

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>December 20, 2018</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 4:37 AM/PM.

On: December 17, 2018.

Signed: Kacie Eck

For City Clerk's Office Use Only

Date Notice released to news media: 12/17/18
Person filing notice: Stephanie Meiler-Gideon
Notice verified by: Kacie Eck

Shawnee Civic & Cultural Development Authority
December 20, 2018
@ 12:30 PM
Heart of Oklahoma Exposition Center

1. Call to Order.
2. Roll Call.
3. Declaration of a Quorum.
4. Approval of minutes of the regularly scheduled Meeting of November 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 & Possible Action on whether to renew the yearly Vann & Associates Marketing Contract for the Expo Center/IFYR or to take Action on a IFYR Only Contract for IFYR 2019.
11. Discussion Consideration & Possible Action to select & approve a Soft Goods Vendor for IFYR 2019.
12. IFYR Up-Date.
13. Committee Reports.
14. Administrative Reports.
15. Old Business.
16. New Business.
17. Public & Trustee Comments.
18. Adjournment.

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
NOVEMBER 15, 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, NOVEMBER 15, 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 NOVEMBER 13, 2018 AT 10:36AM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:40PM 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

TRUSTEES ABSENT: MR. KARL KOZEL
 MR. ERIC BENSON

*LEADERSHIP SHAWNEE GUESTS ALSO IN ATTENDANCE

AGENDA ITEM NO.4

APPROVAL OF THE MINUTES OF THE REGULAR
MEETING OCTOBER 2018

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

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

AGENDA ITEM NO. 6

APPROVAL OF THE MONTHLY FINANCIAL REPORT

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

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

AGENDA ITEM NO.7

APPROVAL OF GENERAL CLAIMS WITH ADD ONS.

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

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

General Claims:

Monthly Bills:

1. MetTel	\$889.96
2. AT&T Mobility	\$56.42
3. OK Tax Commission	\$1,380.60
4. ONG	\$41.89
5. ONG	\$110.19
6. ONG	\$45.80
7. ONG	\$54.48
8. ONG	\$47.53
9. ONG	\$176.23
10. ONG	\$210.46
11. Pitney Bowes	\$17.34

Temp Labor:

1. Express	\$2,917.42
2. Express	\$1,639.00

Office:

1. Finley & Cook	\$460.00
2. Shawnee Office Systems	\$176.40
3. Finley Cleaners	\$1,314.00
4. INS	\$734.00
5. Staples	\$58.85
6. CBEW	\$6,000.00
7. FNB	\$29.37
8. City of Shawnee Surcharge	\$187.50
9. Pitney Bowes-Lease	\$308.48

Marketing:

1. Vann & Associates	\$1,187.00
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Equipment Maintenance:

1. Yort's	\$90.00
2. Herc Rentals	\$462.31
3. CH&W	\$15.40
4. Hunzicker Brothers	\$182.85

Equipment Rental:

1. Rent-A-Tent	\$50.28
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Bldg & Grounds Maintenance:

1. Stewart Wholesale	\$63.67
2. Locke Supply	\$297.74
3. Bradford Supply	\$278.50
4. Marsh Electric	\$459.04
5. Winkler Door	\$327.00

Add ons:

General Claims:

Temp Labor:

1. Express	\$858.24
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Supplies:

1. Grimsley's	\$845.91
2. Sign Factory	\$545.00

Monthly Bills:

1. Constellation	\$98.98
2. *ONG (2)	\$263.35
3. *AT&T	\$365.13

Equipment Maintenance:

1. Fuelman	\$2,527.67
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Bldg & Grounds Maintenance:

1. Fresh Filtered Air	\$760.00
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AGENDA ITEM NO.8

APPROVAL OF SPECIAL CLAIMS WITH ADD ONS

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

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

Special Claims:

Marketing:

1. Vann & Associates	\$1,187.00
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Membership Fees:

1. Vann & Associates	\$650.00
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Med Out Refund:

1. Gracie Henderson	\$150.00
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AGENDA ITEM NO. 9

APPROVAL OF SHAVINGS CLAIMS

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

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

Shaving Claims:

Xylo

\$5,359.20

AGENDA ITEM NO. 10

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

THE MOTION MADE BY TRUSTEE WORTHAM, SECONDED BY TRUSTEE BARRICK TO TABLE
DISCUSSION UNTIL DEC BOARD MEETING. -MOTION CARRIED.

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

AGENDA ITEM NO. 11

D, C, & PA TO DECLARE ITEMS SURPLUS FOR
EXCEL AUCTION NOV 24, 2018.

THE MOTION MADE BY TRUSTEE BARRICK, SECONDED BY TRUSTEE MELOT TO DECLARE EXPO
ITEMS; HOG PANELS (TUBE & CHAIN LINK), BOBCAT, & BRIGADIER DUMP TRUCK AS SURPLUS FOR THE
EXCEL AUCTION NOV 24, 2018. -MOTION CARRIED.

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

AGENDA ITEM NO. 12

IFYR UPDATE

- *WORKING WITH SIRI STEPHENS WITH RODEO NEWS ABOUT IFYR ADVERTISING
- *IN PROCESS OF SETTING UP MEETINGS WITH NFR TO MEET WITH KEVIN HALL & CHRIS NEAL TO
DISCUSS THE PRACTICE PEN AND THE JR AMERICAN FINALS RODEO.
- *SPOKE WITH OTTO BERRY ABOUT SPONSORSHIP FOR THE NFRJSW
- *MEETING WITH AMERICAN HAT COMPANY TO DISCUSS INVESTMENT POSSIBILITIES FOR THE IFYR

AGENDA ITEM NO. 13

COMMITTEE

NO COMMITTEE REPORTS

AGENDA ITEM NO. 14

ADMINISTRATIVE REPORTS

ADMINISTRATIVE REPORT SENT TO ALL BOARD MEMBERS BEFORE MEETING

- *GEL AMERICAN BID PRICING THE LIGHTS IN BOTH EXHIBIT HALLS & PARKING LOT
- *LIGHT POLE FELL ON A TRUCK, WEST SIDE OF FRED HUMPHREY, WORKED WITH OMAG ON CLAIM
- *WORKING WITH JEFF LEE POSSIBLE PRCA RODEO AND CONCERT 1ST WEEK IN MAY
- *RESEARCHING OTHER FACILITIES AND RATES
- *GATHERING SURPLUS ITEMS FOR AUCTION ON NOV 24, 2018
- *WORKED WITH PREFERRED MATERIAL WITH FIXING FORKLIFT
- *WORKING ON SETUP/CLEANUP HOURS TO CUT DOWN MAN HOURS FOR EVENTS
- *IN PROCESS OF CREATING AN APPLICATION WHERE A FREE EVENT MUST BE APPROVED
BY THE BOARD

AGENDA ITEM NO. 14 & 15

OLD BUSINESS & NEW BUSINESS

NO OLD BUSINESS

AGENDA ITEM NO. 16

PUBLIC & TRUSTEE COMMENTS

NONE.

AGENDA ITEM NO. 17

ADJOURNMENT @2:05PM

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

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

CHAIRMAN: MR. RANDY GILBERT

INTERIM SECRETARY: MR. ERIC BENSON



Heart of Oklahoma Expo Center

Dec 2018 Events	Amount Owed	Amount Paid	Concessions / Catering
Seminole Kennel Club	\$ -	\$ 1,220.31	\$ 138.00
Jones Team Roping	\$ -	\$ 1,570.06	\$ -
Basketweavers	\$ -	\$ 1,500.00	\$ 221.00
Community Action Banquet	\$ -	\$ 484.51	\$ -
VIP Banquet	\$ -	\$ 100.00	\$ -
Natinal Poultry Show	\$ -	\$ 3,931.68	\$ -
Rotary Club	\$ -	\$ 136.24	\$ -
Triangle Horse Sale	\$ -	\$ 22,544.18	\$ -
Kickapoo Christmas Party	\$ -	\$ 1,325.00	\$ -
Shawnee Baord of Realtors	\$ -	\$ 497.59	\$ -
Alpaca Blastoff	\$ -	\$ 2,960.00	\$ -
Outlaw Motor Sports	\$ -	\$ 2,061.59	\$ -
A+ Auction	\$ -	\$ 362.70	\$ -
Kickapoo Tribe	\$ -	\$ 445.00	\$ -
OG&E-CC	\$ -	\$ 805.00	\$ -
Kim Carver Barrel Race (8)	\$ 465.05	\$ 3,239.97	\$ -
Dept of Agriculture (2 of 3 IFYR Grant)	\$ 3,333.33	\$ -	\$ -
The Wandering Gypsy	\$ 240.63	\$ 700.00	\$ -
Circle L Productions	\$ 3,273.76	\$ -	\$ -
Farmers & Ranchers Mutual Banquet	\$ 765.00	\$ -	\$ 112.00
Seminole Kennel Club	\$ 870.31	\$ 350.00	\$ -
NBHA	\$ 1,722.78	\$ -	\$ -
United Dynamics	\$ 125.00	\$ 50.00	\$ -
Jones Team Roping	\$ 1,571.69	\$ -	\$ -
Sassafras	\$ 837.00	\$ -	\$ -
Newton Wall Christmas Party	\$ 445.00	\$ -	\$ -
OK Pigeon Association	\$ 610.50	\$ 150.00	\$ -
FNB Banquet	\$ 445.00	\$ -	\$ -
Baptist Campers Convention	\$ 936.24	\$ -	\$ -
OK Poultry	\$ 1,012.50	\$ 237.50	\$ -
Shawnee Vision Source	\$ 234.00	\$ -	\$ -
G&S Promotions	\$ 1,167.33	\$ 150.00	\$ -
FNB Christmas Party	\$ 1,328.69	\$ -	\$ -
Outlaw Motor Sports	\$ 2,566.59	\$ -	\$ -
Totals from Above:	\$ 16,887.79	\$ 44,671.33	\$ 471.00
Oct Concession/Catering	\$ -	\$ -	\$ 2,689.00
Nov Concession/Catering	\$ -	\$ -	\$ -
December 2017 \$) \$39,157.10 \$			
2018 Totals:	\$ 16,887.79	\$ 44,671.33	\$ -

Making Payments

Deposit Pd

9:15 AM

12/13/18

Accrual Basis

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

	Nov 30, 18
ASSETS	
Current Assets	
Checking/Savings	
Arvest-General	76,765.19
Bancfirst-0161902-Shavings	11,303.66
FNB - 1020390 (Capital Improve)	12,585.92
FUB-282367-Payoff	1,114.17
FUB-603708-Special	63,333.42
FUB-603910-Ticket	2,083.41
Total Checking/Savings	167,185.77
Accounts Receivable	
Accounts Receivable	33,724.30
Total Accounts Receivable	33,724.30
Other Current Assets	
Concession Receivable	-3,178.95
Undeposited Funds	-6,487.94
Total Other Current Assets	-9,666.89
Total Current Assets	191,243.18
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	4,778,423.86
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	464.17
Total Other Current Liabilities	464.17
Total Current Liabilities	464.17
Total Liabilities	464.17
Equity	
County Money for Improvements	458,651.00

9:15 AM

12/13/18

Accrual Basis

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

	Nov 30, 18
Fund Balance	
Restricted	3,771,858.53
Total Fund Balance	3,771,858.53
Retained Earnings	431,240.60
Net Income	116,209.56
Total Equity	4,777,959.69
TOTAL LIABILITIES & EQUITY	4,778,423.86

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expenses
 One Month and Eleven Months Ended, November 30, 2018

	Nov 18	Jan - Nov 18
Ordinary Income/Expense		
Income		
Additional Charges	3,180.50	61,506.88
Booth Income	0.00	4,287.50
Clean Up Fee	0.00	155.00
Concession/Catering Income	5,169.00	26,670.98
Conference Center	3,975.00	91,291.83
Discounts	0.00	-1,516.50
Fred Humphrey Pavilion	6,690.00	69,315.00
Grandstand	125.00	2,365.00
Interest Income	72.92	797.88
Laundry Commission	0.00	690.70
Otto Krause Building	5,425.00	25,442.41
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/Ice	0.00	7,951.00
Ice	0.00	275.00
IFYR Income	0.00	2,268.00
Programs	0.00	2,727.00
Sponsorship	0.00	101,850.00
Stall Rental	0.00	160,800.00
Ticket Sales	0.00	84,794.77
Total Rodeo Income	0.00	800,797.89
RV Spaces	28,697.00	130,207.32
Shavings	465.00	35,897.84
Total Income	53,799.42	1,247,909.73
Expense		
Accounting	6,460.00	17,206.78
Advertising	0.00	9,047.51
Marketing	3,024.00	26,833.94
Bank Charges	20.24	381.22
Contract Labor	6,174.66	26,209.30
Credit Card Discounts	237.58	3,075.37
Dues	0.00	264.00
Equipment		
Office	0.00	40.00
Total Equipment	0.00	40.00
Equipment Rental	50.28	759.78
Fuel/Deisel	2,527.67	19,581.99
impact study	0.00	3,806.00
Insurance	0.00	7,676.50
Interest - Loan	0.00	849.31
Internet expense	29.37	736.64
Legal	0.00	3,108.57
Maintenance		
Bldg & Grounds	2,112.90	46,836.67
Computer	734.00	8,773.97
Equipment	1,456.87	20,746.24
Vehicle	0.00	2,588.60
Total Maintenance	4,303.77	78,945.48

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expenses
One Month and Eleven Months Ended, November 30, 2018

	Nov 18	Jan - Nov 18
Meals	0.00	2,400.00
Memberhisp Fees	0.00	35.00
Office Expense	2,500.00	2,884.52
Other Expense	0.00	-1,157.48
Postage	325.82	1,170.38
Refund	0.00	400.00
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	0.00	8,585.04
Maintenance - Office Equipment	0.00	700.00
Mileage	0.00	1,042.65
Permits Pd to IFYR	2,405.00	28,305.00
Personnel	0.00	62,053.85
Refund	150.00	7,388.34
Refunds	0.00	100.00
Rodeo Expenses	1,859.00	60,978.84
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	0.00	24,095.97
Temporary Labor	0.00	31,457.42
Utilities	0.00	27,769.57
Youth Director	0.00	885.00
Total Rodeo Expense	4,414.00	755,275.17
Shavings & Bedding	0.00	27,906.76
Subscription	0.00	212.50
Supplies - Other	58.85	-43.02
Taxes-Other	529.26	10,597.35
Telephone	946.38	11,852.17
Uniforms	0.00	718.50
Utility		
Electric	0.00	151,290.54
Gas	1,414.04	39,751.83
Water	0.00	9,745.12
Utility - Other	0.00	528.00
Total Utility	1,414.04	201,315.49
VOID	0.00	-17,546.81
Total Expense	33,015.92	1,194,892.92
Net Ordinary Income	20,783.50	53,016.81
Other Income/Expense		
Other Income		
City Contribution -SEDF	0.00	50,000.00
City - Capital Money	0.00	13,192.75
City Contributions	45,897.33	386,807.11
Total Other Income	45,897.33	449,999.86

9:14 AM

12/13/18

Accrual Basis

Shawnee Expo Center / SC&CDA
Statement of Revenue & Expenses
 One Month and Eleven Months Ended, November 30, 2018

	Nov 18	Jan - Nov 18
Other Expense		
Fringe Benefits		
Health Insurance	2,729.75	29,160.18
Life Insurance	44.42	448.51
Retirement	1,840.87	14,189.66
Worker Compensaton Insurance	0.00	5,508.05
Total Fringe Benefits	4,615.04	49,306.40
General Insurance	0.00	2,944.63
Miscellaneous	88.02	3,825.39
Payroll Taxes	2,685.92	19,292.83
Salaries	36,366.89	250,954.60
Temp Labor	2,141.46	60,483.26
Total Other Expense	45,897.33	386,807.11
Net Other Income	0.00	63,192.75
Net Income	<u>20,783.50</u>	<u>116,209.56</u>

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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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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Shaving Claims:

NONE

*Bills missed in Oct Board Mtg



Heritage Embroidery

17601 Valley View, Earlsboro, Ok. 74840

405-777-6236

heritageemb@yahoo.com

IFYR Soft Goods Proposal 2019,

Heritage Embroidery would like to be considered as your soft goods vendor for the 2019 IFYR.

During our past years of working the IFYR we established a strong relationship with your contestants and their families. Each year we provided on site customized embroidery as well as customized back numbers and events for your contestants and guess. We worked hard to provide all that was suggested to us, plus more.

Again I would like to ask for the opportunity to serve as the vendor who supplies your guest with a wide variety of souvenirs, t-shirts, hats, jackets and many other items.

Sincerely,

Faye Stone
Heritage Embroidery LLC

Chris, Stephanie and the Expo Board,

Thank you so much for allowing us the opportunity to provide the softgoods for the IFYR in 2018.

I believe we have taken a huge leap in the right direction toward much needed growth in the softgoods market. We were told numerous times during the event by consumers that the goods offered this year were the very best that have ever been available in Shawnee and even better than many other rodeos nationwide.

We recently attended the National Finals Rodeo in Las Vegas for the sole purpose of seeing what is being produced and, more importantly, what is selling. We discovered that we are on the right path and even ahead a bit in some areas. We got a few new ideas for items we made last year and a couple of brand new avenues to explore. We already have a handful of designs we are working on for shirts and hats.

We have purchased a couple of new machines since the last rodeo. One of these machines will print banners, canvas, vinyl, stickers and a range of other media. This will allow us to offer more services and options than ever before. We also purchased our 7th embroidery machine that will allow us to produce higher volumes of items.

As discussed at the August board meeting, I would appreciate the opportunity to obtain a 5 year contract as the IFYR Softgoods Vendor. We had approximately 60% growth over the previous year's sales and we expect that number to continue to grow with a longer contract. We are willing to make a larger investment with an extended contract period.

Please let me know if you have any questions. I look forward to hearing from you soon.

Thank you,

Emily Fletcher, Owner

Define Boutique & Design

T-Shirts

The brands and fabrics we offered at the 2018 IFYR were HOT! We consistently received comments on how SOFT our shirts were and better quality than other events offered so we will definitely stick with the same lines. We did learn that we need many more youth sizes and small adult sizes. We could have sold another \$3000-4000 if we'd had them.

Caps

Richardson is still the leader in western headwear (caps) and they have released new styles that are going to sell like crazy! We have a new patch design that is incredible. We can't wait to release it. Also, we are still selling an enormous amount of Pacific Headwear hats – largely because they are so comfortable.

Other Clothing Items

Vests and jackets are wildly popular and every man wears one with something embroidered on it. We carry Columbia, Port Authority, North Face, Eddie Bauer, Oakley, and dozens of others.

Souvenir Items

Last year, we sold SWIG insulated tumblers, lanyards and a few other small items with the IFYR logo. This year, we plan to expand that line to some various leather goods and car accessories. Our goal is to have the consumers promote the IFYR for us all year long after they go home.

Month November and December 2018 Events

- November 16 -17 National Poultry Show 350 people
- November 16-17 Jones Team Roping 600 people
- November 24 Excel Auction 500 people
- November 23-24 Outlaw Motor Sports 400 people
- November 29 Retiree Action meeting 75 people
- November 30-1 Sassafras Shopping Event 800 people
- November 30 United Dynamics Christmas Party 60 people
- December 1-2 Jones Production Team Roping 400 people
- December 1 Kickapoo Christmas Party 400 people
- December 4 First United Christmas Party 120 people
- December 6 Newton Wall Christmas Party 80 people
- December 7 Pott. Co Cattleman's 120 people
- December 8-9 Poultry Federation 250 people
- December 8 Oklahoma Pigeon Show 150 people
- December 8 Fire Department Christmas Party 280 people
- December 10 OG&E Christmas Party 200 people



HEART OF OKLAHOMA EXPOSITION CENTER Shawnee, Oklahoma

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

Administration Report December 2018

- Working with OG&E and Electrical Contractors getting Bids for LED Light in all the barns and Parking Lots.
- Working with HVAC company's getting bids to replace the HVAC in section B the heat estranger's our rusted out and we are having problems finding replacement parts.
- Working with OG&E to reimburse us for the light pole that fell on Mr. Walker's truck during the Triangle Sale.
- Worked with Jeff Lee putting together a PRCA Rodeo and concert. We are looking at getting Neal McCoy or Easton Corbin.
- Worked with staff starting to do a lot of maintenance on the building and repairing panels to prepare for a New Year.
- Worked with Excel Auction selling our surplus Items.
- Bobcat Skid steer \$5,800.00
- GMC Brigadier Dump truck \$500.00
- Chain-link Gates = 41 x \$6.00 = \$246.00
- Wire Panel Sides = 79x\$11.00 = \$869.00
- Wire Panels Backs 20x\$20.00= \$280.00
- Wire Panel Gates 31x\$35.00 = \$1,085.00
- Chain-link sides 50x\$6.00 = \$300.00
- Chain-link Backs 14x\$7.00 = \$98.00
- Commission \$229.30
- Total = \$8,948.70
- Meeting with Vann and Associates to get a bid for Marketing the Rodeo and Live Facebook Video for December, January and February.
- Working with Stephanie and Danielle on the 2019 Budget and coming up with new way for our Bid Packets, Survey and Building Rates.
- Worked with Automatic Fire Control inspecting all of our Vent Hoods and Fire Extinguisher.