



CIVIC AND CONVENTION CENTER

**REGULAR MEETING – Agenda  
August 17th, 2023 – 4 pm**

- | <b>I. CALL TO ORDER</b>                                  | <b>Term Expiration</b>                   |
|----------------------------------------------------------|------------------------------------------|
| <b>a. Roll Call</b>                                      |                                          |
| 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                                 |
| <b>II. Consensus of Agenda / Additions</b>               |                                          |
| <b>a. Motion to Approve</b>                              |                                          |
| <b>III. Minutes from July 2023</b>                       |                                          |
| <b>a. Motion to Approve</b>                              |                                          |
| <b>IV. Declaration of Potential Conflict of Interest</b> |                                          |
| <b>V. Guest Present</b>                                  |                                          |
| <b>VI. Advertising / Marketing</b>                       | <b>- Joshua Heineman / Tina Eilers</b>   |
| <b>a. Motion To Approve</b>                              |                                          |
| <b>VII. Budget / Finance</b>                             | <b>- Jennifer Biamont / Brian J Owen</b> |
| <b>a. Motion to Approve</b>                              |                                          |
| <b>VIII. Sales Director's Report</b>                     | <b>- Tina Eilers</b>                     |
| <b>a. Motion to Approve</b>                              |                                          |
| <b>IX. General Manager's Report</b>                      | <b>- Brian J Owen</b>                    |
| <b>a. Motion to Approve</b>                              |                                          |
| <b>X. Old Business</b>                                   |                                          |
| <b>XI. New Business</b>                                  | <b>- Open to all</b>                     |
| <b>XII. Correspondence</b>                               | <b>- Brian J Owen</b>                    |
| <b>XIII. Adjournment</b>                                 |                                          |



**CIVIC AND CONVENTION CENTER**

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**SEASIDE CIVIC & CONVENTION CENTER COMMISSION  
REGULAR MEETING  
July 13<sup>th</sup>, 2023**

**CALL TO ORDER:**

The meeting was called to order at 4:02 p.m.

**A. Roll Call:**

• **Members Present:**

Robert Perkel

Erik Marston

Dana Phillips

Linda Benjamin

Shaun Wagner

Nancy McCune

Robert Fuller

• **Members Absent:**

None

**B. Consensus of Agenda/Additions:**

There were no additions to the agenda. A motion to amend the agenda changing the month of April to June listed for the minutes. (Shaun/Nancy)

**MINUTES OF LAST MEETING:**

There were no changes to the June 22<sup>nd</sup>, 2023, minutes. The minutes were approved as presented. (Nancy/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 by talking about the ITS Geo-fencing Campaign scheduled to start again, July 15 to August 15, targeting competitors mostly in the Oregon area, and a few in the Washington area.
- Joshua shared an update on the monthly MPI box ad and the retargeting ad impressions & click throughs. He stated we have renewed the MPI annual contract and will be using our new style animated .gif ads.

- Joshua talked about Web stats for June. He shared the activity details of users on our website. He stated year-to-date website activity is up 42% over the previous year.
- Joshua highlighted information on the print ad for CAL-SAE Fall Executive August publication and the website banners. Tina added that CAL-SAE represents Association Management in the California and Oregon regions. (Nancy/Dana)

#### **B. Budget/Finance:**

- Jennifer B started with the status of the accounts receivable report through the end of June. She said we have received various payments and we are updated for the end of the fiscal year with the city.
- Brian shared our current expenditure lists through June 1<sup>st</sup> and explained some of the expenses. He added we are still working on getting a new financial report generated from the City, but he is confident in our existing document. Shaun & Dana expressed concern that we still haven't had an official financial report from the City. (Robert F. & Robert P. approved, Shaun rejected)

#### **SALES DIRECTOR'S REPORT:**

- Tina shared her activity for the month of June with contacts, contracts, meetings, trainings, addendums, and site tours.
- Tina highlighted her site tour with a lady from Cannon Beach that wants to host a makers and crafters event for a weekend in January.
- Tina talked about the Oregon Office of Vocational Rehab, a new large group that is booked this Fall. She said they did a site tour to look at our ADA accessibility and take measurements.
- Tina added that we have a new contract with the Oregon Dept of Justice Organized Crime Conference, SHS Class of 63 Reunion and with a wedding trade show.
- Dana asked that we add the Calendar of events back into the packet. (Nancy/Dana)

#### **GENERAL MANAGER'S REPORT:**

- Brian started by talking about our activity in July.
- Brian stated that the Economic Impact for June was over 3.4 million.
- Brian shared that we have attracted some local groups for one day events. For example, Clatsop Association of Realtors hosts classes and helps fill our days that are not booked.
- Brian added that we will hosts the South Korean Council with the city of Seaside and have a cultural performance with a reception at the end of July.
- Brian highlighted that he has been on the job for a year now and has settled in with the team and we have worked together very well. He said he has enjoyed getting familiar with all the reoccurring groups. Brian added that we are getting back to pre-pandemic attendee numbers and the activities of utilizing a hybrid event.
- Brian stated that August will continue to be a down time for events, so we will utilize this time to do annual building maintenance.
- Brian added that he met with Pam Flemming, our landscaper, regarding options surrounding the building to prevent fires. He said we have had to call the fire department three times in the last month.

- Brian talked about the HVAC project and how we need to prepare the roof for the unit with a large crane that will need to be used for a couple days. He said this roof repair work and HVAC replacement is a multiple phase project.
- Brian asked that we move the August meeting to the 17<sup>th</sup>. (Nancy/Dana)

**OLD BUSINESS:**

**NEW BUSINESS:**

- Brian explained that our fire protection sprinkler annual review with Johnson Controls. Brian added that the system needs some work to be done.

**CORRESPONDENCE:**

The Commission reviewed the returned surveys.

**ADJOURNMENT:**

The meeting was adjourned at 4:42p.m.



# Seaside Civic & Convention Center

## Sales Report July 2023

Number of Contacts: 36  
 Contracts Received: 16  
 Addendums Received: 1  
 Meetings & Trainings: 4  
 Site Tours of SCCC: 1

Cancelled Contracts: 2 June 3-7, 2025, OR Grand Lodge of A.F. & A.M. 2025 Annual Communication  
 September 1-4, 2023, Pouring At The Coast

Priority	New	Return	Attendees	Dates	Event
1		x	500	5/1-4/2029	OR ACTE Conference 2029
1		x	600	2/4-8/2026	SDAO Annual Conference 2026
1		x	400	3/10-12/2031	CVNW Annual Enrichment Conference 2031
1		x	400	3/8-10/2032	CVNW Annual Enrichment Conference 2032
1		x	400	3/7-9/2033	CVNW Annual Enrichment Conference 2033
1		x	1,200-1,500	4/2-6/2031	North Coast Roundup 2031
1		x	1,200-1,500	4/7-11/2032	North Coast Roundup 2032
1		x	1,200-1,500	4/6-10/2033	North Coast Roundup 2033
1		x	600	9/26-28/2031	It's A She Thang 2031
1		x	600	9/24-26/2032	It's A She Thang 2032
1		x	600	9/23-25/2033	It's A She Thang 2033
1		x	700	6/18-22/2024	Addendum COSA Seaside Conference 2024 Adding June 22, 2024 To Rental For Total Rental Of June 18-22, 2024
3		x	170	4/6-8/2025	Association of Christian Schools International 2025
4	x		700	6/6-8, 2024	The Brittany Newton-Miller Foundation Coast Spotlight: Talent Show Fundraiser 2024
4		x	90	8/26-28/2024	Head Start/Early Head Start Pre-Service 2024
4	x		230	2/1/2025	Englund Marine 80th Anniversary Celebration 2025
4		x	30-50	9/2/2023	Necanicum Watershed Council Chinook Co-Stewardship Community Celebration

# General Managers Report

## August 2023

In July, we are scheduled to hold nineteen days (19) event/usage days which include:  
**Three (3) conferences and Three (3) Civic Events.**

**Economic Impact:** \$3,217,944.00 to our Seaside business community.

### Upcoming in September, we have;

<del>Sept 2<sup>nd</sup></del>	<del>Chinook Co-Stewardship Community Celebration</del>
Moved to Oct 21st	
Sept 6-8 <sup>th</sup>	Head Start/ Early Head Start Pre-Service
Sept 9 <sup>th</sup>	SHS Class of 73 Reunion
Sept 10 <sup>th</sup>	SHS Class of 63 Reunion
Sept 11-13 <sup>th</sup>	United Steel Workers Sub-District 3 Training
Sept 14-17 <sup>th</sup>	Oregon Society of Physician Assistants
Sept 18-21 <sup>st</sup>	Pacific Coast Shellfish Grower's Association
Sept 22-24 <sup>th</sup>	It's a She Thang
Sept 25-28 <sup>th</sup>	VR In-Service Conference
Sept 29-Oct 1 <sup>st</sup>	American Society of Allergy Nurses

### Brian's two cents:

The team has been very productive over the last month plus. After creating marvelous experiences for our clients in July, the team started on deep cleaning and light maintenance projects.

July offered our team some logistical challenging, turnovers, and maintaining our cleanliness standard. Going from over 1500 teenagers and their families for Spotlight Dance Cup right into the Miss Oregon Scholarship Program is no small feat. Our team pulled everything off without a glitch. I continue to be amazed at how our team is always one step ahead of me and our client's needs.

I attended IAVM Venue Connect in Pittsburg the first week of August and was able to connect with some resources outside of our local region and vendor relationships. I was taking full advantage of venue tours and establishing relationships with key personnel at all types of venues nationwide. One relationship I'm excited about is a gentleman from Raleigh Convention Center, Brian Clark. Mr. Clark has successfully led his team through a few internal changes, from adding new locations to their workload to adding a new software system to manage the day-to-day operations.

Yesterday P&L Johnson and Inland Electric installed a new makeup air handling system for the kitchen. This is the first of a few HVAC projects, and everything went smoothly.

## 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	
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	
<b>TOTAL</b>	<b>\$ 29,008,333.00</b>	<b>\$ 5,318,104.00</b>	<b>\$ 10,004,911.00</b>	<b>\$ 22,488,383.00</b>	<b>\$ 16,818,023.00</b>
<b>Annual Facility Usage</b>	<b>213</b>	<b>96</b>	<b>168</b>	<b>257</b>	
<b>Room Tax Revenue</b>					
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	
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	\$ 1,198,695.00	
<b>TOTAL</b>	<b>\$ 5,285,340.00</b>	<b>\$ 4,831,417.00</b>	<b>\$ 7,102,836.00</b>	<b>\$ 7,146,625.00</b>	<b>\$ 941,655.00</b>

**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 – July 2023

#	Event	Event Days	Attendees
1	Spotlight Dance Cup	8	1500
1	Miss Oregon Scholarship Pageant	7	900
1	Pacific Northwest Custom Invitational	1	600
3	South Korean Council & Cultural Performance	1	50
3	CAR Short-term Rentals Part 1	1	50
3	CAR Short-term Rentals Part 2	1	50

<b>Totals: 6 Events</b>		<b>19</b>	<b>3150</b>
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	Key	Total Events	Attendees
1	Conference/Convention	3	3,000
2	Trade Show	0	
3	Civic Event	3	150
4	Fundraiser	0	
5	State of Oregon	0	
<b>Totals</b>		<b>6</b>	<b>3150</b>



## 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
▶ 2	3	4	5	6	7	8	▶ 6	7	8	9	10	11	12	▶ 3	4	5	6	7	8	9
▶ 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	▶ 12	13	14	15	16	17	18	▶ 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 - 229 days

Updated 7/26/2023

**RED** = CONTRACT PENDING - 0 days

**GREEN** = TENTATIVE HOLD - 2 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					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			▶			1	2	3	4	▶						1		
▶		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				17	18	▶	9	10	11	12		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		▶				1	2	3	▶	1	2	3	4	5	6	7	
▶	7	8	9	10		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			▶	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	▶		11	12	13	14	15	16	▶	15	16	17	18	19	20	21
▶	20	21	22			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	31				

**YELLOW** = CONTRACTED DAYS - 231 days

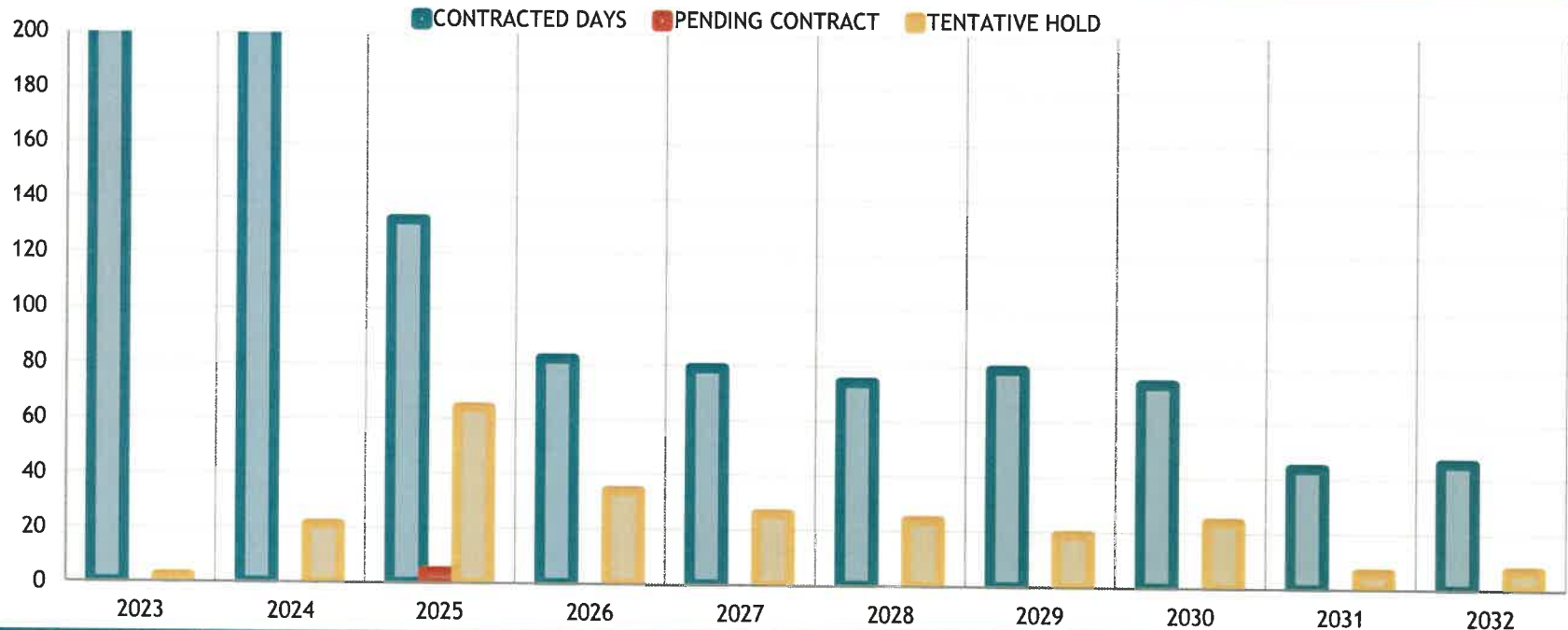
Updated 8/2/23

**RED** = CONTRACT PENDING - 0 days

**GREEN** = TENTATIVE HOLD - 21 days

**GREY** = FACILITY MAINTENANCE - 16 days

# SEASIDE CIVIC & CONVENTION CENTER BOOKING INFORMATION 2023-2032



Data Details	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>CONTRACTED DAYS</b>	229	231	132	82	79	74	79	74	44	46
<b>PENDING CONTRACT</b>	0	0	4	0	0	0	0	0	0	0
<b>TENTATIVE HOLD</b>	2	21	64	34	26	24	19	24	6	7