



Amarillo-Potter Events Venue District Board Regular Meeting

March 4, 2024

8:30 AM

Council Conference Room, City Hall

601 S. Buchanan

Amarillo, Texas 79101

MINUTES

1. Welcome and Introductions

On the 4th day of March, 2024 the Amarillo-Potter Events Venue District Board of Directors met at 8:30 AM for a regular meeting held in the Council Workroom, located on the third floor of City Hall at 601 South Buchanan Street, Amarillo, Texas. President Wright called the meeting to order at 8:30 AM.

VOTING MEMBERS	PRESENT	NO. OF MEETINGS ATTENDED	NO. OF MEETINGS HELD SINCE APPOINTMENT
Terry Wright, President	YES	65	68
Dale Williams, Vice President	NO	24	34
Tod Mayfield, Secretary	YES	26	28
Vance Reed	YES	45	68
Cliff Bickerstaff	YES	17	25
Dipak Patel	NO	12	21
Mark Zimmer	YES	1	1

Also in attendance were the following:

Laura Storrs, Interim Deputy City Manager and CFO

Leslie Schmidt, Assistant City Attorney

Stephanie Coggins, City Secretary

Bo Fowlkes, General Manager of Amarillo Civic Center Complex

Jerry Danforth, Director of Facilities and CIP

Rich Gagnon, Assistant City Manager and CIO

Janie Arnold, CMMS CPAs

Brady Ragland, General Manager of Amarillo Tri-State Exposition

Kashion Smith, Executive Director of Convention and Visitors Bureau

Cody Chandler, President of Amarillo Tri-State Exposition Board

2. **Public Comment** Citizens who desire to address the Amarillo-Potter Events Venue District Board of Directors with regard to matters on the agenda or having to do with the City's policies, programs, or services will be received at this time. Each speaker will be limited to three minutes. The Board may not discuss items not on this agenda, but may

respond with factual, established policy information, or refer to staff. The Board may choose to place the item on a future agenda. (Texas Attorney General Opinion JC-0169.)

President Wright opened public comment. No one presented to speak. President Wright closed public comment.

3. **Approval of Minutes** The Board will consider approval of the minutes from the last meeting of the Board of Directors held November 21, 2023.

A motion was made by Mr. Reed to approve the minutes as presented. Mr. Mayfield seconded the motion, and the motion carried by a 5-0 vote.

4. **Regular Meeting Items**

4.A. **Presentation and Consideration of Annual Financial Report**

CMMS CPAs will present the District's Annual Financial Report at September 30, 2023.

Ms. Arnold presented the item.

A motion was made by Mr. Mayfield to approve the Annual Financial Report at September 30, 2023. Mr. Bickerstaff seconded the motion, and the motion carried by a 5-0 vote.

4.B. **Consider the Request to Participate in the Event Trust Fund by the Cowboy Mounted Shooting Association (CMSA) and the Economic Impact Research Proposal**

The Board will discuss and consider the CMSA World Championship October 2024 event request.

Ms. Storrs presented items 4.B and 4.C. These requests are similar to how the Venue District participated in 2023. In 2023, \$20,000 in assistance was provided for the CMSA event, and \$35,000 was provided for the USTPA event. The USTPA under performed in their 2023 event, and this lower attendance led to a hit in funding. They anticipate attendance will increase back to a normal range in 2024. A motion was made by Mr. Mayfield to participate in both the CMSA and USTPA events through the Event Trust Fund with a \$7,500 fee, which was a level consistent with 2023. Mr. Bickerstaff seconded the motion, and the motion carried by a 5-0 vote.

4.C. **Consider the Request to Participate in the Event Trust Fund by the United States Team Penning Association (USTPA) Finals and the Economic Impact Research Proposal**

The Board will discuss and consider the USTPA Finals October 2024 event request.

Discussion and motion are included under item 4.C, above.

4.D. Discuss and Consider Budget Amendment for Civic Center Projects

The Board will receive an update on the status of the approved fiscal year 2023-2024 projects at the Amarillo Civic Center and consider an amendment to the fiscal year 2023-2024 budget.

Ms. Storrs and Mr. Fowlkes presented an item to request an amendment to increase Civic Center improvements from \$615,000 to \$1,213,767. Bids came in significantly over the original quotes received for the hockey/football improvements that were budgeted for 2023/24. Additionally, the request includes a new basketball floor that will allow Civic Center the opportunity to gain new events.

A motion was made by Mr. Mayfield to approve the budget amendment as presented. Mr. Bickerstaff seconded the motion, and the motion carried by a 5-0 vote.

4.E. Presentation of Quarterly Financials

The Board will review the District's quarterly financials at December 31, 2023.

Ms. Storrs presented the item. As of December 31, 2023, assets totaled \$7.7 million, and there were no liabilities, bringing fund equity to \$7.7 million. For the first quarter of the new fiscal year, hotel occupancy tax receipts came in at \$633,912; auto rental tax receipts came in at \$322,747, and investment interest came in very strong at \$47,192. Total revenues were \$1.0 million, and total expenditures were \$0.3 million, leaving net income of \$0.7 million for the quarter. A transfer of \$174,000 was made to the debt service fund for upcoming bond payments. The net income after transfers was \$0.5 million.

4.F. Discuss and Consider Events at the Amarillo National Center

The Board will discuss and consider events at the Amarillo National Center.

Ms. Storrs presented the item. Through the end of February, \$74,000 has been paid with a total budget of \$340,000 for 2023/2024 events. A motion was made by Mr. Mayfield to approve the payments to the Amarillo National Center for Event Development. Mr. Bickerstaff seconded the motion, and the motion carried by a 5-0 vote.

4.G. Discuss and Consider Payments to the Amarillo National Center

The Board will discuss and consider past and future payments to the Amarillo National Center.

Ms. Storrs presented the item. Through March 1, 2024, \$52,298 has been paid out of a total budget of \$627,025 in projects for 2023/2024. A motion was made by Mr. Mayfield to approve the payments for Tri-State participation in the Amarillo National Center. Mr. Bickerstaff seconded the motion, and the motion carried by a 5-0 vote.

4.H. Update on Projects at the Fairgrounds

The Board will receive an update on the status of the approved fiscal year 2023-2024 projects at the Tri-State Fairgrounds.

Mr. Ragland gave the Board an update on projects at the Tri-State Fairgrounds during Item 4.H.

4.I. Executive Session

The Board may convene in Executive Session to receive reports on or discuss any of the following pending projects or matters:

Section 551.087 - Discussion regarding commercial or financial information received from a business prospect and/or to deliberate the offer of a financial or other incentive to a business prospect:

- i. Event W (Civic Center and Tri-State Fairgrounds)

The Board went into executive session at 9:38 a.m. and concluded the executive session at 9:55 a.m.

4.J. Announcement - Next Meeting

The Board directed Ms. Storrs to send an email to establish a date when a quorum would be available for the next meeting.

President Wright adjourned the meeting at 9:56 a.m.

5. Discuss Items for Future Agendas

Ms. Storrs noted that the next year's budget would be discussed at an upcoming meeting.

ATTEST:



Tod Mayfield, Secretary



Terry Wright, President