



CIVIC AND CONVENTION CENTER

**REGULAR MEETING – Agenda
April 13th, 2023 – 4 pm**

- | | | |
|--------------|--|--|
| I. | CALL TO ORDER | Term Expiration |
| | a. Roll Call | |
| | Erik Marston (Chair) | 10/25/24 |
| | Robert Fuller (Vice-Chair) | 10/25/25 |
| | Nancy McCune | 10/25/26 |
| | Shaun Wagner | 10/25/25 |
| | Linda Benjamin | 10/25/25 |
| | Robert Perkel | 10/25/24 |
| | Dana Phillips | 10/25/26 |
| II. | Consensus of Agenda / Additions | |
| | a. Motion to Approve | |
| III. | Minutes of March 9th 2023 | |
| | a. Motion to Approve | |
| IV. | Declaration of Potential Conflict of Interest | |
| V. | Guest Present | |
| VI. | Advertising / Marketing | - Joshua Heineman / Tina Eilers |
| | a. Motion To Approve | |
| VII. | Budget / Finance | - Jennifer Biamont / Brian J Owen |
| | a. Motion to Approve | |
| VIII. | Sales Director’s Report | - Tina Eilers |
| | a. Motion to Approve | |
| IX. | General Manager’s Report | - Brian J Owen |
| | a. Motion to Approve | |
| X. | Old Business | - |
| | a. Building Usage Policy | Task Force (Bob P & Nancy) |
| | b. Signage Policy | Task Force (Bob P & Nancy) |
| XI. | New Business | - Open to all |
| XII. | Correspondence | - Brian J Owen |
| XIII. | Adjournment | |



CIVIC AND CONVENTION CENTER

**SEASIDE CIVIC & CONVENTION CENTER COMMISSION
REGULAR MEETING
March 9th, 2023**

CALL TO ORDER:

The meeting was called to order at 4:00 p.m.

A. Roll Call:

• **Members Present:**

Robert Fuller

Nancy McCune

Erik Marston

Robert Perkel

Linda Benjamin

• **Members Absent:**

Shaun Wagner Dana Phillips

• **Staff Present:** Brian Owen, Tina Eilers, Jennifer Travis, Jennifer Biamont

B. Consensus of Agenda/Additions:

There were no changes or additions to the agenda. (Nancy/Robert F)

MINUTES OF THE LAST MEETING:

There were no changes to the February 9th, 2023, minutes. The minutes were approved as presented. (Nancy/Robert P)

DECLARATION OF POTENTIAL CONFLICT OF INTEREST:

- There were no conflicts of interest.

ACKNOWLEDGEMENT OF GUESTS PRESENT:

- The Commission acknowledged the presence of Steve Wright, the City of Seaside Mayor.

COMMITTEE REPORTS:

A. Advertising/Marketing:

- Tina started with information on an organization called the California Society of Association Executives. She shared that she is attending their meetings. Tina added that this group is rebuilding its Oregon Chapter. Tina said the purpose is to talk to professional meeting planners working with Associations. This Fall, they will be doing a digital publication, which is an online magazine, to highlight the Oregon region. She added that we have finalized being in that first Oregon Region digital publication, which will also hit California, giving us exposure in that state. She said that this is our first time in this publication with a banner ad. She said we also have a pop-up ad on their website that is contracted for a year.
- Tina stated that Google Analytics from our website reported that February had 4,451 users, a 51.6% jump from the previous year. This jump in users reflects the digital geofencing ad impact in January and February. Tina added that the geofencing ad statistic totals are in for January and February, and they delivered 131,784 impressions and had 1,650 users click through to our website while the user was at another venue in February. Tina added that during this time, two phone calls were taken as potential leads, explaining they were at a different venue and saw the ad pop up for Seaside. The geofencing ad is finished and will pick up again from mid-July to mid-August.
- Tina explained an update on our newly revamped brochure for the building. She added that we are aligning all our ad information with a consistent look. Tina said these brochures she hands out at trade shows or site tours. Mayor Steven Wright added the brochure would be a great thing to bring to a council meeting and hand out to all members. Nancy asked if we could add the brochure to a rack at the Carousel Mall and the Visitors Center. Tina said that we would look into that. She added that on the back of the brochure is a QR Code that will take you directly to our website.
- Tina shared that she went with Celeste to Blaine Washington for an M.P.I. Cascadia Educational Conference. Tina said she went as a supplier with a trade show table, and Celeste went for the educational training. Tina said we hosted a buyer sponsorship which means we sponsored a meeting planner to attend, and in part, Tina had twenty 8-minute direct meetings with sponsored meeting planners. Tina said she had at least 5 to 6 strong leads from these meetings and gave out swag bags full of goodies. Tina added that we sponsored an auction item at the Gala fundraiser, an overnight stay in Seaside wrapped up in a beautiful package. Tina said that part of our advertising concept now is "Meet, Stay, Explore," and we can represent that very well with the booth display and swag items. Brian added it is nice to have a refreshed, consistent-looking booth that represents the community and use of the building.
- Tina said she would attend a smaller conference with the Greater Oregon Society of Government meeting planners in a few weeks. She said that the attendees are meeting planners for Government Organizations. She added that her set up will be a little smaller booth display and they've asked her to be on a panel of meetings planners and suppliers. She said this is a great opportunity to highlight Seaside amongst these important people.

- Tina shared that Brian, and she will be attending the NW Event Show in Seattle with a booth to advertise our venue. She added that this is a very large 2-day trade show with several professionals in our industry. Brian added that they will work as a team to get the most out of this very large trade show. (Robert F/Nancy)

B. Budget/Finance:

- Jennifer B started with the status of finances through the end of February. She said all clients are within their window of time for accounts receivable.
- Jennifer B stated that she has reviewed some old, outdated procedures and forwarded draft updates to Brian for further review.
- Jennifer B shared that some updates have been done to one of the computers in the sound booth. This computer can now access our server and Scandrop files.
- Brian passed around a listing of our current expenditure lists and explained some of the expenses. Brian added that all the HR expenses are grouped together now. We are still working on getting a new financial system in place from the City. (Robert F/Nancy)

SALES DIRECTOR'S REPORT:

- Tina started with her activity; she had contact with 54 different organizations, and did 12 contracts and 9 addendums that were completed in the month of February. She added she attended 9 meetings and training and had one site tour.
- Tina shared that the 9 addendums were with COSA, which they dropped a day on several years ahead that they are already booked in, and in addition, this group signed contracts for 2031, 2032, and 2033. (Nancy/Robert P)

GENERAL MANAGER'S REPORT:

- Brian started by saying he is excited to work with such an outstanding crew. He said each crew member takes ownership of their work and ensures everything is safe, secure, and clean.
- Brian explained how our Operations staff has been productive around the building with maintenance. Brian added that we have two sets of doors that have been failing, and the operations crew have been educating themselves on how to manage the maintenance better so we can extend the life of these doors. He added that Tina and Celeste have been working hard on updating the sales tools. Jennifer B is working on updating our internal policies and procedures to make sure we are consistent. These are just some of the changes taking place to reach out further to do better. Brian said this ensures our systems are in place for our next generation of employees.
- Brian added that we will have our first all-staff meeting to review a couple of HR education pieces and discuss possible changes to our timekeeping system.
- Brian added that he has started a conversation with a challenging client. He said this client has brought up our signage and building usage policies to the forefront. This client has also camped in our loading zone, and Brian added that we are working on positively solving this matter. If this client cancels, that would allow us to do significant maintenance to the building.

- Brian shared that we had an economic impact on our business community with \$1.2 million, with 14 event usage days, and 1545 attendees in February. The next couple months are very busy and give us great opportunities to put heads in beds.
- The vent system has all the products, now we need to find the large block of time to install it.
- (Nancy/Robert F)

OLD BUSINESS:

NEW BUSINESS:

- Brian is hoping to add some updates to the website by doing some videos. He would like to interview the artists who participated in our Art project. He said he would like SCCC to be a stop at the community Art Walks.

CORRESPONDENCE:

The Commission reviewed the returned surveys.

ADJOURNMENT:

The meeting was adjourned at 4:44p.m.

2022-2023 ACCOUNTS RECEIVABLE

EVENT DATE	EVENT	INVOICE DATE	AMOUNT DUE	DATE PAID	AMOUNT PAID
1/6-8/23	Emerald Cat Club Cat Show 2023 Rental Deposit	5/11/20	\$500.00	5/11/20	\$500.00
2/26-3/1/23	OR Government Finance Officers 2023 Rental Deposit	9/22/20	\$1,000.00	9/22/20	\$1,000.00
9/19-21/22	OJDDA Annual Conference 2022 Rental Deposit	1/15/21	\$1,500.00	1/26/21	\$1,500.00
05/04-05/07/2023	Get Out The Float	6/7/21	\$1,000.00	6/11/21	\$1,000.00
7/18/22- 8/2/22	Gem Bead & Mineral Show 2022	9/29/21	\$2,400.00	9/29/21	\$2,400.00
11/16/22-11/17/22	PEO Holiday Boutique	11/29/22	\$150.00	11/29/21	\$150.00
10/3/22-10/5-22	Oregon Realtors Fall Conference 2022	12/1/21	\$2,000.00	12/27/21	\$2,000.00
8/14/22	Willman Wedding	7/1/22	\$400.00	7/14/22	\$400.00
7/10/22-7/17/22	Spotlight Dance Cup	7/19/22	\$5,212.50	7/22/22	\$5,212.50
8/20/22	Neah Kah Nie Class Reunion	7/13/22	\$400.00	7/25/22	\$400.00
7/10/22-7/17/22	Spotlight Dance Cup	7/29/22	\$350.00		
12/17/22	O'Brien Holiday Party	8/8/22	\$400.00	8/8/22	\$400.00
3/15/24-3/17/24	Seaside Jazz & Blues Festival 2024	8/8/22	\$600.00	8/8/22	\$600.00
7/1/23	Pacific Northwest Custom Invitational 2023	8/17/22	\$550.00	8/17/22	\$550.00
8/15/22-8/16/22	NW Regional ESD Threat Training	8/17/22	\$3,256.72	10/5/22	\$3,256.72
8/16/22-8/19/22	ODAA Summer Conference	8/22/22	\$51,641.76	9/7/22	\$51,641.76
8/22/22-8/25/22	OAWU Summer Classic	8/29/22	\$23,167.34	9/14/22	\$23,167.34
8/12/24-8/15/24	OACC Summer Conference 2024	8/26/22	\$2,000.00	8/29/22	\$2,000.00
10/3/22-10/6/22	OR Realtors Fall Conference	8/18/22	\$2,000.00	8/29/22	\$2,000.00
8/29/22-8/31/22	Head Start Pre-Service Conference	9/7/22	\$14,817.70	9/29/22	\$14,817.70
10/27/22-10/30/22	Get Out The Float balance deposit	9/13/22	\$1,500.00	9/22/22	\$1,500.00
4/22/24-4/24/24	Gain Higher Ed Conference deposit	9/7/22	\$1,500.00	9/19/22	\$1,500.00
9/9/22-9/11/22	OSPA Fall CME 2022 Pac University hosted reception	9/14/22	\$680.86	10/4/22	\$680.86
9/9/22-9/11/22	OSPA Fall CME 2022	9/14/22	\$18,002.39	9/26/22	\$18,002.39
11/18/22-11/20/22	Word of Life Family Conference 2022 Dep/F&B	9/14/22	\$4,983.62	10/25/22	\$4,983.62
9/5/22-9/8/22	Ocean Connect 2022	9/12/22	\$40,844.29	10/24/22	\$40,844.29
9/12/22-9/15/22	OR Homicide Investigators Conference 2022	9/19/22	\$33,908.56	10/5/22	\$33,908.56
10/3/22-10/5/22	Oregon Realtors Fall Conference F&B+Deposit #2 2022	9/20/22	\$41,842.80	9/29/22	\$41,842.80
9/17/22	Seaside Rotary Auction 2022	9/23/22	\$6,888.05	10/4/22	\$6,888.05
9/18/22	Wildlife Center Founders Dinner 2022	9/23/22	\$5,133.28	11/7/22	\$5,133.28
9/19/22-9/21/22	OJDDA Annual Conference 2022	9/23/22	\$48,964.98	9/29/22	\$48,964.98
9/23/22-9/25/22	It's A She Thang 2022	9/29/22	\$16,604.04	10/17/22	\$16,604.04
9/23/22-9/25/22	It's A She Thang Committee Dinner 2022	9/29/22	\$949.90	10/31/22	\$949.90
9/26/22-10/2/22	ACBL Regional Bridge Tournament 2022	10/3/22	\$10,625.70	10/17/22	\$10,625.70
10/3/22-10/6/22	Oregon Realtors Fall Convention 2022	10/11/22	\$6,160.58	10/28/22	\$6,160.58
10/7/22-10/9/22	ASAN Annual Conference 2022	10/13/22	\$14,707.37	10/17/22	\$14,707.37
10/11/22	Seaside Kids Pancake Feed 2022	10/12/22	\$150.00	11/7/22	\$150.00
12/6/22	North Coast Housing Summit 2022	10/17/22	\$200.00	10/17/22	\$200.00
10/12/22-10/15/22	West Coast Womens Conference 2022	10/18/22	\$23,349.63	10/25/22	\$23,349.63

2022-2023 ACCOUNTS RECEIVABLE

10/16/22-10/18/22	Northwest Rental Conference Association 2022	10/24/22	\$26,378.86	10/28/22	\$26,378.86
10/19/22-10/21/22	NOW District Lutheran Educators Conference 2022	10/24/22	\$10,334.06	11/7/22	\$10,334.06
10/21/22-10/22/22	Seaside Sashay 2022	10/24/22	\$1,625.00	10/28/22	\$1,625.00
12/17/22	O'Brien Holiday Party	10/27/22	\$16,011.40	10/31/22	\$16,011.40
11/9/22	OAR Forms Class 2022	10/26/22	\$300.00	10/28/22	\$300.00
10/27/22-10/30/22	Get Out The Float Oct 2022	10/31/22	\$131.72	11/8/22	\$131.72
11/2/22	Stand Down 2022	11/8/22	\$400.00	11/14/22	\$400.00
11/4/22	O2WA Conference 2022	11/8/22	\$2,806.04	11/21/22	\$2,806.04
11/5/22-11/7/22	OASC Fall Conference 2022	11/8/22	\$20,117.70	11/16/22	\$20,117.70
11/8/22	Iron Chef Goes Coastal 2022	11/10/22	\$1,450.00	11/21/22	\$1,450.00
12/12/22	Jacobs Radio Traffic Diverson 2022	11/10/22	\$100.00	11/10/22	\$100.00
11/15/22-11/17/22	Dept of Forestry Public Meeting 2022	11/17/22	\$6,660.92	11/30/22	\$6,660.92
11/16/22-11/17/22	PEO Holiday Boutique 2022	11/17/22	\$216.25	11/21/22	\$216.25
12/11/22	Celebration of Life Tory O'Donnell	11/22/22	\$500.00	11/22/22	\$500.00
11/18/22-11/20/22	Word of Life Family Conference 2022 Final	11/23/22	\$5,568.38	12/9/22	\$5,568.38
11/28/22	Life Line Screening March 2023	11/28/22	\$200.00	11/28/22	\$200.00
11/28/22	Seaside Artisan Fair 2022	11/28/22	\$2,103.75	12/21/22	\$2,103.75
12/11/22	Celebration of Life Tory O'Donnell Anticipated F&B	11/28/22	\$7,227.50	12/2/22	\$7,227.50
12/3/22	Festival of Trees 2022	12/6/22	\$23,641.35	1/10/23	\$23,641.35
12/6/22	North Coast Housing Summit 2022	12/7/22	\$6,445.12	1/4/23	\$6,445.12
5/6/22-5/7/22	Pouring at the Coast	12/13/22	\$562.50	12/22/22	\$562.50
4/19/23-4/20/23	Ferguson Waterworks Expo 2023	12/13/22	\$2,000.00	1/20/23	\$2,000.00
9/8/22	SHS Class of 73 Reunion Deposit	1/3/23	\$300.00	1/3/23	\$300.00
12/30/22-1/1/23	Almost New Years Roundup	1/3/23	\$16,517.71	1/20/23	\$16,517.71
1/6/23-1/8/23	Cat Club Cat Show 2023	1/9/23	\$1,800.00	1/20/23	\$1,800.00
11/9/2023-11-11-23	Oregon EMS Conference 2023 Deposit	1/3/23	\$1,500.00	11/13/23	\$1,500.00
1/11/23-1/13/23	Executive Leadership Conference 2023	1/18/23	\$25,535.40	1/30/23	\$25,535.40
1/11/23	Executive Leadership OEDI Reception 2023	1/18/23	\$7,072.92	1/30/23	\$7,072.92
1/17/23	Clatsop Assoc Realtors Strategic Planning Mtg	1/23/23	\$294.70	3/7/23	\$294.70
1/19/23-1/21/23	Word of Grace Couples Retreat 2023	1/25/23	\$3,807.74	1/30/23	\$3,807.74
1/24/23	City of Seaside Staff Lunch	1/26/23	\$2,985.40		
1/25/23-1/28/23	OR Association of Comprehensive Education	1/30/23	\$26,444.28	3/2/23	\$26,444.28
10/23/23-10/25/23	OMN Intermission 2023 Rental Deposit	1/31/23	\$1,500.00	2/14/23	\$1,500.00
1/31/23	Project Homeless Connect	2/6/23	\$400.00	2/14/23	\$400.00
2/9/23	Seaside Chamber Auction and Awards	2/13/23	\$5,181.00	3/10/23	\$5,181.00
2/17/23-2/19/23	Collectors West Gun & Knife Show 2023	2/21/23	\$2,370.00	3/2/23	\$2,370.00
2/24/23-2/25/23	Miss Clatsop County Program 2023	2/27/23	\$800.00	3/15/23	\$800.00
2/21/23-2/23/23	Oregon Vegetation Management Conference 2023	2/28/23	\$19,185.70	3/23/23	\$19,185.70
2/26/23-3/1/23	OR Government Finance Officers 2023	3/3/23	\$62,624.90		
3/2/23-3/4/23	Oregon Festival and Events 2023	3/8/23	\$22,505.20		

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	
May	\$ 3,903,943.00	\$ -	\$ 913,027.00	\$ 1,147,357.00	
June	\$ 5,352,622.00	\$ 26,794.00	\$ 1,016,477.00	\$ 3,122,194.00	
July	\$ 1,681,435.00	\$ 18,693.00	\$ 2,045,482.00	\$ 1,477,138.00	
August	\$ 1,252,004.00	\$ 808,559.00	\$ 454,033.00	\$ 1,046,153.00	
September	\$ 1,907,811.00	\$ 45,549.00	\$ 289,978.00	\$ 1,563,725.00	
October	\$ 3,247,581.00	\$ 826,635.00	\$ 895,917.00	\$ 1,534,170.00	
November	\$ 5,220,893.00	\$ 206,180.00	\$ 2,228,910.00	\$ 2,336,097.00	
December	\$ 938,458.00	\$ 302,650.00	\$ 593,261.00	\$ 1,064,681.00	
TOTAL	\$ 29,008,333.00	\$ 5,318,104.00	\$ 10,004,911.00	\$ 22,488,383.00	
Annual Facility Usage	213	96	168	244	247
Room Tax Revenue					
Jan-Mar	\$ 843,846.00	\$ 827,427.00	\$ 1,203,048.00	\$ 1,315,348.00	
April-June	\$ 1,387,666.00	\$ 682,356.00	\$ 2,044,128.00	\$ 1,795,715.00	
July-Sept	\$ 2,146,082.00	\$ 2,222,882.00	\$ 2,756,221.00	\$ 2,836,867.00	
Oct-Dec	\$ 907,746.00	\$ 1,098,752.00	\$ 1,099,439.00		
TOTAL	\$ 5,285,340.00	\$ 4,831,417.00	\$ 7,102,836.00	\$ 5,947,930.00	

Note: On July 1, 2017 a 2% increase in transient lodging tax went into effect to fund the SCCC Expansion/Renovation Project.

Note: April - June Room Tax Revenue is not official as of 9-2-22

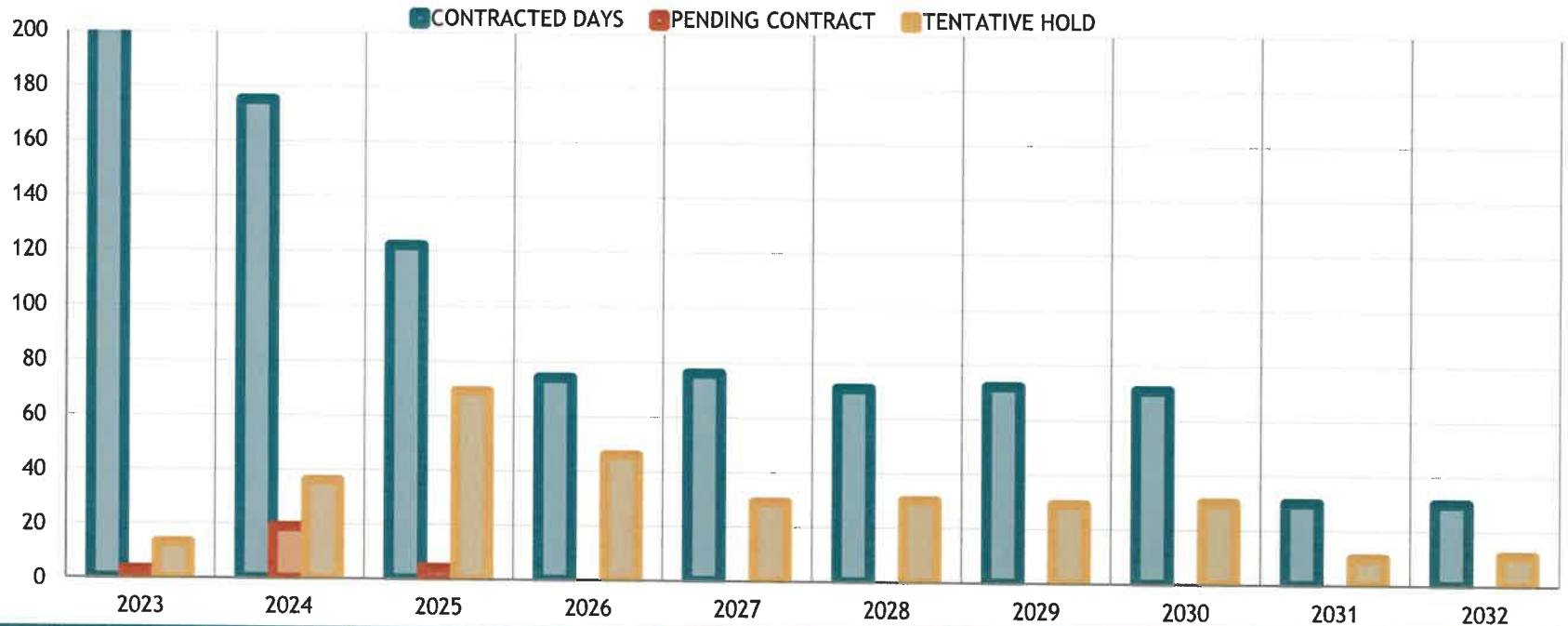
Seaside Civic & Convention Center

Monthly Event Report – March 2023

#	Event	Event Days	Attendees
1	The Conference for Festivals & Events	3	120
1	CVNW Annual Enrichment Conference	3	330
3	Clatsop Association of Realtors Meeting	1	60
1	APWA Street Maintenance & Collection	4	174
1	Oregon Ghost Conference	3	350
1	OSRC Respiratory Care Conference	3	200
1	Spotlight Dance Cup	3	700
3	Life Line Screening	1	30
3	North Coast Housing Development Forum	1	60
Totals: 9 Events		22	2024

	Key	Total Events	Attendees
1	Conference/Convention	6	1,874
2	Trade Show	0	0
3	Civic Event	3	150
4	Fundraiser	0	0
5	State of Oregon	0	0
Totals		9	2,024

SEASIDE CIVIC & CONVENTION CENTER BOOKING INFORMATION 2023-2032



Data Details	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
CONTRACTED DAYS	247	175	122	74	76	71	72	71	30	30
PENDING CONTRACT	3	19	4	0	0	0	0	0	0	0
TENTATIVE HOLD	13	36	69	46	29	30	29	30	10	11

Seaside Civic & Convention Center Sales Report March 2023

Number of Contacts: 44
 Contracts Received: 13
 Addendums Received: 2
 Meetings & Trainings: 10
 Site Tours of SCCC: 2

 Cancelled Contracts: 0

Priority	New	Return	#Attendees	Dates
1		x	300-500	6/15-21/2026
1		x	300-500	6/15-20/2027
1		x	300-500	6/19-25/2028
1		x	300-500	6/18-24/2029
1		x	300-500	6/17-23/2030
1		x	250	5/20-22/2024
1		x	300	5/17-19/2024
1	x		850	2/18-19/2024
2		x	225	2/17-19/2026
3		x	100	4/3-6/2023
3		x	150	2/27-3/1/2025
3		x	150	2/26-3/1/2025
4		x	120	4/6/2023
4		x	60-80	3/13/2023
4		x	100-150	6/26/2023

General Managers Report

April 13th, 2023

In April, we are scheduled to hold Twenty-Two (22) event/usage days which includes: **eight (8) conferences, two (2) Civic Events, and one (1) State of Oregon.**

Upcoming in March, we have in March;

3/31 – 4/2	ACBL Sectional Tournament
3rd – 6th	Oregon Funeral Directors Association
6th	Calm in The Midst of Chaos
6th	CEDR Awards
12th – 16th	North Coast Roundup
17th – 18th	Assn of Christian Schools
19th – 20th	Ferguson Waterworks Utility
21st – 22nd	OSCF State Championship
24th – 26th	Local Government Conference
27th – 29th	Oregon State Elks
29th – 1st (May)	OASC Spring Conference

Brian's two cents:

At the Northwest Event Show in Seattle, Washington, last month, I had the pleasure of working alongside our director of sales, Tina. Tina's use of the tools our crew designed to elevate the engagement experience at our vendor booth shows me we are on the right track.

At this same event, we found two new potential vendors, one for sound and video products and one for event management. This is our second year attending and will not be our last. Fantastic exposure in a marketplace we can grow.

April and May are two very productive months, and our team is set and ready. Celeste is working closely with our operations team and Oregon Fine Foods to ensure each event has the best experience possible.

Economic Impact:

In March, we produced nine (9) events and twenty-two (22) usage days with 2024 attendees, providing an economic impact of **\$2,025,227** to our Seaside business community.



2023 BOOKING CALENDAR

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
▶ 1	2	3	4	5	6	7	▶			1	2	3	4	▶			1	2	3	4
▶ 8	9	10	11	12	13	14	▶ 5	6	7	8	9	10	11	▶ 5	6	7	8	9	10	11
▶ 15	16	17	18	19	20	21	▶ 12	13	14	15	16	17	18	▶ 12	13	14	15	16	17	18
▶ 22	23	24	25	26	27	28	▶ 19	20	21	22	23	24	25	▶ 19	20	21	22	23	24	25
▶ 29	30	31	▶ 26	27	28	▶ 26	27	28	29	30	31									

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
▶						1	▶	1	2	3	4	5	6	▶				1	2	3
▶ 2	3	4	5	6	7	8	▶ 7	8	9	10	11	12	13	▶ 4	5	6	7	8	9	10
▶ 9	10	11	12	13	14	15	▶ 14	15	16	17	18	19	20	▶ 11	12	13	14	15	16	17
▶ 16	17	18	19	20	21	22	▶ 21	22	23	24	25	26	27	▶ 18	19	20	21	22	23	24
▶ 23	24	25	26	27	28	29	▶ 28	29	30	31	▶ 25	26	27	28	29	30				
▶ 30																				

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
▶						1	▶		1	2	3	4	5	▶					1	2
▶ style="background-color: green;">2	3	4	5	6	7	8	▶ 6	7	8	9	10	11	12	▶ 3	4	5	6	7	8	9
▶ style="background-color: green;">9	10	11	12	13	14	15	▶ 13	14	15	16	17	18	19	▶ 10	11	12	13	14	15	16
▶ 16	17	18	19	20	21	22	▶ 20	21	22	23	24	25	26	▶ 17	18	19	20	21	22	23
▶ 23	24	25	26	27	28	29	▶ 27	28	29	30	31	▶ 24	25	26	27	28	29	30		
▶ 30	31																			

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
▶ 1	2	3	4	5	6	7	▶			1	2	3	4	▶					1	2
▶ 8	9	10	11	12	13	14	▶ 5	6	7	8	9	10	11	▶ 3	4	5	6	7	8	9
▶ 15	16	17	18	19	20	21	▶ style="background-color: green;">12	13	14	15	16	17	18	▶ style="background-color: green;">10	11	12	13	14	15	16
▶ 22	23	24	25	26	27	28	▶ 19	20	21	22	23	24	25	▶ 17	18	19	20	21	22	23
▶ 29	30	31	▶ 26	27	28	29	30	▶ 24	25	26	27	28	29	30						
													▶ 31							

YELLOW = CONTRACTED DAYS - 247 days

Updated 3/31/2023

RED = CONTRACT PENDING- 3 days

GREEN = TENTATIVE HOLD - 13 days

GREY = FACILITY MAINTENANCE - 0 days



2024 BOOKING CALENDAR

January							February							March									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
▶		1	2	3	4	5	6	▶				1	2	3	▶					1	2		
▶	7	8	9	10	11	12	13	▶	4	5	6	7	8	9	10	▶	3	4	5	6	7	8	9
▶	14	15	16	17	18	19	20	▶	11	12	13	14	15	16	17	▶	10	11	12	13	14	15	16
▶	21	22	23	24	25	26	27	▶	18	19	20	21	22	23	24	▶	17	18	19	20	21	22	23
▶	28	29	30	31				▶	25	26	27	28	29			▶	24	25	26	27	28	29	30
																▶	31						

April							May							June									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
▶		1	2	3	4	5	6	▶			1	2	3	4	▶						1		
▶	7	8	9	10	11	12	13	▶	5	6	7	8	9	10	11	▶	2	3	4	5	6	7	8
▶	14	15	16	17	18	19	20	▶	12	13	14	15	16	17	18	▶	9	10	11	12	13	14	15
▶	21	22	23	24	25	26	27	▶	19	20	21	22	23	24	25	▶	16	17	18	19	20	21	22
▶	28	29	30					▶	26	27	28	29	30	31		▶	23	24	25	26	27	28	29
																▶	30						

July							August							September									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
▶		1	2	3	4	5	6	▶				1	2	3	▶	1	2	3	4	5	6	7	
▶	7	8	9	10	11	12	13	▶	4	5	6	7	8	9	10	▶	8	9	10	11	12	13	14
▶	14	15	16	17	18	19	20	▶	11	12	13	14	15	16	17	▶	15	16	17	18	19	20	21
▶	21	22	23	24	25	26	27	▶	18	19	20	21	22	23	24	▶	22	23	24	25	26	27	28
▶	28	29	30	31				▶	25	26	27	28	29	30	31	▶	29	30					

October							November							December									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
▶			1	2	3	4	5	▶					1	2	▶	1	2	3	4	5	6	7	
▶	6	7	8	9	10	11	12	▶	3	4	5	6	7	8	9	▶	8	9	10	11	12	13	14
▶	13	14	15	16	17	18	19	▶	10	11	12	13	14	15	16	▶	15	16	17	18	19	20	21
▶	20	21	22	23	24	25	26	▶	17	18	19	20	21	22	23	▶	22	23	24	25	26	27	28
▶	27	28	29	30	31			▶	24	25	26	27	28	29	30	▶	29	30	31				

YELLOW = CONTRACTED DAYS - 175 days

Updated 3/31/23

RED = CONTRACT PENDING - 19 days

GREEN = TENTATIVE HOLD - 36 days

GREY = FACILITY MAINTENANCE - 15 days

#7

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, March 10, 2023 2:51:01 PM
Last Modified: Friday, March 10, 2023 3:00:23 PM
Time Spent: 00:09:21
IP Address: 76.14.238.158

Page 1: Seaside Civic and Convention Center Evaluation Survey

Q1

Please tell us about your event.

Name of Event	CVNW Enrichment Conference
Name of Evaluator	Dave Bertz
Email Address	dave@churchventurenw.com
Number of Attendees	330
Date(s)	March 6 to 8, 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

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 2023

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	Good
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 2023

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	Good
Other (please specify):	Had a little trouble connecting to Wi-Fi in the lobby outside of Necanicum East

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	Good
Courtesy	Outstanding

Seaside Civic and Convention Center 2023

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	Outstanding
Presentation/Creativity	Outstanding
Properly Staffed	Good
Flexibility of Staff	Outstanding
Courtesy of Staff	Outstanding
Other (please specify):	We would have like coffee on the tables for the Wednesday night dinner rather than "on request". It was hard to request as there seemed to be a short server staff.

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	Good
Cleanliness	Outstanding
Guest Room Appearance	Outstanding
Courtesy of Front Desk Staff	Outstanding
Parking	Outstanding
Amenities	Good

Q12

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

We enjoy so much working with the whole team there. Always a pleasure to see you each year.

Q13

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

See coffee note under foodservice.

Seaside Civic and Convention Center 2023

Q14

Please comment on your overall experience while visiting Seaside.

We had a great time!!

Q15

Repeat Customer

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.

#8

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 20, 2023 10:02:04 AM
Last Modified: Monday, March 20, 2023 10:39:43 AM
Time Spent: 00:37:39
IP Address: 97.120.104.254

Page 1: Seaside Civic and Convention Center Evaluation Survey

Q1

Please tell us about your event.

Name of Event	APWA Street Maintenance & Collection Systems
Name of Evaluator	Maggie Vohs
Email Address	cameomag@gmail.com
Number of Attendees	174
Date(s)	March 14-17, 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

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 2023

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

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

Seaside Civic and Convention Center 2023

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

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

Seaside Civic and Convention Center 2023

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

Q12

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

Celeste is always the best, willing to assist with anything.

Q13

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

I don't even know of improvements you could make.

Q14

Please comment on your overall experience while visiting Seaside.

Our group and I love Seaside. Since the SCCC remodel there is just nothing you haven't covered to make planners and groups feel heard and assisted.

Q15

Repeat Customer

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.

#9

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, March 21, 2023 9:35:28 AM
Last Modified: Tuesday, March 21, 2023 9:42:13 AM
Time Spent: 00:06:44
IP Address: 71.222.46.24

Page 1: Seaside Civic and Convention Center Evaluation Survey

Q1

Please tell us about your event.

Name of Event	Spotlight Events
Name of Evaluator	Erika Tomlinson
Email Address	Erika@spotlightevents.com
Number of Attendees	500 dancers + parents & guests
Date(s)	3/17-3/19

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 2023

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
Other (please specify):	So friendly & always checking in to be sure we were set with everything we needed!

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	Good
Other (please specify):	The ladies restroom got a little messy/under stocked during our busiest section, but was taken care of & looking nice again later that night.

Seaside Civic and Convention Center 2023

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	Good
WIFI Experience	Outstanding
Other (please specify):	It was just a bit difficult to get ahold of the lighting company early on Saturday morning to get the stage lights up & running.

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	N/A
Communication Skills	N/A
Timely Response	N/A
Menu Creativity	N/A
Courtesy	N/A
Other (please specify):	Was very kind to check in about closing times & making sure everyone was taken care of regarding our parents & dancers!

Seaside Civic and Convention Center 2023

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	N/A
Responsive to Needs	N/A
Presentation/Creativity	N/A
Properly Staffed	N/A
Flexibility of Staff	N/A
Courtesy of Staff	N/A

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):	Holiday Inn

Q12

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

Keith & his team on Friday night were excellent at being helpful & also staying out of our way so we could get our set up done before they finished their final touches! That goes a long way! Thank you!

Q13

Respondent skipped this question

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

Q14

Please comment on your overall experience while visiting Seaside.

Lovely as always! Thank you for another great event!

#10

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, March 22, 2023 1:29:06 PM
Last Modified: Wednesday, March 22, 2023 1:32:18 PM
Time Spent: 00:03:12
IP Address: 170.97.167.69

Page 1: Seaside Civic and Convention Center Evaluation Survey

Q1

Please tell us about your event.

Name of Event	North Coast Housing Development Forum
Name of Evaluator	Tara Sullivan
Email Address	tara.r.sullivan@hud.gov
Number of Attendees	60
Date(s)	3/13/2023

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

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

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
Other (please specify):	The room was a little warm.

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	Good
Overall Cleanliness	Outstanding
Equipment Set-Up	Outstanding
Equipment Condition	Outstanding
Restrooms/Cleanliness	Outstanding
Other (please specify):	The room was a little warm.

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

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

Q10

Respondent skipped this question

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.

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

Q12

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

I believe the IT guy was named Kent, he did a great job helping with set up.

Q13

Respondent skipped this question

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

Q14

Please comment on your overall experience while visiting Seaside.

Seaside is lovely and the people there are very kind.

Q15

Referral

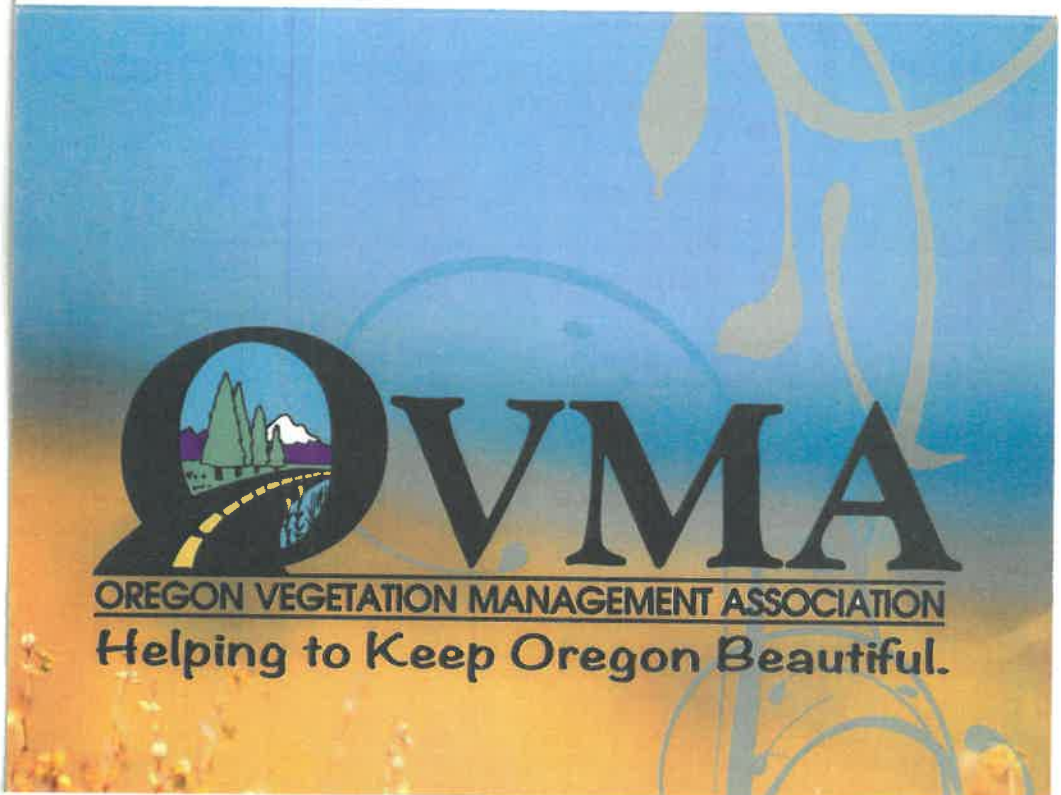
How did you hear about us?

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.

ovmainfo@gmail.com • www.OVMA.net



Thank You all.

-Shannon
+Kathy