

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
<u>JANUARY 19, 2017</u>	<u>12:30PM</u>	<u>HEART OF OKLAHOMA EXPOSITION CENTER</u> <u>1700 W. INDEPENDENCE</u> <u>SHAWNEE, OK 74804</u>

TO BE COMPLETED BY PERSON FILING NOTICE:

NAME: STEPHANIE 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 11:45 AM/PM

ON: Jan. 17, 2017

SIGNED: K Bachhofer

FOR CITY CLERK'S OFFICE USE ONLY

DATE NOTICE RELEASED TO NEWS MEDIA: Jan. 17, 2017
PERSON FILING NOTICE: Stephanie Gideon
NOTICE VERIFIED BY: K Bachhofer

Shawnee Civic & Cultural Development Authority
January 19, 2017
@ 12:30 PM
Heart of Oklahoma Exposition Center

1. Call to Order.
2. Roll Call.
3. Declaration of a Quorum
4. Action to accept the recommendation of the Mayor as approved by the City Commissioners to appoint Mr. Carl Packwood as a Trustee on the Shawnee Civic & Cultural Development Authority, term to expire December 31, 2020.
5. Administer Oath of Office to Mr. Packwood by Mr. Mike Clover.
6. Approval of minutes of the regular scheduled Meeting of December 2016.
7. Review and Acknowledgment of Monthly Activity Report December 2016.
8. Approval of Monthly Financial Report.
9. Approval of Claims: General Account
10. Approval of Claims: Expo Center Special Events.
11. Approval of Claims: Shavings Account.
12. Discussion, Consideration & Possible Action on approving Ford Audio for New Sound System Install in Conference Center.
13. Discussion Consideration & Possible Action increasing Chris Dunlap's discretionary spending limit to \$5,000 for emergency purposes.
14. Discussion Consideration & Possible Action on proposed Avedis Foundation grant conditions.
15. IFYR Up-Date
16. Committee Reports.
17. Administrative Reports.
18. Old Business.
19. New Business.
20. Public & Trustee Comments.
21. Adjournment.

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
DECEMBER 15, 2016
12:30 P.M.
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY MET FOR THEIR REGULAR SCHEDULED MEETING THURSDAY, DECEMBER 15, 2016 AT 12:30 PM AT HEART OF OKLAHOMA EXPOSITION CENTER, PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. NOTICE WAS FILED AT CITY HALL ON 12/13/2016 AT 11:36 AM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:35 PM BY VICE CHAIRMAN MR. RANDY GILBERT.

AGENDA ITEM NO.2

ROLL CALL

TRUSTEES PRESENT: MR. RANDY GILBERT
MR. KARL KOZEL
MR. TIM BARRICK
MR. LANCE WORTHAM
MRS. RACHEL MELOT
MR. JUSTIN ERICKSON
MRS. SUSAN HAVENS

TRUSTEES ABSENT:

ALSO IN ATTENDANCE: SHELLY WELCH OF FINLEY & COOK , MIKE CLOVER OF STUART & CLOVER, CARA SHUTGNER OF DOGGIE SPOT, TONY VANN, LAUREN DAUGHETY & SUZANNE GILBERT.

AGENDA ITEM NO.3

DECLARATION OF A QUORUM

CHAIRMAN MR. RANDY GILBERT, DECLARED A QUORUM

AGENDA ITEM NO.4

APPROVAL OF MINUTES OF THE REGULAR SC&CDA MEETING IN NOVEMBER 2016.

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE WORTHAM TO APPROVE THE MINUTES OF THE REGULAR SCHEDULED MEETING HELD FOR NOV 2016. MOTION CARRIED.

AYE: GILBERT, MELOT, HAVENS, BARRICK, WORTHAM, ERICKSON, KOZEL

NAY: NONE

ABSTAIN:

AGENDA ITEM NO.6

APPROVAL OF THE MONTHLY FINANCIAL REPORT.

THE MOTION MADE BY TRUSTEE ERICKSON, SECONDED BY TRUSTEE KOZEL TO APPROVE THE MONTHLY FINANCIAL REPORT AS PRESENTED. MOTION CARRIED.

AYE: GILBERT, MELOT, HAVENS, BARRICK, WORTHAM, ERICKSON, KOZEL

NAY: NONE

ABSTAIN:

AGENDA ITEM NO.7

APPROVAL OF GENERAL CLAIMS WITH ADD ONS .

THE MOTION MADE BY TRUSTEE BARRICK, SECONDED BY TRUSTEE KOZEL TO APPROVE THE GENERAL CLAIMS. MOTION CARRIED.

AYE: GILBERT, MELOT, HAVENS, BARRICK, WORTHAM, ERICKSON, KOZEL

NAY: NONE

ABSTAIN

General Claims

A.	Stuart & Clover	\$260.00
B.	ONG (Added Together)	\$648.28
C.	MetTel	\$1,648.68
D.	AT&T Mobility	\$54.12
E.	OMAG	\$2,748.75
F.	Tennant	\$441.51
G.	Express Employment	\$668.80
H.	INS	\$734.00
I.	Constellation Energy	\$91.59
J.	AT&T	\$333.26
K.	Armstrong Pest	\$150.00
L.	Thyssenkrupp	\$964.45
M.	Finley & Cook	\$1,995.00
N.	Shawnee Office Systems	\$95.21
O.	Bobcat of OKC	\$159.04
P.	First United Bank	\$100.06
Q.	Sherwin-Williams	\$11.75
R.	City of Shawnee	\$138.75
S.	NAPA	\$444.53
T.	Fuelman	\$976.30
U.	Express Employment	\$668.80
V.	Arvest	\$656.37
W.	Stuart & Clover	\$800.00
X.	Shawnee Municipal Authority (Added Together)	\$329.26
Y.	Frontier Country Marketing Assoc.	\$100.00
Z.	Music Unlimited	\$943.89
AA.	Pitney Bowes	\$161.37

Add Ons:

General Account:

A.	City Grease Trap Service	\$200.00
B.	Best Companies	\$965.00
C.	OG&E	\$10,518.51
D.	Express Employment	\$744.04
E.	Express Employment	\$1,099.62

AGENDA ITEM NO.8

APPROVAL OF SPECIAL CLAIMS .

None

AGENDA ITEM NO.9

APPROVAL OF SHAVING'S CLAIMS.

NONE

AGENDA ITEM NO. 10

DISCUSSION CONSIDERATION AND POSSIBLE ACTION ON
CONTINUATION OF CONTRACTING SERVICES FOR PR/MARKETING
FOR 2017 CALENDAR YEAR THRU VANN & ASSOCIATES.

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE BARRICK TO APPROVE THE 2017 REGULAR MEETING SCHEDULE. MOTION CARRIED.

AYE: GILBERT, MELOT, HAVENS, BARRICK, WORTHAM, ERICKSON, KOZEL

NAY: NONE

ABSTAIN

AGENDA ITEM NO. 11

DISCUSSION CONSIDERATION AND POSSIBLE ACTION ON CONCESSION SERVICES CONTRACT FOR HEART OF OKLAHOMA EXPO CENTER.

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE BARRICK TO GO WITH KEN STAFFORD WITH DROFFATS INC FOR CONCESSIONS AS WELL AS CATERING EFFECTIVE JANUARY 1ST 2017. MOTION CARRIED.

AYE: GILBERT, MELOT, HAYENS, BARRICK, WORTHAM, ERICKSON, KOZEL

NAY: NONE

ABSTAIN

AGENDA ITEM NO. 12

DISCUSSION CONSIDERATION AND POSSIBLE ACTION ON AGREEMENT BETWEEN YSI & EXPO CENTER FOR SIGNAGE SPONSORSHIP.

NO ACTION TAKEN AT THIS TIME

AGENDA ITEM NO. 13

DISCUSSION CONSIDERATION AND POSSIBLE ACTION ON PURCHASING A SPONSORSHIP TYPE BANNER FOR FRED HUMPHREY PAVILION TO HELP CAMOFLAUGE THE BAD AREAS ON THE SOUTH WALL .

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE MELOT TO PURCHASE A BANNER AMOUNT NOT TO EXCEED \$6,500 FOR THE FRED HUMPHREY PAVILION FOR SPONSORSHIP OPPURTUNITIES AS WELL AS TO CAMPLAGUE THE BAD AREAS ON THE SOUTH END OF THE BARN. MOTION CARRIED.

AYE: GILBERT, MELOT, BARRICK, WORTHAM, ERICKSON, KOZEL

NAY: NONE

ABSTAIN

AGENDA ITEM NO. 14

IFYR UPDATE

PREP WORK FOR 25TH YEAR HAS BEGUN. BEGINNING CONTACT WITH CINCH VENDORS ETC. AND PREPARATION FOR JULY - IFR COMING UP SOON IN OKC - YOUTH DIRECTOR TRIP UP THERE TO LEARN THE INS AND OUTS OF THE RODEO & WHAT ALL WE EXPECT OF THEM PERTAINING TO IFYR DUTIES.

AGENDA ITEM NO. 15-19

COMMITTEE REPORTS, ADMINISTRATIVE REPORTS, OLD BUSINESS, NEW BUSINESS, PUBLIC & TRUSTEE COMMENTS

BUDGET COMMITTEE HAS MET AND BUDGET WILL BE PRESENTED IN JANUARY MEETING. POPULAS IS READY TO MOVE FORWARD.

AGENDA ITEM NO.19

ADJOURNMENT

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE WORTHAM TO ADJOURN THE MEETING. - MOTION CARRIED.

AYE: GILBERT, MELOT, BARRICK, WORTHAM, ERICKSON, KOZEL

NAY:

ABSTAIN:

CHAIRMAN: MR. RANDY GILBERT

SECRETARY: MR. JUSTIN ERICSON



Heart of Oklahoma Expo Center

December 2016 Events	Amount Owed	Amount Paid	Concessions Paid to Expo	Catering Paid to Expo
Newton Wall	\$ -	\$ 345.00	\$ -	\$ -
Shawnee Board of Realtors	\$ -	\$ 399.50	\$ -	\$ -
Poultry Show	\$ -	\$ 1,712.50	\$ -	\$ -
OK Pigeon Assn	\$ -	\$ 864.46	\$ -	\$ -
Outlaw Motor Sports	\$ -	\$ 2,353.70	\$ -	\$ -
Triangle Sales	\$ -	\$ 11,062.04	\$ -	\$ -
Excel Auction	\$ 787.78	\$ -	\$ -	\$ -
Edward Jones	\$ 350.00	\$ -	\$ -	\$ -
Little Britches	\$ 1,730.00	\$ -	\$ -	\$ -
G&S Promotions	\$ 1,970.20	\$ -	\$ -	\$ -
BlackHawk Casino	\$ 527.50	\$ -	\$ -	\$ -
Preston Veales Concert	\$ 602.59	\$ -	\$ -	\$ -
Poultry Banquet	\$ 445.00	\$ -	\$ -	\$ -
Seminole Kennel Club	\$ 730.79	\$ -	\$ -	\$ -
No Concessions/Catering Figures Yet	\$ -	\$ -	\$ -	\$ -
December 2015 \$8,163.00 Totals:	\$ 7,143.86	\$ 16,737.20	\$ -	\$ -

Shawnee Expo Center / SC&CDA
Statement of Assets, Liab., & Equity
 As of December 31, 2016

	Dec 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Arvest-General	65,013.09
Bancfirst-0161902-Shavings	2,076.95
FNB - 1020390 (Capital Improve)	937.75
FUB-282367-Payoff	398.58
FUB-603708-Special	23,184.41
FUB-603910-Ticket	154.33
Total Checking/Savings	91,765.11
Accounts Receivable	
Accounts Receivable	23,443.09
Total Accounts Receivable	23,443.09
Other Current Assets	
Concession Receivable	-5,853.38
Undeposited Funds	1,712.50
Total Other Current Assets	-4,140.88
Total Current Assets	111,067.32
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	-685,357.56
Accum Depr- Vehicles	-102,549.89
Accum Depr-Audiovisual Equip	-35,637.46
Accum Depr-Buildings	-3,948,043.42
Accum Depr-Business Mach	-25,821.06
Accum Depr-Comm. Equip	-2,540.32
Accum Depr-Furniture	-46,884.90
Accum Depr-Mach. & Tools	-1,817,547.68
Audiovisual Equipment	68,623.71
Buildings	7,722,928.02
Business Machines	25,786.79
Communications Equipment	21,653.24
Land	645,821.42
Machinery & Tools	2,030,626.07
Parks & Recreation Equip.	29,503.09
Vehicles	124,513.19
Total Fixed Assets	4,560,853.68
TOTAL ASSETS	4,671,921.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	263.16
Total Other Current Liabilities	263.16
Total Current Liabilities	263.16
Long Term Liabilities	
N/P - Arvest Sweeper	31,835.76
Total Long Term Liabilities	31,835.76
Total Liabilities	32,098.92
Equity	
County Money for Improvements	458,651.00

2:16 PM

01/10/17

Accrual Basis

Shawnee Expo Center / SC&CDA
Statement of Assets, Liab., & Equity
As of December 31, 2016

	Dec 31, 16
Fund Balance	
Restricted	4,328,238.54
Total Fund Balance	4,328,238.54
Retained Earnings	-238,688.31
Net Income	91,620.85
Total Equity	4,639,822.08
TOTAL LIABILITIES & EQUITY	4,671,921.00

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expenses
 One Month and Twelve Months Ended, December 31, 2016

	Dec 16	Jan - Dec 16
Ordinary Income/Expense		
Income		
Additional Charges	5,107.50	72,580.36
Arena's	0.00	125.00
Booth Income	0.00	650.00
Catering Income	0.00	12,949.47
Clean Up Fee	100.00	2,000.00
Concession Commission	0.00	3,066.00
Conference Center	3,815.00	61,195.00
Discounts	-806.00	-5,242.58
Fred Humphrey Pavilion	9,880.00	66,370.00
Interest Income	12.87	123.37
Laundry Commission	0.00	515.50
Otto Krause Building	2,515.00	21,290.00
Rodeo Income		
Softgoods	0.00	1,703.00
Practice Pen	0.00	3,980.00
Booth Rental	0.00	34,346.00
Camping	0.00	124,000.00
Concession	0.00	497.60
Dance	0.00	905.00
Entry Fees	0.00	217,195.00
Hay/Shavings/Ice	0.00	9,167.00
Other	0.00	4,875.00
Programs	0.00	3,115.00
Sponsorship	0.00	89,073.00
Stall Rental	0.00	161,100.00
Ticket Sales	0.00	103,554.00
Total Rodeo Income	0.00	753,510.60
RV Spaces	3,675.00	247,979.56
Shavings	330.00	38,658.00
Sponsorship Income	0.00	0.00
Uncategorized Income	0.00	17,190.59
Total Income	24,629.37	1,292,960.87
Expense		
Accounting	1,995.00	19,566.89
Advertising	0.00	4,706.88
Marketing	0.00	21,676.82
Bank Charges	134.53	200.19
Contract Labor	5,287.26	21,518.02
Credit Card Discounts	35.95	4,293.49
Dues	100.00	968.00
Equipment		
Office	943.89	1,816.72
Equipment - Other	0.00	2,914.29
Total Equipment	943.89	4,731.01
Equipment Rental	0.00	270.00
Fuel/Deisel	976.30	6,764.30
Insurance	2,748.75	12,264.75
Interest - Loan	656.37	12,517.96
Legal	1,020.00	4,046.75
Maintenance		
Bldg & Grounds	3,401.98	80,161.54
Computer	2,533.94	16,895.64
Equipment	2,218.14	25,574.26
Vehicle	444.53	3,528.15
Total Maintenance	8,598.59	126,159.59
Meals	0.00	508.00
Memberhisp Fees	0.00	100.00
Office Expense	100.06	3,248.58
Postage	161.37	983.36
Return Check	0.00	900.00

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expenses
One Month and Twelve Months Ended, December 31, 2016

	Dec 16	Jan - Dec 16
Rodeo Expense		
Computer	0.00	11,753.94
Credit Card Fees	0.00	3,940.35
Photography	0.00	23,100.00
Softgoods	0.00	11,731.00
Advertising	0.00	19,960.84
Awards	0.00	25,545.00
Equipment Rental	0.00	20,685.00
Feed	0.00	4,130.00
IFYR Payoffs	0.00	193,230.40
Maintenance - Building & Ground	0.00	23,488.79
Maintenance - Equipment	0.00	3,082.04
Maintenance - Office Equipment	0.00	760.00
Media Director	0.00	300.00
Mileage	0.00	670.91
Permits Pd to IFYR	0.00	23,105.00
Personnel	0.00	47,334.68
Printing	0.00	3,400.00
Programs	0.00	11,225.00
Refund	0.00	8,300.00
Rodeo Expenses	0.00	42,466.02
Security	0.00	21,594.00
Stock	0.00	102,320.00
Supplies - Building & Ground	0.00	6,046.41
Supplies - Office	0.00	1,138.01
Tax & Surcharge	0.00	24,943.12
Temporary Labor	0.00	25,021.61
Utilities	0.00	51,986.10
Total Rodeo Expense	0.00	711,258.22
Shavings & Bedding	7,344.00	38,687.20
Supplies - Other	0.00	5,738.61
Taxes-Other	1,409.75	30,750.95
Telephone	1,809.76	13,254.50
Transfer	0.00	5,857.11
Uniforms	0.00	1,317.90
Utility		
Electric	10,518.51	185,860.68
Gas	1,073.13	19,806.25
Water	372.02	2,784.01
Total Utility	11,963.66	208,450.94
Total Expense	45,285.24	1,260,740.02
Net Ordinary Income	-20,655.87	32,220.85
Other Income/Expense		
Other Income		
City Contribution -SEDF	0.00	45,000.00
City - Capital Money	0.00	14,400.00
City Contributions	41,799.47	384,991.41
Total Other Income	41,799.47	444,391.41
Other Expense		
Fringe Benefits		
Health Insurance	4,116.02	27,737.45
Life Insurance	55.40	419.45
Retirement	1,415.80	11,911.68
Total Fringe Benefits	5,587.22	40,068.58

2:14 PM

01/10/17

Accrual Basis

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expenses
One Month and Twelve Months Ended, December 31, 2016

	Dec 16	Jan - Dec 16
General Insurance	0.00	6,429.48
Miscellaneous	400.00	4,165.15
Payroll Taxes	2,497.38	20,195.05
Salaries	33,314.87	269,477.45
Temp Labor	0.00	44,655.70
Total Other Expense	41,799.47	384,991.41
Net Other Income	0.00	59,400.00
Net Income	-20,655.87	91,620.85

General Claims :

A.	Sherwin-Williams	\$361.70
B.	Express Employment	\$929.76
C.	ONG (Added Together)	\$389.61
D.	Express Employment	\$601.92
E.	Express Employment	\$882.08
F.	Personal Plumbing	\$833.55
G.	Personal Plumbing	\$287.90
H.	Lakeside Concession	\$2,800.00
I.	AT&T Mobility	\$54.12
J.	Express Employment	\$798.64
K.	Sherwin-Williams	\$180.85
L.	Ask About Windows	\$249.00
M.	AT&T	\$333.26
N.	Bradford Supply	\$676.07
O.	Armstrong Pest Control	\$150.00
P.	INS	\$1,799.94
Q.	OSU	\$213.88
R.	Constellation Energy	\$4,128.22
S.	ONG (Added Together)	\$719.53
T.	Fuelman	\$556.07
U.	Shawnee Office Systems	\$66.29
V.	KIRC FM	\$100.00
W.	Hunzicker Brothers (Added Together)	\$237.74
X.	First United Bank	\$817.67
Y.	Locke Supply	\$319.92
Z.	Techsico Enterprise Solution	\$270.00
AA.	Garland Craft Show	\$400.00
BB.	Vann & Associates- Dec	\$875.00
CC.	Vann & Associates Jan	\$1,433.40
DD.	Locke Supply	\$734.00
EE.	NAPA	\$149.02
FF.	Shawnee Milling Co.	\$150.00
GG.	Sherwin-Williams	\$542.55
HH.	INS	\$7.34
II.	Multiview	\$500.00
JJ.	Shawnee Municipal Authority	\$65.89
KK.	Shawnee Municipal Authority	\$202.31
LL.	Shawnee Municipal Authority	\$272.33
MM.	Shawnee Municipal Authority	\$136.21
NN.	Express Employment	\$409.64
OO.	Armstrong Pest Control	\$150.00
PP.	OK Tax Commission	\$494.86
QQ.	Arvest	\$656.37
RR.	City of Shawnee	\$183.75

Special Claims:

A.	Heritage Embroidery	\$510.00
B.	Vann & Associates - Dec	\$1,458.00
C.	Vann & Associates - Jan	\$1,458.00
D.	Vann & Associates- Marketing Supplies	\$151.00

Capital Claims:

A.	Sparks Heat & Air	\$2,280.00
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Shavings:

A.	None
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Add Ons:

General Account:

A.	ONG	\$175.73
B.	Bradford Supply	\$1,124.21
C.	Shawnee Lighting Systems	\$5,445.73
D.	Sparks Heat & Air	\$648.55
E.	OG&E	\$10,084.97
F.	John Deere	\$414.53
G.	Arvest	\$1,281.48
H.	FMCA	\$50.00
I.	Sparks Heat & Air	\$384.50
J.	AT&T	\$337.44
K.	Express Employment	\$512.56
L.	Express Employment	\$668.80

Special Claims:

A.

January 17, 2017

Mr. Chris Dunlap
Shawnee Expo Center
1700 West Independence Street
Oklahoma City, OK 73804

RE: J172700: Conference Center Audio System Upgrade Proposal

Dear Mr. Dunlap:

Ford Audio-Video Systems, LLC (Ford AV) respectfully submits for your consideration the attached proposal, which covers the details of the system requirements in the following outline:

- A. Introduction
- B. Description of Work
- C. Installation Schedule
- D. Equipment List
- E. Cost Summary and Terms
- F. Guarantees and Limitations of Warranty
- G. Building Construction, Installation and Responsibilities
- H. Acceptance

The proposed systems are based upon our understanding of your requirements as communicated to us during our meetings and conversations. If there are any changes that need to be made, please let us know. We invite you to compare our systems with any other; in quality, price, and professionalism of installation, we are second to none.

This proposal contains **OK STATE CONTRACT # ITSW1021** pricing, design, and installation information that is proprietary to Ford AV. It is provided for your private use, and is not to be disclosed, in part or in whole, without the express, written authorization of Ford AV. It is not to be used as the basis for a public bid specification. Please let us know if any questions arise. We look forward to serving you.

Sincerely,

FORD AUDIO-VIDEO SYSTEMS, LLC.

Jason W Shuck

Jason W. Shuck
Senior Account Manager

405-945-2082
shucj@fordav.com
www.fordav.com

FORD AUDIO-VIDEO SYSTEMS, LLC.



Scott D. Abbott
Director of Sales

Proposal

For

Shawnee Expo Center, Shawnee, Oklahoma

A. INTRODUCTION

This proposal provides a description of the technology incorporated into the systems, lists the major equipment and components, and states the terms, conditions, and responsibilities. Individual components and quantities may be changed, deleted, added, or designated as optional to be added to the system at a future date.

B. DESCRIPTION OF WORK

Ford AV shall provide and install the following audio-control components in the existing 4-room Conference Center at Shawnee Expo Center of Shawnee, Oklahoma (Customer):

1. CONFERENCE CENTER: 4-ROOM AUDIO SYSTEM UPGRADE

- a. One (1) existing owner furnished equipment (GFE) 35-space equipment rack shall have unneeded existing equipment uninstalled and turned over to customer and shall then be re-populated with the following new equipment:
 - 1) One (1) 12x8 audio DSP
 - 2) Two (2) 1000 Watt 2-channel power amplifiers
 - 3) Four (4) wireless microphone receivers & antenna kit
 - 4) One (1) control system processor
 - 5) One (1) 16-port AV POE switch
- b. Eight (8) 6.5" 2-way high-ceiling recessed loudspeakers shall be installed in each of the four (4) divisible room bays. (32 total)
- c. One (1) 10" color touchpanel shall be installed in existing rack room and programmed to control:
 - 1) Room layout/configuration
 - 2) Audio Levels
- d. One (1) 7" color touchpanel shall be wall-mounted in each of the four (4) divisible room bays and programmed to control audio level for its respective bay when rooms are fully divided. Room bay touchpanels shall be locked out and inoperable when room is in All-Open configuration. (4 total)
 - 1) Customer shall pull and install one (1) direct run of CAT6 wiring from each of the four touchpanels back to the rack room, per Ford AV specifications. (4 total)
- e. One (1) existing XLR mic input plate and wiring shall be reused and connected to new DSP in each of the four (4) divisible room bays. (4 total) Customer is responsible for re-pulling any needed lines that are damaged or unusable.

- f. One (1) existing speaker wire run shall be reused and connected to new amplifiers in each of the four (4) divisible room bays. (4 total) Customer is responsible for re-pulling any needed lines that are damaged or unusable.
- g. Four (4) wireless mic combo units shall be installed (see 1.a.3) Each unit shall consist of one (1) handheld transmitter and one (1) beltpack/lapel mic transmitter, either of which may be used at any one time, but not simultaneously.
 - 1) Two (2) low-profile over-ear mics shall be provided.
 - 2) Customer shall pull and install new wireless antenna system cables to Ford AV specifications.
- h. Customer shall provide active IP network drop at rack room location to allow remote connection to control system. Customer shall provide iPad and purchase Crestron Mobile Pro App if wireless room control is desired.

2. THE CUSTOMER SHALL BE RESPONSIBLE FOR:

- a. The Customer shall have a representative (one person selected by the Customer) available throughout the installation to make decisions on behalf of the Customer concerning the installation. The purpose is to ensure that communication between the Customer and Ford AV is accurate and responsive in the event of questions or problems that may arise during installation.
- b. The Customer shall clear the rooms involved in the installation of all activities during the periods of installation. Ford AV will work with the Customer to schedule the installation. Hours or days of work lost by the installation crew due to the inability to work as planned will be charged to the Customer based on the extra labor and expenses required.
- c. The Customer shall provide a facility that is prepared for the installation of electronic equipment. This includes a clean, dust free and air conditioned environment that is secure and quiet. The customer is responsible for providing a secure job site and for the cost of loss or damage to audio, video, and lighting equipment delivered by Ford AV to the job site.
- d. Electrical AC Power:

If AC electrical power is required to be installed or conduit systems are required to support the audio/video systems, it is the responsibility of the Customer, at their expense, to provide complete and adequate electrical power.
- e. Providing and preparing adequate space for the location of equipment, speakers, speaker clusters, subwoofer cabinets, distributed under and over balcony speaker systems, stage monitor systems, equipment racks, control and mixing consoles, video monitors, video projectors, projection screens, and equipment racks included in system. In the event floors are sloped or not level, the Customer is responsible for making the floor level under consoles and equipment racks.
- f. Providing a clear area with adequate ventilation and air conditioning that maintains a room temperature not exceeding 75 degrees Fahrenheit in all rooms that are occupied by sound/audio/video/lighting equipment racks. Sound, audio, video and lighting equipment produces heat which must be dissipated by ventilation or air conditioning. Prolonged

operation at room temperatures above 75 degrees Fahrenheit will shorten the life of electronic equipment leading to premature failure of components.

- g. Ford AV is not licensed for and does not perform any AC electrical, carpentry, painting, masonry, or carpet laying work.
- h. The Customer will be responsible for providing all electrical infrastructure, including wire path and active AC outlets at all necessary locations prior to installation.
- i. The Customer is responsible for all content and all necessary CATV boxes, PCs/laptops/software, interconnect cables, IP network infrastructure and bandwidth.

3. FORD AV SHALL BE RESPONSIBLE FOR:

- a. System design and installation of audio/control system components
- b. Termination of customer-provided/installed low-voltage wiring for audio/control systems
- c. Programming and testing of audio/control system
- d. Training
- e. Warranty service

4. REFERENCES

- a. Lisa G. Hays
OK Real Estate Commission
Business Manager
405-522-8553
lisa.hays@orec.ok.gov
- b. Jeff Slotnick
Chief Information Officer
OK Bureau of Narcotics
405-521-2885
jslotnick@obn.state.ok.us
- c. John Warren
Chief Information Officer
OK State Senate
405-521-5552
warren@oksenate.gov

C. INSTALLATION SCHEDULE

- 1. Ford AV estimates that the actual on-site installation of your project will take two (2) weeks. In addition to the installation, Ford AV shall prepare system drawings, purchase the equipment, schedule installation and do in-shop testing. This work will take seven (7) weeks prior to the beginning of actual installation at your facility. The total time required to complete the project shall be approximately nine (9) weeks. The completion of Ford AV's work depends upon the facility being secure, dust-free, air-conditioned, and quiet.
- 2. Please note that Ford AV must receive the purchase order prior to beginning any work on this project including engineering, purchasing of equipment, and the scheduling of the installation. For Ford AV to meet the above completion schedule it is important that the Customer ensure that the job site is available for Ford AV personnel and that there are no interruptions in the

availability of the job site and the ability of Ford AV to do the work. Ford AV schedules its work force weeks in advance to meet the installation completion dates of all of its customers. Therefore, it is vital that the Customer notify Ford AV's Project Manager in the event that the Customer changes the schedule or the Customer's other contractors fall behind in completing their portion of the work.

D. EQUIPMENT LIST

OKSC#ITSW1021: DIGITAL HEAD END & CONTROL

Quantity	Description	Price	Extension
1.00	BSS.BLU-100 AV,12 ANALOG MIC/LINE INPUT	1,590.00	1,590.00
2.00	CROW.CDI1000 AMP,70/140V,275-1400W,DSP	690.00	1,380.00
1.00	CRES.CP3 CONTROL SYSTEM, OVER NETWORK[	1,062.00	1,062.00
1.00	CRES.TSW1052BS DISP.TOU,10.1",BLACK SMOOTH,TS	1,416.00	1,416.00
1.00	CRES.TSW1050TKB ACCE,DOCK STATION TABLE TOP KI	147.00	147.00
4.00	CRES.TSW752BS DISP.TOU,7",TOUCH,BLACK SMOOTH	944.00	3,776.00
1.00	NETG.FS116P SWIT,16-PORT,8-PORT POE,10/100	250.00	250.00
Sub Total			9,621.00

OKSC#ITSW1021: SPEAKERS

Quantity	Description	Price	Extension
32.00	JBL.CONTROL47HC SPEA, HIGH CEILING,FLUSHMNT	238.00	7,616.00
Sub Total			7,616.00

OKSC#ITSW1021: WIRELESS SYSTEM

Quantity	Description	Price	Extension
4.00	SHUR.SLX124/85/ MIC,WLESS,LAV,TX/SLX1-RX/SLX4	780.00	3,120.00
1.00	SHUR.UA8 ACCE,1/2 WAVE ANT,OMNIDIR	25.00	25.00
1.00	SHUR.UA845SWB ACCE,DISTRIB-SYS,470-952MHZ	668.00	668.00
2.00	SHUR.WCE6LT MIC, EARSET, RIGID, OMNI, TA4F	346.00	692.00
Sub Total			4,505.00

WIRE/HARDWARE/ACCESSORIES

Quantity	Description	Price	Extension
1.00	HARDWARE/ACCESSORIES/MATERIALS	990.00	990.00
Sub Total			990.00

OKSC#ITSW1021: INTEGRATION SVC

Quantity	Description	Price	Extension
1.00	DESIGN, ENGINEERING, FABRICATION, PROJECT MANAGEMENT, INSTALLATION, COMMISSIONING, TRAINING AND WARRANTY		21,768.00
		Sub Total	21,768.00

OKSC#ITSW1021: SHAWNEE EXPO CENTER TOTALS

Merchandise:	22,732.00
Integration:	21,768.00
Sales Tax:	.00
Total Amount:	44,500.00

E. COST SUMMARY AND TERMS

TOTAL: \$44,500.00

LABOR: DESIGN, ENGINEERING, FABRICATION, PROJECT MANAGEMENT
INSTALLATION, COMMISSIONING AND WARRANTY

TERMS: Customer shall issue a purchase order in accordance with the terms and conditions of this proposal. Execution of purchase order indicates acceptance of the terms and conditions in this proposal. Progress invoices shall be issued monthly from initiation of project and initial hardware order through completion. All invoices are due in full within 15 days of receipt.

COMMENCEMENT OF WORK:

Ford AV must receive the purchase order prior to beginning any work on this project, including engineering the system, purchasing the equipment and scheduling the installation. In the event the Customer fails to pay Ford AV within the terms above, Ford AV reserves the right to stop work on the project until all payments are received by Ford AV in accordance with the terms.

*TAXES: All taxes, if any, are the responsibility of the Customer and are not included in this proposal. If a tax is charged to Ford AV, the Customer will be responsible for reimbursing Ford AV for this cost.

PRICE: The price will be effective for 60 days from the date of the proposal.

CREDIT: This proposal shall not be deemed as accepted by Ford AV until the executed contract is returned to Ford AV's credit department for final review and acceptance.

CHANGES: Any Customer Change Orders (CCO) must be approved in writing by the Customer prior to execution by Ford AV and are subject to the credit terms of this agreement.

NON-HIRE: The Customer and Ford AV mutually agree, because of the high cost of training an employee, that neither party shall solicit the employment of any employee of the other party, and shall not employ any employee or any person who was an employee of the

other party at any time during the relationship between the parties or for a period of one (1) year following the termination of any relationship between the parties. In the event of a breach of this section, the breaching party agrees to pay the other party an amount equal to the hired employee's annual wages as an agreed upon cost to replace the employee.

F. GUARANTEES AND LIMITATIONS OF WARRANTIES

1. FORD AV GUARANTEES THE FOLLOWING:

- a. Equipment will be new, unless noted otherwise.
- b. All workmanship provided by Ford AV will be free of deficiencies and defects, and will be repaired, free of charge, for a period of one (1) year from the date of substantial completion or the first date of beneficial use of the system, whichever date occurs first. Substantial completion shall be defined as the point where the work, or designated portion thereof, is sufficiently complete so that the system can be used for its intended purpose.
- c. All equipment and materials provided by Ford AV that were manufactured by other companies will be warranted under the standard warranty terms of the original manufacturer.
- d. If any questions arise now or in the future about the installation or operation of the system, a Ford AV engineer will be available to assist and answer any questions by phone.
- e. The warranty does not include nor cover expendable materials used with the system installation (e.g., light bulbs, lamps, light fixture lamps, fuses, batteries, portable connection cables, etc.).
- f. Ford AV is not responsible for the reliability of systems that communicate using wireless technology. The performance of equipment utilizing wireless communications is inherently unreliable and will experience "drop outs", distortion and loss of connectivity from time to time. Interference from other forms of radio frequency transmissions, such as radio and television broadcasts, cell phones, and computer wireless networks, is probable and should be expected.
- g. Ford AV is not responsible for the performance, testing, or configuration of owner-furnished data networks that are used to transmit audio, video, and lighting program data and control signal data. IP-based videoconferencing systems rely upon data networks that can provide consistent bandwidth for the transmission. Videoconferencing that is transmitted over the Internet is subject to the intermittent and unreliable nature of the public network. In the event that the Customer's network is found to be the cause of defects in the quality of the audio/video signals, is unreliable, or has insufficient bandwidth to support the A/V/L system and Ford AV's network engineers are required to troubleshoot or configure the Customer's network, the cost of this service will be invoiced to the Customer.
- h. The term "Software" as used in this document includes all editable source files, un-editable compiled files, graphical user interface files and functionality, audio digital signal processor (DSP) files, in whole and in part, produced under the terms of this agreement.

Unless otherwise expressly agreed in writing, all Software remains the property of Ford AV, and the Customer is hereby provided a license to use the Software for this project only. The Software may not be used on any other project, nor used for any purposes outside of this project, nor shared nor disclosed to anyone who is not an employee of the Customer's company.

- i. Any adjustments made by the Customer or the Customer's agent(s), other than routine operational adjustments, shall not be covered under this warranty statement. Re-calibration of settings shall be considered by Ford AV to be billable time to the Customer at Ford AV's standard engineering rates.
- j. Procedures such as routine preventative maintenance functions (e.g., keeping filters clean, keeping system environment free from foreign materials, etc.) are the responsibility of the Customer and is not included within this warranty agreement. Failure on the part of the Customer to perform these routine maintenance functions shall void this warranty.
- k. If warranty work is necessary within the warranty period, Ford AV will, at its option, repair the defective equipment or return it to the manufacturer for repair.
- l. Repairs, modifications, or other work performed by personnel not authorized by Ford AV during the period of warranty on any equipment of the system may invalidate the warranty.
- m. Ford AV will not be responsible for damages or cost of repairs due to modifications, adjustments, or additions to the system performed by personnel not authorized by Ford AV prior to acceptance of the system by the Customer.
- n. Ford AV may withhold warranty service if the Customer has an unpaid balance due to be paid to Ford AV.

2. GOVERNMENT/CUSTOMER/OWNER FURNISHED EQUIPMENT (GFE/CFE/OFE):

- a. Ford AV's intent is to provide a complete system, which includes providing all the equipment. In some cases, the Customer may own equipment that they desire to be included with the Ford AV installation. Ford AV reserves the right to accept or reject equipment provided by the Customer and to charge a service fee due to the problems encountered with using equipment that is of unknown origin, service history, software revision, etc. Ford AV will not accept OFE that is purchased by the Customer to replace equipment that is specified in this proposal.
- b. Materials or equipment provided by the Customer/Owner/Government, if any, to be included within the work, shall be done with no warranty or guarantee by Ford AV. Use of OFE is solely for the convenience and benefit of the Customer.
- c. Ford AV shall take reasonable care in handling OFE and shall install it according to standard industry practices; however, Ford AV takes no responsibility for the operation, performance, appearance, or effects of OFE before, during, or after its integration into the system.
- d. The Customer is responsible for installation and registration of all software on OFE computers. Ford AV will provide the customer with system requirements for Ford AV-provided software, but the Customer is responsible for installing it on the OFE PCs

and/or OFE Network. All software-related customer support shall be directly provided by the software manufacturer.

- e. The Customer agrees to reimburse Ford AV for all work related to the service and/or trouble shooting of OFE with the provision that the Customer authorizes Ford AV to proceed with malfunction evaluation and repairs.

G. BUILDING CONSTRUCTION, SYSTEM INSTALLATION, AND RESPONSIBILITIES

1. VISUAL INSPECTION:

- a. This proposal is based upon a visual inspection of the site conditions. It is agreed that some buildings may have inherent design and/or construction that is not visibly recognizable and is outside of normal standard and customary building procedures. If the walls, floors or ceiling are found to be constructed in a manner that wire cannot be pulled or equipment cannot be mounted or otherwise installed without labor or materials more than those anticipated by both parties and proposed herein, the customer agrees to be responsible for any adjustments in the labor and materials required to perform the installation.

H. ACCEPTANCE

- 1. Customer personnel will be notified by Ford AV upon completion of the installation.
- 2. Demonstration of system performance will be during the training session.
- 3. Participants at the performance demonstration shall include personnel representing Ford AV and personnel representing Shawnee Expo Center who are authorized to accept the system as complete and make final payment.

This proposal shall not be deemed as accepted by Ford AV until the executed contract is returned to Ford AV's credit department for final review and acceptance.

This proposal contains confidential pricing, design, engineering, and installation information that is proprietary to Ford AV. It is provided for your private use, and is not to be disclosed, in part or in whole, without the express, written authorization of Ford AV.

We appreciate the opportunity to work with you on this project. If you have any questions or need additional information, please contact me at 405-945-2082.

Sincerely,

FORD AUDIO-VIDEO SYSTEMS, LLC

Jason W Shuck

Jason W Shuck
Senior Account Manager

shucj@fordav.com
www.fordav.com

SYSTEM INSTALLATION AGREEMENT

Between

SHAWNEE EXPO CENTER

and

FORD AUDIO-VIDEO SYSTEMS, LLC

This is to signify that Shawnee Expo Center and Ford Audio-Video Systems, LLC have entered into a contract, in the amount of \$44,500.00, for the purchase and installation of equipment and services described in the attached proposal.

Shawnee Expo Center and Ford Audio-Video Systems, LLC, by and through their respective signatories to the agreement, each represent to the other that they are authorized to enter into this agreement.

We do both agree to abide by the terms and conditions of this agreement.

FORD AUDIO-VIDEO SYSTEMS, LLC

SHAWNEE EXPO CENTER

Jason Shuck
Senior Account Manager

Authorized Signature

Scott D. Abbott
Director of Sales

Printed Name and Title

Date

Date



State of Oklahoma - Office of Management and Enterprise Services (OMES)
Contract # SW1021 - Audio Video Equipment Purchase, Installation, & Maintenance

Ford Audio Video Systems, LLC - Contract # SW1021 Discount Pricelist - Effective 8-1-16

Manufacturer	Discount % from MSRP	Manufacturer	Discount % from MSRP	Manufacturer	Discount % from MSRP
Ace Backstage	29%	Clear-Com	16%	Jensen Transformers	21%
AJA	12%	Clock Audio	29%	Juice Goose	24%
AKG	38%	Communication Specialties	14%	JVC Professional	18%
Allen & Heath	17%	Community	33%	Key West	7%
Altinex	18%	Compix	6%	Kramer	35%
Altman	16%	Contemporary Research	22%	Lectrosonics	21%
AMX	41%	Countryman	35%	Leprecon	20%
Analog Way	18%	Covid	37%	Leviton	26%
Anchor Audio	28%	Crest Audio	29%	LG	17%
Ashley	33%	Creston	41%	LifeSize	18%
Atlas Sound	39%	Crown	41%	Listen Technologies	22%
ATM-Flyware	29%	Da-Lite	29%	Lowell Manufacturing	47%
Audio Technica	41%	DBX Professional	30%	Lutron	35%
Audix	35%	Digidesign	17%	Mackie Designs	26%
Auralex Acoustics	34%	Digital Factory	35%	Magenta Research	20%
Avigilon	18%	Digital Projection	19%	Marshall Electronics	15%
Avitech	18%	Display Devices	19%	McCauley Sound	35%
Avteq	36%	Display Werks	26%	Meyer Sound Labs	29%
Bag End	24%	DPA Microphones	6%	Microboards	20%
Barco	23%	Draper	33%	Middle Atlantic	41%
Beyerdynamic	26%	D'San	6%	Miranda	31%
Biamp	38%	Dukane	38%	Mitsubishi	21%
Bittree	16%	DWI	19%	Mystery Electronics	35%
Blackmagic Design	6%	Enseo Inc.	20%	Navitar	19%
Blonder Tongue	8%	Epson	16%	NEC Display	12%
Bogen Communications	52%	ETC Lighting	25%	Newline Interactive	6%
Bogen Imaging	14%	Evertz	10%	Niles	48%
Bosch	25%	Extron	41%	Omni-Mount	35%
Bretford	29%	FSR	19%	Oxmoor	18%
Brightline	18%	Fulcrum Acoustic	29%	Panasonic	19%
BSS Audio	29%	Furman	39%	Peavey	24%
BTX	23%	Galaxy Audio	38%	Peerless	43%
Cables To Go	46%	Gepco	36%	Planar	8%
Canare Cable	10%	Hall Research	27%	ProCo Sound	52%
Canon	23%	Harris Broadcast	5%	QSC	28%
Chauvet Lighting	29%	Hitachi America	28%	Radio Design Labs	30%
Chief	35%	Hosa	60%	Rane	28%
Christie	23%	IED	19%	Rapco	31%
Cisco	29%	Ikegami Electronics	17%	Raxxess	46%
Cisco EZ Care Support	13%	JBL Professional	29%	RCI Systems Inc.	26%

Ford Audio Video Systems, LLC - Contract # SW1021 Discount Pricelist - Effective 8-1-16

(Continued)

Manufacturer	Discount % from MSRP	Manufacturer	Discount % from MSRP	Manufacturer	Discount % from MSRP
Renkus-Heinz	30%	Soundcraft	26%	TV One	21%
RGB Spectrum	18%	SoundTube	31%	Ultimate Support	50%
Rose	11%	Stewart Film Screen	27%	Vaddio	21%
Ross Video	12%	SurgeX	21%	Video Furniture	38%
Samsung	15%	Symetrix	28%	Vinten	14%
Sanyo	31%	Tannoy	39%	West Penn Wire	36%
Screen Innovations	28%	Teac	30%	Whirlwind	27%
Sennheiser	18%	Technomad	16%	Williams Sound	35%
Sharp	29%	TelVue	12%	Winsted	15%
Shure	29%	TOA	33%	Wireless Computing	17%
Smart Technologies	14%	Toner Cable	26%	Wolfvision	17%
Sonance	15%	Tote Vision	28%	Yamaha	29%
Sony Professional	16%	Tripp Lite	44%		
Polycom	Video Telepresence Systems:				

Video Group 1 - DC8	CX5000 Series Systems for Microsoft, CX7000 Series Systems for Microsoft, CX8000 Series Systems for Microsoft	13%
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Video Group 2 - DC10	HDX 7000 Series , HDX 6000 Series, RealPresence Group 300 & 310	19%
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Video Group 3 - DC12	HDX Executive Collection Series, HDX 9000 Series, HDX 9000 Series Cameras, HDX 8000 Series, HDX 8000 Media Center Series, HDX 7000 Media Center Series, HDX 6000 Media Center Series, EagleEye Director Bundle, HDX 4500 Series, HDX 4002 Series, RealPresence Group 500, RealPresence Group 700	25%
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Video Group 4 - DC14	VVX 1500 Media Phone Series Systems	31%
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Polycom	Voice Solution Systems:
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Voice Group 1 - DC8	VoiceStation Series Conference Phones, Communicator USB Speakerphones, 3000 Conference Phone, CX Desktop Phones for Microsoft	13%
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Voice Group 2 - DC12	SoundStructure Series, Vortex Series Systems	25%
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Voice Group 3 - DC14	SoundStation IP 7000, SoundStation IP 5000, SoundStation Duo, SoundStation2, SoundStation2W, CX Desktop, VVX 300 Series, VVX 400 Series, , VVX 500 Series, , VVX 6500 Series, VVX 1500 Series, SoundPoint IP	31%
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Voice Group 4 - DC16	SoundStation VTX 1000 Conference Phones	36%
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Polycom	Total Coverage Branded Services:
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Installation - DC13	Onsite OUI Installation Service	10%
Maintenance - DC13	Total Coverage One Year & Total Coverage Three Year Maintenance Service	10%

Ford Audio Video Systems, LLC - Contract # SW1021 Discount Pricelist - Effective 8-1-16

(Continued)

Category Two - Installation and Training**Hourly Rates:**

Engineering	\$110.00
Field Engineering	\$98.00
Project Management	\$110.00
Field Management	\$86.00
Installation Technicians	\$64.00
Shop Fabrication	\$52.00
Training	\$86.00

Category Three - Maintenance/Service**Service Rates Per Hour:**

In-Shop Bench Rate	\$75.00
Standard Field Rate	\$115.00
Emergency Field Rate	\$150.00

Response Time Frame:

Standard: 8am - 5pm, 4 Hour + Travel Time
Emergency: 8am - 5pm, 2 Hour + Travel Time

Technicians originate from Oklahoma City and Tulsa

Field service rate charges begin when technician leaves our facility and stop when they return to our facility. No travel time is added for service calls located within the Oklahoma City and Tulsa metro areas.

Polycom and Cisco require that the buyer purchase a service agreement with the purchase of their hardware products. The discounts offered for Polycom and Cisco service are for factory direct service, and not from a 3rd party service organization.

OATH OF OFFICE

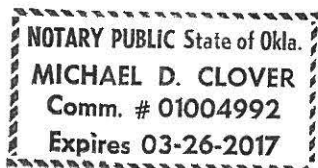
STATE OF OKLAHOMA)
) SS:
COUNTY OF POTTAWATOMIE)

I, Carl Packwood, do solemnly swear (or affirm) / that I will support, obey, and defend / the Constitution of the United States / and the Constitution of the State of Oklahoma / and that I will not, knowingly, receive directly or indirectly, / any money or other valuable thing, / for the performance of nonperformance / of any act or duty pertaining to my office, / other than the compensation allowed by law; / I further swear (or affirm) that I will faithfully discharge my duties as / Trustee of the Shawnee Civil & Cultural Development Authority / to the best of my ability.



CARL PACKWOOD

Subscribed and sworn to before me this 19th day of January, 2017.



Notary Public

My Commission Number: 01004992

My Commission Expires: 03/26/2017

[SEAL]

(OLK Const. Article XV, 81)