility for the financial statements and related information remains with you. We may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements. You are responsible for the preparation and content of Management's Discussion and Analysis, if presented. *Government Auditing Standards* preclude the auditor from preparing management's discussion and analysis.

Management Responsibilities (Continued)

You agree to assume all management responsibilities relating to the financial statements, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Administration, Fees, and Other

We will perform these services as expeditiously as possible in order to meet the time requirements of the engagement. Chuck Crooks is the engagement partner and is responsible for supervising the engagement. We plan to begin fieldwork on the audit in May and expect to issue our reports no later than July 31, 2019 and preferably at least one week prior to presentation barring unforeseen circumstances. As a component unit of the City of Shawnee the audited financial statements of the Authority will also be included with the audited financial statements of the City of Shawnee. It is understood that your accounting personnel would be available to answer questions and to provide assistance in locating records and any documents selected by us for testing, and to prepare schedules and analyses as may be necessary. A list of such schedules will be furnished to you shortly before or after we begin the engagement.

Our fee for the services set forth in this letter will be based upon the value of the services rendered (rates determined by the nature of the services and the degree of skill required by our personnel). Every effort will be taken to keep that fee to a minimum consistent with the requirements of the engagement. We expect our fee to be between $6,000 and $7,000 unless the Authority changes the scope of the work requested.

We will supply the Authority with copies of the audited financial statements and related reports; however, management is responsible for distribution of the reports and the financial statements. If other pass-through entities need copies of the reporting package and/or auditors' report management is responsible for seeing that such entities receive the required information; however, we may submit those copies at your request. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Audit Administration, Fees, and Other (Continued)

This engagement does not include any services not specifically stated in this letter. The above fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. Additional fees may be incurred in performing the audit if information is not available when requested or if we are not able to complete our work as scheduled. Examples of situations are repeated attempts to obtain information previously requested and not remitted timely. Other matters that may result in additional fees is time expended in reconciling significant differences in the accounting records, or time expended in making reclassification and adjustments to accounting information to properly report applicable accounting categories in the financial statements as a result of errors, mispostings and related adjustments. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoice for these services will be rendered upon completion of the audit and is payable upon presentation.

If there is a change in scope of audit work requested by the Authority or if you request that we perform additional services not contemplated by this engagement letter, we will discuss those requirements with you and arrive at fee for those services before we begin. If authorized by the Authority, an amendment to the engagement letter, a separate engagement letter or other memorandum may be prepared to document such agreement. However, in the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter. Additional services, when requested, will be performed by the competent individuals with a rate most beneficial to the Authority based on the particular circumstances. Additional services of a significant nature, which you may request, will be billed separately.

Examples of significant changes in audit scope include, but are not limited to, the following:

- Applicability of the Single Audit Act (Uniform Guidance) due to the receipt and expenditure of federal financial assistance in excess of $750,000.
- Creation of significant new funds or activities to audit

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Our Privacy Policy—Your Privacy is Important to Us

Preserving your trust is a core value of our practice and the accounting profession. CBEW Professional Group, LLP recognizes that you expect us to protect the information you provide to us and to use it responsibly. We highly value your trust and confidence in us, and we want to assure you that any personal information obtained during our audit is kept confidential and secure. We are strongly committed to fulfilling the trust that is the foundation of your expectations.

We follow standard industry practices to actively protect the confidentiality, security, and integrity of your information. We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. We also maintain physical, electronic, and procedural safeguards that comply with our professional standards. In so doing, we restrict access to your personal information to those employees who need to know that information to provide services to you. Additionally, our employees are bound by strict internal confidentiality policies.

The audit documentation (working papers) for this engagement is the property of CBEW Professional Group, LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain documentation available to a Federal or State agency providing direct or indirect funding or its designee or to the U.S. Government Accountability Office for purpose of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such documentation will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying any audit documentation.

In the event we are requested or authorized by you or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement, you will, so long as we are not part to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

Our firm, as well as other accounting firms, participates in the AICPA's peer review program covering our audit and accounting practice. This is also a requirement of *Government Auditing Standards.* Under this program, our system of quality control is subjected to a peer review by a team of certified public accountants approved by the state administering entity. As part of this peer review, the team will review a sample of our work. It is possible that the work performed for you may be selected for their review. If it is, the peer review team is bound by professional standards to keep all information confidential.

Government Auditing Standards (Yellow Book) require that we provide you with a copy of our most recent external peer review report. Our 2015 peer review report accompanies this letter.

We appreciate the opportunity to be of service to you and are confident that CBEW Professional Group, LLP can continue to meet your current and ongoing needs. We believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please contact us at 918-225-4216 or 800-375-4216. If you agree with the terms of our engagement as described in this letter, please sign a copy and return it to us.

Very truly yours,
CBEW PROFESSIONAL GROUP, LLP
Certified Public Accountants

Walter H. Webb

Walter H. Webb, CPA
Partner and Audit Coordinator

ACKNOWLEDGEMENT:

The foregoing letter fully describes the services required and is accepted by us.

SHAWNEE CIVIC & CULTURAL DEVELOPMENT AUTHORITY

Signature: ______________________________

Title: ______________________________

Date: ______________________________

YANARI WATSON MCGAUGHEY P.C.

DALE M. YANARI (1947-2004) ◆ RANDY S. WATSON ◆ G. LANCE MCGAUGHEY ◆ DON W. GRUENLER
FINANCIAL CONSULTANTS/CERTIFIED PUBLIC ACCOUNTANTS

System Review Report

June 15, 2016

To the Partners of
CBEW Professional Group, LLP
and the Peer Review Committee of the Oklahoma Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of CBEW Professional Group, LLP (the firm) in effect for the year ended December 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards.*

In our opinion, the system of quality control for the accounting and auditing practice of CBEW Professional Group, LLP in effect for the year ended December 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies)* or *fail.* CBEW Professional Group, LLP has received a peer review rating of pass.

Yanari Watson McGaughey P.C.

Yanari Watson McGaughey P.C.

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VANN & ASSOCIATES | PR + MARKETING

MEDIA AND COMMUNICATIONS UPDATE
HEART OF OKLAHOMA EXPOSITION CENTER | IFYR
JANUARY 1-31, 2019

MEDIA RELATIONS- EXPO

- Write/distribute January events press release.

INTERACTIVE- EXPO

- Create/distribute January Expo Express e-newsletter.
  - 16.1% open rate, 4.4% click rate with 4,519 sent
- Distribute January survey (14 sent) and compile December survey report (1 completed)
- Update website- news, special offers
- Write scripts for February social media videos, shoot videos and edit videos
- Social media messaging and content research.
  - Facebook: 4,219 Likes; 107 new

GRAPHIC DESIGN- EXPO

- Social media graphics.
- Bridal Guide ad design for Countywide & Sun purchase

INTERACTIVE- IFYR

- Update website with Tin Star Market applications, employment applications and team registration documents.
- Social media follower-building.
- Social media messaging and content research.
  - Facebook: 10,125 Likes; 37 new
  - Twitter: 2,112 Followers; 7 new
  - Instagram: 5,911 Followers; 10 new

GRAPHIC DESIGN- IFYR

- Social media graphics
- 2019 IFYR sponsorship prospectus design edits
- 2019 Tin Star Market vendor packet updates

EARNED MEDIA

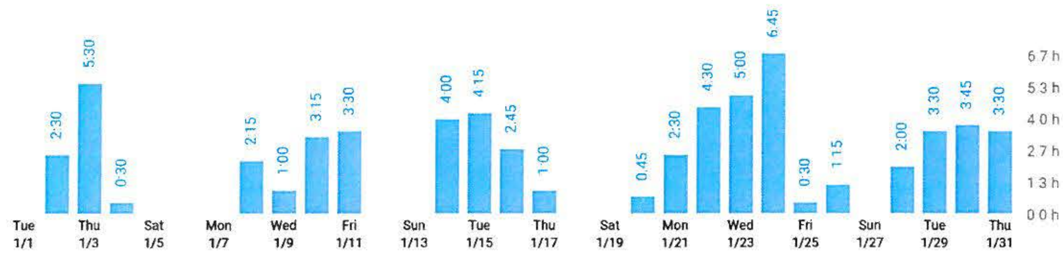
- "January Events Scheduled at Shawnee's Expo Center," The Shawnee News-Star, Dec. 31, 2018

PREPARED BY: LAUREN DAUGHETY | LDAUGHETY@VANNPR.COM | 405.509.9312

VANN & ASSOCIATES | PR + MARKETING

BILLABLE HOURS SUMMARY

Contracted hours 15 hours per month or 180 hours annually, plus the on-site hours at IFYR.
Total January 2019 hours: 64.5



PREPARED BY: LAUREN DAUGHETY | LDAUGHETY@VANNPR.COM | 405.509.9312

VANN & ASSOCIATES | PR + MARKETING

January events happening at Shawnee's Expo Center

Provided

(Shawnee, Okla.) –The Heart of Oklahoma Exposition Center is kicking of the new year some great events to please everyone. Banquets, livestock shows and competitions are in this month's lineup.

Jones Arena Team Roping Productions

Jones Arena Team Roping Productions will be at the Expo Center to ring in 2019 at their New Year's Bash Dec. 30 through Jan 1. This event will include team roping competitions for every age and skill level with great prizes for each winner. The New Year's Bash will include live music to celebrate the new year. For more information about this event, visit their Facebook page at Facebook.com/JonesArenaProductionsTeamRopings.

Red Dirt Agility

Red Dirt Agility is hosting a trial at the Expo Center on Jan. 1. Watch dogs of all breeds and sizes go through obstacles and show off their skills. They will be also hosting trials at the Heart of Oklahoma Expo Center Jan. 11-13. These competitions are great family-friendly entertainment. For more information, visit Facebook.com/RedDirtAgilityClub.

National Wild Turkey Federation Banquet

The National Wild Turkey Federation Oklahoma Chapter is hosting their 2019 State Chapter Appreciation and Awards Banquet at the Expo Center Saturday, Jan. 12 at 5 p.m. This banquet will bring people together from all over Oklahoma for a night of fellowship, food and recognition of top chapters and volunteers. Those who attend the banquet will have the chance to view new items from the 2019 Core Banquet Packs and bid on auction items with proceeds benefiting the National Turkey Federation Oklahoma Chapter. Tickets for the event are $35 for adults and $20 for children 6-12. For more information about the banquet, visit oknwtf.com.

Jones Arena Team Roping Productions

Jones Arena Productions Team Roping will return to the Expo Center for the second time this month Jan. 19-20. This event will again have team roping competitions for all ages and is great entertainment for spectators. For more information about Jones Arena Team Roping Productions events, visit their Facebook page at Facebook.com/JonesArenaPorductionsTeamRoping.

Triangle Horse Winter Sale

Jim Ware's 36th Triangle Winter Sale will be at the Heart of Oklahoma Expo Center Jan. 25-26. This sale will feature show horses, prospects, breeding stock and more. The sale will begin at 9 a.m. on Friday, Jan. 25 and 8 a.m. on Saturday, Jan. 26. The event will end with a complimentary sale dinner both nights at 6 p.m. For information about the Triangle Winter Sale's schedule and more, visit their website, trianglehorsesales.net.

Central District Livestock Show

The Central District Livestock Show will be at the Expo Center Jan. 31 through Feb. 2. The show will begin at 8 a.m. each day and have different shows throughout the day. The Entry Fee for lambs, goats and hogs is $20 and heifers and steers is $30. Any entries submitted after Jan. 15 will have a $10 add-on fee. Whether you come to the Expo Center to participate in this show or come to support, everyone will enjoy this Central District Livestock Show. For more information, please contact Jeremy Frye at (405) 740-9334.

For more information about the Heart of Oklahoma Exposition Center, visit ShawneeExpo.org. Located just minutes from the "crossroads of America," the Heart of Oklahoma Exposition Center sits on 80 acres of fairgrounds with a variety of facility options including an outdoor arena, indoor arena and more than 120,000-square-feet of exhibit and meeting space. Complete with a top-notch RV park, the Expo Center is the perfect location for any size event including banquets, shows, events and more. For more information on the Heart of Oklahoma Exposition Center visit ShawneeExpo.org or call (405) 275-7020.

HEART OF OKLAHOMA EXPOSITION CENTER Shawnee OKLAHOMA

Heart of Oklahoma Exposition Center

Post-Event Survey Results

This survey is from December 2018 events. The survey was completed on January 2, 2019.

1. General feedback was positive.
2. Event attendee was Oklahoma local.

Heart of Oklahoma Exposition Center Post-Event Survey

Response for: geismcloud@yahoo.com

Completed: 1/2/19 at 5:22 p.m.

1 What is your name?

Mike Geis

2 Phone number where you may be reached?

(405)761-8339

3 What is the name of your group or event?

Oklahoma State Poultry Federation

4 How did you hear about the Heart of Oklahoma Exposition Center? If other, please specify.�

Answer

Internet search
Social media
Tradeshow
Advertisement
Referral from a friend or colleague

HEART OF OKLAHOMA
EXPOSITION CENTER
Shawnee
OKLAHOMA

✔ Other: Grew up in Dale, and showed poultry and livestock there since the early 1980's

5 What type of event did you host at the Expo Center? If other, please specify.�

Answer

Meeting
Conference
Tradeshow, swap meet or sale
Corporate event or party
Family event or party
✔ Agricultural event
Other

6 Approximately how many attendees did your event see?

250+ exhibitors, and approximately 250+guests

7 How would you describe the main age ranges of event attendees? Please mark the top three
age ranges.

Answer

✔ Under 18 years
18 to 24 years
25 to 34 years
35 to 44 years
✔ 45 to 54 years
✔ Age 65 and older

8 From which region of the country are attendees from? Please mark all that apply.

Answer

Event attendees were from in-state
Midwest - IA, IL, IN, KS, MI, MN, MO, ND, NE, OH, SD, WI
Northeast - CT, DC, DE, MA, MD, ME, NH, NJ, NY, PA, RI, VT
Southeast - AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, VA, WV
Southwest - AZ, NM, OK, TX
West - AK, CA, CO, HI, ID, MT, NV, OR, UT, WA, WY
Other

9 Did your event utilize our onsite concessions or catering?

Answer

✔ Yes
No

10 If your event utilized our onsite concessions or catering, how would you rate your experience?�

Not at all Satisfied	Partly Satisfied	Satisfied	More than Satisfied	Very Satisfied
				✔

Comment: Food is good, and friendly service

11 Did members of your group or event attendees stay overnight in Shawnee?

Answer

✔ Yes
No
Unsure

12 If event attendees or members of your group stayed overnight in Shawnee, where did they stay?

HEART OF OKLAHOMA
EXPOSITION CENTER
Shawnee
OKLAHOMA

Answer

Expo Center RV Park
✔ Nearby accommodations
Both Expo Center RV Park and nearby accommodations
Other

13 If event attendees or members of your group stayed overnight at a local hotel in Shawnee, which hotel(s) did they use?

Mostly the Comfort Inn, LaQuinta, Hampton, Holiday Inn, and Days Inn

14 Overall, how satisfied were you with the event?

Not at all Satisfied	Partly Satisfied	Satisfied	More than Satisfied	Very Satisfied
				✔

15 Overall, how satisfied were you with the Expo Center staff and facilities?

Not at all Satisfied	Partly Satisfied	Satisfied	More than Satisfied	Very Satisfied
				✔

Comment: The Expo staff are very friendly, and are always willing to help to make sure we have everything we need.

16 Would you host an event at the Expo Center in the future?

Answer

✔ Yes
No

Comment: One of the top venues in the country for hosting a poultry show.

HEART OF OKLAHOMA
EXPOSITION CENTER
Shawnee

17 Why did you select the Heart of Oklahoma Exposition Center?

Answer

- ✔ Location (wanted to be in Shawnee)
- ✔ Amenities/facilities
- ✔ Price
- ✔ Reputation
- ✔ Other: The Expo Center and Visit Shawnee always makes us feels welcomed.

18 In doing your research, did you investigate any other location? If so, which other locations did you consider?

Answer

- Yes
- ✔ No

19 How likely is it that you would recommend the Expo Center to a friend or colleague?��

Not at all Likely	Slightly Likely	Moderately Likely	Very Likely	Completely Likely
				✔

20 Please let us know any thoughts that you might have on how we could improve.

close