



CIVIC AND CONVENTION CENTER

**REGULAR MEETING – Agenda
January 11th, 2024 – 4 pm**

- I. **CALL TO ORDER**
 - a. **Roll Call**

Erik Marston (Chair)	10/25/24
Dana Phillips (Vice-Chair)	10/25/26
Robert Fuller	10/25/25
Nancy McCune	10/25/26
Shaun Wagner	10/25/25
Linda Benjamin	10/25/25
Robert Perkel	10/25/24

- II. **Consensus of Agenda / Additions**
 - a. **Motion to Approve**

- III. **Minutes from December 14th, 2023**
 - a. **Motion to Approve**

- IV. **Declaration of Potential Conflict of Interest**

- V. **Guest Present**

- VI. **Budget / Finance** - Jennifer Biamont
 - a. **Zach Fleck**
 - b. **Motion to Approve**

- VII. **Advertising / Marketing** - Joshua Heineman / Tina Eilers
 - a. **Motion To Approve**

- VIII. **Sales Director’s Report** - Tina Eilers
 - a. **Motion to Approve**

- IX. **General Manager’s Report** - Brian
 - a. **Motion to Approve**

- X. **Old Business**
 - a. **Update fees** - Brian (Bob & Shaun)

- XI. **New Business** - Open to all

- XII. **Correspondence**

- XIII. **Adjournment**



CIVIC AND CONVENTION CENTER

**COMMISSION REGULAR MEETING
December 14th, 2023**

CALL TO ORDER:

The meeting was called to order at 4:01 p.m.

A. Roll Call:

• **Members Present:**

Erik Marston

Shaun Wagner

Robert Fuller

Robert Perkel

Dana Phillips

Linda Benjamin

• **Members Absent:**

Nancy McCune

B. Consensus of Agenda/Additions:

There were no additions to the agenda. (Robert F/Dana)

MINUTES OF LAST MEETING:

The November minutes were approved as presented. (Shaun/Dana)

DECLARATION OF POTENTIAL CONFLICT OF INTEREST:

- There were no conflicts of interest.

ACKNOWLEDGEMENT OF GUESTS PRESENT:

- There were no guests Present.

COMMITTEE REPORTS:

A. Advertising/Marketing:

- Tina started with updates from Joshua in his absence. She said statistics for our website report that web traffic is up compared to last year in November.
- Tina added that SCCC is in the new 2024 Seaside Travel Guide, and it will be distributed mid-January. She said SCCC has great ad placement on the inside back cover.
- Tina talked about an updated article/email that will be distributed in January through Meeting News NW periodical. Tina said that Meeting News NW has about 10,000 subscribers in the event industry and is targeting our customers directly.
- Tina shared that Joshua and Celeste did a great presentation to ORLA/OTLA. (Robert F/Shaun)

B. Budget/Finance:

- Jennifer B started with the status of the accounts receivable through the end of November. All clients are current and up to date.

- Brian shared a two-page finance & budget report. He said the report does not have updated information. Brian asked for no action on this report because it doesn't reflect any changes or history. Robert F questioned Brian's budget report again for the negative dollar amount under the Insurance portion. Brian said the Insurance policy is negotiated by the city and is paid annually, so it's currently paid for the fiscal year.
- Brian updated the commission members on the distribution percentages of the tourism tax dollars. Brian showed a current graph with percentages on how funds are distributed and explained the convention center gets 60 percent.
- Robert F. moves that the commission board members express their displeasure with the fact that we don't have a timely financial report from the City Financial Director. Robert F. said the commission members expect current accurate budget information monthly. Shaun did a second on this motion.
- Shaun moves to approve Jennifer B.'s accounts receivable report. Dana did a second on this approval.

SALES DIRECTOR'S REPORT:

- Tina started by talking about the booking reports in the commission packet.
- Tina shared her activity for the month of November with contacts, contracts, meetings, trainings, addendums, and site tours.
- Tina reminded the commission that this time of year is mostly civic events. (Robert F/Linda)

GENERAL MANAGER'S REPORT:

- Brian started by giving a review of the year's happenings, and then talked about the civic events in the building this time of year.
- Brian added that we are in the budget process for 2024-2025, and talked about the items we are upgrading and repairing.
- Brian said the economic impact for November was 2.5 million.
- Brian talked about the Guest Services Gold training that our staff attended.
- Brian said we are still working on the HVAC system at this time. (Shaun/Dana)

OLD BUSINESS:

Brian moved the building fees revision meeting to January 2024.

NEW BUSINESS:

The group voted on new leaders for 2024. Erik will remain chairperson and Dana will be vice-chairperson.

CORRESPONDENCE:

The Commission reviewed the surveys.

ADJOURNMENT:

The meeting was adjourned at 4:52p.m.

2023-2024 ACCOUNTS RECEIVABLE

EVENT DATE	EVENT	INVOICE DATE	AMOUNT DUE	DATE PAID	AMOUNT PAID
5/14/23-5/17/23	Area Forum on Aging 2023				
5/18/23-5/20/23	MD Lions of Oregon Main Event	5/19/23	\$30,310.92	7/3/23	\$30,310.92
5/18/23-5/20/23	MD Lions of Oregon Foundation	5/22/23	\$20,513.70	7/3/23	\$20,513.70
5/22/23-5/25/23	NW Regional CIT Conference Main Event	5/22/23	\$690.30	6/14/23	\$690.30
5/22/23-5/25/23	NW Regional CIT Conference Lunch Sub Billing	5/30/23	\$23,725.72	7/3/23	\$23,725.72
5/22/23-5/25/23	NW Regional CIT Conference Breakfast Sub Billing	5/30/23	\$1,103.30	7/3/23	\$1,103.30
5/26/23-5/27/23	Sou' Wester Plant Sale	5/30/23	\$1,047.84	7/13/23	\$1,047.84
5/30/23-5/31/23	Pacifica Project	6/2/23	\$225.00	6/7/23	\$225.00
6/1/23-6/4/23	Sea Pac Ham Radio	5/1/23	\$600.00	6/26/23	\$600.00
6/1/23-6/1/23	Rotary Club of Seaside Cancellation Fee	6/8/23	\$19,155.60	6/20/23	\$19,155.60
6/7/23-6/8/34	Seaside High School Graduation	6/1/23	\$300.00	7/5/23	\$300.00
6/9/23-6/10/23	Encore Dance Recital	5/1/23	\$450.00	6/14/23	\$450.00
6/20/23-6/23/23	COSA Summer Conference	6/13/23	\$2,711.05	7/5/23	\$2,711.05
6/26/23	Clatsop Association of Realtors	6/26/23	\$62,825.89	7/17/23	\$62,825.89
6/26/23	Clatsop Association of Realtors	6/26/23	\$2,676.22	7/28/23	\$1,885.00
9/10/23	Class of 1963 Reunion	6/26/23	\$791.22	8/10/23	\$791.22
10/20/23-10/21/23	Seaside Rotary Auction 2023	6/29/23	\$150.00	7/3/23	\$150.00
9/11/23-9/13/23	United Steel Workers District Conference Deposit	7/1/23	\$300.00	7/5/23	\$300.00
10/30/23	Life Line Screening Oct 23	7/3/23	\$2,400.00	8/7/23	\$2,400.00
7/29/23	Pacific Northwest Custom Invitational 2023	7/3/23	\$200.00	7/14/23	\$200.00
6/29/23	CIS Trust	7/6/23	\$550.00	7/12/23	\$550.00
7/6/23	Clatsop Association of Realtors Short Term Rental #1	7/12/23	\$761.10	7/26/23	\$761.10
9/9/23	SHS Class of 1973 Reunion	7/13/23	\$1,496.86	7/28/23	\$1,496.86
2/25/24	Englund Marine Anniversary Celebration Deposit	7/16/23	\$3,103.40	7/24/23	\$3,103.40
6/6/23-6/8/23	Coast Spotlight Talent Show Fundraiser	7/18/23	\$650.00	7/24/23	\$650.00
1/13/24-1/14/24	Wedding Trade Show	7/18/23	\$1,250.00	8/7/23	\$1,250.00
7/9/23-7/16/23	Spotlight Dance Cup	7/18/23	\$1,100.00	8/18/23	\$1,100.00
7/17/23-7/23/23	Miss Oregon 2023	7/20/23	\$6,450.00	8/7/23	\$6,450.00
7/27/23	Clatsop Association of Realtors Short Term Rental #2	7/24/23	\$9,071.49	7/28/23	\$9,071.49
7/27/23	Clatsop Association of Realtors Short Term Rental #2	7/27/23	\$1,318.00	7/28/23	\$1,108.00
7/29/23	Pacific Northwest Custom Invitational 2023	7/27/23	\$210.00	8/8/23	\$210.00
7/31/23	South Korean Delegates	8/7/23	\$650.00	8/25/23	\$650.00
9/23/24-9/26/24	NW GIS Conference Rental Deposit	8/7/23	\$3,658.00	12/13/23	\$3,658.00
8/17/23	Clatsop Association of Realtors Webmaps 23	8/11/23	\$2,000.00	9/6/23	\$2,000.00
8/28/23	OAWU Summer Classic 2023	8/28/23	\$1,229.00	8/27/23	\$1,229.00
8/28/23-8/31/23	OR State Police CJIS Training 2023	8/28/23	\$24,719.28	10/2/23	\$24,719.28
10/23/23-10/25/23	OR Ministry Conference	9/6/23	\$13,131.90	10/16/23	\$13,131.90
9/10/23	Class of 1963 Reunion	9/28/23	\$1,500.00	9/28/23	\$1,500.00
9/6/23-9/8/23	Head Start Pre-Service 23	9/6/23	\$1,481.04	9/6/23	\$1,481.04
		9/15/23	\$21,151.82	10/23/23	\$21,151.82

November 28th, 2023

Account Name	Appropriations	Avg Monthly	Y-D Expenditures	Budget Remaining
ADVERTISING	\$45,000	\$3,661	\$14,643	\$30,357
AUDIT	\$7,500	\$170	\$680	\$6,820
BUILDING MAINTENANCE	\$35,000	\$4,502	\$18,008	\$16,992
CLOTHING	\$4,000	\$843	\$3,373	\$627
CREDIT CARD DISCOUNT	\$1,000	\$121	\$485	\$515
DUES & MEMBERSHIPS	\$5,000	\$380	\$1,519	\$3,481
ELECTRICITY	\$60,000	\$4,143	\$16,571	\$43,429
EQUIPMENT MAINTENANCE	\$12,000	\$850	\$3,401	\$8,599
FOOD & LIQUOR FRANCHISE	\$875,000	\$54,439	\$217,757	\$657,243
GARBAGE	\$3,000	\$203	\$811	\$2,189
GAS/DIESEL/OIL	\$1,000	\$0	\$0	\$1,000
GROUNDS MAINTENANCE	\$12,000	\$883	\$3,533	\$8,467
HEATING FUEL	\$25,000	\$258	\$1,034	\$23,966
INSURANCE	\$100,000	\$26,550	\$106,201	(\$6,201)
LEGAL SERVICES	\$500	\$291	\$1,165	(\$665)
MAINTENANCE CONTRACTS	\$20,000	\$768	\$3,073	\$16,927
MINOR EQUIPMENT	\$50,000	\$6,238	\$24,952	\$25,048
POSTAGE & FREIGHT	\$500	\$18	\$72	\$428
PRINTING	\$2,500	\$0	\$0	\$2,500
PROFESSIONAL/CONTRACTUAL	\$100,000	\$3,851	\$15,405	\$84,595
PUBLICATIONS	\$150	\$0	\$0	\$150
RENTALS & LEASES	\$10,000	\$10	\$40	\$9,960
SUPPLIES	\$30,000	\$2,569	\$10,277	\$19,723
TELEPHONE	\$5,000	\$353	\$1,411	\$3,589
TRAINING	\$20,000	\$23	\$90	\$19,910
TRAVEL & MEETING	\$25,000	\$275	\$1,102	\$23,898
Total	\$1,449,150	\$111,401	\$445,603	\$1,003,547

Account Name	Appropriations	Avg Monthly	Y-D Expenditures	Budget Remaining
FICA	\$60,044	\$3,561	\$14,243	\$45,801
HEALTH/DENTAL/LIFE INSURA	\$166,467	\$9,277	\$37,108	\$129,359
INSURANCE SPLIT	\$4,000	\$150	\$600	\$3,400
LONGEVITY BONUS	\$5,536	\$338	\$1,353	\$4,183
OVERTIME/HOLIDAY PAY	\$15,000	\$25	\$100	\$14,900
PAID FAMILY LEAVE	\$3,057	\$200	\$798	\$2,259
PART-TIME HELP	\$0	\$379	\$1,515	(\$1,515)
RETIREMENT	\$206,906	\$7,769	\$31,077	\$175,829
Salaries and Wages	\$764,356	\$46,601	\$186,402	\$577,954
UNEMPLOYMENT	\$764	\$43	\$171	\$593
WORKMANS COMPENSATION INS	\$1,070	\$457	\$1,827	(\$757)
Total	\$1,227,200	\$68,799	\$275,195	\$952,005

Account Name	Appropriations	Avg Monthly	Y-D Expenditures	Budget Remaining
Interfund Loan - FIRE EQU	\$1,250,000	\$0	\$0	\$1,250,000
Interfund Loan - Water	\$900,000	\$0	\$0	\$900,000
BOND PRINCIPAL	\$615,000	\$0	\$0	\$615,000
BOND INTEREST	\$526,050	\$0	\$0	\$526,050
Total	\$3,291,050	\$0	\$0	\$3,291,050

Account Name	Appropriations	Avg Monthly	Y-D Expenditures	Budget Remaining
BUILDING	\$1,750,000	\$10,214	\$40,857	\$1,709,143
CONTINGENCIES	\$300,000	\$0	\$0	\$300,000
ENDING FUND BALANCE	\$10,368,504	\$0	\$0	\$10,368,504
EQUIPMENT	\$25,000	\$5,809	\$23,237	\$1,763
Total	\$12,443,504	\$16,023	\$64,094	\$12,379,410

Seaside Civic & Convention Center

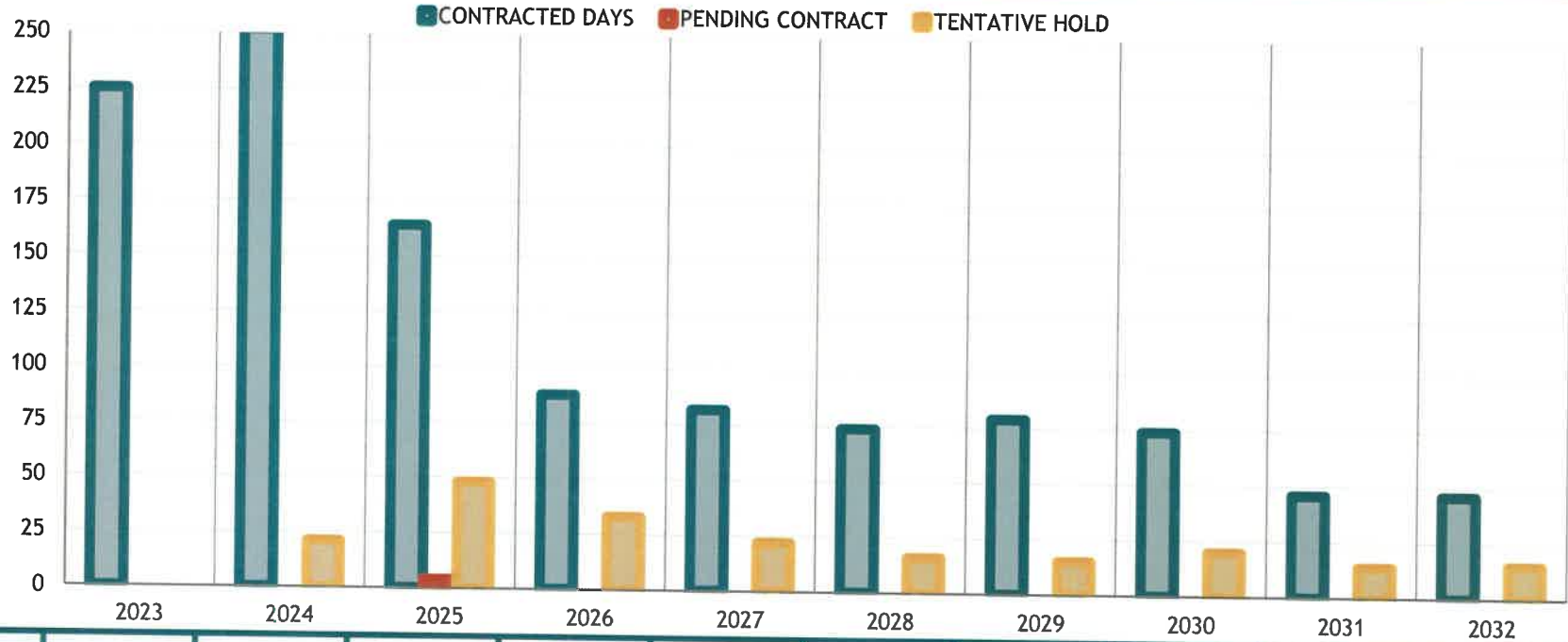
Sales Report December 2023

Number of Contacts: 38
 Contracts Received: 7
 Addendums Received: 2
 Meetings & Trainings: 5
 Site Tours of SCCC: 0

 Cancelled Contracts: 0

Priority	New	Return	Attendees	Dates	Event
1		x	300	9/13-15/2025	ORLA Hospitality Conference 2025
2		x	200	4/4-6/2024	Addendum Annual Oregon Onsite Wastewater Conference 2024 Adding Move-in Day Seamist Room Only April 4, 2024
3		x	175-200	5/9-11/2025	AFT-Oregon Convention 2025
3		x	125	2/12-13/2024	OR Vocational Rehabilitation Youth Services Training 2024
4		x	15	12/12/2023	City of Seaside EPREP Meeting & Staff Meeting December 2023
4		x	30	12/21/2023	Addendum Rotary Club of Seaside Foundation "Santa's Workshop" Remove December 21, 2023 As Building Usage Day, New Usage Dates December 18-20, 2023
4		x	200	10/19/2024	Seaside Rotary Auction 2024
4		x	80	12/16-18/2024	Santa's Workshop 2024
4		x	200	5/23-24/2025	Sou'Wester Garden Club Plant Sale 2025

SEASIDE CIVIC & CONVENTION CENTER BOOKING INFORMATION 2023-2032



Data Details	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
CONTRACTED DAYS	225	252	164	88	82	74	79	74	46	46
PENDING CONTRACT	0	0	4	0	0	0	0	0	0	0
TENTATIVE HOLD	0	21	48	33	22	16	15	20	14	15



2024 BOOKING CALENDAR

<p style="text-align: center;">January</p> <table style="width: 100%; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>▶</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>▶</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>▶</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>▶</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>▶</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	▶	1	2	3	4	5	6	▶	7	8	9	10	11	12	▶	14	15	16	17	18	19	▶	21	22	23	24	25	26	▶	28	29	30	31			<p style="text-align: center;">February</p> <table style="width: 100%; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>▶</td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>▶</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>▶</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>▶</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>▶</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td></tr> </table>	S	M	T	W	T	F	S	▶				1	2	3	▶	4	5	6	7	8	9	▶	11	12	13	14	15	16	▶	18	19	20	21	22	23	▶	25	26	27	28	29		<p style="text-align: center;">March</p> <table style="width: 100%; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>▶</td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>▶</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>▶</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>▶</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>▶</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>▶</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	▶					1	2	▶	3	4	5	6	7	8	▶	10	11	12	13	14	15	▶	17	18	19	20	21	22	▶	24	25	26	27	28	29	▶	31					
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YELLOW = CONTRACTED DAYS - 252 days

Updated 12/29/23

RED = CONTRACT PENDING - 0 days

GREEN = TENTATIVE HOLD - 15 days

GREY = FACILITY MAINTENANCE - 21 days



2025 BOOKING CALENDAR

January							February							March									
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YELLOW = CONTRACTED DAYS - 164 days

Updated 12/26/2023

RED = CONTRACT PENDING - 4 days

GREEN = TENTATIVE HOLD - 48 days

GREY = FACILITY MAINTENANCE - 0 days

General Managers Report

December 2023

In November, we held Sixteen (16) event/usage days, which included:
One (1) Conferences, Two (2) Civic Events, Two (2) Fundraisers, and One (1) State of Oregon Event.

Economic Impact: \$528,564.00 to our Seaside Business Community.

Upcoming, we have;

January 5-7	EMERALD CAT CLUB CAT SHOW*
January 10-12	OR EXECUTIVE LEADERSHIP TRAINING
January 13-14	OREGON COAST WEDDING EXPO*
January 18-20	WORD OF GRACE COUPLES RETREAT
January 26-28	COLLECTORS WEST GUN & KNIFE SHOW*
January 30	PROJECT HOMELESS CONNECT*

Brian's two cents:

Our team recently completed the "Certified Guest Service Professional Tourism" course, a customer service training program supported by the American Hotel & Lodging Association and facilitated by Clatsop Community College. I'm thrilled to share that all team members successfully passed the final test with exceptional results.

In the past week, we engaged a new vendor to assess the condition of all our doors. Following a thorough examination of ADA, exterior, and interior doors, they provided Andy and me with a detailed overview of necessary maintenance requirements and corresponding solutions for each issue. We anticipate receiving a comprehensive quote covering parts, labor, and supplies to address these challenges. The positive outcome is that the west-facing doors remain functional, eliminating the need to replace our current ones.

As we move into 2014, our business is poised for significant growth, making it one of our most successful years to date. The upward trend shows no signs of slowing down.

Warm regards,
Brian

Seaside Civic & Convention Center

Monthly Event Report – December 2023

#	Event	Event Days	Attendees
4	Encore Dance Recital & Toy Drive	1	300
1	Almost New Year's Roundup	3	400
3	Santa's Workshop	3	150
4	Festival of Trees	7	925
5	State of Oregon Disparity Study Mtg	1	4
3	Pearl Harbor Ceremony	1	35
Totals: 6 events		16	1814

	Key	Total Events	Attendees
1	Conference/Convention	1	400
2	Trade Show	0	0
3	Civic Event	2	185
4	Fundraiser	2	1,225
5	State of Oregon	1	4
Totals		6	1814

Seaside Civic & Convention Center
 Annual Event Report – 2023

Month (2023)	# Events	# Event Days	# Attendees
January	17	8	1,175
February	5	14	1,545
March	9	22	2,024
April	11	29	4,149
May	8	23	2,213
June	6	14	4,730
July	6	19	3,150
August	3	9	625
September	9	24	2,025
October	10	25	2,452
November	9	19	4,825
December	6	16	1,814
Totals:	99	222	30,727

Seaside Civic & Convention Center
 Annual Event Stats – 2023

	Event Type	Month	Monthly Events	Monthly Attendees
1	Conference/Convention	January	4	825
		February	2	385
		March	6	1,874
		April	9	3,937
		May	5	1,496
		June	2	2,700
		July	3	3,000
		August	2	550
		September	6	1,880
		October	6	2,182
		November	3	1,640
		December	1	400
Sub Totals			49	20869

	Event Type	Month	Monthly Events	Monthly Attendees
2	Trade Show	January	0	0
		February	1	700
		March	0	0
		April	0	0
		May	0	0
		June	0	0
		July	0	0
		August	0	0
		September	0	0
		October	0	0
		November	0	0
		December	0	0
Sub Totals			1	700

	Event Type	Month	Monthly Events	Monthly Attendees
3	Civic Event	January	4	350
		February	0	0
		March	3	150
		April	2	212
		May	1	400
		June	4	2,030
		July	3	150
		August	1	75
		September	3	145
		October	3	120
		November	3	1365
		December	2	185
Sub Totals			29	5182

	Event Type	Month	Monthly Events	Monthly Attendees
4	Fundraiser	January	0	0
		February	2	460
		March	0	0
		April	0	0
		May	2	317
		June	0	0
		July	0	0
		August	0	0
		September	0	0
		October	1	150
		November	3	1,820
		December	2	1,225
	Sub Totals		10	3972

	Event Type	Month	Monthly Events	Monthly Attendees
5	State of Oregon	January	0	0
		February	0	0
		March	0	0
		April	0	0
		May	0	0
		June	0	0
		July	0	0
		August	0	0
		September	0	0
		October	0	0
		November	0	0
		December	1	4
	Sub Totals		1	4

	Event Type	Total Events	Total Attendees
1	Conference/Convention	49	20,869
2	Trade Show	1	700
3	Civic Event	29	5,182
4	Fundraiser	10	3,972
5	State of Oregon	1	4
	Grand Totals	90	30,727

Seaside Civic and Convention Center: Economic Impact / Room Tax Revenue

Month	2019	2020	2021	2022	2023
January	\$ 670,525.00	\$ 1,259,519.00	\$ 13,397.00	\$ 289,775.00	\$ 967,660.00
February	\$ 159,118.00	\$ 1,115,551.00	\$ 987,130.00	\$ 1,897,091.00	\$ 1,202,772.00
March	\$ 1,261,332.00	\$ 707,974.00	\$ 269,086.00	\$ 1,941,172.00	\$ 2,025,227.00
April	\$ 3,412,611.00	\$ -	\$ 298,213.00	\$ 5,068,830.00	\$ 4,227,075.00
May	\$ 3,903,943.00	\$ -	\$ 913,027.00	\$ 1,147,357.00	\$ 1,773,456.00
June	\$ 5,352,622.00	\$ 26,794.00	\$ 1,016,477.00	\$ 3,122,194.00	\$ 3,403,889.00
July	\$ 1,681,435.00	\$ 18,693.00	\$ 2,045,482.00	\$ 1,477,138.00	\$ 3,217,944.00
August	\$ 1,252,004.00	\$ 808,559.00	\$ 454,033.00	\$ 1,046,153.00	\$ 602,683.00
September	\$ 1,907,811.00	\$ 45,549.00	\$ 289,978.00	\$ 1,563,725.00	\$ 2,030,243.00
October	\$ 3,247,581.00	\$ 826,635.00	\$ 895,917.00	\$ 1,534,170.00	\$ 2,382,070.00
November	\$ 5,220,893.00	\$ 206,180.00	\$ 2,228,910.00	\$ 2,336,097.00	\$ 2,571,635.00
December	\$ 938,458.00	\$ 302,650.00	\$ 593,261.00	\$ 1,064,681.00	\$ 793,377.00
TOTAL	\$ 29,008,333.00	\$ 5,318,104.00	\$ 10,004,911.00	\$ 22,488,383.00	\$ 25,198,031.00
Annual Facility Usage	213	96	168	257	228
Room Tax Revenue					
Jan-Mar	\$ 843,846.00	\$ 827,427.00	\$ 1,203,048.00	\$ 1,315,348.00	\$ 941,655.00
April-June	\$ 1,387,666.00	\$ 682,356.00	\$ 2,044,128.00	\$ 1,795,715.00	\$ 1,625,482.00
July-Sept	\$ 2,146,082.00	\$ 2,222,882.00	\$ 2,756,221.00	\$ 2,756,221.00	\$ 2,836,867.00
Oct-Dec	\$ 907,746.00	\$ 1,098,752.00	\$ 1,099,439.00	\$ 1,198,695.00	
TOTAL	\$ 5,285,340.00	\$ 4,831,417.00	\$ 7,102,836.00	\$ 7,065,979.00	\$ 5,404,004.00

#43

COMPLETE

Collector: Web Link 1 (Web Link)
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Page 1: Seaside Civic and Convention Center Evaluation Survey

Q1

Please tell us about your event.

Name of Event	Safeway Providence Festival of Trees
Name of Evaluator	Kimberly Ward
Email Address	kimberly.ward@providence.org
Number of Attendees	600 for Open House and 325 for Gala
Date(s)	November 27-December 3, 2023

Q2

Please rate your booking experience with Tina Eilers (Director of Sales). NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Outstanding
Communication Skills	Outstanding
Timely Response	Outstanding
Knowledge of Facility	Outstanding
Courtesy	Outstanding
Other (please specify):	There is nothing more I can say about Tina that I haven't already said... She is simply the best!

Seaside Civic and Convention Center 2023

Q3

Please rate your event coordination experience with Celeste Kenneally (Special Events Coordinator). NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Outstanding
Communication Skills	Outstanding
Timely Response	Outstanding
Knowledge of Facility	Outstanding
Courtesy	Outstanding
Other (please specify):	Same for Celeste :)

Q4

Please rate our facility. NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Properly Equipped	Good
Appearance	Good
Signage	Good
Value	Good

Q5

Please rate our Operations Staff (Event Personnel). NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Outstanding
Communication Skills	Outstanding
Timely Response	Outstanding
Event Execution	Outstanding
Knowledge	Outstanding
Courtesy	Outstanding
Other (please specify):	Andy, Keith, Max, Nick and John are a joy to work with!!

Seaside Civic and Convention Center 2023

Q6

Please rate your room set-up & housekeeping. NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Set To Specifications	Good
Overall Cleanliness	Good
Equipment Set-Up	Good
Equipment Condition	Good
Restrooms/Cleanliness	Below Average
Other (please specify):	There was only one issue with the upstairs bathroom not being cleaned before we moved in.

Q7

Please rate your audio visual / technical experience. NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Good
Technical Knowledge	Good
Sound Equipment	Good
Lighting Equipment	Good
WIFI Experience	Good

Q8

Please rate our Front Office Staff. NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Outstanding
Communication Skills	Outstanding
Timely Response	Outstanding
Knowledge	Outstanding
Courtesy	Outstanding
Other (please specify):	The Jennifer's are a dynamic duo, always pleasant and very helpful! Jennifer B even provided me a list of her favorite things to do in Hawaii when I told her I was going there on vacation after Festival.

Seaside Civic and Convention Center 2023

Q9

Please rate your experience with Roscoe Rotella (Food & Beverage Director/Chef with Oregon Fine Foods). NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Good
Communication Skills	Good
Timely Response	Good
Menu Creativity	Good
Courtesy	Good
Other (please specify):	I have known Roscoe for many years and understand his quirks. There is usually one issue each year with the placement of trees and this year I chose to acquiesce to his wishes and reconfigure our floor plan to appease the situation.

Q10

Please rate our food and beverage personnel and product quality. NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Food and Beverage Quality	Good
Responsive to Needs	Good
Presentation/Creativity	Average
Properly Staffed	Good
Flexibility of Staff	Good
Courtesy of Staff	Good
Other (please specify):	We asked for a few changes year such as labeling of food, timing of volunteer food, and tray service. My understanding is everything we asked for was met. I don't during the event but I did receive a few comments from attendees that the placement of the food in the buffet felt off. There was food on one side that wasn't on the other and some felt like they missed out on options.

Q11

Please rate your Seaside lodging experience. (Indicate name of lodging property(s) in the box titled "Other" below)NOTE: Although not the provider of lodging, we are interested in your overall impression of the quality of your stay. This information will be shared with the Seaside lodging community.

Availability	N/A
Affordability	N/A
Cleanliness	N/A
Guest Room Appearance	N/A
Courtesy of Front Desk Staff	N/A
Parking	N/A
Amenities	N/A

Q12

Respondent skipped this question

Were there members of our team who provided exceptional customer service?

Q13

Respondent skipped this question

Please provide any suggestions you have for improving your experience with us.

Q14

Respondent skipped this question

Please comment on your overall experience while visiting Seaside.

Q15

Respondent skipped this question

How did you hear about us?

Q16

Respondent skipped this question

If you know of someone who might benefit from using our facility, please share their contact information. Our Director of Sales will contact them.

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, January 08, 2024 8:17:06 PM
Last Modified: Monday, January 08, 2024 8:33:39 PM
Time Spent: 00:16:33
IP Address: 67.170.163.239

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Q1

Please tell us about your event.

Name of Event	Emerald Cat Show
Name of Evaluator	Wendy Heidt
Email Address	wheidt@comcast.net
Number of Attendees	50 exhibitors, 12 vendors, 489 (adult, child, senior) and 69 (families)
Date(s)	Jan 5-7, 2024

Q2

Please rate your booking experience with Tina Eilers (Director of Sales). NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Outstanding
Communication Skills	Outstanding
Timely Response	Outstanding
Knowledge of Facility	Outstanding
Courtesy	Outstanding

Q3

Please rate your event coordination experience with Celeste Kenneally (Special Events Coordinator). NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Outstanding
Communication Skills	Outstanding
Timely Response	Outstanding
Knowledge of Facility	Outstanding
Courtesy	Outstanding

Seaside Civic and Convention Center 2024 Survey

Q4

Please rate our facility. NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Properly Equipped	Outstanding
Appearance	Outstanding
Signage	Outstanding
Value	Outstanding

Q5

Please rate our Operations Staff (Event Personnel). NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Outstanding
Communication Skills	Outstanding
Timely Response	Outstanding
Event Execution	Outstanding
Knowledge	Outstanding
Courtesy	Outstanding

Q6

Please rate your room set-up & housekeeping. NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Set To Specifications	Outstanding
Overall Cleanliness	Outstanding
Equipment Set-Up	Outstanding
Equipment Condition	Outstanding
Restrooms/Cleanliness	Outstanding

Seaside Civic and Convention Center 2024 Survey

Q7

Please rate your audio visual / technical experience. NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Outstanding
Technical Knowledge	Outstanding
Sound Equipment	Outstanding
Lighting Equipment	Outstanding
WIFI Experience	Outstanding
Other (please specify):	terrific media signage and use of message board in the hall. Loved the screens in the hall.

Q8

Please rate our Front Office Staff. NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Outstanding
Communication Skills	Outstanding
Timely Response	Outstanding
Knowledge	Outstanding
Courtesy	Outstanding

Q9

Please rate your experience with Roscoe Rotella (Food & Beverage Director/Chef with Oregon Fine Foods). NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Professionalism	Outstanding
Communication Skills	Outstanding
Timely Response	Outstanding
Menu Creativity	Outstanding
Courtesy	Outstanding
Other (please specify):	People commented on the great food at the hall.

Seaside Civic and Convention Center 2024 Survey

Q10

Please rate our food and beverage personnel and product quality. NOTE: If you rated any of our services "Below Average or Poor" - Please provide comments for improvement.

Food and Beverage Quality	Outstanding
Responsive to Needs	Outstanding
Presentation/Creativity	Outstanding
Properly Staffed	Outstanding
Flexibility of Staff	Outstanding
Courtesy of Staff	Outstanding

Q11

Please rate your Seaside lodging experience. (Indicate name of lodging property(s) in the box titled "Other" below)NOTE: Although not the provider of lodging, we are interested in your overall impression of the quality of your stay. This information will be shared with the Seaside lodging community.

Availability	Outstanding
Affordability	Outstanding
Cleanliness	Outstanding
Guest Room Appearance	Outstanding
Courtesy of Front Desk Staff	Outstanding
Parking	Outstanding
Amenities	Outstanding
Other (please specify):	The club mostly used Hi-Tide. A few people not with cats stayed at Saltline

Q12

Were there members of our team who provided exceptional customer service?

Keith was always friendly and enthusiastic. There was another great facilities gentleman who helped get the media files to play on the big screens in the hall during the event.

Q13

Please provide any suggestions you have for improving your experience with us.

The exhibitors and hall guests really liked having the signs up about the show around town. Made them feel welcomed. I really appreciated that. Please keep up giving out the signs, thank you!

Seaside Civic and Convention Center 2024 Survey

Q14

Please comment on your overall experience while visiting Seaside.

We enjoy having the show there. May exhibitors and guests comment on the excellent facility and fun atmosphere of Seaside.

Q15

Respondent skipped this question

How did you hear about us?

Q16

Respondent skipped this question

If you know of someone who might benefit from using our facility, please share their contact information. Our Director of Sales will contact them.