

Amended - 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 17, 2019</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 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 12:03 AM/PM.

On: 01-16-2019.

Signed: Lisa Laszore

For City Clerk's Office Use Only

Date Notice released to news media: 01-16-2019
Person filing notice: Stephanie Meiler-Gideon
Notice verified by: Lisa Laszore

Shawnee Civic & Cultural Development Authority
January 17, 2019
@ 12:30 PM
Heart of Oklahoma Exposition Center
Amended Agenda

1. Call to Order.
2. Roll Call.
3. Declaration of a Quorum.
4. Approval of minutes of the regularly scheduled Meeting of December 2018.
5. Review and Acknowledgment of Monthly Activity Report.
6. Approval of Monthly Financial Report.
7. Approval of Claims: General Account.
8. Approval of Claims: Expo Center Special Events.
9. Approval of Claims: Shavings Account.
10. Discussion consideration and possible action for the Shawnee Civic & Cultural Development Authority to consider the possibility of contracting with a third party vendor for management services for the Heart of Oklahoma Exposition Center.
11. IFYR Up-Date.
12. Committee Reports.
13. Administrative Reports.
14. Old Business.
15. New Business.
16. Public & Trustee Comments.
17. Adjournment.

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
DECEMBER 20, 2018 @ 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, DECEMBER 20, 2018 AT 12:30PM AT HEART OF OKLAHOMA EXPOSITION CENTER, PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. NOTICE WAS FILED AT CITY HALL ON DECEMBER 17, 2018 AT 4:37PM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:38PM 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: EMILY FLETCHER, KEN STAFFORD, COUNTY COMMISSIONER MELISSA DENNIS, FAY , & COUNTYWIDE NEWS

AGENDA ITEM NO.4

APPROVAL OF THE MINUTES OF THE REGULAR
MEETING NOVEMBER 2018

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE WORTHAM TO APPROVE THE MINUTES AS PRESENTED FOR THE OCTOBER 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 MELOT, 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

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE BARRICK 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	\$886.46
2. AT&T Mobility	\$56.42
3. OK Tax Commission	\$3,246.53
4. ONG (9)	\$1,558.63
5. Pitney Bowes Power Purchase	\$197.13
6. OG&E (Nov & Dec)	\$28,586.86
7. John Deere (2)	\$1,407.77
8. Constellation	\$1,057.35
9. Shawnee Municipal Authority	\$52.11
10. AT&T	\$365.14

Legal:

1. Stuart & Clover	\$675.00
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Temp Labor:

1. Express	\$703.28
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Office:

1. Finley & Cook	\$517.50
2. INS	\$734.00
3. Staples (2)	\$301.97
4. FUB SMG (2)	\$1,201.96
5. City of Shawnee Surcharge	\$273.75
6. Pitney Bowes-Lease	\$170.82
7. FUB CD	\$202.77

Marketing:

1. Vann & Associates (*Oct & Dec)	\$2,374.00
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Membership Fees:

1. Vann & Associates Expo Website	\$650.00
2. OK Tax Commission	\$20.00
3. OMAG (1 of 4)	\$2,345.25

Equipment Maintenance:

1. Hunzicker Brothers (2)	\$3,194.57
2. Tennant	\$1,233.62
3. Thyssenkrupp	\$1,030.45

Supplies:

1. Airgas (2)	\$39.28
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Bldg & Grounds Maintenance:

1. Locke Supply	\$14.58
2. Grimsley's	\$37.67
3. Marsh Electric (2)	\$1,769.19
4. Winkler Door	\$293.40
5. Buford Whites (2)	\$138.77
6. Chuck Jones	\$300.00
7. Personal Plumbing	\$492.50
8. Ask About Windows	\$216.00
9. Armstrong Termite & Pest	\$150.00
10. 24 Hour Lockout Service	\$188.25
11. Automatic Fire Control	\$659.72
12. City Grease Trap	\$225.00
13. NAPA	\$291.67

Sponsorship:

1. OK Junior Swine Association	\$500.00
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Insurance Claim:

1. Ryan Walker	\$2,500.00
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Refund:

1. Dennis Redwine	\$60.00
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AGENDA ITEM NO.8

APPROVAL OF SPECIAL CLAIMS

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE BARRICK 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 (*Oct & Dec)	\$2,374.00
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IFR:

1. IPRA	\$2,405.00
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AGENDA ITEM NO. 9

APPROVAL OF SHAVINGS CLAIMS

NONE

AGENDA ITEM NO. 10

D, C, & PA ON RENEWAL OF YANN & ASSOCIATES
MARKETING CONTRACT FOR THE EXPO & IFYR
2019

THE MOTION MADE BY TRUSTEE WORTHAM, SECONDED BY TRUSTEE BARRICK TO DO A 60-DAY
TERMINATION CLAUSE, A MONTH TO MONTH BASIS STARTING JAN 1, 2019. -MOTION CARRIED.

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

AGENDA ITEM NO. 11

D, C, & PA ON SOFT GOODS VENDOR FOR IFYR
2019

THE MOTION MADE BY TRUSTEE WORTHAM, SECONDED BY TRUSTEE BARRICK TO CONTRACT
EMILY FLETCHER WITH DE FINE BOUTIQUE FOR IFYR 2019 & 2020 SOFT GOODS VENDOR. -MOTION CARRIED.

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

AGENDA ITEM NO. 12

IFYR UPDATE

- *IFR COMING UP, IFYR YOUTH DIRECTORS WILL BE ATTENDING AND THEIR JACKETS ARE ORDERED
- *BILLY JOE CHRZ-LONGTIME IFYR VOLUNTEERED PASSED AWAY, FUNERAL WAS HELD AT THE EXPO
DEC 17, 2018
- * PERSONNEL PACKETS SENDING OUT IN JAN 2019
- *MELISSA DENNIS IS ORDERING GRAVEL(SHELL) NOW
- *IFYR MEETINGS WILL BEGIN IN JAN 2019
- *

AGENDA ITEM NO. 13

COMMITTEE

NO COMMITTEE REPORTS

AGENDA ITEM NO. 14

ADMINISTRATIVE REPORTS

- ADMINISTRATIVE REPORT SENT TO ALL BOARD MEMBERS BEFORE MEETING
- *WORKING ON BIDS WITH OG&E & ELECTRICAL CONTRACTORS FOR LED LIGHTING IN ALL BARN &
THE PARKING LOT
- *OTTO SEC C-CHANGED OUT WHOLE LIGHT FIXTURES.
- *OTTO SEC B-HEATING UNITS RUSTED, 3 BIDS AVAILABLE IN JAN 2019, ESTIMATED \$25,000
REPLACEMENT COST
- *WORKING ON MAYBE GETTING EASTON CORBIN TO PERFORM A CONCERT IN MAY 2019
- *STAFF KEEPING UP WITH MAINTENANCE & REPAIRS ON BUILDINGS FOR THE NEW YEAR
- *SURPLUS ITEMS TOTAL COST \$8,948.70 FROM EXCEL AUCTION.
- *MEETING W/YANN & ASSOCIATES TO GET A BID FOR MARKETING THE RODEO AND LIVE
FACEBOOK VIDEOS FOR DEC 2018, JAN & FEB 2019.
- *STEPHANIE & DANIELLE WORKING ON A BUDGET FOR IFYR 2019 & MADE NEW BID PACKETS,
SURVEY, AND BUILDING RATES. 11 OF 31 SURVEYS ANSWERED.
- *AUTOMATIC FIRE CONTROL INSPECTED ALL VENT HOODS & FIRE EXTINGUISHERS

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

COMCAST SPECTATOR BUSINESS MANAGEMENT IS BEING CONSIDERED BY THE CITY OF SHAWNEE TO MANAGE THE HEART OF OKLAHOMA EXPOSITION CENTER. IT WAS BROUGHT TO THE CITY MANAGER, ERIC BENSON'S ATTENTION WITH CONCERNS ABOUT HOW THE FACILITY WAS NOT TURNING A PROFIT. THOUGH THE HEART OF OKLAHOMA EXPOSITION CENTER & ITS BOARD OF DIRECTORS OWN THE INTERNATIONAL FINALS YOUTH RODEO, WHICH BRINGS IN NUMEROUS AMOUNTS OF VISITORS AND COMPETITORS TO TOWN. COMCAST WAS BROUGHT IN AND HAD FOUR SMALL GROUP MEETINGS WITH CONCERNS DISCUSSED OF WHAT WOULD HAPPEN TO LEGACY EVENTS? WOULD THEIR CONTRACTS WILL BE HONORED? WOULD FUTURE SIGNED CONTRACTS FOR 2019 BE HONORED? WHAT WOULD HAPPEN TO THE RODEO? THE EXPO EMPLOYEES? WOULD IT REALLY BE WORTH BRINGING IN ANOTHER COMPANY TO MANAGE THE EXPO? IT WAS STATED BY ERIC BENSON THAT ALL CONTRACTS SIGNED FOR THE YEAR 2019 WOULD BE HONORED. THE LEGACY EVENTS WOULD CONTINUE TO BE HONORED AS WELL THE IFYR WILL CONTINUE RUN AS NORMAL. EXPO EMPLOYEES WOULD BE OFFERED A POSITION WITH COMCAST OR A POSITION WITH THE CITY OF SHAWNEE. ALTHOUGH THE QUESTION OF WOULD IT BE WORTH BRINGING IN A NEW MANAGEMENT COMPANY IS YET TO BE DETERMINED. THOUGH THE EXPO BOARD OF TRUSTEES ARE TO VOTE WHETHER OR NOT COMCAST TAKES OVER MANAGEMENT OF THE EXPO CENTER AT THE JAN 2019 BOARD MEETING.

AGENDA ITEM NO. 17

ADJOURNMENT @2:10PM

THE MOTION MADE BY TRUSTEE BARRICK, SECONDED BY TRUSTEE MELOT 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

Jan 2019 Events	Amount Owed	Amount Paid	Concessions / Catering
Newton Wall Christmas Party	\$ -	\$ 445.00	\$ -
OK Pigeon Association	\$ -	\$ 760.50	\$ -
Baptist Campers Convention	\$ -	\$ 1,025.00	\$ -
FNB Banquet	\$ -	\$ 445.00	\$ -
Jones Team Roping	\$ -	\$ 3,334.12	\$ -
Shawnee Vision Source	\$ -	\$ 234.00	\$ -
OK State Poultry Federation	\$ -	\$ 1,250.00	\$ -
FNB Christmas Party	\$ -	\$ 1,328.69	\$ -
NBHA	\$ -	\$ 1,722.78	\$ -
Circle L Productions	\$ -	\$ 3,273.76	\$ -
United Dynamics	\$ -	\$ 175.00	\$ -
Red Dirt Agility	\$ -	\$ 1,700.00	\$ -
Kim Carver Barrel Race (9)	\$ 224.01	\$ 3,481.01	\$ -
Dept of Agriculture (2 of 3 IFYR Grant)	\$ 3,333.33	\$ -	\$ -
The Wandering Gypsy	\$ 240.63	\$ 700.00	\$ -
Farmers & Ranchers Mutual Banquet	\$ 765.00	\$ -	\$ 112.00
Seminole Kennel Club	\$ 870.31	\$ 350.00	\$ -
NBHA	\$ 1,722.78	\$ -	\$ -
Sassafras	\$ 837.00	\$ -	\$ -
G&S Promotions	\$ 1,167.33	\$ 150.00	\$ -
Outlaw Motor Sports	\$ 2,566.59	\$ -	\$ -
2 Sisters Flea Market	\$ 200.79	\$ 700.00	\$ -
Georg Fischer	\$ 275.00	\$ -	\$ -
Wild Turkey Federation	\$ 612.50	\$ 172.50	\$ -
Central Church of Christ	\$ 600.00	\$ 150.00	\$ -
BlackHawk Christmas Party	\$ 43.60	\$ 700.00	\$ -
World Series Team Roping	\$ 3,425.68	\$ -	\$ -
Totals from Above:	\$ 16,884.55	\$ 22,097.36	\$ 112.00
Nov Concession/Catering	\$ -	\$ -	\$ -
Dec Concession/Catering	\$ -	\$ -	\$ -
January 2018 \$) \$8 096.97 \$			
2019 Totals:	\$ 16,884.55	\$ 22,097.36	\$ 112.00

Making Payments



OF OKLAHOMA
EXPOSITION CENTER
Shawnee, Oklahoma

1700 W. Independence
P.O. Box 1466
Shawnee, Oklahoma 74802
(405) 275-7020 | ShawneeExpo.org

Month January 2019 Events

- January 1 Jones production Team Roping 2000 people
- January 1 Red Dirt Agility Dog Show 30 people
- January 4-5 2 Sister Flea Market 200 people
- January 6 central Church of Christ 300 people
- January 11-12 Red Dirt Agility Trials 500 people
- January 12 Wild Turkey Federation Banquet 200 people

Total Event Days=8

Total of Attendance=3230

Total Event for the year=6

Total Event Days for the year=8

Total of Attendance for the year=3230

Balance Sheet

As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Arvest-General	47,512.25
Bancfirst-0161902-Shavings	3,945.49
FNB - 1020390 (Capital Improve)	12,590.20
FUB-282367-Payoff	1,114.17
FUB-603708-Special	60,557.52
FUB-603910-Ticket	1,995.06
Total Checking/Savings	127,714.69
Accounts Receivable	
Accounts Receivable	9,177.76
Total Accounts Receivable	9,177.76
Other Current Assets	
Concession Receivable	-3,178.95
Undeposited Funds	8,143.33
Total Other Current Assets	4,964.38
Total Current Assets	141,856.83
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	8,428,480.42
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	4,587,180.68
TOTAL ASSETS	4,729,037.51
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	252.06
Total Other Current Liabilities	252.06
Total Current Liabilities	252.06
Total Liabilities	252.06
Equity	
County Money for Improvements	458,651.00

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01/10/19

Accrual Basis

Shawnee Expo Center / SC&CDA

Balance Sheet

As of December 31, 2018

	Dec 31, 18
Fund Balance	
Restricted	3,771,858.53
Total Fund Balance	3,771,858.53
Retained Earnings	431,240.60
Net Income	67,035.32
Total Equity	4,728,785.45
TOTAL LIABILITIES & EQUITY	4,729,037.51

Shawnee Expo Center / SC&CDA

Profit & Loss YTD Comparison

December 2018

	Dec 18	Jan - Dec 18
Ordinary Income/Expense		
Income		
Additional Charges	952.50	62,459.38
Booth Income	0.00	4,287.50
Clean Up Fee	200.00	355.00
Concession/Catering Income	0.00	26,670.98
Conference Center	4,335.00	95,626.83
Discounts	0.00	-1,516.50
Fred Humphrey Pavilion	2,860.00	72,175.00
Grandstand	0.00	2,365.00
Interest Income	74.30	872.18
Laundry Commission	0.00	690.70
Otto Krause Building	2,250.00	27,692.41
Rodeo Income		
Service Fees	0.00	33,815.00
Photography Fees	0.00	21,650.00
Softgoods	0.00	2,502.12
Practice Pen	0.00	2,525.00
Adversiting	0.00	600.00
Booth Rental	0.00	46,690.00
Camping	0.00	117,750.00
Concession	0.00	1,050.00
Entry Fees	0.00	213,550.00
Hay/Shavings/lce	0.00	7,951.00
Ice	0.00	275.00
IFYR Income	0.00	2,268.00
Programs	0.00	2,727.00
Sponsorship	320.00	102,170.00
Stall Rental	0.00	160,800.00
Ticket Sales	0.00	84,794.77
Total Rodeo Income	320.00	801,117.89
RV Spaces	5,825.00	136,032.32
Shavings	0.00	35,897.84
Tractor Service	375.00	375.00
Write Offs	216.00	216.00
Total Income	17,407.80	1,265,317.53
Expense		
Accounting	517.50	17,724.28
Advertising	500.00	9,547.51
Marketing	5,398.00	32,231.94
Bank Charges	0.58	381.80
Contract Labor	703.28	26,912.58
Credit Card Discounts	245.75	3,321.12
Dues	0.00	264.00
Equipment		
Office	0.00	40.00
Total Equipment	0.00	40.00
Equipment Rental	0.00	759.78
Fuel/Deisel	0.00	19,581.99
impact study	0.00	3,806.00
Insurance	2,345.25	10,021.75
Interest - Loan	0.00	849.31
Internet expense	1,404.73	2,141.37
Legal	675.00	3,783.57

Shawnee Expo Center / SC&CDA

Profit & Loss YTD Comparison

December 2018

	Dec 18	Jan - Dec 18
Maintenance		
Bldg & Grounds	6,697.50	53,534.17
Computer	734.00	9,507.97
Equipment	2,680.67	23,426.91
Vehicle	291.67	2,880.27
Total Maintenance	10,403.84	89,349.32
Meals	0.00	2,400.00
Memberhisp Fees	0.00	35.00
Office Expense	0.00	2,884.52
Other Expense	0.00	-1,157.48
Postage	367.95	1,538.33
Refund	60.00	460.00
Return Check	0.00	350.00
Rodeo Expense		
Meals/Food	0.00	819.04
Computer	0.00	10,790.00
Credit Card Fees	0.00	19,598.50
Photography	0.00	21,650.00
Softgoods	0.00	1,000.00
Ice	0.00	3,195.00
Advertising	0.00	23,834.18
Awards	0.00	31,105.00
Equipment Rental	0.00	34,363.80
Feed/Hay	0.00	3,689.00
IFYR Payoffs	0.00	235,395.31
Maintenance - Building & Ground	1,769.19	10,354.23
Maintenance - Office Equipment	0.00	700.00
Mileage	455.46	1,498.11
Permits Pd to IFYR	0.00	28,305.00
Personnel	0.00	62,053.85
Refund	0.00	7,388.34
Refunds	0.00	100.00
Rodeo Expenses	300.00	61,278.84
Security	0.00	22,774.50
Stock	0.00	78,660.00
Supplies - Building & Ground	0.00	1,196.35
Supplies - Office	0.00	982.81
Shavings & Bedding	0.00	12,860.00
Tax & Surcharge	20.00	24,115.97
Temporary Labor	0.00	31,457.42
Utilities	0.00	27,769.57
Youth Director	0.00	885.00
Total Rodeo Expense	2,544.65	757,819.82
Shavings & Bedding	0.00	33,265.96
Subscription	0.00	212.50
Supplies - Other	337.23	294.21
Taxes-Other	3,156.11	13,753.46
Telephone	942.88	12,795.05
Uniforms	0.00	718.50
Utility		
Electric	28,586.86	179,877.40
Gas	2,981.12	42,732.95
Water	52.11	9,797.23
Utility - Other	0.00	528.00
Total Utility	31,620.09	232,935.58
VOID	0.00	-17,546.81
Total Expense	61,222.84	1,261,474.96
Net Ordinary Income	-43,815.04	3,842.57

2:44 PM

01/10/19

Accrual Basis

Shawnee Expo Center / SC&CDA
Profit & Loss YTD Comparison
December 2018

	Dec 18	Jan - Dec 18
Other Income/Expense		
Other Income		
City Contribution -SEDF	0.00	50,000.00
City - Capital Money	0.00	13,192.75
City Contributions	29,218.65	416,025.76
Total Other Income	29,218.65	479,218.51
Other Expense		
Fringe Benefits		
Health Insurance	2,736.90	31,897.08
Life Insurance	44.42	492.93
Retirement	1,149.99	15,339.65
Worker Compensation Insurance	0.00	5,508.05
Total Fringe Benefits	3,931.31	53,237.71
General Insurance	0.00	2,944.63
Miscellaneous	96.07	3,921.46
Payroll Taxes	1,559.33	20,852.16
Salaries	21,639.94	272,594.54
Temp Labor	1,992.00	62,475.26
Total Other Expense	29,218.65	416,025.76
Net Other Income	0.00	63,192.75
Net Income	-43,815.04	67,035.32

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
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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
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Supplies:

1. Airgas (2)	\$153.75
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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
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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
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Special Claims:

Marketing:

1. Vann & Associates	\$1,187.00
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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

Shaving Claims:

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

RESOLUTION NO. 6581

A RESOLUTION SUPPORTING THE CONSIDERATION OF AN AGREEMENT BETWEEN SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY AND GLOBAL SPECTRUM LLC DBA SPECTRA FOR MANAGEMENT SERVICES OF THE SHAWNEE HEART OF OKLAHOMA EXPOSITION CENTER.

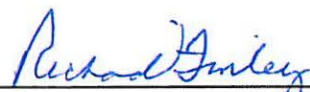
WHEREAS, the Shawnee Civic and Cultural Development Authority is an organization that supports the functions of the Shawnee Heart of Oklahoma Exposition Center;

WHEREAS, the City of Shawnee supports economic development and tourism for the benefit of the citizens of Shawnee;

WHEREAS, the Mayor and City Commissioners find that the consideration of a management contract with Global Spectrum LLC dba Spectra for management services of the Shawnee Heart of Oklahoma Exposition Center will provide the citizens of Shawnee with many benefits toward improvement of the city;

NOW THEREFORE BE IT RESOLVED BY THE SHAWNEE CITY COMMISSION that the City Commission supports the consideration for Shawnee Civic and Cultural Development Authority to enter into a management contract with Global Spectrum LLC dba Spectra to manage the Shawnee Heart of Oklahoma Exposition Center.

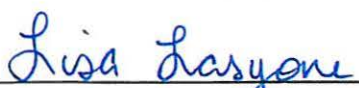
PASSED AND APPROVED this 14th day of January, 2019.



RICHARD FINLEY, MAYOR

ATTEST
(SEAL)





LISA LASYONE, CMC, CITY CLERK



MEDIA AND COMMUNICATIONS UPDATE HEART OF OKLAHOMA EXPOSITION CENTER | IFYR DECEMBER 1-31, 2018

MEDIA RELATIONS- EXPO

- Write/distribute December events press release.

INTERACTIVE- EXPO

- Create/distribute December Expo Express e-newsletter.
 - 18.8% open rate, 1.8% click rate with 4,244 sent
- Distribute December events survey and compile November survey report (no surveys completed).
- Update website- news, special offers
- Social media messaging and content research.
 - Facebook: 4,112 Likes; 49 new

GRAPHIC DESIGN- EXPO

- Social media graphics.

INTERACTIVE- IFYR

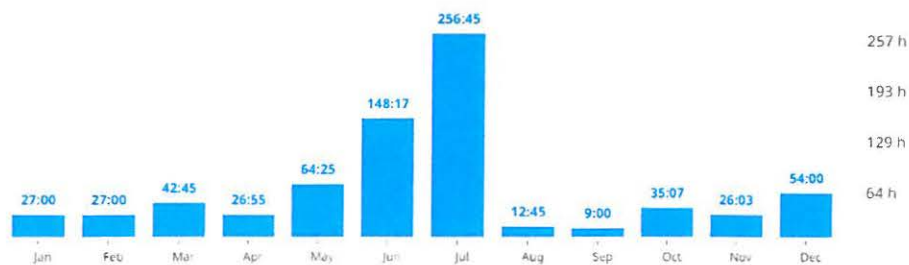
- Update website to reflect “cowgirl” events.
- Social media follower-building.
- Social media messaging and content research.
 - Facebook: 10,088 Likes; 16 new
 - Twitter: 2,105 Followers; 5 new
 - Instagram: 5,901 Followers; 12 new

GRAPHIC DESIGN- IFYR

- Social media graphics
- 2019 IFYR sponsorship prospectus design

BILLABLE HOURS SUMMARY

In 2018, Vann & Associates piloted a new hourly tracking system which logged the time of those V&A team members who worked on your account. The following is an illustration based on the hours logged and the beta-tested procedures. The pilot program has been successful and beginning in January 2019, V&A will be tracking logged hours to the 15 minute interval and reporting monthly, including monthly v. annual progress toward your contracted hours of 15 hours per month or 180 hours annually, plus the on-site hours at IFYR. Total 2018 hours: 730





HEART OF OKLAHOMA EXPOSITION CENTER

Shawnee, Oklahoma

1700 W. Independence
P.O. Box 1466
Shawnee, Oklahoma 74802
(405) 275-7020 | ShawneeExpo.org

Administration Report January 2019

- *Meeting with several different Contractors for the LED lights.*
- *Worked with Jeff Lee putting together a PRCA Rodeo and concert. We are looking at getting Neal McCoy or Easton Corbin.*
- *Booking 2019 events*
 - Jones Team Roping*
 - Outlaw Motor Sports*
 - Seminole Dog Show*
 - American Boxer Dog Show*
 - Southern Plains Regional All Indian Livestock Show and Leadership Event*
- *Staff has been working cleaning up the facility and repairing panels getting ready for a new year.*
- *Working with Triangle horse sale getting ready for their January Sale.*
- *Attended the YSI Meeting.*
- *Attended the PCJLS meeting getting ready for the Pig Roast and the Junior Livestock Show.*
- *Hiring employee's to get us back to full staff.*