
MERC Commission Meeting

May 2, 2012
12:30 pm

Oregon Convention Center
777 NE Martin Luther
King Jr. Blvd.
Room E145



600 NE Grand Ave.
 Portland, OR 97232
 503-797-1780

www.oregonmetro.gov

 Metro | *Exposition Recreation Commission*

Agenda

Meeting: Metro Exposition Recreation Commission Regular Meeting
 Date: Wednesday, May 2, 2012
 Time: 12:30 – 2:30 pm
 Place: Oregon Convention Center; Room E145

CALL TO ORDER

- 12:30 1. **QUORUM CONFIRMED**
- 12:35 2. **COMMISSIONER/EX OFFICIO COMMUNICATIONS**
- 12:45 3. **GENERAL MANAGER COMMUNICATIONS** **Teri Dresler**
 - 3.1 March 2012 Financial Report
- 12:55 4. **TRAVEL PORTLAND 3rd QUARTER REPORT** **Jeff Miller**
- 1:20 5. **MERC VENUES' BUSINESS REPORTS** **Scott Cruickshank**
Robyn Williams
Matthew Rotchford
- 1:35 6. **CONSENT AGENDA**
 - 6.1 April 4, 2012 MERC Commission Record of Actions
- 1:40 7. **OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS**
- 1:45 8. **ACTION AGENDA**
 - 8.1 **Resolution 12-07** for the purpose of approving and transmitting to Metro Council a budget amendment to the MERC Fund for fiscal year 2011-12 **Cynthia Hill**
 - 8.2 **Resolution 12-08** for the purpose of approving and transmitting to Metro Council a budget amendment to the MERC Fund for fiscal year 2012-13 **Cynthia Hill**
 - 8.3 **Resolution 12-9** for the purpose of approving changes to the MERC Personnel Policies **Mary Rowe**

ADJOURN

MERC Commission Meeting

May 2, 2012
12:30 pm

3.1 - March 2012
Financial Report

MARCH 2012

FINANCIAL INFORMATION

For Management Purposes only



**PORTLAND CENTER FOR
THE PERFORMING ARTS**

 A SERVICE OF METRO



OREGON CONVENTION CENTER

 A SERVICE OF METRO

PORTLAND
expo
CENTER

merc
THE

**METROPOLITAN EXPOSITION
RECREATION COMMISSION**

 A SERVICE OF METRO

Date: 04/27/12

To:

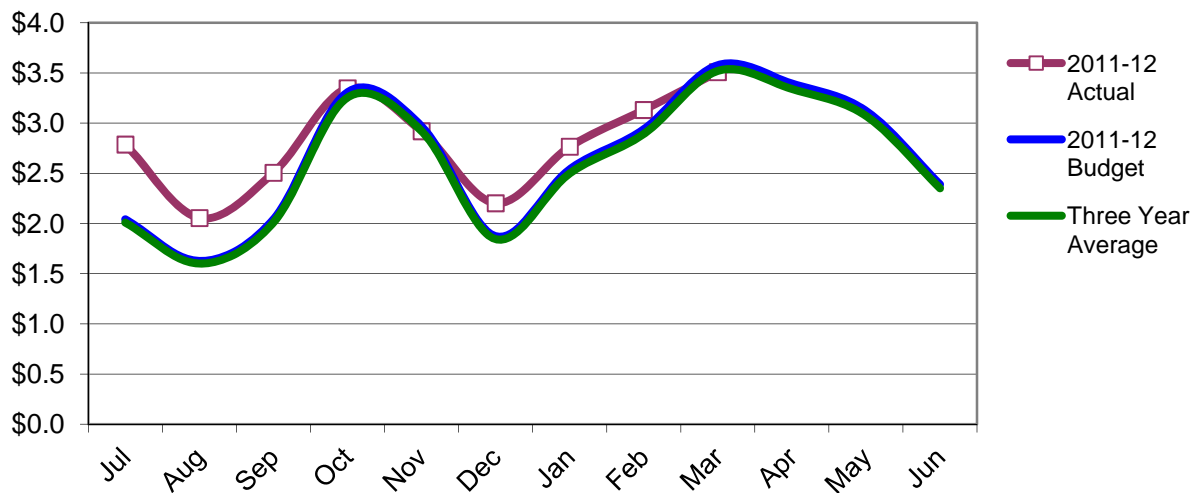
Commissioner Judie Hammerstad, Chair
Commissioner Elisa Dozono, Vice Chair
Commissioner Chris Erickson, Secretary/Treasurer
Commissioner Ray Leary
Commissioner Cynthia Haruyama
Commissioner Terry Goldman
Commissioner Karis Stoudamire-Phillips

From: Cynthia Hill – Budget/Finance Manager

Re: MERC Financial Information for the 8 months ended March 2012

Enclosed please find the monthly financial report for the Metropolitan Exposition Recreation Commission, with detail by venue.

MERC- Operating Revenues by Month



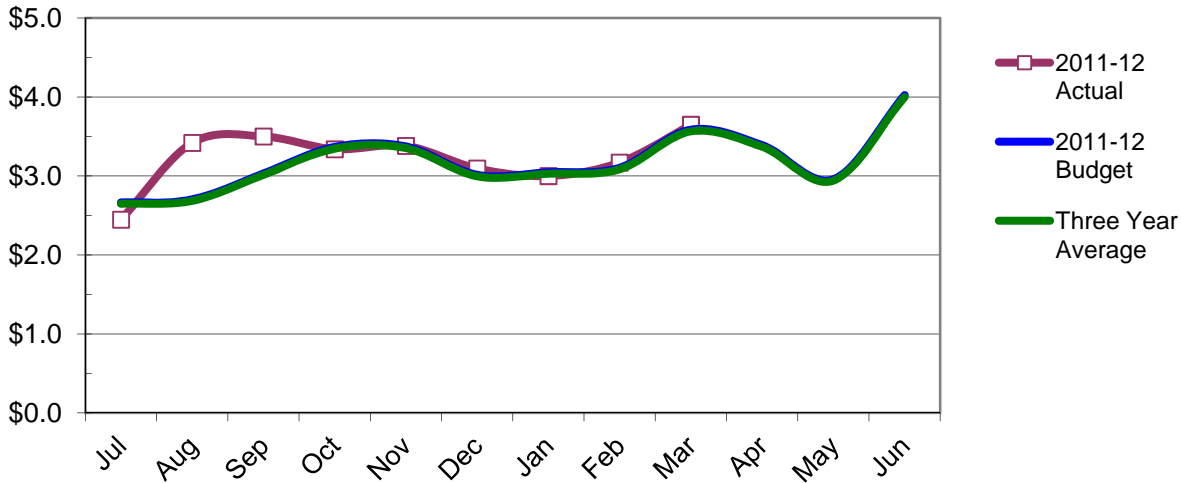
Revenue

MERC revenues for the first nine months reached \$25 million, compared to \$23 million in FY 2010-11. Operating revenue is greater than prior year at all three venues and expected to end the year 4% greater than budget. Food and beverage sales are projected to end the year 19% greater than budget.

The three largest grossing events during the third quarter were the Portland International Auto Show (\$577,981) at the Oregon Convention Center, The Pacific Northwest Sportsman Show (\$555,237) at the Portland Expo Center and the Broadway series performances of "Wicked" (\$774,485) at the Portland Center for Performing Arts. The revenue from Cirque du Soleil at the Expo Center will be reflected in the 4th quarter report.

Overall venue attendance numbers are 129 thousand greater than the same period prior year with the number of convention and trade show events flat. Broadway and commercial performances for the 3rd quarter were 54 compared to 17 in FY 2011.

MERC - Operating Expenditures by Month
shown in millions



Expenditures

Expenditures during the third quarter are trending close to budget. Food and beverage sales are strong, and expenditures and sales revenue increase in tandem. A budget amendment to increase the cost of food and beverage services is necessary to complete the year. The current budget estimates the annual margin to be 19.8% however based on the current forecast the margin is reduced to 13.6. The final projected budget reflects a combination of unrealized high margin convention business (11 less than prior year), increased labor costs and overly aggressive adopted budget.

The cash flow timing differences create a deficit on the financial statement throughout the year, however it adjusts at year-end.

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
All Departments
March 2012

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget March-12	% of Annual Budget 75%
	March-12	March-12	March-11		March-12	75%
Operating						
Revenue	2,253,160	14,756,397	13,457,298	110%	18,994,606	78%
Revenue - Food and Beverage	1,254,919	10,444,440	9,465,884	110%	12,090,548	86%
Total Operating Revenue	3,508,079	25,200,837	22,923,182	110%	31,085,154	81%
Costs - Food and Beverage	1,038,638	8,786,442	7,940,567	111%	9,702,618	91%
Personal Services	1,571,903	13,002,933	12,892,496	101%	17,791,493	73%
Goods & Services	817,864	5,226,340	4,831,320	108%	8,284,135	63%
Marketing	220,210	1,981,890	1,964,520	101%	3,067,917	65%
Total Operating Expenses	3,648,614	28,997,604	27,628,903	105%	38,846,163	75%
Net Operating Results Inc (Dec)	(140,535)	(3,796,767)	(4,705,721)	81%	(7,761,009)	49%
Non Operating						
Transient, Lodging Tax	341,534	6,247,441	5,989,811	104%	9,162,230	68%
Visitor Development Fund (VDF)	-	-	-	-	1,993,105	0%
Government Support City of Portland	-	-	-	-	784,320	0%
Non-Operating Revenue	13,777	143,838	100,535	143%	157,732	91%
Non-Operating Expense	-	-	-	-	2,500	0%
	355,312	6,391,279	6,090,346	105%	12,094,887	53%
Support and Risk Management						
MERC Administration	-	-	-	-	-	-
Metro Support Services	180,404	1,623,636	1,494,891	109%	2,164,856	75%
Metro Risk Management	-	618,139	416,097	149%	741,765	83%
	180,404	2,241,775	1,910,988	117%	2,906,621	77%
Net Increase (Decrease)	34,372	352,736	(526,363)	-67%	1,427,257	25%
Transfers						
Transfers to (Expense)	6,490	58,410	-	-	2,067,627	3%
Transfers from (Revenue)	-	114,822	-	-	114,822	100%
Debt Service (Expense)	-	925,816	913,316	101%	1,188,632	78%
Net Transfers	(6,490)	(869,404)	(913,316)	95%	(3,141,437)	28%
Net Operations	27,882	(516,668)	(1,439,679)	36%	(1,714,180)	30%
	0	0	(0)		-	
Capital						
Capital Outlay	52,530	1,272,559	2,362,323	54%	3,026,366	42%
Construction Management	-	-	-	-	-	-
Transient, Lodging Tax	-	-	-	-	-	-
Non-Operating Revenue	35,700	134,316	236,267	57%	471,675	28%
Intrafund Transfers (Exp/Rev)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	480,000	0%
Net Capital	(16,830)	(1,138,243)	(2,126,056)	54%	(2,074,691)	55%
Fund Balance Inc (Dec)	11,052	(1,654,911)	(3,565,734)	46%	(3,788,871)	44%
	0	-	-		-	
Food and Beverage Gross Margin	216,281	1,657,998	1,525,317		2,387,930	69%
Food and Beverage Gross Margin	17.2%	15.9%	16.1%		19.8%	
Full Time Employees					190.0	
Excise Tax	159,759	1,362,168	1,102,403			
Transient, Lodging Taxes as percent of revenue	9%	20%	21%		23%	
Fund Balance						
Beginning Fund Balance		26,357,848	27,089,539		26,357,848	
Fund Balance Inc (Dec)		(1,654,911)	(3,565,734)		(3,788,871)	
Ending Fund Balance		24,702,937	23,523,805		22,568,977	
Unrestricted Fund Balance					546,241	
Operating Contingency					2,279,221	
Stabilization Reserve					620,500	
Designated for Renewal & Replacement					13,439,072	
New Capital/Business Strategy Reserve					5,191,729	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Restricted by Agreement - TLT					-	
Ending Fund Balance					22,076,763	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Portland Exposition Center
March 2012

	Current Month Actual March-12	Current Year to Date Actual March-12	Prior Year to Date Actual March-11	% of Prior Year	Annual Budget March-12	% of Annual Budget 75%
Operating						
Revenue	582,289	3,257,744	2,946,900	111%	4,245,221	77%
Revenue - Food and Beverage	226,481	1,414,273	1,277,666	111%	2,217,684	64%
Total Operating Revenue	808,771	4,672,017	4,224,567	111%	6,462,905	72%
Costs - Food and Beverage	191,206	1,183,824	1,162,692	102%	1,612,910	73%
Personal Services	146,921	1,121,940	1,060,346	106%	1,535,806	73%
Goods & Services	145,049	860,788	843,569	102%	1,622,171	53%
Total Operating Expenses	483,177	3,166,553	3,066,607	103%	4,770,887	66%
Net Operating Results Inc (Dec)	325,594	1,505,465	1,157,960	130%	1,692,018	89%
Non Operating						
Non-Operating Revenue	1,431	19,347	15,736	123%	22,731	85%
Non-Operating Expense	-	-	-	-	-	-
	1,431	19,347	15,736	123%	22,731	85%
Support and Risk Management						
MERC Administration	15,611	140,503	182,831	77%	187,337	75%
Metro Support Services	16,236	146,124	134,541	109%	194,837	75%
Metro Risk Management	-	71,622	62,533	115%	85,947	83%
	31,847	358,249	379,905	94%	468,121	77%
Net Increase (Decrease)	295,178	1,166,564	793,790	147%	1,246,628	94%
Transfers						
Transfers to	-	-	-	-	174,890	-100%
Transfers from	-	7,980	-	-	7,980	100%
Debt Service	-	925,816	913,316	101%	1,188,632	78%
Net Transfers	-	(917,836)	(913,316)	100%	(1,355,542)	68%
Net Operations	295,178	248,728	(119,526)	-208%	(108,914)	-228%
Capital						
Capital Outlay Expense	801	56,314	391,059	14%	350,000	16%
Non-Operating Revenue	-	4,987	3,450	145%	-	-
Net Capital	(801)	(51,327)	(387,609)	13%	(350,000)	15%
Fund Balance Inc (Dec)	294,377	197,401	(507,135)	-39%	(458,914)	-43%
Food and Beverage Gross Margin	35,275	230,449	114,974		604,774	38%
Food and Beverage Gross Margin %	15.6%	16.3%	9.0%		27.3%	
Full Time Employees					13.3	
Excise Tax	57,811	345,006	266,046		-	
Fund Balance						
Beginning Fund Balance		4,732,826	5,644,984		4,732,826	
Fund Balance Inc (Dec)		197,401	(507,135)		(458,914)	
Ending Fund Balance		4,930,227	5,137,849		4,273,912	
Unrestricted Fund Balance					546,241	
Operating Contingency					365,574	
Stabilization Reserve					186,000	
Designated for Renewal & Replacement					925,000	
New Capital/Business Strategy Reserve					2,251,097	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Ending Fund Balance					4,273,912	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Oregon Convention Center
March 2012

	Current Month Actual March-12	Excluding HQH Current Year to Date Actual March-12	Prior Year to Date Actual March-11	% of Prior Year 100%	Annual Budget March-12	% of Annual Budget 75%
Operating						
Revenue	647,811	6,316,120	6,220,466	102%	7,708,519	82%
Revenue - Food and Beverage	729,018	7,347,428	6,948,611	106%	8,176,999	90%
Total Operating Revenue	1,376,829	13,663,549	13,169,077	104%	15,885,518	86%
Costs - Food and Beverage	654,651	6,308,046	5,674,177	111%	6,642,900	95%
Personal Services	760,947	6,806,716	6,524,271	104%	9,184,586	74%
Goods & Services	463,953	2,674,569	2,418,638	111%	3,627,246	74%
Marketing POVA	220,210	1,981,890	1,964,520	101%	3,067,917	65%
Total Operating Expenses	2,099,761	17,771,222	16,581,605	107%	22,522,649	79%
Net Operating Results Inc (Dec)	(722,932)	(4,107,673)	(3,412,528)	120%	(6,637,131)	62%
Non Operating						
Transient, Lodging Tax	296,220	5,418,542	5,351,205	101%	8,237,270	66%
Visitor Development Fund (VDF)	-	-	-	-	1,385,397	0%
Non-Operating Revenue	3,639	50,549	38,267	132%	45,608	111%
Non-Operating Expense	-	-	-	-	-	-
	299,859	5,469,091	5,389,472	101%	9,668,275	57%
Support and Risk Management						
MERC Administration	97,138	874,238	1,137,616	77%	1,165,651	75%
Metro Support Services	101,027	909,243	837,135	109%	1,212,319	75%
Metro Risk Management	-	331,140	236,352	140%	397,366	83%
	198,165	2,114,621	2,211,103	96%	2,775,336	76%
Net Increase (Decrease)	(621,238)	(753,203)	(234,160)	322%	255,808	-294%
Transfers						
Transfers to (Expense)	-	-	-	-	1,001,253	0%
Transfers from (Revenue)	-	66,180	-	-	66,180	100%
Debt Service (Expense)	-	-	-	-	-	-
Net Transfers	-	66,180	-	-	(935,073)	-7%
Net Operations	(621,238)	(687,023)	(234,160)	193%	(679,265)	101%
Capital						
Capital Outlay Expense	31,888	830,123	1,527,690	54%	2,014,366	41%
Non-Operating Revenue	-	1,404	207,817	1%	-	-
Transfers to (Expense)	-	-	-	-	-	-
Transfers from (Revenue)	-	-	-	-	480,000	0%
Net Capital	(31,888)	(828,719)	(1,319,873)	63%	(1,534,366)	54%
Fund Balance Inc (Dec)	(653,126)	(1,515,742)	(1,554,033)	98%	(2,213,631)	68%
Food and Beverage Gross Margin	74,366	1,039,382	1,274,434		1,534,099	68%
Food and Beverage Gross Margin %	10.2%	14.1%	18.3%		18.8%	
Full Time Employees					110.3	
Excise Tax	101,948	1,016,911	836,077		-	
Transient, Lodging Taxes as percent of revenue	18%	28%	29%		34%	
Fund Balance						
Beginning Fund Balance		11,552,031	11,426,052		11,552,031	
Fund Balance Inc (Dec)		(1,515,742)	(1,554,033)		(2,213,631)	
Fund Balance Inc (Dec) for HQH		-	-		-	
Ending Fund Balance		10,036,289	9,872,019		9,338,400	
Unrestricted Fund Balance					-	
Operating Contingency					1,542,765	
Stabilization Reserve					260,000	
Designated for Renewal & Replacement					6,200,779	
New Capital/Business Strategy Reserve					1,334,856	
Ending Fund Balance					9,338,400	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
Portland Center for the Performing Arts
March 2012

	Current Month Actual March-12	Current Year to Date Actual March-12	Prior Year to Date Actual March-11	% of Prior Year	Annual Budget March-12	% of Annual Budget 75%
Operating						
Revenue	1,023,059	5,179,106	4,280,441	121%	7,040,866	74%
Revenue - Food and Beverage	299,420	1,682,738	1,239,607	136%	1,695,865	99%
Total Operating Revenue	1,322,479	6,861,844	5,520,047	124%	8,736,731	79%
Costs - Food and Beverage	192,780	1,294,571	1,103,698	117%	1,446,808	89%
Personal Services	546,438	4,031,232	3,896,589	103%	5,634,176	72%
Goods & Services	178,163	1,506,530	1,338,382	113%	2,436,398	62%
Total Operating Expenses	917,382	6,832,333	6,338,669	108%	9,517,382	72%
Net Operating Results Inc (Dec)	405,097	29,511	(818,622)	-4%	(780,651)	-4%
Non Operating						
Transient, Lodging Tax	45,314	828,898	638,607	130%	924,960	90%
Visitor Development Fund (VDF)	-	-	-	-	607,708	0%
Government Support City of Portland	-	-	-	-	784,320	0%
Non-Operating Revenue	8,168	67,114	41,162	163%	85,006	79%
Non-Operating Expense	-	-	-	-	2,500	0%
	53,483	896,012	679,769	132%	2,399,494	37%
Support and Risk Management						
MERC Administration	60,711	546,399	711,011	77%	728,532	75%
Metro Support Services	63,141	568,269	523,215	109%	757,700	75%
Metro Risk Management	-	215,377	117,212	184%	258,452	83%
	123,852	1,330,045	1,351,438	98%	1,744,684	76%
Net Increase (Decrease)	334,728	(404,522)	(1,490,291)	27%	(125,841)	321%
Transfers						
Transfers to (Expense)	-	-	-	-	613,522	0%
Transfers from (Revenue)	-	28,440	-	-	28,440	100%
Net Transfers	-	28,440	-	-	(585,082)	-5%
Net Operations	334,728	(376,082)	(1,490,291)	25%	(710,923)	53%
Capital						
Capital Outlay Expense	19,840	386,123	443,574	87%	590,000	65%
Goods & Services Expense	-	-	-	-	-	-
Non-Operating Revenue	35,700	127,925	25,000	512%	471,675	27%
Intrafund Transfers (Exp/Rev)	-	15,000	-	-	15,000	100%
Net Capital	15,860	(243,198)	(418,574)	58%	(103,325)	235%
Fund Balance Inc (Dec)	350,587	(619,280)	(1,908,864)	32%	(814,248)	76%
Food and Beverage Gross Margin	106,640	388,167	135,909		249,057	156%
Food and Beverage Gross Margin %	35.6%	23.1%	11.0%		14.7%	
Full Time Employees					46.4	
Taxes as percent of revenue	3%	11%	10%		10%	
Fund Balance						
Beginning Fund Balance		8,490,410	9,016,013		8,490,410	
Fund Balance Inc (Dec)		(619,280)	(1,908,864)		(814,248)	
Ending Fund Balance		7,871,130	7,107,149		7,676,162	
Unrestricted Fund Balance					-	
Operating Contingency					300,886	
Stabilization Reserve					174,500	
Designated for Renewal & Replacement					5,595,000	
New Capital/Business Strategy Reserve					1,605,776	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Ending Fund Balance					7,676,162	

Metropolitan Exposition-Recreation Commission
MERC Statement of Activity with Annual Budget
MERC Administration
March 2012

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	Annual Budget	% of Annual Budget
	March-12	March-12	March-11		March-12	75%
Operating						
Revenue	-	3,427	9,491	36%	-	-
Personal Services	117,596	1,043,044	1,411,290	74%	1,436,925	73%
Goods & Services	30,699	184,453	230,731	80%	598,320	31%
Net Operating Results Inc (Dec)	(148,295)	(1,224,070)	(1,632,530)	75%	(2,035,245)	60%
Non Operating						
Non-Operating Revenue	539	6,828	5,370	127%	4,387	156%
Non-Operating Expense	-	-	-	-	-	-
	539	6,828	5,370	127%	4,387	156%
Support and Risk Management						
MERC Administration	173,460	1,561,140	2,031,458	77%	2,081,520	75%
	173,460	1,561,140	2,031,458	77%	2,081,520	75%
Net Increase (Decrease)	25,704	343,899	404,298	85%	50,662	679%
Transfers						
Intrafund Transfers	-	-	-	-	-	-
Transfers to (Expense)	6,490	58,410	-	-	277,962	21%
Transfers from (Revenue)	-	12,222	-	-	12,222	100%
Net Transfers	(6,490)	(46,188)	-	-	(265,740)	17%
Net Operations	19,214	297,711	404,298	74%	(215,078)	-138%
Capital						
Capital Outlay Expense	-	-	-	-	72,000	0%
Transient, Lodging Tax	-	-	-	-	-	-
Non-Operating Revenue	-	-	-	-	-	-
Intrafund Transfers (Exp/Rev)	-	(15,000)	-	-	(15,000)	100%
Net Capital	-	(15,000)	-	-	(87,000)	17%
Fund Balance Inc (Dec)	19,214	282,711	404,298	70%	(302,078)	-94%
Full Time Employees						
Excise Tax	-	251	280		20.0	-
Fund Balance						
Beginning Fund Balance		1,582,581	1,002,490		1,582,581	
Fund Balance Inc (Dec)		282,711	404,298		(302,078)	
Ending Fund Balance		1,865,292	1,406,788		1,280,503	
Unrestricted Fund Balance					-	
Operating Contingency					69,996	
Designated for Renewal & Replacement					718,293	
Designated for PERS Reserve - Current					-	
Designated for PERS Reserve - Prior					-	
Restricted by Agreement - TLT					492,214	
Ending Fund Balance					1,280,503	

MERC Commission Meeting

May 2, 2012
12:30 pm

4.0 - Travel Portland FY12
Third Quarter Report

travel
PORTLAND

For MERC

3rd Quarter Report 2011-12

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Jeff Miller.....President and CEO

Brian McCartin Executive Vice President of Convention and Tourism Sales

Ron Melton Executive Vice President of Services and Operations

Greg Newland.....Executive Vice President of Marketing and Public Relations

1000 SW Broadway
 Suite 2300
 Portland, OR 97205
 503.275.9750

EXECUTIVE SUMMARY

ACCOMPLISHMENTS

- For the third quarter OCC realized \$462,799 in revenue from Travel Portland booked business with a community economic impact ROI of 54.1:1.
- Five new and five repeat OCC conventions were booked for future years in the quarter worth over \$1.7 million in OCC revenue and community economic impact of almost \$17 million. Total Travel Portland bookings, including single hotel will result in over \$43.7 million of economic impact.
- Travel Portland booked three minority meetings in the quarter with an EEI of over \$1.2 million.
- Travel Portland generated twenty-five articles with a value of \$824,929 for the OCC and visitor venues in the quarter.

TRENDS, SUCCESSES, OBSTACLES

- Transient Lodger’s Tax continues to increase. Fiscal year collections of the city’s tax were up 11.5%.
- Lack of a headquarters hotel resulted in the loss of four groups worth 14,773 room nights and projected OCC revenue of \$413,037. Cost of community economic impact is estimated at over \$2.8 million.

MERC CONTRACT GOALS

GOAL #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
1	OCC revenue goal	\$6,079,958	\$6.0 Million
2	ROI on future OCC business	1.8	2.2
3	Lead conversion	26%	35%
4	Services performance survey	3.7	3.6
5	ROI on public relations/media	23.1	20.0
6	Community economic impact	37.2	25.0

CONVENTION SALES

OREGON CONVENTION CENTER BOOKED REVENUE FROM TRAVEL PORTLAND			
Convention Year	OCC Revenue	Annuals	Total Potential Future Business
FY 11/12	\$ 8,664,903	\$ -	\$ 8,664,903
FY 12/13	\$ 4,881,460	\$ 332,862	\$ 5,214,322
FY 13/14	\$ 2,641,742	\$ 889,977	\$ 3,531,719
FY 14/15	\$ 2,568,675	\$ 1,559,510	\$ 4,128,185
FY 15/16	\$ 1,577,841	\$ 1,091,349	\$ 2,669,190
FY 16/17	\$ 455,073	\$ 1,559,510	\$ 2,014,583
FY 17/18	\$ -	\$ 1,091,349	\$ 1,091,349
FY 18/19	\$ -	\$ 1,559,510	\$ 1,559,510
FY 19/20	\$ -	\$ 1,091,349	\$ 1,091,349
Total	\$ 20,789,694	\$ 9,175,416	\$ 29,965,110

Oregon Convention Center Projected Future Revenue			
Total Travel Portland Contract:	Quarter	YTD	Goal
New OCC Bookings	5	19	
Repeat OCC Bookings	5	10	
Total OCC Bookings	10	29	
Room Nights from OCC Bookings	25,526	60,326	
Future OCC Revenue Booked during FY 2011/12	\$ 1,751,726	\$ 4,811,865	
ROI OCC Bookings	\$ 2.2	\$ 1.8	2.2 to 1
Community Economic Impact from OCC Bookings	\$ 16,976,740	\$ 39,167,960	
Total Room Nights Booked	62,145	150,261	
Total Community Economic Impact from Bookings	\$ 43,775,693	\$ 96,976,760	
ROI on Total Community Economic Impact	\$ 54.1	\$ 37.2	25.0 to 1
OCC Revenue Realized During FY 2011/12	\$ 462,799	\$ 6,079,958	\$6.0 Million
Note: YTD fields have been adjusted to reflect new economic impact calculator figures. (Future OCC Revenue Booked during FY 2011/12, Community Economic Impact from OCC Bookings, and Total Community Economic Impact from Bookings)			

CONVENTION SALES

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF APRIL 1, 2012					
	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16 and beyond
Current	41	34	11	10	8
4 Year Average	Current	1 yr. out	2 yrs. out	3 yrs. out	Beyond 3 yrs.
(FY 08/09 – FY 11/12)	45	31	16	9	9

3RD QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER					
Year	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 11/12	1	780	2,500	\$ 164,664	\$ 595,199
FY 12/13	6	12,145	28,250	\$ 888,406	\$ 10,732,926
FY 13/14	1	3,343	5,000	\$ 201,372	\$ 1,734,475
FY 14/15	2	9,258	4,800	\$ 497,284	\$ 3,914,140
Total	10	25,526	40,550	\$ 1,751,726	\$ 16,976,740

3RD QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS				
Year	Groups	Total Room Nights	Room Tax Generated	Community Economic Impact
FY 11/12	46	18,150	\$ 28,688,344	\$ 14,974,716
FY 12/13	29	11,363	\$ 17,960,642	\$ 7,207,480
FY 13/14	7	4,258	\$ 6,730,301	\$ 3,426,634
FY 14/15	3	2,848	\$ 4,501,620	\$ 1,190,123
Total Other bookings	85	36,619	\$ 57,880,907	\$ 26,798,953

CONVENTION SALES

LEAD CONVERSION

	Travel Portland Office		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Leads	51	148	9	30	17	57
OCC Lost Leads due to OCC space & availability	2	6	0	1	1	3
OCC Lost Leads due to hotel package & availability	14	31	5	13	4	12
Lead Conversion Percentage	29%	26%	0%	19%	17%	17%
Annual Goal - 35%						

3RD QUARTER - OREGON CONVENTION CENTER LOST BUSINESS

Account Name	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	4	Hotel - HQ	14,773	7,800	\$ 413,037	\$ 2,820,723
Subtotal	6	Hotel - Under One Roof	9,590	5,650	\$ 235,852	\$ 1,699,862
Subtotal	4	Hotel Package - Number Hotels Needed	12,823	5,700	\$ 441,987	\$ 4,387,365
Subtotal	4	Perceived Destination Draw	22,386	24,000	\$ 1,469,265	\$ 11,971,065
Subtotal	2	Client Postponed Search	5,119	2,800	\$ 144,618	\$ 1,463,304
Subtotal	2	Conference Cancelled - Not Happening	9,550	4,000	\$ 462,280	\$ 1,960,180
Subtotal	2	Date Availability - OCC	28,981	8,638	\$ 769,978	\$ 3,903,458
Subtotal	1	Board Decision	2,792	1,500	\$ 164,250	\$ 1,176,435
Subtotal	1	Conference Cancelled - Moved to Another Year	346	8,000	\$ 357,520	\$ 2,069,680
Subtotal	1	Geographic	3,720	1,400	\$ 62,566	\$ 362,194
Subtotal	1	Hotel - Meeting Space Issue	3,735	3,000	\$ 405,120	\$ 4,748,100
Subtotal	1	Perceived Destination Draw - 1st Tier City Opportunity	3,270	2,000	\$ 464,180	\$ 4,030,760
Subtotal	1	Selected Another Year	1,270	900	\$ 121,536	\$ 1,424,430
Total	30		118,355	75,388	\$ 5,512,189	\$ 42,017,556

CONVENTION SALES

3RD QUARTER - OREGON CONVENTION CENTER CANCELLATIONS

Account Name	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact	Lead Arrival
Total OCC Cancellations	0	N/A	0	0	\$ -	\$ -	N/A

3RD QUARTER INDUSTRY TRADE SHOWS AND EVENTS

Trade Show/Event	Location
Professional Convention Management Association	San Diego, CA
HelmsBriscoe	Reno, NV
Religious Conference Managers Association	Kansas City, MO
Greater Oregon Society of Government Meeting Professionals	Sunriver, OR
Convention Sales Professional International	Washington, D.C.
DMAI Destinations Showcase D.C.	Washington, D.C.
Council of Engineering & Scientific Societies CEO Conference	Banff, CAN
Experient Envision	Reno, NV
ConferenceDirect	Orlando, FL
Media Blitz	San Francisco, CA

CONVENTION SALES

MINORITY PROJECTED FUTURE REVENUE		
Total Travel Portland Contract:	3rd Quarter	YTD
New Minority Bookings	3	9
Total Minority Bookings	3	9
Room Nights from Minority Bookings	2,548	5,064
Leads		
Minority Leads	6	15
Minority Lost Leads	3	8
Minority Lost Leads due to hotel package & availability	1	2

For the third quarter of FY 2011/12, minority bookings created an estimated economic impact to the greater metro Portland community of approximately \$1.2 million. Booked groups included the following:

National Black Law Students Association	\$	481,268
Portland Lee's Family Association	\$	346,424
Women's Transportation Seminar	\$	400,764
Total	\$	1,228,456

CONVENTION SERVICES

ACTIVITY DESCRIPTION	3RD QUARTER	YTD
Distribution of promotional pieces	14,940	75,988
Meeting planning assistance - Services leads	155	858
Pre-convention attendance building - Site tours	11	28
Pre-convention attendance building -Promo trips, e-mails and materials	7	20
Housing-convention room nights	10,516	18,183

3RD QUARTER INDUSTRY SITE TOURS, TRADE SHOWS AND PROMO TRIPS					
Organization	Organization Location	Promotional Trip	Site Tours	OCC	Non-OCC
Association of Partners for Public Lands	Wheaton, MD	x		x	
American Fisheries Society	Bethesda, MD		x	x	
Entomological Society of America	Lanham, MD		x	x	
Barbershop Harmony Society - January 9, 2012	Nashville, TN		x	x	
Barbershop Harmony Society - March 5, 2012	Nashville, TN		x	x	
International Association of Fire Cheifs	Fairfax, VA		x	x	
River Network	Portland, OR		x		x
National Wildlife Rehabilitators Association	St. Paul, MN		x		x
Economic Development Administration	Washington, DC		x		x
American Wine Society	Englewood, OH		x		x
National Association of State Directors of Migrant Education	Baton Rouge, LA		x		x
US Wheat Association	Arlington, VA		x		x

MARKETING

	3rd Quarter	YTD
Travelportland.com (official website for organization)		
*User Sessions	280,416	851,421
PortlandSpoke.com (staff blog)		
*User Sessions	4,041	20,046
*Outbound Clicks	591	4,536
Twitter (twitter.com/travelportland)		
*Followers	3,393	29,393
*Replies/mentions	492	1,433
Facebook fan page (facebook.com/travelportland)		
*Fans/likes	10,124	63,865
*Total interactions (comments, likes and wall posts)	4,832	23,893
Portland Travel Update (consumer e-newsletter)		
*Click-through rate	5.8%	5.5%
Portland Perks		
*Room nights (arrivals)	3,129	7,781

MARKETING

Online Initiatives

Regional Arts & Culture Council, of options regarding online calendar; preliminary planning for new Meeting Planners section of the Travel Portland website.

Cultural Tourism Marketing

Provided marketing support for Portland Jazz Festival, Portland Art Museum/Portland Center Stage (Rothko) and the Downtown Marketing Initiative's winter arts campaign (Blah-Buster).

Convention Sales Marketing Support

Development of electronic bid books; list development for direct-mail/magazine wrap.

Consumer Marketing

Launch of Portland Perks "Get Different" winter promotion (book Jan. 13-March 31 for travel through March 31); participation in Expedia's system-wide Winter Sale (promotion runs through February, for travel through March). Development and planning for Dining Month (June), led by Downtown Marketing Initiative.

COMMUNICATIONS & PUBLIC RELATIONS

	3rd Quarter	YTD
MERC		
Value	\$ 627,930	\$ 869,142
Number of Placements	23	\$ 39
OCC		
Value	\$ 72,397	\$ 173,734
Number of Placements	7	\$ 17
Chicago/DC PR effort (counted separately from MERC)		
Value	\$ 196,999	\$ 1,036,399
Number of Placements	2	\$ 10
Total Value = MERC + Chicago/DC	\$ 824,929	\$ 1,905,541
Total Number of Placements = MERC + Chicago/DC	25	\$ 49
Total Value = City/Regional PR (Non-MERC/OCC/Chicago/DC)	\$ 2,432,737	\$ 12,075,364
Total Number of Placements = City/Regional PR (Non-MERC/OCC/Chicago/DC)	89	367
Travel Portland Grand Total - Print and Online Value	\$ 3,257,666	\$ 13,980,905
Travel Portland Grand Total - Print and Online Circulation	135,952,277	485,456,070
Travel Portland Grand Total - Number of Placements	114	416
	3rd Quarter	YTD
Total Value = MERC + Chicago/DC	\$ 824,929	\$ 1,905,541
Direct Costs	\$ 31,711	\$ 82,356
ROI	26.0	23.1
Annual Goal - 20.0 to 1		

- No multipliers are used to calculate media values.
- MERC Value - Counts all media placements that mention any MERC facility: Oregon Convention Center, Portland Center for the Performing Arts, Portland Metropolitan Exposition Center and Oregon Zoo
- OCC Value - Counts only those media placements that feature the Oregon Convention Center.

PARTNER SERVICES, TOURISM AND VISITOR INFORMATION SERVICES

PARTNER SERVICES		
	3rd Quarter	YTD
Revenue	\$126,100	\$356,002
Active Partners		
New	41	115
Cancellations	21	81
Current Active Partners	776	776

TOURISM SALES		
	3rd Quarter	YTD Total
Client Contacts		
Trade Shows, Events, Inquiries and Sales Calls	338	1,132
Leads/Referrals Sent	350	837
FAMS/Research & Site Visits		
# of Companies	11	82
# of Attendees	16	146
Published Itineraries	70	171
Number of Room Nights by County		
Clackamas County	726	2,790
Columbia County	0	0
Multnomah County	6,130	10,501
Washington County	238	2,158
Mt. Hood/Gorge	62	66

VISITOR INFORMATION SERVICES		
	3rd Quarter	YTD
Visitor Information Total Visitors	326,022	978,066
Volunteer Hours	2,309	7,157
Retail Sales	\$2,213.00	\$ 10,366

OPERATIONS

AFFIRMATIVE ACTION GOALS 2011-12					
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATERGORIES					
	March 31, 2012		2011-12		
Job Category	Number	Total	Actual Percentage	Goal Percentage	Objective
Females					
Officials/Managers	3	8	38%	50%	Improve
Professionals	12	16	75%	50%	Maintain
Sales	11	12	92%	50%	Maintain
Office/Clerical	14	15	93%	65%	Maintain
Total	40	51	78%	50%	Maintain
Minorities					
Officials/Managers	1	8	13%	10%	Maintain
Professionals	0	16	0%	10%	Improve
Sales	1	12	8%	10%	Improve
Office/Clerical	4	15	27%	15%	Maintain
Total	6	51	12%	15%	Improve
This report is based on current full-time staff.					

OPERATIONS

FIRST OPPORTUNITY TARGET AREA REPORT (FOTA)

HIRING

Travel Portland hired one new employee in the third quarter. Recruiting and special considerations are always made for applicants in the MERC FOTA. Travel Portland currently has seven employees who reside in the MERC FOTA.

PURCHASING

Travel Portland expended a total of \$147,259.25 with businesses in the FOTA area for nine months ending March 31, 2012.

PARTNERSHIP

Travel Portland currently has 95 member businesses within FOTA and 54 minority and 111 women-owned businesses as its partners.

MBE/DBE/WBE PURCHASING PARTICIPATION REPORT FOR THE NINE MONTHS ENDING MARCH 31, 2012

For the last 23 years Travel Portland has implemented a voluntary MBE/DBE/WBE purchasing program that strives to ensure a high level of participation with certified minority-owned, disadvantaged or women-owned businesses when securing services and supplies that are purchased using lodging tax dollars.

For fiscal year 2011-12, Travel Portland expended \$741,902.00 of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, \$146,224.00 or 19.7 percent was spent with minority/women-owned or emerging small business enterprises.

FY 2012 Travel Portland/MERC Contract Budget Financial Report
3rd Quarter FY11-12

Description	FY 2011-12 Convention Sales, Marketing & Services			
	Quarterly spending thru 03-31-12	Year-to-date 03/31/12	Total Budget	% of spending to total budget
Direct Sales:				
Portland office:				
Professional services	191,883	596,743	860,950	
Direct expenses	28,991	79,720	84,307	
Total Portland office	220,874	676,463	945,257	72%
Washington DC office:				
Professional services	68,180	193,060	202,230	
DC Client events	884	3,020	4,400	
Direct expenses	8,300	24,100	33,982	
Total DC expenses	77,364	220,180	240,612	92%
Chicago office:				
Professional services	23,465	74,815	92,690	
Chicago client events	754	2,629	4,775	
Direct expenses	2,894	8,981	16,586	
Total Chicago expenses	27,112	86,424	114,051	76%
Fall & Spring FAM	3,054	54,439	75,000	73%
Site Visits	14,873	41,497	57,000	73%
Bid/Sales Trips	4,228	10,501	12,780	82%
Local Promotions	1,341	5,133	11,000	47%
Tradeshows	40,048	191,169	150,106	127%
Road Shows/Clients Events Chicago & Washington DC	13,403	26,386	48,915	54%
Research/Lead Generation	9,300	30,200	48,700	62%
Three City Alliance	5,569	24,631	31,000	79%
Advisory Council	658	33,287	40,000	83%
Total Direct Sales	417,824	1,400,310	1,774,421	79%
Marketing:				
Professional Services	19,758	68,550	161,879	
Website, E-Marketing & Photography	54,238	226,637	107,309	
Minority Advertising	17,861	17,861	-	
Convention Marketing & Direct Mail	38,727	155,373	311,753	
Total Marketing	130,584	468,421	580,941	81%
Publication Relations:				
Professional Services	11,015	34,470	55,355	
Minority PR Services	36,481	99,620	126,250	
Writer/Editors program	13,196	40,386	9,280	
Media Outreach Chicago/Wash DC	7,500	7,500	25,000	
Total PR	68,192	181,976	215,885	84%
Convention Services:				
Professional Services	58,135	159,865	211,270	
Direct Servicing Cost	9,129	29,143	-	
Pre-Con site visits	2,182	14,223	16,000	
Attendance Building trips	18,280	35,301	28,390	
Convention housing	8,610	25,725	36,890	
Total Convention Services	96,336	264,256	292,550	90%
Minority Marketing:				
Professional Services	38,605	110,465	-	
Total Minority Marketing	38,605	110,465	-	-
Contract Administration:				
Minority Professional Services	-	-	-	
Professional Services	57,793	178,238	196,758	
Total Contract Admin.	57,793	178,238	196,758	91%
Total OCC Sales & Marketing	809,333	2,603,666	3,060,555	85%

**TRAVEL PORTLAND
STATEMENT OF FINANCIAL POSITION**

ASSETS	March 31, 2012	March 31, 2011	Variance
<u>Current assets:</u>			
Petty Cash	\$ 75	\$ 75	\$ -
Cash in Bank-Operating	621,898	1,034,563	(412,665)
Cash in Bank-Savings	314	60,285	(59,971)
Cash in Bank-Certificate of Deposit/Money Mkt	600,475	600,475	0
MERC Receivable	251,188	267,464	(16,276)
City Receivable	36,772	22,890	13,882
Partnership Receivable	98,820	88,431	10,389
Account Receivable-DMI	8,968	11,292	(2,324)
RCMP Receivable	10,871	36,806	(25,935)
VDF Receivable	5,710	0	5,710
Miscellaneous Receivable	50,786	41,555	9,231
Promissory Note Receivable	0	5,000	(5,000)
Accounts Receivable-TID	24,887	0	24,887
Allowance for bad debts	(10,000)	(10,000)	0
Prepaid Expense	145,727	143,151	2,576
	<u>1,846,491</u>	<u>2,301,987</u>	<u>(455,496)</u>
<u>Property and equipment:</u>			
Furniture & equipment	94,357	79,452	14,905
Less: accum. depreciation	(50,585)	(41,517)	(9,068)
	<u>43,772</u>	<u>37,935</u>	<u>5,837</u>
Computers	137,270	172,784	(35,514)
Less: Accum. Depreciation	(100,356)	(132,473)	32,117
	<u>36,914</u>	<u>40,311</u>	<u>(3,397)</u>
Automobiles	66,667	66,667	0
Less: Accum. Depreciation	(63,607)	(51,110)	(12,497)
	<u>3,060</u>	<u>15,557</u>	<u>(12,497)</u>
Leasehold Improvements	80,295	71,824	8,471
Less: Accum. Depreciation	(71,824)	(70,488)	(1,336)
	<u>8,471</u>	<u>1,336</u>	<u>7,135</u>
<u>Other assets:</u>			
Restricted cash and cash surrendered value of life insurance for deferred compensation	346,117	280,214	65,903
Employee advances	8,200	5,900	2,300
	<u>354,317</u>	<u>286,114</u>	<u>68,203</u>
TOTAL ASSETS	<u>\$ 2,293,025</u>	<u>\$ 2,683,240</u>	<u>\$ (390,215)</u>
LIABILITIES & NET ASSETS			
<u>Current liabilities:</u>			
Accounts payable	\$ 170,297	\$ 74,675	95,622
Accounts Payable Educational Foundation	745	245	500
Accrued payroll costs	70,829	93,546	(22,717)
Accrued expenses	14,862	41,431	(26,569)
Accrued longevity award	0	159,956	(159,956)
Total current liabilities	<u>256,733</u>	<u>369,853</u>	<u>(113,120)</u>
<u>Other liabilities:</u>			
Rent payable	116,949	64,213	52,736
Deferred partnership dues-2010-11	0	204,524	(204,524)
Deferred partnership dues-2011-12	118,033	72,685	45,348
Deferred partnership dues-2012-13	187,311	0	187,311
Deferred revenues-VDF	(21,997)	360	(22,357)
Deferred compensation	331,741	261,964	69,777
Housing Conference Deposits	1,130	3,308	(2,178)
Deferred revenues-Portland PERKS	0	375	(375)
Total other liabilities	<u>733,167</u>	<u>607,429</u>	<u>125,738</u>
<u>Net assets:</u>			
Unrestricted net assets, at beginning of year			
Undesignated-Operating Expenditures	929,625	1,128,768	(199,143)
Undesignated-Contingency Marketing Fund	116,242	125,419	(9,177)
Tourism Improvement District	(20,534)	0	(20,534)
Board Designated-Capital Equip/Replacement	23,310	33,015	(9,705)
Net Property and Equipment	93,239	132,059	(38,820)
Increase in net assets for year ended 03-31-2012	161,243	286,697	(125,454)
Total net assets	<u>1,303,125</u>	<u>1,705,958</u>	<u>(402,833)</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$ 2,293,025</u>	<u>\$ 2,683,240</u>	<u>\$ (390,215)</u>

TRAVEL PORTLAND
STATEMENT OF ACTIVITIES
For the month of March, 2012, and the nine months ended March 31, 2012

	Current Month Actual	Current Month Budget	Difference	YTD Actual	YTD Budget	Last Year Actual	% Change Budget	% Change Last Year
REVENUES:								
CITY/CO ROOM TAX	36,772	21,124	15,648	2,669,795	2,520,395	2,394,177	6%	12%
MERC	244,736	247,216	-2,480	2,234,624	2,311,495	2,233,199	-3%	0%
TOT/CULTURAL	39,507	16,574	22,933	262,044	149,164	157,484	76%	66%
DUES	40,727	43,946	-3,219	345,395	374,513	362,571	-8%	-5%
FEES	16,552	48,812	-32,260	247,354	290,712	298,912	-15%	-17%
CO-OP	27,963	60,324	-32,361	584,105	594,484	652,467	-2%	-10%
INTEREST INCOME	47	333	-286	2,236	3,000	2,464	-25%	-9%
TOTAL REVENUE	406,305	438,328	-32,023	6,345,554	6,243,762	6,101,274	2%	4%
EXPENSES:								
CONVENTION SALES	180,119	204,017	-23,898	1,662,780	1,792,093	1,669,558	-7%	0%
TOURISM SALES	54,576	70,954	-16,378	658,447	647,125	621,560	2%	6%
MARKETING & COMMUNICATIONS	267,960	221,988	45,972	1,842,611	1,871,049	1,603,267	-2%	15%
CONVENTION & VISITORS SERVICES	70,842	68,560	2,281	633,499	649,313	601,123	-2%	5%
PARTNERSHIP SERVICES	26,685	27,158	-473	251,936	248,825	183,687	1%	37%
EVENTS	7,308	13,926	-6,618	99,432	99,128	105,405	0%	-6%
PROGRAM SUPPORT	105,701	113,574	-7,872	1,035,606	1,028,614	1,029,976	1%	1%
TOTAL EXPENSES	713,191	720,176	-6,986	6,184,311	6,336,146	5,814,576	-2%	6%
NET REVENUE OR (LOSS)	-306,886	-281,848	-25,038	161,243	-92,384	286,698	-275%	-44%

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APPENDIX I – COMMUNICATIONS AND PUBLIC RELATIONS

Publication/Air Date	Outlet / Headline	MERC	OCC	Chicago/DC
	Pedal Speed Magazine (Japan)			
November, 2011	"Bike City Portland"	\$ 213,333.00		
	Black Meetings and Tourism			
November/December 2011	"The Most Influential African Americans in the Meetings/Tourism Industry"	\$ 7,198.00		
	Small Market Meetings / SmallMarketMeetings.com			
December, 2011	"Something's Brewing"	\$ 1,312.50		
	USAEnews Magazine			
December 27, 2011	"Association Update"	\$ 837.49		
	Junglecity.com			
January, 2012	"Portland"	\$ 5,040.00		
	SuccessfulMeetings.com			
January 1, 2012	"Off and Running" / "Portland and Seattle are ramping up for 2012"	\$ 59,100.00	\$ 59,100.00	
	OregonLive.com			
January 21, 2012	"Expo Center lands Cirque du Soleil, tells Portland Swap Meet to make room"	\$ 11,212.40		
	Chicago Sun-Times / ChicagoSunTimes.com			
January 22, 2012	"City grows up, keeps its cool" / "Portland grows up, keeps its cool"	\$ 196,999.00		\$ 196,999.00
	Connect Magazine / ConnectYourMeetings.com			
January 26, 2012	"Western Reunion"	\$ 7,100.00		
	TV Tokyo			
February, 2012	"Salomon Ryu"	\$ 112,500.00		
	The Musings of Ron Kapon Blog			
February 3, 2012	"The City of Roses and the Central Oregon Coast"	\$ -		
	Everywhere Magazine Online			
February 4, 2012	"The City of Roses and Central Coast Oregon"	\$ -		
	OregonLive.com			
February 13, 2012	"In downtown Portland, hospitality business looks strong"	\$ 11,212.40	\$ 11,212.40	
	KGW Channel 8 / kgw.com			
February 15, 2012	"Destination: Portland" / "Rising Tourism Boosting Hospitality in Portland"	\$ -	\$ -	
	Daily Journal of Commerce / DJCoregon.com			
February 17, 2012	"31-story Cosmopolitan Tower proposed by Weston Development"	\$ -		
	MeetingsFocus.com			
March, 2012	Portland: Happenin' Hoods	\$ 2,085.00	\$ 2,085.00	
Total		\$ 627,929.79	\$ 72,397.40	\$ 196,999.00

APPENDIX 2 – CONVENTION SERVICES

Travel Portland Survey

Overall impression of the following:

Answer Options	Excellent = 4	Good = 3	Average = 2	Poor = 1	Did not utilize	Rating Average	Response Count
Travel Portland sales staff	2	0	0	0	0	4.00	2
Travel Portland convention services staff	2	0	0	0	0	4.00	2
Travel Portland housing services (if utilized)	0	1	0	0	1	3.00	1
Travel Portland collateral/promotional materials	2	0	0	0	0	4.00	2
Quality and user-friendliness of the Travel Portland website	1	0	1	0	0	3.00	2
Is there anything Travel Portland could have done to enhance your experience?							1
Average rating						3.6	
						<i>answered question</i>	2
						<i>skipped question</i>	0

Comments

Tim, Sissy, Ann - the team is absolutely terrific!

MERC Commission Meeting

May 2, 2012
12:30 pm

5.0 - Venues' Business
Reports

OCC Event Analysis Monthly Revenue Report March 2012

Event Name	Event ID	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Chess for Success	19357	03/02/12	1,000	Repeat	Competition	Miscellaneous/Other	Settled	State	80,777	2	1		\$0	\$1,065	\$0	\$0	\$180	\$80	\$176	\$0	\$0	\$0	\$275	\$4,100	\$342	\$6,218
Pac West Cheer and Dance Nationals 2012	19225	03/02/12	5,178	Repeat	Sporting Event/Athletics	Consumer Public	Settled	Local	353,484	3	1		\$0	\$1,349	\$0	\$0	\$5,684	\$23,548	\$1,593	\$275	\$0	\$1,539	\$824	\$22,350	\$13,273	\$70,434
Oregon Business Magazine Dinner	15000	03/01/12	847	Repeat	Dinner	Food & Beverage/Catering	Settled		25,500	1	0		\$0	\$33,752	\$0	\$0	\$0	\$7,795	\$206	\$0	\$0	\$0	\$165	\$0	\$3,250	\$45,168
Handwriting Without Tears	22146	03/02/12	57	Repeat	Meeting/Seminar	Meeting	Settled		8,505	2	1		\$0	\$677	\$0	\$0	\$65	\$450	\$88	\$0	\$0	\$0	\$333	\$2,250	\$0	\$3,863
OCC MAR 2012 MISC NON-EVENT ACTIVITIES/ BILLINGS	22679	03/01/12	0	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event	Settled		0	31	0		\$2,500	\$503	\$0	\$107,526	\$0	\$0	\$0	\$0	\$0	\$1,092	\$78	\$0	\$0	\$111,699
2011 Multicultural Meetings Study Presentation	23423	03/01/12	72	New	Meeting/Seminar	Meeting	Settled	Local	1,010	1	0		\$0	\$12	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54	\$0	\$0	\$66
Rich Dad Education: Learn to be Rich Training Academy	23249	03/02/12	96	New	Meeting/Seminar	Meeting	Settled	Local	18,900	3	0		\$0	\$2,163	\$0	\$0	\$60	\$650	\$88	\$810	\$0	\$0	\$1,733	\$4,200	\$0	\$9,703
Oregon Law Institute - Staying Competitive: Legal Issues in Running a Business Online	20886	03/02/12	45	Repeat	Meeting/Seminar	Meeting	Settled		2,457	1	0		\$0	\$497	\$0	\$81	\$0	\$205	\$88	\$0	\$0	\$0	\$220	\$790	\$0	\$1,881
World Wide Group - Regional Rallies	21811	03/03/12	550	Repeat	Meeting/Seminar	Meeting	Settled	Regional	6,300	1	0		\$0	\$131	\$0	\$0	\$0	\$435	\$88	\$0	\$0	\$0	\$165	\$1,750	\$55	\$2,624
American Red Cross Breakfast of Champions	17298	03/06/12	450	Repeat	Breakfast	Food & Beverage/Catering	Settled		60,000	1	1		\$0	\$12,390	\$0	\$267	\$0	\$1,805	\$3,844	\$0	\$0	\$0	\$842	\$1,100	\$1,728	\$21,976
Interstate Career Expo	22233	03/07/12	4,500	New	Community Event	Tradeshow	Settled	State	65,482	1	1		\$0	\$2,814	\$0	\$0	\$90	\$275	\$410	\$746	\$0	\$0	\$365	\$3,250	\$121	\$8,071

OCC Event Analysis Monthly Revenue Report March 2012

Event Name	Event ID	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Creating Keepsakes Scrapbook Convention (CKC) - Portland 2012	17172	03/09/12	3,800	Repeat	Consumer/Public Show	Consumer Public	Settled	State	300,520	2	2		\$250	\$0	\$1,961	\$0	\$0	\$2,150	\$4,316	\$0	\$0	\$0	\$1,950	\$23,540	\$1,569	\$35,736
GMIC Oregon Chapter Meeting	22606	03/08/12	17	Repeat	Lunch	Meeting	Settled		1,772	1	0		\$0	\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300
ESCO Corporation Meeting	23238	03/08/12	60	Repeat	Meeting/Seminar	Corporate	Settled		3,204	1	0		\$0	\$113	\$0	\$204	\$0	\$695	\$0	\$0	\$0	\$0	\$225	\$950	\$0	\$2,187
Health Professionals Network	22336	03/08/12	32	New	Annual Convention/Conference	Meeting	Settled	National	6,575	1	0		\$0	\$530	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$95	\$0	\$0	\$625
SHRM 2012 Tenth Annual Labor & Employment Law Conference	19026	03/08/12	323	Repeat	Meeting/Seminar	Meeting	Settled		25,351	1	0		\$0	\$24,524	\$0	\$1,737	\$290	\$5,105	\$0	\$0	\$0	\$0	\$3,225	\$1,640	\$413	\$36,934
Creating Keepsakes Pre-Con -- In House	23669	03/08/12	10	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		\$0	\$5	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45	\$0	\$0	\$50
Oregon Law Institute - Deconstructing the Construction Litigation Case	20876	03/09/12	70	Repeat	Meeting/Seminar	Meeting	Settled		1,923	1	0		\$0	\$651	\$0	\$99	\$0	\$205	\$88	\$0	\$0	\$0	\$380	\$600	\$0	\$2,023
U.S. National Open Taekwondo Championships 2012	18561	03/10/12	1,353	Repeat	Sporting Event/Athletics	Consumer Public	Settled	Local	121,377	1	1		\$0	\$457	\$592	\$0	\$2,916	\$75	\$960	\$0	\$0	\$310	\$588	\$6,500	\$1,749	\$14,147
Annual ALS Dinner & Auction	20338	03/10/12	729	Repeat	Auction	Food & Beverage/Catering	Settled		25,200	1	0		\$0	\$44,365	\$0	\$0	\$412	\$2,259	\$2,143	\$0	\$0	\$0	\$345	\$0	\$2,235	\$51,759
Susan G. Komen for the Cure - Breast Cancer Issues Conference 2012	15693	03/10/12	420	Repeat	Meeting/Seminar	Meeting	Settled	Local	42,557	1	0		\$0	\$15,824	\$0	\$630	\$540	\$5,536	\$362	\$0	\$0	\$0	\$2,435	\$7,490	\$495	\$33,312
Wood Solutions Fair	21401	03/13/12	500	New	Trade Show	Tradeshow	Settled	Local	70,584	1	1		\$0	\$27,863	\$0	\$0	\$300	\$5,772	\$1,414	\$0	\$52	\$0	\$3,560	\$5,250	\$1,062	\$45,273
INTERFACE 2012	18945	03/13/12	700	Repeat	Trade Show	Tradeshow	Settled	Local	68,400	1	1		\$0	\$29,084	\$0	\$0	\$60	\$3,550	\$6,241	\$1,969	\$0	\$0	\$1,445	\$8,650	\$1,171	\$52,170

OCC Event Analysis Monthly Revenue Report March 2012

Event Name	Event ID	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
adidas Shamrock Run Fitness Fair	19327	03/16/12	11,000	Repeat	Miscellaneous	Miscellaneous/Other	Settled		94,995	2	4		\$0	\$0	\$0	\$0	\$90	\$392	\$2,370	\$820	\$162	\$0	\$165	\$16,563	\$1,148	\$21,709
Hoffman Corporation Quarterly Shareholder's Meeting	23073	03/13/12	110	Repeat	Meeting/Seminar	Corporate	Settled	Local	3,750	1	0		\$0	\$1,851	\$0	\$0	\$30	\$299	\$0	\$0	\$0	\$0	\$180	\$600	\$0	\$2,960
2012 Northwest Apparel & Footwear Material Show	12640	03/14/12	780	Repeat	Trade Show	Tradeshow	Settled	Regional	260,714	2	1		\$0	\$33,038	\$6,563	\$0	\$105	\$760	\$3,087	\$375	\$524	\$0	\$1,614	\$10,846	\$244	\$57,155
Metro Multifamily Housing Association - 2012 Maintenance Fair	14819	03/15/12	425	New	Meeting/Seminar	Tradeshow	Settled	Local	98,755	1	1		\$0	\$18,812	\$0	\$0	\$30	\$3,905	\$2,275	\$248	\$75	\$0	\$3,824	\$3,710	\$566	\$33,444
Executive Director Candidates Events	23440	03/14/12	110	In-house	Dinner	Food & Beverage/Catering	Settled		11,336	2	0		\$0	\$2,737	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$452	\$0	\$0	\$3,189
Parking RFP Pre-Proposal Meeting	23680	03/14/12	22	In-house	Meeting/Seminar	In-house	Settled	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TMA Meeting on Multnomah Street Changes	23422	03/14/12	20	In-house	Meeting/Seminar	Meeting	Settled	Local	1,377	1	0		\$0	\$407	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45	\$0	\$0	\$452
International Gem and Jewelry Show	22308	03/16/12	916	New	Annual Convention/Conference	Tradeshow	Settled	Local	123,536	3	1		\$0	\$0	\$0	\$0	\$0	\$0	\$3,467	\$0	\$0	\$117	\$4,818	\$9,750	\$1,926	\$20,078
NASW 2012 Statewide Conference	19110	03/16/12	212	Repeat	Annual Convention/Conference	Meeting	Settled	State	10,584	1	0		\$0	\$8,270	\$0	\$0	\$340	\$662	\$616	\$0	\$0	\$0	\$1,935	\$1,220	\$0	\$13,043
Oregon Law Institute - ABCs of Decedents' Estate Administration	20877	03/16/12	165	Repeat	Meeting/Seminar	Meeting	Settled		4,000	1	0		\$0	\$1,060	\$0	\$108	\$0	\$200	\$88	\$0	\$0	\$0	\$560	\$1,150	\$0	\$3,166
Construction Industry Summit	22239	03/16/12	85	New	Meeting/Seminar	Meeting	Settled	State	7,828	1	0		\$0	\$6,822	\$0	\$0	\$0	\$60	\$407	\$0	\$0	\$0	\$0	\$1,080	\$100	\$8,469
Catholic Charities 2012 Annual Celebration	12675	03/17/12	1,055	Repeat	Dinner	Food & Beverage/Catering	Settled		34,200	1	0		\$0	\$75,725	\$0	\$1,393	\$0	\$11,904	\$517	\$0	\$0	\$0	\$275	-\$125	\$4,650	\$94,339

OCC Event Analysis Monthly Revenue Report March 2012

Event Name	Event ID	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
In-House: pacificwild Interviews	23759	03/20/12	37	In-house	Meeting/Seminar	In-house	Settled	Local	1,520	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operations Set-up Training	23775	03/20/12	16	In-house	Training	In-house	Settled	Local	783	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
KF Pre Con - In House	23723	03/21/12	14	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		\$0	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$40
Tasting for Habitat for Humanity	23682	03/21/12	10	In-house	Tasting	In-house	Settled	Local	937	1	0		\$0	\$32	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32
In-House: pacificwild Tasting for Good Friday Breakfast	23740	03/21/12	8	In-house	Tasting	In-house	Settled	Local	937	1	0		\$0	\$92	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$92
Wheel of Fortune	18082	03/30/12	16,550	New	Entertainment	Convention	Settled	National	2,374,206	5	9		\$500	\$225,308	\$0	\$225	\$2,566	\$1,200	\$47,279	\$16,293	\$0	\$0	\$36,609	\$90,000	\$32,998	\$452,977
KF 2012 , presented by the PLA	20313	03/23/12	1,200	New	Annual Convention/Conference	Convention w/ Tradeshow	Settled	Regional	136,800	3	1		\$0	\$7,323	\$234	\$0	\$90	-\$90	\$4,155	\$0	\$0	\$0	\$1,040	\$30,600	\$735	\$44,087
MSABC Portland Breakfast	22172	03/22/12	175	New	Breakfast	Food & Beverage/Catering	Settled	Local	12,600	1	0		\$0	\$9,548	\$0	\$54	\$150	\$2,300	\$0	\$0	\$0	\$0	\$255	\$0	\$110	\$12,417
Studentpainters.net - Spring Sales Training	23621	03/24/12	18	New	Training	Corporate	Settled		3,636	3	0		\$0	\$98	\$0	\$0	\$0	\$138	\$88	\$0	\$0	\$0	\$900	\$0	\$1,224	
Northwest Facilities Expo 2012	21746	03/28/12	812	Repeat	Annual Convention/Conference	Tradeshow	Settled	Regional	138,410	2	2		\$0	\$6,025	\$109	\$0	\$60	\$1,970	\$7,670	\$750	\$176	\$0	\$1,283	\$6,500	\$1,058	\$25,601
MERC Officer's Meeting -- In House	23684	03/26/12	7	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$66
Decision Support Off-Site	23726	03/28/12	40	New	Meeting/Seminar	Meeting	Settled	Local	1,520	1	0		\$0	\$0	\$0	\$0	\$0	\$82	\$98	\$0	\$0	\$0	\$0	\$490	\$0	\$670
TASTING - Parkinson's Resources of Oregon (for event #20622, 05-18-12)	23770	03/28/12	3	In-house	Tasting	Miscellaneous/Other	Settled	Local	1,665	1	0		\$0	\$204	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$204
Body Mind Spirit Expo 2012	21140	03/31/12	641	Repeat	Exhibits	Consumer Public	Settled		99,828	2	1		\$0	\$0	\$0	\$0	\$0	\$0	\$1,132	\$0	\$0	\$0	\$275	\$6,500	\$262	\$8,169
Admissions Office	23817	03/30/12	35	In-house	Miscellaneous	In-house	Settled	Local	5,508	5	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
14th Annual Race for the Roses	15354	04/01/12	4,800	Repeat	Competition	Miscellaneous/Other	Settled		98,256	1	1		\$0	\$0	\$0	\$0	\$695	\$2,811	\$1,228	\$0	\$0	\$1,425	\$5,000	\$420	\$11,579	
Secrets of Deep Tissue Massage	21764	03/31/12	45	Repeat	Training	Meeting	Settled	Local	8,010	2	0		\$0	\$96	\$0	\$0	\$0	\$70	\$88	\$0	\$0	\$0	\$0	\$2,360	\$0	\$2,614

OCC Event Analysis Monthly Revenue Report March 2012

Event Name	Event ID	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Totals			60,120						4,825,569															\$281,553		\$1,373,991

OCC Event Analysis Monthly Revenue Report March 2011 Historical Comparison

Event Name	Event ID	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC MAR 2011 MISC NON-EVENT ACTIVITIES/BILLINGS	18001	03/01/11	1	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event	Settled		0	31	0		\$0	\$227	\$18	\$127,694	\$0	\$0	\$0	\$0	\$0	\$0	\$1,588	\$0	\$0	\$129,527
NCCE Pre-Con -- In House	19282	03/01/11	8	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		\$0	\$23	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23
MillerCoors Meeting	19289	03/01/11	10	New	Meeting/Seminar	Meeting	Settled	Local	1,158	1	0		\$0	\$0	\$0	\$0	\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$290	\$0	\$690
Classic Wines Auction 2011	13741	03/05/11	730	Repeat	Auction	Food & Beverage/Catering	Settled	Local	141,318	1	5		\$0	\$63,250	\$12,040	\$0	\$45	\$9,506	\$2,786	\$250	\$0	\$0	\$3,038	\$450	\$7,159	\$98,524
Oregon Business Magazine Dinner	10249	03/03/11	771	Repeat	Dinner	Food & Beverage/Catering	Settled	State	25,500	1	0		\$0	\$30,630	\$0	\$0	\$0	\$7,897	\$107	\$0	\$0	\$0	\$165	-\$854	\$3,495	\$41,439
U.S. National Open Taekwondo Championships 2011	17070	03/05/11	1,204	Repeat	Sporting Event/Athletics	Consumer Public	Settled	Local	62,457	1	1		\$0	\$130	\$904	\$125	\$1,120	\$100	\$777	\$0	\$0	\$257	\$330	\$3,250	\$1,455	\$8,449
Catholic Charities Tasting	19309	03/04/11	3	In-house	Tasting	In-house	Settled	Local	1,228	1	0		\$0	\$90	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90
MWESB Legal Summit	19346	03/04/11	30	New	Meeting/Seminar	Meeting	Settled	Local	1,158	1	0		\$0	\$336	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54	\$300	\$0	\$690
Oregon Governor's Safety & Health Conference (GOSH)	10034	03/08/11	1,450	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Settled	State	691,406	3	4	TRUE	\$0	\$119,042	\$0	\$1,503	\$1,113	\$39,917	\$10,392	\$1,560	\$612	\$0	\$1,190	\$28,150	\$3,589	\$207,067
Chess for Success	16127	03/04/11	2,500	Repeat	Competition	Miscellaneous/Other	Settled	Local	76,216	2	0		\$0	\$0	\$0	\$0	\$120	\$0	\$332	\$0	\$0	\$0	\$275	\$4,100	\$336	\$5,163
In-House: Hall C will be used for Concessions & Food Court	19283	03/05/11	0	In-house	Miscellaneous	In-house	Settled	Local	61,000	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
World Wide Group - Regional Rallies	17916	03/05/11	625	Repeat	Meeting/Seminar	Meeting	Settled	Regional	6,563	1	0		\$0	\$130	\$0	\$0	\$0	\$390	\$83	\$0	\$0	\$0	\$165	\$1,850	\$55	\$2,673
ARAMARK staff dinner	19374	03/05/11	100	In-house	Dinner	In-house	Settled	Local	3,750	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GOSH Pre-Con -- In House	19186	03/07/11	12	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		\$0	\$19	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45	\$0	\$0	\$64

OCC Event Analysis Monthly Revenue Report March 2011 Historical Comparison

Event Name	Event ID	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Clin	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Inhouse: Intel Tech Fest Tasting	19228	03/07/11	6	In-house	Lunch	In-house	Settled	Local	0	1	0		\$0	\$201	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$201
ARAMARK District Meeting	19141	03/07/11	21	In-house	Meeting/Seminar	Meeting	Settled	Local	11,070	3	0		\$0	\$2,290	\$0	\$0	\$0	\$1,468	\$559	\$0	\$0	\$0	\$202	\$0	\$0	\$4,519
Kaiser Permanente Leadership Development Institute	17890	03/09/11	290	New	Meeting/Seminar	Meeting	Settled	Local	25,200	1	0		\$0	\$13,631	\$0	\$1,395	\$336	\$25	\$539	\$0	\$0	\$0	\$3,810	\$4,250	\$0	\$23,986
Pac West Open National Cheer and Dance Championships 2011	8120	03/11/11	6,011	Repeat	Sporting Event/Athletics	Consumer Public	Settled	Local	384,768	3	1		\$0	\$6,064	\$0	\$0	\$8,885	\$22,336	\$1,688	\$225	\$0	\$1,842	\$1,026	\$23,652	\$11,179	\$76,897
Susan G. Komen for the Cure - Breast Cancer Issues Conference 2011	10106	03/12/11	450	Repeat	Meeting/Seminar	Meeting	Settled	Local	51,957	1	2		\$0	\$16,367	\$0	\$621	\$636	\$5,300	\$83	\$0	\$0	\$0	\$2,525	\$7,490	\$495	\$33,517
KinkFest Pre-Con -- In House	19396	03/10/11	8	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		\$0	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20
SHRM 2011 Ninth Annual Labor & Employment Law Conference	17227	03/10/11	333	Repeat	Meeting/Seminar	Meeting	Settled	Local	25,351	1	0		\$0	\$19,118	\$0	\$1,926	\$40	\$2,873	\$0	\$0	\$0	\$0	\$1,855	\$1,640	\$0	\$27,452
Luis Palau Association: Benefit Dinner 2011	18222	03/11/11	562	Repeat	Dinner	Food & Beverage/Catering	Settled	Local	23,761	1	0		\$0	\$26,494	\$0	\$357	\$60	\$985	\$570	\$0	\$0	\$0	\$333	\$0	\$0	\$28,798
Oregon Law Institute - ABC's of Decedents' Estate Administration	17631	03/11/11	160	Repeat	Meeting/Seminar	Meeting	Settled	State	4,000	1	0		\$0	\$1,033	\$0	\$117	\$0	\$200	\$83	\$0	\$0	\$0	\$546	\$1,100	\$0	\$3,079
Handwriting Without Tears	18535	03/11/11	60	Repeat	Meeting/Seminar	Meeting	Settled	Local	3,636	2	0		\$0	\$844	\$0	\$0	\$30	\$380	\$83	\$0	\$0	\$0	\$355	\$1,140	\$0	\$2,832
Providence Cancer Luncheon Tasting	19324	03/11/11	14	In-house	Tasting	Food & Beverage/Catering	Settled	Local	0	1	0		\$0	\$420	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$420
IAHB Workshop	18153	03/11/11	125	Repeat	Meeting/Seminar	Meeting	Settled	Local	6,220	2	0		\$0	\$1,599	\$0	\$0	\$0	\$810	\$0	\$0	\$0	\$0	\$1,742	\$1,800	\$0	\$5,951

OCC Event Analysis Monthly Revenue Report March 2011 Historical Comparison

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Flash Bus Tour featuring Joe McNally and David Hobby	18951	03/12/11	300	New	Meeting/Seminar	Meeting	Settled	Local	6,300	1	0		\$0	\$0	\$0	\$0	\$150	\$816	\$249	\$0	\$0	\$0	\$0	\$1,750	\$0	\$2,965
Shamrock Run Packet Pick Up	17371	03/12/11	14,500	New	Miscellaneous	Miscellaneous/Other	Settled	Regional	18,900	1	0		\$0	\$0	\$0	\$0	\$0	\$160	\$463	\$810	\$0	\$0	\$165	\$5,107	\$348	\$7,053
Food Services of America	18190	03/15/11	217	Repeat	Trade Show	Tradeshow	Settled	Local	60,000	1	3		\$0	\$0	\$0	\$2,475	\$0	\$330	\$18,276	\$0	\$0	\$0	\$275	\$3,000	\$573	\$24,929
Get Motivated Seminars	18986	03/14/11	3,800	New	Meeting/Seminar	Meeting	Settled	Local	101,786	1	1		\$0	\$37,765	\$0	\$105	\$600	\$7,554	\$1,746	\$1,565	\$0	\$0	\$1,040	\$13,000	\$2,756	\$66,131
American Red Cross Breakfast of Champions	17230	03/15/11	700	Repeat	Breakfast	Food & Beverage/Catering	Settled	Local	123,458	1	1		\$0	\$14,294	\$0	\$515	\$440	\$2,885	\$790	\$0	\$0	\$0	\$772	\$2,200	\$3,388	\$25,284
2011 Northwest Apparel & Footwear Material Show	17206	03/16/11	900	Repeat	Trade Show	Tradeshow	Settled	Regional	255,656	2	1		\$0	\$26,292	\$4,774	\$0	\$60	\$608	\$2,035	\$0	\$229	\$0	\$1,036	\$9,512	\$721	\$45,267
Kaiser Permanente Leadership Development Institute	17891	03/15/11	368	New	Meeting/Seminar	Meeting	Settled	Local	25,200	1	0		\$0	\$14,478	\$0	\$1,296	\$384	\$25	\$539	\$0	\$0	\$0	\$4,035	\$4,250	\$0	\$25,007
Inhouse: MPI Board Meeting	19235	03/15/11	25	In-house	Meeting/Seminar	In-house	Settled	Local	1,228	1	0		\$0	\$51	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$126	\$0	\$0	\$177
Aramark/Giacometti	19437	03/16/11	4	In-house	Meeting/Seminar	In-house	Settled	Local	330	2	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INTERFACE 2011	16862	03/17/11	800	Repeat	Trade Show	Tradeshow	Settled	Local	60,400	1	1		\$0	\$25,419	\$0	\$0	\$0	\$2,696	\$5,327	\$1,815	\$0	\$0	\$1,129	\$6,800	\$1,040	\$44,225
Metro Multifamily Housing Association - 2011 Maintenance Fair	14818	03/17/11	450	New	Meeting/Seminar	Tradeshow	Settled	Local	97,369	1	1		\$0	\$14,465	\$0	\$0	\$0	\$3,400	\$3,709	\$0	\$45	\$0	\$3,217	\$3,450	\$166	\$28,451
2011 Portland Gift & Accessories Show	17391	03/19/11	3,000	Repeat	Consumer/Public Show	Convention w/ Tradeshow	Settled	Local	476,536	3	4	TRUE	\$0	\$180	\$718	\$0	\$124	\$325	\$9,577	\$297	\$660	\$0	\$1,830	\$19,450	\$4,802	\$37,963
KF 2011 , presented by the PLA	17598	03/18/11	915	New	Annual Convention/Conference	Convention w/ Tradeshow	Settled	Regional	115,163	3	1		\$0	\$5,571	\$0	\$0	\$720	\$525	\$1,913	\$0	\$0	\$0	\$2,435	\$26,760	\$0	\$37,924
Inhouse: Classic Wine Auction Post Con	19448	03/17/11	10	In-house	Meeting/Seminar	In-house	Settled	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OES Meeting	19400	03/17/11	4	New	Meeting/Seminar	Meeting	Settled	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

OCC Event Analysis Monthly Revenue Report March 2011 Historical Comparison

Event Name	Event ID	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Status	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Ecoroof Portland 2011	18290	03/18/11	400	New	Consumer/Public Show	Consumer Public	Settled	Local	64,023	1	1		\$0	\$1,562	\$0	\$0	\$60	\$921	\$929	\$0	\$0	\$0	\$905	\$3,350	\$574	\$8,302
SEPG Pre-Con -- In House	19248	03/17/11	12	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		\$0	\$21	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$57
Blood Born Pathogens Training	19410	03/18/11	15	In-house	Meeting/Seminar	Meeting	Settled	Local	1,228	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Software and Systems Engineering Process Group (SEPG 2011)	17037	03/20/11	550	New	Annual Convention/Conference	Convention w/ Tradeshow	Settled	National	478,991	5	3	TRUE	\$0	\$154,548	\$0	\$0	\$30	\$2,535	\$5,775	\$9,567	\$1,567	\$0	\$19,786	\$38,140	\$5,455	\$237,403
Oregon Law Institute - Moving Your Discovery Practice from DialpUp to Broadband	17632	03/18/11	65	Repeat	Meeting/Seminar	Meeting	Settled	State	6,085	1	0		\$0	\$2,488	\$0	\$63	\$105	\$602	\$727	\$0	\$0	\$0	\$390	\$900	\$0	\$5,275
Plumbers & Steamfitters Local 290 Contract Meeting	19320	03/20/11	568	Repeat	Meeting/Seminar	Meeting	Settled	Local	30,000	1	1		\$0	\$749	\$0	\$0	\$0	\$1,540	\$166	\$0	\$0	\$0	\$1,895	\$3,250	\$0	\$7,600
title nine - Blow Out Sale	19062	03/24/11	2,000	Repeat	Trade Show	Consumer Public	Settled	Local	210,000	3	4		\$0	\$0	\$0	\$0	\$2,030	\$790	\$0	\$1,800	\$0	\$0	\$275	\$6,125	\$50	\$11,070
TASTING: Good Friday Breakfast	19486	03/22/11	2	In-house	Tasting	In-house	Settled	Local	0	1	0		\$0	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18
Creating Keepsakes Scrapbook Convention (CKC) - Portland 2011	13353	03/25/11	4,300	Repeat	Consumer/Public Show	Consumer Public	Settled	State	300,520	2	2		\$0	\$0	\$2,147	\$117	\$90	\$2,260	\$4,083	\$99	\$0	\$0	\$550	\$23,749	\$2,803	\$35,897
INVESTools Investor Workshop	19065	03/23/11	360	New	Meeting/Seminar	Meeting	Settled	Local	35,250	2	0		\$0	\$3,781	\$0	\$0	\$390	\$856	\$166	\$630	\$0	\$0	\$6,450	\$7,000	\$0	\$19,273
Pella Pro Expo	18579	03/23/11	212	Repeat	Trade Show	Tradeshow	Settled	Local	75,505	2	0		\$0	\$14,155	\$0	\$882	\$795	\$0	\$1,639	\$396	\$0	\$0	\$491	\$3,250	\$484	\$22,092
SEPG Post-Con -- In House	19249	03/25/11	8	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		\$0	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$56
Christ in Youth - Jr. High Only Believe 2011	14837	03/26/11	1,122	Repeat	Concert	Convention	Settled	Regional	249,317	1	1		\$0	\$180	\$0	\$0	\$2,385	\$50	\$2,662	\$0	\$0	\$0	\$2,000	\$13,400	\$3,156	\$23,833

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INVESTools Investor Workshop	19218	03/26/11	422	New	Meeting/Seminar	Meeting	Settled	Local	26,000	2	0		\$0	\$3,953	\$0	\$0	\$390	\$856	\$166	\$630	\$0	\$0	\$5,143	\$5,750	\$481	\$17,369
Plumbers & Steamfitters Local 290 Contract Meeting	19316	03/27/11	930	Repeat	Meeting/Seminar	Meeting	Settled	Local	18,900	1	0		\$0	\$1,404	\$0	\$0	\$80	\$1,045	\$166	\$0	\$0	\$0	\$3,180	\$3,500	\$126	\$9,501
All Metro Managers Meeting	19027	03/30/11	120	Repeat	Meeting/Seminar	Meeting	Settled	Local	4,700	1	0		\$0	\$0	\$0	\$0	\$0	\$278	\$0	\$0	\$0	\$0	\$0	\$615	\$0	\$893
Blood Born Pathogens Training	19459	03/30/11	12	In-house	Meeting/Seminar	Meeting	Settled	Local	1,228	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ODA Pre-Con -- In House	19075	03/31/11	14	In-house	Accounting/Non-event	In-house	Settled	Local	0	1	0		\$0	\$24	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54	\$0	\$0	\$78
Northwest Foodservice Show 2011	10094	04/03/11	8,000	Repeat	Annual Convention/Conference	Convention w/ Tradeshow	Settled	Regional	1,042,484	2	4	TRUE	\$0	\$1,116	\$0	\$243	\$0	\$8,454	\$46,755	\$4,338	\$3,725	\$0	\$1,280	\$48,600	\$10,884	\$125,395
Oregon Convention Center Volunteers' Update Meeting	19107	03/31/11	28	In-house	Meeting/Seminar	In-house	Settled	Local	1,158	1	0		\$0	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72	\$0	\$0	\$79
Totals			60,617						5,495,432															\$331,516		\$1,571,637

PCPA MONTHLY ANALYSIS

MARCH 2012

FACILITY NAME	DATE	PRESENTER	EVENT	LOAD-IN/ LOAD-OUT DARK DAYS	NO. OF PERF.	TOTAL ATTEND.	PAID ATTEND.	% SOLD	GROSS TICKET SALES	RENT	CHARGES & REIMBURSE.	USER'S FEE	SOUVEN.	GROSS FOOD & BEV.	GROSS REVENUE EARNED
KELLER	2/20 to 3/3	Oregon Ballet Theatre	Giselle	9	7	11,961	10,327	50%	\$452,729	\$9,775	\$37,828	\$15,491	\$0	\$19,570	\$82,664
	3/5	Portland Theatre Productions	Broadway Season Announcement	0	1	335	0	0%	\$0	\$380	\$2,568	\$0	\$0	\$19,069	\$22,017
	3/21	Fidelity Investments	Pre-Show Reception	0	1	335	40	0%	\$0	\$0	\$65	\$0	\$0	\$6,302	\$6,367
	3/22	George Fox University	Pre-Show Reception	0	1	22	0	0%	\$0	\$0	\$0	\$0	\$0	\$812	\$812
ASCH	2/27 to 3/5	Oregon Symphony	Classical 11	3	3	5,433	5,769	45%	\$191,700	\$3,175	\$15,339	\$8,654	\$219	\$6,119	\$33,506
	3/6	Portland Arts and Lectures	Everybody Reads	0	1	1,235	1,126	41%	\$8,727	\$1,910	\$3,381	\$1,564	\$0	\$488	\$7,343
	3/8 to 9	Oregon Symphony	Youth Concerts	0	4	6,618	0	0%	\$0	\$4,500	\$5,803	\$0	\$0	\$0	\$10,303
	3/8	Oregon Symphony	Garrison Keillor	0	1	2,150	2,198	79%	\$144,277	\$6,781	\$6,087	\$8,657	\$160	\$2,186	\$23,871
	3/10	Portland Youth Philharmonic	Winter Concert	0	1	1,175	1,033	37%	\$16,817	\$805	\$3,894	\$517	\$0	\$1,542	\$6,758
	3/11	World Affairs Council	Amartya Sen	0	1	1,369	1,325	48%	\$47,134	\$3,440	\$3,727	\$3,515	\$26	\$908	\$11,616
	3/13	Oregon Symphony	Renee Fleming	0	1	2,546	2,648	95%	\$269,589	\$1,565	\$9,024	\$3,972	\$317	\$2,875	\$17,753
	3/14	Double Tee Concerts	Puscifer	0	1	2,072	2,050	74%	\$86,915	\$6,552	\$13,798	\$5,010	\$2,434	\$11,769	\$39,563
	3/15	ISEPP	Dr. Paul Alivisatos	0	1	820	346	13%	\$7,568	\$3,440	\$3,201	\$1,334	\$0	\$238	\$8,213
	3/15 to 18	Oregon Symphony	Pops 3	2	2	3,934	3,828	69%	\$151,025	\$19,990	\$10,172	\$5,742	\$708	\$4,914	\$41,526
	3/23	Clutch Evetns	Lupe Fiasco	0	1	1,172	1,143	41%	\$43,745	\$3,272	\$10,049	\$2,841	\$0	\$9,260	\$25,422
	3/27	World Affairs Council	David Brooks	0	1	1,747	1,738	63%	\$54,184	\$3,440	\$3,830	\$4,384	\$64	\$1,474	\$13,192
	3/28	Oregon Symphony	Auditions	1	0	0	0	0%	\$0	\$5,355	\$1,139	\$0	\$0	\$0	\$6,494
3/30	Oregon Symphony	Zakir Hussain	0	1	2,326	2,414	87%	\$81,214	\$3,440	\$7,320	\$4,873	\$132	\$4,405	\$20,170	
NEWMARK	3/1 to 3	Portland Metro Arts	La Fille Mal Gardee	1	2	561	179	20%	\$3,112	\$3,045	\$2,690	\$403	\$0	see Matt's	\$6,138
	3/4	Metro Youth Symphony	Concert #2	0	1	489	499	57%	\$8,656	\$660	\$2,537	\$1,123	\$0	see Matt's	\$4,320
	3/7 to 10	Northwest Dance Project	Northwest Dance Project	2	2	871	632	36%	\$25,116	\$3,750	\$7,147	\$1,533	\$0	see Matt's	\$12,430
	3/11	Live Nation	Adam Corolla	0	1	830	860	98%	\$34,845	\$4,485	\$1,754	\$2,126	\$0	\$231	\$8,596
	3/13 to 17	White Bird	Kidd Pivot "Dark Matters"	2	3	1,588	1,278	48%	\$32,059	\$2,700	\$18,877	\$3,260	\$0	see Matt's	\$24,837
	3/18	Portland Piano International	Kirill Gerstein	0	1	483	516	59%	\$17,341	\$1,170	\$2,155	\$1,240	\$77	see Matt's	\$4,642
	3/19	OHSU Brain Institute	Alan Leshner, Ph.D.	0	1	253	225	26%	\$5,789	\$1,170	\$1,522	\$511	\$43	\$380	\$3,626
WINNINGSTAD	2/20 to 3/18	Oregon Children's Theatre	Locomotion	12	30	6,343	5,982	68%	\$39,313	\$4,120	\$8,549	\$1,386	\$0	see ArtBar	\$14,055
	3/21 to 25	Portland Taiko	Three	2	3	731	663	76%	\$9,319	\$1,475	\$2,207	\$1,528	\$36	see ArtBar	\$5,246
	3/20	Gabe Bondoc	Gabe Bondoc	0	1	72	67	23%	\$1,925	\$785	\$998	\$151	\$91	see ArtBar	\$2,025
A. HATFIELD HALL	3/12	PCPA Volunteers	Comerford School of Irish Dance	0	1	171	0	0%	\$0	\$0	\$0	\$0	\$0	\$31	\$31
KELLER CAFÉ														\$4,270	\$4,270
ARTBAR														\$21,218	\$21,218
MATT'S BAR														\$4,170	\$4,170
PCPA CATERING														\$937	\$937
TOTALS				34	75	57,642	46,886	43%	\$1,733,099	\$101,180	\$185,661	\$79,815	\$4,307	\$123,168	\$494,131

PCPA MONTHLY ANALYSIS

MARCH 2011

FACILITY NAME	DATE	PRESENTER	EVENT	LOAD-IN/ LOAD-OUT DARK DAYS	NO. OF PERF.	TOTAL ATTEND.	PAID ATTEND.	% SOLD	GROSS TICKET SALES	RENT	CHARGES & REIMBURSE.	USER'S FEE	SOUVEN.	GROSS FOOD & BEV.	GROSS REVENUE EARNED
KELLER	2/20 to 3/6	Oregon Ballet Theatre	Firebird, Rite of Spring	10	4	7,351	7,312	61%	\$352,635	\$8,945	\$29,946	\$7,312	\$0	\$18,258	\$64,461
	3/10 to 13	Broadway Across America	Stomp	1	5	10,589	10,568	71%	\$370,358	\$16,750	\$19,848	\$36,988	\$1,611	\$16,206	\$91,403
ASCH	3/1	True West	Imagination Movers	0	1	800	800	29%	\$27,075	\$3,015	\$7,699	\$1,888	\$1,324	\$676	\$14,602
	3/3	Portland Arts and Lectures	Tracy Kidder	0	1	1,919	2,257	81%	\$75,125	\$1,855	\$2,689	\$5,904	\$70	\$950	\$11,468
	3/4	Oregon Symphony	Storm Large	2	1	2,524	2,729	98%	\$191,210	\$1,335	\$9,566	\$2,729	\$320	\$7,398	\$21,348
	3/5	Portland Youth Philharmonic	Winter Concert	0	1	1,156	1,101	40%	\$13,479	\$780	\$3,590	\$657	\$0	\$1,514	\$6,541
	3/6	Oregon Symphony	Kids Concert "Gotta Dance"	0	1	2,185	2,153	78%	\$37,220	\$540	\$4,735	\$2,153	\$0	\$480	\$7,908
	3/7	Portland Arts and Lectures	Wes Moore	0	1	1,976	1,196	43%	\$23,193	\$1,855	\$3,095	\$4,780	\$82	\$586	\$10,398
	3/10	ISEPP	Dr. Michael Coe	0	1	1,297	319	12%	\$14,077	\$3,340	\$3,065	\$2,522	\$150	\$369	\$9,446
	3/7 to 14	Oregon Symphony	Classical 12 Baiba Skride	3	2	3,085	3,150	57%	\$122,418	\$2,300	\$11,148	\$3,150	\$124	\$3,545	\$20,267
	3/13	Metro Youth Symphony	Winter Performance	0	1	709	683	25%	\$12,183	\$1,420	\$3,825	\$1,537	\$0	\$526	\$7,308
	3/14 to 16	White Bird	Alvin Ailey	0	2	5,090	4,738	85%	\$164,727	\$3,710	\$36,974	\$11,320	\$1,015	\$7,378	\$60,397
	3/17	Oregon Symphony	Evelyn Nagel Donor Appr.	0	1	916	0	0%	\$0	\$1,045	\$2,278	\$0	\$0	\$229	\$3,552
3/17 to 18	Oregon Symphony	Youth Concerts	0	4	6,253	0	0%	\$0	\$4,180	\$5,575	\$0	\$0	\$0	\$9,755	
NEWMARK	2/28 to 3/12	JANE a theatre company	Ghosts of Celilo	8	9	4,904	4,013	51%	\$160,424	\$8,560	\$28,075	\$14,181	\$172	\$4,081	\$55,069
	3/13	Portland Piano	Garrick Ohlsson	0	1	653	692	79%	\$23,433	\$1,135	\$1,803	\$1,671	\$161	\$2,218	\$6,988
	3/15	OHSU Brain Institute	Stephen Hauser	0	1	407	454	52%	\$10,190	\$1,135	\$1,496	\$1,036	\$32	see ArtBar	\$3,699
	3/17 to 19	NW Dance Project	NW Dance Project	1	2	803	667	38%	\$22,768	\$2,955	\$6,926	\$1,505	\$0	\$492	\$11,878
	3/21	OHSU Brain Institute	Marquam Hill Lecture	0	1	336	0	0%	\$0	\$1,395	\$1,363	\$0	\$0	see ArtBar	\$2,758
WINNINGSTAD	2/21 to 3/20	Oregon Children's Theatre	On the Eve of Friday Morning	11	29	5,501	5,398	64%	\$43,594	\$3,935	\$7,607	\$1,462	\$0	\$373	\$13,377
A. HATFIELD HALL	3/14	PCPA Volunteers	Noontime Showcase-B. Griffin	0	1	168	0	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
KELLER CAFÉ														\$1,278	\$1,278
ARTBAR														\$15,896	\$15,896
PCPA CATERING														\$172	\$172
TOTALS				36	70	58,622	48,230	46%	\$1,664,109	\$70,185	\$191,303	\$100,795	\$5,061	\$82,625	\$449,969

Expo Center Event Analysis

Mar-12	Consumer	Trade	Misc. / Mtg.	Conv.	# of Events	Event Days	I/O Days	Use %	Attendance	Rental	Equipment	Concessions	West Delta Bar & Grill	Catering	Utilities	Parking	Total
America's Largest Antique & Collectible Show	2-4	1			1	3	2		11,345	34,455	625	47,372	4,461	0	2,238	46,176	135,327
MERC Commission Meeting	7		1		1	1	5		45	0	0	0	0	260	0	0	260
Portland Metro RV Dealers Spring RV Show	7-11	1			1	2	1		11,804	82,500	0	29,900	4,104	4,479	7,444	48,068	176,494
56th Annual Roadster Show	16-18	1			1	3	1		15,607	44,100	0	73,235	4,874	1,114	3,533	51,974	178,830
Rose City Gun and Knife Show	17-18	1			1	2	2		8,372	8,300	392	11,479	0	0	381	22,225	42,776
Better Living Show	23-25	1			1	3	1		11,898	18,617	500	9,063	6,181	3,600	9,618	34,538	82,117
Green Living Project	24		1		1	1			60	450	0	0	0	750	0	123	1,323
Boys & Girls Youth Banquet of the Year	24		1		1	1	2		870	2,950	0	0	0	12,584	0	1,789	17,323
Heirloom Rubber Stamp Festival	24-25	1			1	2			960	4,800	125	1,719	0	0	333	2,720	9,697
PDX Bicycle Show	24-25	1			1	2	1		3,124	8,710	0	6,620	0	3,379	1,076	9,051	28,836
Northwest Quilters Annual Quit Show	29-31	1			1	3	11		2,064	9,600	0	4,507	0	1,525	1,985	6,683	24,300
Christ in Youth - Believe	30-31		1		1	2			2,360	12,750	2,250	1,957	0	2,867	452	7,411	27,687
Silver Collector Car Auction	31	1			1	1			1,227	15,420	0	6,887	0	0	224	2,931	25,462
Totals	9	0	4	0	13	26	26	71%	69,736	242,652	3,892	192,739	19,620	30,558	27,284	233,689	750,433

FY 2011-12	Consumer	Trade	Misc.	Conv.	# of Events	Event Days	I/O Days	Use %	Attendance	Rental	Equipment	Concessions	West Delta Bar & Grill	Catering	Utilities	Parking	Total
July	3		4		6	14	9	28%	17,937	117,735	1,492	86,522	11,679	16,159	8,285	89,008	330,880
August	2		5		7	11	6	9%	7,166	38,219	2,303	22,040		3,555	1,995	27,881	95,993
September	9	1	3	0	13	28	27	43%	22,977	135,432	1,175	43,659	12,847	8,630	10,762	93,730	306,235
October	8	2	3	0	13	29	24	48%	41,924	191,767	5,180	116,283	20,118	57,602	33,880	186,065	610,895
November	8	0	4	0	12	21	18	37%	42,595	103,780	992	46,823	3,941	30,558	10,808	140,704	317,924
December	3	0	2	0	5	14	17	37%	34,996	96,558	5,613	127,249	8,125	360	9,845	153,919	401,669
January	4	1	1	0	6	17	19	63%	31,661	281,360	6,600	137,964	24,563	82,782	18,039	176,100	727,408
February	5	0	4	0	9	20	26	67%	76,725	203,820	8,952	391,042	29,527	12,715	28,200	296,416	970,672
March	9	0	4	0	13	26	26	71%	69,736	242,652	3,892	192,739	19,620	30,558	27,284	233,689	750,433
April																	
May																	
June																	
Totals to Date	51	4	30	0	84	180	172	32%	345,717	1,411,323	36,199	1,164,321	130,420	242,919	149,098	1,397,512	4,512,109
Month to Month Comparison	1	0	-1	0	0	-1	8	-4%	6,403	51,892	271	19,446	-1,003	11,745	-3,671	-2,075	76,604
Year to Date Comparison	13	2	-3	0	11	15	49	3%	21,830	192,420	9,836	33,695	51,509	82,503	-27,125	37,218	360,373
Quarterly Totals to Date - Q3	18	1	9	0	28	63	71	67	178,122	727,832	19,444	721,745	73,710	126,055	73,523	706,205	2,448,513
Quarter to Date Comparison - Q3	1	1	-8	0	-6	-12	16	0%	9,219	79,892	3,949	23,180	-5,201	10,974	-19,387	-1,543	91,863

FY 2010-11	Consumer	Trade	Misc.	Conv.	# of Events	Event Days	I/O Days	Use %	Attendance	Rental	Equipment	Concessions	West Delta Bar & Grill	Catering	Utilities	Parking	Total
July	3		5		7	17	8	28%	16,513	118,034	1,737	91,719		9,347	7,473	85,089	313,399
August	1		3		4	7	4	6%	7,214	28,005	500	22,606		4,113	942	28,634	84,800
September	6	1	2		10	20	17	36%	23,889	111,341	1,330	49,704		2,067	14,297	93,937	272,676
October	4	1	3		8	18	13	26%	27,975	117,013	1,848	85,233		26,417	29,769	139,856	400,136
November	5		2		7	18	14	51%	43,655	112,420	500	53,956		3,391	19,674	151,875	341,816
December	2		1		3	10	12	16%	35,738	84,150	4,953	128,843			11,158	153,155	382,259
January	4		4		8	19	17	57%	32,440	236,170	8,853	141,821	28,224	74,526	20,825	179,817	690,236
February	5		8		13	29	20	68%	73,130	221,010	3,021	383,451	30,064	21,742	41,130	292,167	992,585
March	8	5	13	27	18	75%	63,333	190,760	3,621	173,293	20,623	18,813	30,955	235,764	673,829		
April	6		1		7	15	16	32%	46,821	142,750	869	236,756	14,451	1,547	6,687	79,219	482,279
May	4	2	3		9	17	18	16%	11,062	60,319	1,075	33,155	1,242	59,417	10,792	52,137	218,137
June	1		3		4	11	7	13%	8,563	40,550	3,950	19,321	1,480	2,992	2,856	31,875	103,024
Total to Date	49	4	40	93	208	164	35%	390,333	1,462,522	32,257	1,419,858	224,372	196,558	1,523,525	4,955,176		

MERC Commission Meeting

May 2, 2012
12:30 pm

6.0 - Consent Agenda

**Metropolitan Exposition Recreation Commission
Record of MERC Commission Actions**

April 4, 2012
Oregon Convention Center
777 NE Martin Luther King Jr. Blvd. Room C121-122

Present:	Judie Hammerstad (Chair), Elisa Dozono, Terry Goldman , Ray Leary , ex-officio Rex Burkholder
Absent:	Cynthia Haruyama (excused), Karis Stoudamire-Phillips (excused), Chris Erickson (excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Hammerstad at the Oregon Convention Center at 12:30 p.m.
1.0	QUORUM CONFIRMED A quorum of Commissioners was present.
2.0	COMMISSIONER EXOFFICIO COMMUNICATIONS <ul style="list-style-type: none"> • Ex-officio Rex Burkholder provided brief comments related to the OCC room block project. • Matthew Rotchford introduced guests from Cirque du Soleil. Chair Hammerstad inquired how they decided to return to Portland and chose Expo as their venue. Robin Charest from Cirque de Soleil responded that Cirque realized that Portland, especially the Expo Center, share the same passion with Cirque du Soleil which is to bring a positive impact to the neighborhoods. Easy access to public transportation was one of the key elements and Cirque is very pleased to work with Matt Rotchford and staff. Commissioner Leary expressed his gratitude to Matthew Rotchford’s accomplishments to bring Cirque du Soleil to Expo.
3.0	INTRODUCTION OF BILL TOLBERT, METRO DIVERSITY MANAGER <ul style="list-style-type: none"> • Teri Dresler introduced Mr. Tolbert as the new Metro Diversity Manager. • Bill Tolbert commented on the different aspects of diversity and the need to have a holistic approach to this area. • Commissioner Dozono, Commissioner Leary, Ex-officio Rex Burkholder and Teri Dresler all noted their pleasure in having Mr. Tolbert on staff.
4.0	GENERAL MANAGER COMMUNICATIONS <ul style="list-style-type: none"> • Teri Dresler reported that Commissioner Erickson will participate in the presentation of the fiscal year 2012-13 MERC budget to the Metro Council on April 19th. • Dresler reported that the project team is moving forward with a letter of commitment to be signed by City, County and Metro leaders. Dresler also noted that a plan is being developed related to the business community outreach and project staff are developing a draft request for proposal (RFP). • Commissioner Goldman raised concern about the potential outcome of multiple hotels rather than one hotel. Teri Dresler responded that the minimum requirement of a 500 room block will be stated in the RFP. • T. Dresler reminded the Commissioners of the following event invitations: April 25th-Portland Business Journal Women of Influence Award Luncheon-Commissioner Dozono is an award nominee. May 8th at OCC is the Portland Business Alliance Annual Breakfast; May 10 at OCC, the Travel Portland Awards breakfast and program and May 31 at OCC, the Oregon League of Minority Voter’s Liberty of Hope Dinner (invitation will be sent soon).
5.0	L.M.N. ARCHITECTS’ PRESENTATION OF OCC REMODEL CONCEPT DRAWINGS <ul style="list-style-type: none"> • Teri Dresler introduced representatives from L.M.N. Architects who have been developing conceptual drawings related to renovating new marketable space for the Oregon Convention Center. • L.M.N. representatives, Wendy Pautz and Brian Tennyson, provided a visual presentation of renovation concepts and drawings which included: the Oregon Ballroom/Skyview Terrace; creating an executive

	<p>conference center space using the current offices on either side of the Oregon ballroom and relocation of the OCC operations department offices to the back of the facility.</p> <ul style="list-style-type: none"> • Chair Hammerstad asked about the expected return for this renovation investment. Teri Dresler noted that the first step was for the Commission to see the presentation and then discuss, in the future, potential marketing ideas and the return on investment. • Ex-officio Rex Burkholder commented that this opportunity needs to run parallel with the enhanced marketing room block project.
6.0	<p>MERC VENUES' BUSINESS REPORTS</p> <ul style="list-style-type: none"> • Robyn Williams, Matthew Rotchford and Teri Dresler provided the venue business reports. • Commissioner Dozono expressed her appreciation to Teri Dresler for her tremendous leadership at OCC.
7.0	<p>CONSENT AGENDA</p>
7.1	<p>March 7, 2012 MERC Commission Record of Actions</p> <ul style="list-style-type: none"> • A motion was made by Commissioner Goldman and seconded by Commissioner Dozono to approve the Consent Agenda. <p>VOTING: Aye: 4 (Hammerstad, Dozono, Goldman, Leary) Nay: 0 Motion Passed</p>
8.0	<p>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</p> <p>None</p> <ul style="list-style-type: none"> • Commissioner Dozono provided an update related to the Portland Opera. Chair Hammerstad noted the Commission will be responding soon by letter to the Opera.
9.0	<p>DISCUSS CHANGES TO SPECIFIC MERC PERSONNEL POLICIES</p> <ul style="list-style-type: none"> • Mary Rowe presented to the Commission, batch two of proposed changes to specific MERC Personnel policies. • Commissioner Dozono asked for clarification of the religious accommodation policy. Mary Rowe responded that the purpose of this policy implementation is to establish clarity in obligation and responsibility for Metro managers. Commissioner Dozono expressed her concern for including specific language in the policy which could potentially open up liability issues. Mary Rowe asked for suggested language to add to the policy. Commissioner Dozono suggested that if the policy is to be implemented, language stated should include the statutory definition. Rex Burkholder suggested that further discussion is needed to determine if this policy is necessary. • Commissioners Dozono and Goldman noted that the social media policy seemed inconsistent with Metro's guidelines. Mary Rowe responded that she would modify the policy for clarity.
10.0	<p>EXECUTIVE SESSION</p> <p>For the purpose of considering the employment of a public officer, employee, staff member or individual agent pursuant to ORS 192.660(2)(a), ORS 192.660(2)(h)</p>
11.0	<p>ACTION AGENDA</p> <p>Resolution 12-06 authorizing the hiring of an Executive Director for the Oregon Convention Center</p> <ul style="list-style-type: none"> • Teri Dresler presented Resolution 12-06. • A motion was made by Commissioner Goldman and seconded by Commissioner Dozono to approve Resolution 12-06 as presented. <p>VOTING: Aye: 4 (Hammerstad, Dozono, Goldman, Leary) Nay: 0 Motion Passed</p>
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 2:27 p.m.</p>

METROPOLITAN EXPOSITION RECREATION COMMISSION

RESOLUTION NO. 12-06

For the purpose of approving the initial appointment of Scott Cruickshank as Executive Director of the Oregon Convention Center (OCC).

WHEREAS, the Metropolitan Exposition Recreation Commission (MERC) must approve the initial appointment of the MERC Facility Directors;

WHEREAS, the Commission finds that Scott Cruickshank is qualified for the position of the Executive Director of the Oregon Convention Center.

BE IT THEREFORE RESOLVED, that the Commission approves the initial appointment of Scott Cruickshank as the Oregon Convention Center Executive Director


Passed by the Commission on April 4, 2012.

Chair

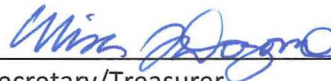


Approved As to Form:
Alison Kean Campbell, Metro Attorney

By:


Nathan A. Schwartz Sykes
Senior Attorney

Secretary/Treasurer



MERC Commission Meeting

May 2, 2012
12:30 pm

8.0 - Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 12-07

For the purpose of approving and transmitting to the Metro Council a budget amendment to the MERC Fund for current fiscal year 2011-12.

WHEREAS, Metro Code 6.01.050 provides that the Commission shall annually prepare and approve an annual budget which shall, to the maximum extent permitted by law, consist of one commission-wide series of appropriations; and

WHEREAS, Metro Code 6.01.050(d) further provides that once the Commission's budget has been adopted by the Metro Council, any changes in the adopted appropriations must be ratified in advance by the Metro Council; and

WHEREAS, the Commission previously approved and transmitted to the Metro Council the fiscal year 2011-12 budgets for the MERC Fund; and

WHEREAS, MERC staff request amendments to the current budget for the reasons described in the attached Staff Report.

BE IT THEREFORE RESOLVED, that the Metropolitan Exposition Recreation Commission approves a budget amendment to the MERC Fund as described in the attached Staff Report and Exhibit A for the fiscal year beginning July 1, 2011 and ending June 30, 2012 for inclusion as part of the total Metro budget for this period and requests that the Metro COO present this to the Metro Council for ratification.

Passed by the Commission on May 2, 2012.

Approved as to Form:
Alison Kean Campbell, Metro Attorney

Chair

Secretary/Treasurer

By:

Nathan A. Schwartz Sykes, Senior Attorney

MERC Staff Report

Agenda Item/Issue:

For the purpose of approving and transmitting to the Metro Council a budget amendment to the MERC Fund for fiscal year 2011-12

Resolution No: 12-07

Presented By: Cynthia Hill

Date: May 2, 2012

Background and Analysis:

The MERC venues are experiencing food and beverage sales greater than original estimates. The current revenue forecast is \$14.4 million, an increase of \$2.3 million over the adopted budget. The current projected food and beverage cost is \$12.4 million with a margin of 13.6 percent, down 6.1 percent from the original budget estimate of 19.8 percent. The reduction in the margin is off-set by increases in operating revenue and expected savings in operating costs other than food and beverage.

Oregon Convention Center (OCC)

OCC food and beverage revenue forecast is \$10.1 million, an increase of \$1.9 million over the adopted budget of \$8.2 million. Food and beverage cost forecast is \$8.8 million, an increase of \$2.2 million over the adopted budget of \$6.6 million. The projected margin is 12.5 percent with net revenue of \$1.3 million. This represents a decrease of 6.3 percent from the adopted budget margin of 18.8 percent. This variance is due to reduced high margin convention business and increased wages and benefit costs.

Portland Center for Performing Arts (PCPA)

PCPA food and beverage revenue forecast is \$2.1 million, an increase of \$421 thousand over the adopted budget of \$1.7 million. Food and beverage cost forecast is \$1.7 million, an increase of \$259 thousand over the adopted budget of \$1.4 million. The projected margin is 19.4 percent with net revenue of \$410,692. This represents an increase of 4.7 percent over the adopted budget margin of 14.7 percent. The increased sales are driven by the Broadway series and increased points of sale in the Keller Auditorium.

Portland Exposition Center (Expo)

Expo food and beverage revenue forecast is \$2.19 million, a decrease of \$23 thousand from the adopted budget of \$2.22 million. Food and beverage cost forecast is \$1.9 million, an increase of \$289 thousand. The projected margin is 13.3 percent with net revenue of \$292 thousand. This represents a decrease of 14 percent from the adopted budget margin of 27.3%. This variance is the result of a combination of an overly aggressive revenue forecast in the original budget and increased costs due to the Cirque event.

Oregon budget law does not allow the recognition and direct appropriation of this additional revenue without the benefit of a supplemental budget. This action transfers \$2,745,639 from the Contingency to materials and services to provide for the needed increase in food and beverage expense. It also acknowledges the receipt of \$2,323,903 in additional revenue but places the additional revenue in New Capital/Business Strategy Reserve (unappropriated).

Approval of this amendment will provide several actions necessary to fully implement the budgetary requirements of the project:

Fiscal Impact:

Increase New Capital/Business Strategy \$2,323,903

Decrease Operating Contingency & New Capital/Business Strategy Reserve \$2,745,639

Net decrease to reserves \$421,736

Attachments to Resolution and/or Staff Report:

Exhibit A Schedule of Appropriations

Recommendation:

Staff recommends that the Metropolitan Exposition Recreation Commission adopt Resolution 12-07.

Exhibit A

ACCT	DESCRIPTION	Current		Revision		Amended	
		FTE	Amount	FTE	Amount	FTE	Amount
Metro Exposition Recreation Commission Fund							
MERC Fund							
<u>Resources</u>							
<i>BEGBAL Beginning Fund Balance</i>							
	* Undesignated		3,871,587		0		3,871,587
	* Renewal & Replacement Reserve		12,543,636		0		12,543,636
	* Transient Lodging Tax Capital Reserve		430,310		0		430,310
	* New Capital / Business Strategy Reserve		5,100,848				5,100,848
	* Aramark Contract Capital Investment Reserve		652,366		0		652,366
	* PERS Reserve		1,991,822		0		1,991,822
<i>GRANTS Grants</i>							
4120	Local Grant - Direct		46,675		0		46,675
4130	Hotel/Motel Tax		11,155,335		0		11,155,335
<i>GVCNTB Contributions from Governments</i>							
4145	Government Contributions		784,320		0		784,320
<i>CHGSVC Charges for Service</i>							
4500	Admission Fees		1,880,177		0		1,880,177
4510	Rentals		7,468,683		0		7,468,683
4550	Food Service Revenue		12,090,548		2,323,903		14,414,451
4560	Retail Sales		7,000		0		7,000
4570	Merchandising		15,000		0		15,000
4575	Advertising		15,000		0		15,000
4580	Utility Services		1,578,500		0		1,578,500
4590	Commissions		1,123,500		0		1,123,500
4620	Parking Fees		3,107,371		0		3,107,371
4645	Reimbursed Services		2,645,172		0		2,645,172
4647	Reimbursed Services - Contract		527,989		0		527,989
4650	Miscellaneous Charges for Svc		370,050		0		370,050
<i>INTRST Interest Earnings</i>							
4700	Interest on Investments		122,806		0		122,806
<i>DONAT Contributions from Private Sources</i>							
4750	Donations and Bequests		450,000		0		450,000
4760	Sponsorship Revenue		160,000		0		160,000
<i>MISCRV Miscellaneous Revenue</i>							
4170	Fine & Forfeitures		1,500		0		1,500
4805	Financing Transaction		93,664		0		93,664
4890	Miscellaneous Revenue		35,926		0		35,926
<i>EQTREV Fund Equity Transfers</i>							
4970	Transfer of Resources						
	* from General Fund		480,000		0		480,000
	* from Risk Management Fund		114,822		0		114,822
TOTAL RESOURCES			\$68,864,607		\$2,323,903		\$71,188,510
Total Personal Services			185.85 \$17,791,493	-	\$0	185.85	\$17,791,493
<u>Materials & Services</u>							
<i>GOODS Goods</i>							
5201	Office Supplies		198,065		0		198,065
5205	Operating Supplies		307,112		0		307,112
5210	Subscriptions and Dues		55,295		0		55,295
5214	Fuels and Lubricants		16,600		0		16,600
5215	Maintenance & Repairs Supplies		524,140		0		524,140
5225	Retail		11,000		0		11,000
<i>SVCS Services</i>							
5240	Contracted Professional Svcs		805,309		0		805,309
5245	Marketing Expense		2,642,520		0		2,642,520
5246	Sponsorship Expenditures		41,000		0		41,000
5247	Visitor Development Marketing		425,397		0		425,397
5251	Utility Services		2,636,796		0		2,636,796
5255	Cleaning Services		34,200		0		34,200

Exhibit A

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
Metro Exposition Recreation Commission Fund							
MERC Fund							
5260	Maintenance & Repair Services		1,199,660		0		1,199,660
5265	Rentals		735,125		0		735,125
5270	Insurance		23,700		0		23,700
5280	Other Purchased Services		387,575		0		387,575
5281	Other Purchased Services - Reimb		448,571		0		448,571
5291	Food and Beverage Services		9,627,618		2,745,639		12,373,257
5292	Parking Services		272,931		0		272,931
IGEXP	<i>Intergov't Expenditures</i>						
5300	Payments to Other Agencies		261,846		0		261,846
5310	Taxes (Non-Payroll)		17,000		0		17,000
OTHEXP	<i>Other Expenditures</i>						
5450	Travel		175,696		0		175,696
5455	Staff Development		116,514		0		116,514
5490	Miscellaneous Expenditures		3,500		0		3,500
Total Materials & Services			\$20,967,170		\$2,745,639		\$23,712,809
Total Capital Outlay			\$3,116,366		\$0		\$3,116,366
Total Interfund Transfers			\$6,162,880	-	\$0		\$6,162,880
<u>Contingency and Ending Balance</u>							
CONT	<i>Contingency</i>						
5999	Contingency						
	* General Contingency		2,279,221		(2,091,824)		187,397
	* New Capital/Business Strategy Reserve		4,802,541		(653,815)		4,148,726
UNAPP	<i>Unappropriated Fund Balance</i>						
5990	Unappropriated Fund Balance						
	* Stabilization Reserve		620,500		0		620,500
	* New Capital/Business Strategy Reserve		0		2,347,241		2,347,241
	* Ending Balance		546,241		(23,338)		522,903
	* Renewal & Replacement		12,578,195		0		12,578,195
Total Contingency and Ending Balance			\$20,826,698		(\$421,736)		\$20,404,962
TOTAL REQUIREMENTS		185.85	\$68,864,607	-	\$2,323,903	185.85	\$71,188,510

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 12-08

For the purpose of approving and transmitting to the Metro Council budget amendments to the MERC Fund Approved Budget for fiscal year 2012-13.

WHEREAS, Metro Code 6.01.050 provides that the Commission shall annually prepare and approve an annual budget which shall, to the maximum extent permitted by law, consist of one commission-wide series of appropriations; and

WHEREAS, the Commission previously approved and transmitted to the Metro Council the fiscal year 2012-13 budget for the MERC Fund; and

WHEREAS, MERC staff request certain budget amendments to the approved budget for fiscal year 2012-2013.

BE IT THEREFORE RESOLVED, that the Metropolitan Exposition Recreation Commission approves a budget amendment to the MERC Fund as described in the attached Staff Report and Exhibit A for the fiscal year beginning July 1, 2012 and ending June 30, 2013 for inclusion as part of the total Metro budget for this period and directs the Metro COO to present this to the Metro Council for ratification.

Passed by the Commission on May 2, 2012.

Chair

Approved as to Form:
Alison Kean Campbell, Metro Attorney

Secretary/Treasurer

By: _____
Nathan A. Schwartz Sykes, Senior Attorney

MERC Staff Report

Agenda Item/Issue: For the purpose of approving and transmitting to the Metro Council a budget amendment to the MERC Fund for fiscal year 2012-13

Resolution No.: 12-08

Presented By: Cynthia Hill

Date: May 2, 2012

Background and Analysis:

The MERC Budget will be approved by Metro Council on May 3rd and submitted to Tax Supervising and Conservation Commission (TSCC). Metro Council will adopt a final budget on June 21st.

This resolution requests a technical amendment to the approved budget, attached as "Exhibit A" requesting:

- 1) Capital project carry over \$767,077
- 2) Operating projects \$109,972
- 3) Balance Oregon Convention Center budget after Metro COO decisions by reducing \$21,520
- 4) Balance Portland Expo Center budget after Metro COO decisions by reducing \$3,508
- 5) Reclassify \$200,000 in the Administration fund balance reserves from Renewal & Replacement Reserve to Renewal & Replacement Contingency. This will appropriate and make available funds through a future budget amendment. When Information Services identifies specific projects and estimated costs, we will bring the project proposal to the Commission for approval and recommendation to Metro Council.

Fiscal Impact:

Increases beginning fund balance \$907,972
Increases New Capital/Strategic Reserve \$25,028
Reclassifies \$200,000 from Renewal & Replacement Reserve to an appropriated contingency for Renewal & Replacement

Recommendation: Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution No. 12-08.

<i>For FP Use Only</i>	
Org Unit	#

TECHNICAL AMENDMENT TO FY 2012-13 BUDGET

CENTER/SERVICE: MERC Visitor Venues

DATE: May 2, 2012

DRAFTED BY : Cynthia Hill

<i>Amendment to:</i>	<i>Purpose:</i>	<i>Status:</i>
Proposed Budget <input type="checkbox"/>	Operating <input checked="" type="checkbox"/>	Ongoing <input type="checkbox"/>
Approved Budget <input checked="" type="checkbox"/>	Capital Project <input checked="" type="checkbox"/>	One-time <input checked="" type="checkbox"/>
	Renewal & Replacement <input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: If the purpose of the amendment is for a capital or renewal and replacement project please attach a revised 5-year CIP sheet

PROPOSED AMENDMENT:

Org Unit	Fund	Line Items		
		Acct #	Account Title	Amount
Resources	MERC Fund (555)			
		3400	Unrestricted Beginning Fund Balance	\$477,077
		3400	Aramark Contract Capital Investment Reserve	425,000
			Total Resources	\$902,077
Requirements	MERC Fund (555)			
		5240	Contracted Professional Services	\$109,972
		5720	Improvement of Building	720,883
		5740	Equipment & Vehicles	46,194
			Total Requirements	\$877,049
Reserves				
		5990	Renewal and Replacement Reserve	(\$200,000)
		5999	Renewal & Replacement Contingency	200,000
		5999	New Capital/Business Strategy Reserve	25,028
			Total Reserves	\$25,028

PROGRAM/STAFFING IMPACTS:

<u>Project</u>	<u>Description</u>	<u>Amount</u>
1) PCPA Website Re - Design	Website redesign can not start until the branding exercise, has been completed. The rebranding project is looking at the PCPA name and logo with an expected completion date in late May or early June.	\$35,000

Exhibit A

2)	Expo Center Marketing and Communication Plan Implementation	Marketing and Communication Plan calls for date-specific roll-out of advertising and media buys into FY13. Phase one (1) of on-site signage, and related improvements completed or scheduled within FY12. Phase two (2) review, analysis and execution of on-site improvements to occur following the load-out of Cirque du Soleil. To include, but not limited to; additional parking and directional signage, window clings and overhead door location markers. The balance of advertising and media buys as planned in the communication plan will be placed.	\$100,000
3)	Expo Wi-Fi Project	Wi-Fi RFP respondent review is complete with one viable respondent. Analysis by Metro IT and OCC/Expo Telecommunications specialists is not complete.	\$25,000
4)	Expo Hall E Lobby and Meeting Room E101-2 Carpet	Design of Hall E Lobby space uses and integration of new Expo logo colors and identity branding is complete. The actual timing to install the carpet in Hall E Lobby and meeting room E101-2 is scheduled to coincide with the new food and beverage concession area proposed in the same lobby space in the FY 12-13 capital plan	\$44,500
5)	OCC Food & Beverage Concession Upgrades	Refresh and upgrade concession locations in the Convention Center. Aramark Capital Investment balance to be spent on this project is from the original \$1,375,000 investment at contract signing.	175,000
6)	OCC Electrical Sub metering	Bids came back higher than anticipated. Negotiating with low bidder to reduce project scope and investigate potential use of different type of sub meter for project.	191,383
7)	OCC Recycling Containers in Exhibit Halls	Waiting to make a final determination on graphics for the recycling containers to ensure graphics for compostable items are correct at time of purchase and meet changes in local composting facility requirements.	46,194
8)	OCC Food & Beverage Kitchen Upgrades Refrigeration Project	Replace the existing three walk-in coolers and walk-in freezer in the main kitchen. This involves new doors, walls, floor, compressors, and refrigerant. Aramark Capital Investment balance to be spent on this project is from original \$1,375,000 investment at contract signing.	250,000
9)	OCC Process Loop	Process loop pipe replacement to coincide with kitchen cooler refrigeration upgrade project described above.	35,000
10)	Information Services	Reclassify \$200,000 of Renewal and Replacement reserve to renewal & replacement contingency. Current assessment of software licensing and server replacements is underway. When assessment is complete a budget amendment will be submitted for approval including actual project costs.	200,000
11)	OCC Operations	Reduce management consulting services \$21,520, offsetting the increase resulting from Metro COO decisions occurring after Commission approval of the recommended budget.	(21,520)
12)	Expo Operations	Reduce management consulting services \$3,508, offsetting the increase resulting from Metro COO decisions occurring after Commission approval of the recommended budget.	(3,508)

Total \$1,077,049

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 12-09

For the purpose of adopting changes to the MERC Personnel Policies.

WHEREAS, the Metropolitan Exposition Recreation Commission (MERC) is authorized to adopt personnel policies pursuant to Metro Code Sections 2.02.010 (b) and 6.01.040(a); and

WHEREAS, MERC periodically updates the MERC Personnel Policies (the Personnel Policies) in accordance with both legal requirements and agency wide policies.

THEREFORE BE IT RESOLVED:

That the Metropolitan Exposition Recreation Commission adopts the changes to the Personnel Policies in a form substantially similar to the attached Exhibit A.

Passed by the Commission on May 2, 2012.

Chair

Secretary-Treasurer

Approved As To Form:

Alison Kean Campbell, Metro Attorney

By: _____

Nathan A. Schwartz Sykes, Senior Attorney

MERC STAFF REPORT

Agenda Item/Issue: For the purpose of adopting changes to the MERC Personnel Policies.

Resolution No. 12-09

Presented by: Mary Rowe, Metro HR Director

Date: May 2, 2012

Background and Analysis:

The MERC Commission last approved a venues policy handbook in August 2007. Since that time, there are new laws, additional regulations, and a need to update the information. Under a directive from the Metro Chief Operating Officer, a review of both the MERC policy handbook and the Metro handbook EO #88 was done to determine where there is policy overlap, best practices language, and the most urgently needed changes. The goal is to provide all Metro employees with one set of personnel policies and procedures that will serve as the primary set of practices for non-represented staff and for represented employees where contract language is silent. Human Resources staff in consultation with department managers, the Office of Metro Attorney, and the Metro Senior Leadership Team has developed these policies.

The new policies will have a rolling implementation; with groups of policies, approved, distributed and implemented in batches. In July of 2011, the MERC Commission approved changes to a group of policies submitted. This departure from the past method of adopting an entire policy handbook allows management to respond promptly and efficiently to changing workplace conditions. It also meets Metro's sustainability goals since most employees will be able to access the information on-line. Printed copies will be available for those employees without internet access.

RESOLUTION:

Attached is a spreadsheet (Exhibit A) that shows the second group of policies submitted for MERC Commission approval.

LONG RANGE FISCAL IMPACT:

There is no fiscal impact associated with implementation of these policies.

RECOMMENDATION:

Staff recommends approval of Resolution 12-09.

BATCH #2A POLICY MATRIX

Following is a list of policies that Metro Human Resources has created or recently updated. These proposed policies will supersede corresponding policies in the Metro Employee Handbook (EO #88) and the MERC Personnel Policies Handbook (8/1/07).

Policy	Existing MERC Policy	Existing Metro Policy	Legal Requirement	Policy Summary	Fiscal Impact	Business Impact
Administrative Leave for Exemplary Service	No	Yes E.O. 88 - Administrative Leave, 31 D	No	<ul style="list-style-type: none"> Provides a mechanism to award additional unpaid leave to non-represented, benefits-eligible, overtime-exempt employees who put in a substantial amount of extra work time beyond the expectations for their position. Administrative leave is awarded at supervisor's discretion and is not intended to provide hour-for-hour compensatory time. A maximum of 40 hours of leave may be awarded per fiscal year. 	<ul style="list-style-type: none"> Leave is paid in addition to accruals, but fiscal impact is limited because leave is awarded only at the manager's discretion. 	<ul style="list-style-type: none"> Promotes consistent practices throughout agency. Rewards employees who demonstrate extraordinary dedication.
Crime Victims' Leave to Attend Criminal Proceedings	No	No	Yes ORS 659A.190-659A.198	<ul style="list-style-type: none"> Allows unpaid leave for victims of certain felonies to attend criminal proceedings as required by Oregon law. To be eligible for leave, employees must have worked an average of 25 hours or more for at least 180 days following the leave. 	<ul style="list-style-type: none"> Minimizes legal liability. Leave is unpaid unless covered by accruals. Effect on staffing will be minor due to the limited purposes for which leave may be taken. 	<ul style="list-style-type: none"> Ensures compliance with state law.
Marketing Rewards and Rebates	No	Yes New - implemented with Batch 1.	No	<ul style="list-style-type: none"> Allows Metro employees to retain marketing rewards and incentives such as frequent flyer miles, hotel rewards, credit card awards, and rebates. 	<ul style="list-style-type: none"> No fiscal impact except to the extent that marketing rewards were previously retained for use by Metro. 	<ul style="list-style-type: none"> Provides clear guidelines for acceptance of marketing rewards. Promotes consistent practices throughout the agency. Provides a benefit to employees with minimal cost to Metro.

Social Media	No	No	<p>In part Public records laws - ORS 192.001 <i>et seq.</i></p> <p>Restrictions on political campaigning by public employees - ORS 260.432</p>	<ul style="list-style-type: none"> • Establishes expectations and procedures for the use of social media at Metro. • Establishes expectations for personal use of social media that may impact the Metro work environment. • Outlines records retention requirements for social media, consistent with public records law. • Legal review and edits since April MERC Commission review: some recommended practices now made mandatory (“should” changed to “must” or “shall”) except where Office of Metro Attorney determined that permissive language should be retained for 1st Amendment reasons (use of logos). 	<ul style="list-style-type: none"> • Minimizes legal liability. • No other fiscal impact. 	<ul style="list-style-type: none"> • Promotes consistent practices throughout agency.
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The draft Religious Accommodation policy that was reviewed at the April 4 MERC Commission meeting is not being submitted for a vote at the May meeting in order to allow time for further consideration of the policy language.

 Metro | *Policies and procedures*

DRAFT

Subject Administrative Leave for Exemplary Service

Approved by Martha Bennett, Chief Operating Officer

POLICY

Metro may, in its discretion, award paid leave to non-represented, benefits-eligible, overtime-exempt regular status and limited duration employees who demonstrate extraordinary dedication by working long hours above and beyond the expectations for their position. This policy is comparable to "bonus time" provisions found in some Metro collective bargaining agreements.

Applicable to

All non-represented regular status and limited duration Metro employees who are eligible to receive benefits from Metro but ineligible to receive overtime compensation due to their exempt status under the Fair Labor Standards Act.

If an applicable collective bargaining agreement contains a comparable article such as "bonus time," that article will apply in lieu of this policy.

Guidelines

1. The intent of this policy is to reward employees who put in a substantial amount of work time in excess of regular work hours for a sustained period of time but who are ineligible for overtime compensation.
2. The decision whether to award leave and the length of the leave awarded are at Metro's sole discretion. Exemplary service leave is not intended to compensate employees for extra work on an hour-for-hour basis.
3. The maximum leave that may be awarded under this policy is 40 hours per fiscal year.
4. Leave awards under this policy are in addition to accrued paid leave and will have no effect on accrual rates or maximum accrual limits for other types of leave.
5. Metro's fiscal year runs from July 1 – June 30. Leave time must be used within the fiscal year in which it is awarded, with the exception of leave time awarded during the month of June, which may be carried over to the following fiscal year. Leave time that is not used within the applicable fiscal year will be forfeited. Leave awarded in June must be used by June 30 of the following fiscal year.
6. Employees will not receive monetary payment for any unused leave awarded under this policy.

Procedures

1. An award of leave must be approved by the Department Director. A supervisor who wishes to award administrative leave for exemplary service to an employee will coordinate with the

Department Director. Leave will be granted to a Department Director only with the approval of the General Manager, Chief Operating Officer (C.O.O.) or designee.

2. Once approval is confirmed, the Department Director, General Manager, C.O.O or designee must notify the Payroll Division.
3. The Payroll Division will establish an administrative leave bank for the employee by entering the hours into the timekeeping system, and will confirm with the supervisor and Department Director when this process has been completed.
4. The supervisor will notify the employee of leave awarded under this policy.
5. Employees who have been awarded leave should follow regular procedures for requesting to use accrued leave. Employees may use leave under this policy only after receiving notification that the Payroll Division has established an administrative leave bank.

Responsibilities

Employee:

- After receiving an award of leave, follow regular procedures for requesting and coding use of leave.

Supervisor:

- Coordinate with the Department Director to award leave under this policy.
- Notify the employee that leave has been awarded.

Department Director, C.O.O. or designee:

- Approve leave awards and notify the Payroll Division.

Human Resources Department Payroll Division:

- Establish a leave bank and notify the supervisor and Department Director that leave has been awarded.

 Metro | *Policies and procedures*

DRAFT

Subject Crime Victims' Leave to Attend Criminal Proceedings

Approved by Martha Bennett, Chief Operating Officer

POLICY

Metro provides excused leave from work for crime victims to attend criminal proceedings as required by Oregon law.

Applicable to

All Metro employees.

Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.

Definitions

Crime Victim: An employee who has suffered financial, social, psychological or physical harm as the result of a "person felony," as defined in the rules of the Oregon Criminal Justice Commission (OAR 213-003-0001(14)), or who is the immediate family member of a person who meets these criteria.

Criminal Proceeding: Any proceeding that constitutes a part of a criminal action or occurs in court in connection with a prospective, pending or completed criminal action, including juvenile proceedings or any other proceeding at which a crime victim has a right to be present arising from his or her status as a victim.

Eligible Employee: An employee who meets the above definition of crime victim, and who has worked an average of 25 hours or more for at least 180 days immediately preceding the date leave begins.

Qualifying Family Member: The employee's spouse, domestic partner, father, mother, sibling, child, stepchild or grandparent.

Undue hardship: A significant difficulty or expense, determined on a case-by-case basis.

Guidelines

1. An eligible employee who is a crime victim or a crime victim's immediate family member as defined above will be granted leave from employment to attend a criminal proceeding related to the crime, unless the employee's absence would result in an undue hardship to Metro's operations.
2. Leave taken under this policy must be paid from accrued paid leave time. Once paid leave accruals are exhausted, approved leave will be unpaid.

3. Leave taken under this policy will not deplete the employee's leave entitlement under the Family and Medical Leave Act (FMLA) or the Oregon Family Leave Act (OFLA). An employee may still be eligible for FMLA or OFLA for a serious health condition related to the crime, or for other qualifying purposes under those laws.
4. Crime victims who are victims of domestic violence, sexual assault, harassment or stalking may be entitled to additional protections. See Metro's Domestic Violence, Sexual Assault, Harassment and Stalking policy or contact the Human Resources Department for more information.

Procedures

1. Eligible employees must give reasonable notice to their supervisor and/or the HR Department of the intention to take leave. To verify the need for leave, the employee must provide the HR Department with a copy of the notice of scheduled criminal proceedings received from a court, district attorney, or law enforcement agency.
 - a. Employees shall request leave by submitting a Leave Request Form and verification documents to Human Resources (HR) 30 days before the date leave is to begin. If the employee receives notice of a criminal proceeding that will occur fewer than 30 days from the date notice is received, the employee will request leave and submit verification documents to HR as soon as practicable after receiving notice.
 - b. If the employee receives notice that a criminal proceeding will occur within 48 hours of the date notice is received, the initial request for leave may be verbal or written, and may be directed to the employee's supervisor, Department Director, or the HR Department. The employee must submit a completed Leave Request Form and appropriate verification to HR immediately upon return to duty.
 - c. Employees are not required to disclose to their supervisors the nature of the underlying crime or criminal proceedings. The HR Department will inform the supervisor of the need for leave and the leave approval designation but will maintain the confidentiality of the underlying details and the documents provided for verification in accordance with applicable law. The HR Department, supervisor, and other managers may confer about staffing needs and any operational hardships related to the absence,
 - d. The HR Department will notify the employee whether the leave is approved.
2. The maximum length of leave ordinarily will be the duration of the criminal proceeding. Metro may deny the leave request or limit leave to a shorter period only if the employee's absence would result in an undue hardship to Metro's operations.
 - a. Supervisors and Department Directors should notify the Human Resources Department immediately if they believe the employee's absence would create an undue hardship.
 - b. The HR Department, in consultation with the Department Director and Office of Metro Attorney, will make the decision whether to limit or deny leave based on undue hardship.
3. An employee on crime victims' leave must keep his or her supervisor informed of any changes to his or her anticipated return date and time. If the duration of leave is not known at the outset, the employee should follow regular call-in procedures.
4. The use of leave under this policy will not be held against the employee when evaluating the employee's attendance.
5. Metro will maintain the confidentiality of all records related to leave taken under this policy.

Responsibilities

Employee:

- Provide reasonable notice of the intention to take leave following the procedures outlined above.
- Provide a copy of the notice of scheduled criminal proceedings received from a court, district attorney, or law enforcement agency.
- Keep your supervisor informed of any changes to your anticipated return date and/or follow regular call-in procedures while on leave.
- If you experience any adverse employment action or negative treatment as a result of taking leave under this policy, report it following the procedures outlined in Metro's Discrimination and Harassment Policy.

Supervisor:

- Immediately notify the HR Benefits Manager of any requests for leave under this policy.
- Maintain the confidentiality of all records related to leave taken under this policy. Send any verification documents received from the employee to Human Resources without keeping a copy.

Department Director:

- Immediately notify the HR Benefits Manager of any requests for leave under this policy.
- Maintain the confidentiality of all records related to leave taken under this policy. Send any verification documents received from the employee to HR without keeping a copy.

Human Resources Department:

- Notify the supervisor of any requests for leave under this policy and provide guidance and information to the supervisor and Department Director as needed.
- Track leave requests, verification of the need for leave, and the use of paid and unpaid leave following usual procedures.
- Maintain the confidentiality of all records related to leave taken under this policy.

References

ORS 659A.190 – ORS 659A.198 (Crime Victims' Leave statute)

OAR 213-003-0001(14) (definition of "person felony")

Metro Domestic Violence, Sexual Assault, Harassment and Stalking Policy

Metro Family and Medical Leave Policy

Metro Discrimination and Harassment Policy

Metro | *Policies and procedures*

Subject Marketing Rewards and Rebates Policy
Approved by Martha Bennett, Chief Operating Officer

DRAFT

POLICY

Metro recognizes that employees are often presented with marketing rewards and incentives, including frequent flyer miles, hotel rewards, and credit card rewards and rebates, in the course and scope of their work. Consistent with state law, Metro will allow employees to retain these rewards as an ordinary employment benefit.

Applicable to

All employees.

Definitions

Ordinary fringe benefit: An employment benefit given in addition to one's wages or salary.

Marketing rewards: Marketing programs are designed to enhance brand loyalty by cultivating an ongoing relationship between a marketer and a customer. Many loyalty programs reward purchases based on the dollar value of purchases made or the frequency of purchases. The most well-known loyalty programs are airline frequent flyer programs that offer discounts against future travel called award miles.

Guidelines

As an ordinary fringe benefit of employment, all Metro employees are entitled to retain marketing rewards received in the course and scope of work, including but not limited to, frequent flier airline miles, hotel rewards, and credit card rewards and rebates. Since such rewards are non-transferable and can only be used for an employee's personal use, Metro will not track the retention and use of these rewards. As indicated above, marketing rewards include frequent flyer airline miles, hotel rewards, and credit card rewards and rebates. All rewards must be appropriately associated with travel or other business-related expenses as specified in Metro Executive Order 63 and MERC Personnel Policies 12.10.

Responsibilities

Employee:

- Direct any questions to your supervisor, department director, or the Human Resources Benefits Manager regarding whether a particular marketing reward is being received through the course and scope of work and/or can properly be retained.

Supervisor:

- Familiarize yourself with this policy and respond to employee questions regarding coverage.

- Direct any questions that you cannot answer to the department director or the Human Resources Benefits Manager.

Department Director:

- Familiarize yourself with this policy and respond to employee questions regarding coverage.
- Direct any questions that you cannot answer to the Human Resources Benefits Manager.

Human Resources:

- Provide education regarding this policy.
- Answer employee, supervisor, and/or department director questions regarding the policy's applicability to particular situations.

References

Metro Executive Order 63

MERC Personnel Policies 12.10

 Metro | *Policies and procedures*

DRAFT

Subject Social Media Policy
Approved by Martha Bennett, Chief Operating Officer

POLICY

Metro recognizes the value of social media in connecting with the citizens of the Metro region. Metro finds social media to be a valuable tool to further the goals of the Metro Compass. This policy establishes expectations for employee use of social media. Metro has an overriding interest in what is "spoken" on behalf of Metro on social media sites.

Applicable to

All employees.

Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of the collective bargaining agreement will prevail.

Definitions

Social Media: Primarily internet and mobile-based tools for sharing and discussing information. The term most often refers to activities that integrate technology and social interaction. Examples include but are not limited to:

- a. Weblogs: blogs, vlogs, microblogs
- b. Wikis
- c. Social bookmarking
- d. Social networking
- e. Podcasts
- f. Videos

Social Media Site: A website that leverages social media tools for its visitors. Examples include but are not limited to:

- a. Facebook
- b. Twitter
- c. LinkedIn
- d. YouTube
- e. MySpace
- f. Flickr
- g. Wikipedia

Moderator: A Metro employee authorized to moderate public comments on a Metro social media account.

User: A Metro employee authorized to post or publish to a Metro social media account.

Public Record: As defined by Oregon Revised Statutes (ORS) 192.005(5), a public record is “a document, book, paper, photograph, file, sound recording or machine-readable electronic record, regardless of physical form or characteristics, made, received, filed or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use.”

Guidelines

1. All Metro social media users and moderators shall comply with this policy and the laws cited herein as well as the Metro Charter, Code and other applicable policies. Applicable policies include but are not limited to the Metro Email/Voicemail Policy, Network Access Policy, Restrictions on Political Campaigning by Public Employees, Discrimination and Harassment Policy, and the Code of Ethics.
2. Metro employees using social media for personal use outside of work are cautioned not to give the false impression that they are speaking on behalf of Metro.
 - a. Employees are discouraged from using Metro’s logo, venue logos or other Metro branding on personal websites, and shall avoid using Metro-generated content in a way that may lead a reader to believe they are viewing Metro’s official website.
 - b. Employees who are known by the public to be Metro employees are encouraged to include a disclaimer on their personal social media accounts stating that the opinions and posts contained there are personal and are not endorsed by Metro.
 - c. The intent of this policy is to avoid misleading the public. Employees are not restricted from speaking as private citizens on matters of public concern.
3. Metro employees using social media shall have no expectation of privacy for any data posted during work time or while using Metro equipment.
4. Metro employees using social media for personal use outside of work may be subject to discipline for posts on personal blogs, profiles, and other social media accounts that are related to Metro and adversely impact the Metro work environment.
 - a. Examples of social media conduct for which an employee may be disciplined include disclosing confidential information or threatening, harassing, or violating the privacy of others at Metro.
 - b. Employees will not be disciplined for concerted union activity or other legally protected speech.

Procedures

Using Metro's Social Media Channels

1. A department or venue may enter into an agreement with a social media site to create a forum for interacting with the public when there is a proven need to do so and staff capacity to regularly update and moderate the online conversation.
2. To request permission for access to a social media site, employees must fill out the attached Social Media Access Request form and submit it, with supervisor and manager approval, to the Communications Director. If the Communications Director authorizes the Social Media Access Request, social media content management will be formally added to the individual employee's job description.
3. Users must familiarize themselves and comply with all Terms of Use of the social media host site. Each user shall retain a copy of the host's Terms of Use and be alert to any modification to those terms. Departments may establish their own procedures for monitoring changes to host sites' Terms of Use.
4. Whenever possible, all Metro social media accounts will display the Metro logo and tag "Making a great place" for consistency and authenticity. Metro has ownership of the Metro logo, which can only be used by Metro for Metro business. Venues that choose to display their own venue logo instead of the Metro logo shall ensure the registration of their trademark logo with the State of Oregon.
5. Users who are authorized to establish or maintain a Metro social media account shall ensure that all public comment capabilities are disabled unless they are essential to the purpose of the social media account. If public comments are enabled, the following steps must be taken:
 - a. If possible, use a "click to agree" disclaimer that includes the Social Media Terms of Use, Prohibited Content and Disclaimer statement.
 - b. If there is no "click to agree" function available, the Social Media Terms of Use, Prohibited Content and Disclaimer statement must be posted in a conspicuous location on the profile or information page for the social media site.
 - c. If the formatting of the social media site cannot accommodate the full text of the Social Media Terms of Use, Prohibited Content and Disclaimer statement in a prominent location on the account, the user must include a hyperlink to the full disclaimer in a prominent location on the site.
6. Each Metro social media account shall prominently post one of the two following Terms of Use, Prohibited Content and Disclaimer statements:

Metro - Social Media Terms of Use, Prohibited Content and Disclaimer

We welcome you and your comments to Metro's [Social Media account type]. The purpose of this site is to [mission / purpose of page]. We encourage you to submit your questions, comments, and concerns, but please note this is a moderated online discussion site and is not a public forum.

Metro reserves the right to delete submissions that contain vulgar language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial, sexual or religious group. Further, Metro also reserves the right to delete comments that are: (i) spam or include links to other sites; (ii) off topic; (iii) advocate illegal activity; (iv) promote particular services, products, or political organizations or campaigns; (v) contain personal attacks; (vi) contain confidential or proprietary information; (vii) raise privacy concerns; (viii) identify a minor; or (ix) infringe on copyrights or trademarks.

Metro does not endorse or sponsor any comment made on this site by parties other than Metro. Such comments do not reflect the opinions and position of the Metro regional government or its officers and employees. If you have any questions concerning the operation of this online moderated discussion site, please contact _____ at phone/email_____. The comments made on this site may be considered public records and may be maintained and reproduced.

or

Metro - Social Media Terms of Use, Prohibited Content and Disclaimer

We strive to provide our guests with a positive experience when visiting our venues and websites. Please post respectfully.

This site is for your comments, questions, and concerns relating to [insert specific mission/purpose of the applicable Visitor Venue's page]. We encourage your input, but please note this is a moderated online discussion site and not a public forum.

[Applicable Visitor Venue] reserves the right to remove submissions that contain vulgar language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial, sexual or religious group.

[Applicable Visitor Venue] also reserves the right to delete comments that are: (i) spam or include links to other sites; (ii) off topic; (iii) advocate illegal activity; (iv) promote particular services, products, or political organizations or campaigns; (v) contain personal attacks; (vi) contain confidential or proprietary information; (vii) raise privacy concerns; (viii) identify a minor; or (ix) infringe on copyrights or trademarks.

The comments expressed on this site do not reflect the opinions and position of the [applicable Visitor Venue] or its officers and employees. If you have any questions concerning the operation of this online moderated discussion site, please contact _____ at phone/email_____. The comments made on this site may be considered public records and may be maintained and reproduced by [insert Visitor Venue].

7. If outside links are permitted, the Metro social media account shall prominently post the following "Links Disclaimer":

Metro – Outside Links Disclaimer

Links to external Internet sites do not constitute Metro’s endorsement of the content of those sites, policies, or statements contained therein. Web links are often updated or deleted, and the user is cautioned to conduct his/her own research before following a link contained herein or elsewhere.

8. Metro’s social media channels are designed to be moderated discussion sites rather than public forums. A moderator shall delete, in their entirety, any comments that violate the Social Media Terms of Use and Prohibited Content statement. A copy of all deleted comments shall be retained for Metro’s records, including the date, time, and identity of the poster, when available, and a brief description of why the comment violates the Metro comment policy.
9. Moderators shall not discriminate against public speech based on content or viewpoint except as provided in the Social Media Terms of Use and Prohibited Content statement.
10. Users shall establish social media accounts using a Metro or venue email address. Using a Metro or venue email address will ensure that:
 - a. Personal and professional communications are separated;
 - b. Metro is able to back up public conversations because of Metro’s ownership and control of the email address;
 - c. Metro has access to the social media account when the employee is out on vacation or otherwise away from the office; and
 - d. Metro and the public can determine that the social media account is legitimately Metro’s (and not a rogue site generated from a private email address).
11. All users shall be trained on appropriate and effective use of social media in order to meet Metro’s goals. Only those employees who are both authorized and trained shall engage in social media activities on Metro’s behalf.
12. Users shall not make any posts on Metro’s social media sites that include the following:

- a. Confidential information;
 - b. Nonpublic or otherwise sensitive information;
 - c. Defamatory, libelous, offensive or demeaning material;
 - d. Inaccurate or misleading information;
 - e. Information that would invade the privacy of others;
 - f. Information or opinions related to legal matters, litigation or parties involved in legal or litigation matters;
 - g. Statements promoting or opposing election petitions, candidates, political committees or ballot measures in violation of restrictions on political campaigning by public employees;
 - h. Personal matters regarding yourself or others;
 - i. Illegal or banned substances and narcotics;
 - j. Pornography or other offensive or illegal materials; or
 - k. Uncivil, tactless, incendiary or combative statements.
13. Each user is responsible for publishing accurate and clear information to social media accounts and quickly making corrections or clarifications as needed. Users must clearly indicate corrections and clarifications and include the time and reason for the correction or clarification.

Records Retention Requirements

1. Users and moderators must maintain and preserve records in compliance with Oregon public records law, ORS 192.001 *et seq.* Metro is required to maintain records for the period provided in the retention schedule for that type of record.
 - a. In some instances, individual departments have their own records retention schedules for their records. These must be approved by the State where they differ from what is found in the state statute. Users and moderators must be familiar with their department's record retention schedules and preserve records in accordance with those schedules.
 - b. The public records law applies whether the site is hosted by Metro or a third party.

2. **Managing Social Media Content that is Officially Maintained Elsewhere.** Under the ORS definition, a public record does *not* include: “Extra copies of a document, preserved only for convenience of reference” (ORS 192.005(5)(d)). Users can greatly simplify their retention responsibilities by using Social Media applications exclusively to provide the public with links or references to content that is officially maintained elsewhere. Using this approach, the links or references posted on Social Media sites would be considered convenience copies that need to be retained only “as needed” or “until superseded.”
3. **Managing “Original” Social Media Content.** It is possible that users will publish original content via social media, and that content requires retention. Public comments to Metro social media sites may also constitute a public record. Almost all of this “original” content will fall into one of the categories below.
 - a. **Speeches/Statements/News Releases/Program Activity Records:** For retention purposes, a Metro blog posting (for example) is the equivalent of a public speech. An on-the-spot written or photographed account of a Metro event or summary of Metro activities pushed out via any social media will be considered a “report.” If any of these statements or reports contains policy or historically significant content, they must be retained permanently. Otherwise, they have a two-year retention from the time they are “published.”
 - b. **Correspondence:** Incoming messages from the public that arrive via a Metro social media site will be treated as correspondence. For correspondence that originates on a Metro social media site and that merits a response to an individual (as opposed to a public posting), the user would be advised to take that correspondence “offline” and, if possible, communicate directly with the individual and maintain that correspondence using established procedures for correspondence management. Much of the correspondence between elected officials and the public is considered “policy and historical” and warrants permanent retention.
 - c. **Content Associated with a Specific Function or Activity:** If a user establishes a social media site as a public entry point to solicit specific information (e.g. conducting a poll) or launch a process (e.g. placing an order), the information received must then be retained along with other records associated with that function or activity using the appropriate retention schedule.
4. **Preserving Social Media Content – Technology.** Metro does not currently endorse a single, preferred method of capturing and preserving social Media content. Before activating a social media account, users must consult with Information Services and the Metro Records Officer to create a plan for managing any content that constitutes an official Metro record.

Responsibilities

Employees:

- Become familiar with this policy and comply with its terms.

- Refrain from representing comments on a non-Metro site as Metro-endorsed or as acting in the capacity of a Metro representative.

Supervisors and Managers:

- Oversee employee compliance with this policy.
- Provide preliminary approval of Social Media Access Requests before they are submitted to the Communications Department.

Communications Department:

- Approve or deny Social Media Access Requests.
- In consultation with the Office of Metro Attorney, provide guidance to social media users and moderators as needed.

References

Record Retention Policy: Executive Order No. 91
Oregon public records laws, ORS 192.001 *et seq.*
Oregon restrictions on political campaigning by public employees, ORS 260.432.

Attachments

Social Media Access Request Form and Policy Compliance Agreement

Attachment

Social Media Access Request Form and Policy Compliance Agreement

Employee Information:

Full Name: System Login:
Employee Number: Department:
Title: Supervisor Name:
Phone Extension:

Employee Acknowledgement: I understand and will follow the rules for conduct established in Metro's Network Access Policy, Social Media Policy and all other relevant Metro policies. Failure to abide by these policies will subject me to discipline in accordance with Metro personnel policies and any applicable Collective Bargaining Agreement. (Access these policies on the Intranet Human Resources Page.)

Employee name: Signature: Date:

Communications Director Approval

This request was approved by the Communications Director.

Director and Supervisor or Designee Endorsement

I am hereby requesting that the employee named above be given access to the requested social media site on the below business justifications.

Director: Signature: Date:
Supervisor: Signature: Date:

Business Justifications and Work Plan for Social Media Use

- a) What type of social media and specific platform do you plan to use?
- b) What is the business need and justification for this media site?
- c) What is the purpose of this communication?
- d) Who is the targeted audience?
- e) Will this be a one-time use or ongoing?
- f) What is the fiscal impact of adding this media site?
- g) Are public comments to be allowed or authentically facilitated?

1. If public comments are allowed or authentically facilitated, the website must include, in a prominent location, the Metro Comment Policy and disclaimer of limited public forum. All Metro employees with posting authority must read and consistently comply with the Comment Policy and limited public forum disclaimer.

- h) What email address will be used for establishing the account/site?

_____@oregonmetro.gov

- i) Name of the employee(s) that plans to:
 - 1. Author content:
 - 2. Proofread content:
 - 3. Post content:
 - 4. Respond to comments in a timely manner, if necessary:
 - 5. Moderate comments for compliance with Comment Policy:
 - 6. Maintain record retention to comply with retention schedule:
- j) What Metro “voice” is desired? Will a user of this social media channel be speaking as an individual, as a department or facility, or on behalf of Metro as a whole?
- k) Will posts include unique information or will they direct users to find information on the Metro or Venue website?
- l) What is the anticipated number of hours per week required for this project?
- m) Do you commit to using the latest browser and installing all security patches to maintain network integrity?
- n) Have the individuals named on this form been trained on the appropriate and effective use of social media to meet Metro’s goals?
 - 1. Who gave the training? [Communications/OMA/Other:_____]
 - 2. Date and location of training: _____