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# **MERC Commission Meeting**

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May 5, 2010  
12:30 pm

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Oregon Convention Center  
Room: A 108-09  
777 NE ML King Blvd  
Portland, Oregon

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**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**MEETING:** Metropolitan Exposition Recreation Commission  
**DATE:** May 5, 2010  
**TIME:** 12:30 PM  
**LOCATION:** Oregon Convention Center  
 Rooms A 108-09  
 777 NE Martin Luther King Jr. Blvd.

**AGENDA**

<b>CALL TO ORDER</b>	12:30 PM	
<b>1.0 QUORUM CONFIRMED</b>	12:30 PM	
<b>2.0 COMMISSIONER COMMUNICATIONS</b>	12:35 PM	
<b>3.0 INTERIM GENERAL MANAGER COMMENTS/COMMISSIONER QUESTIONS</b>	12:45 PM	Cheryl Twete
<b>3.1 Commissioner Questions on Packet Information</b>		
<ul style="list-style-type: none"> <li>- Interim General Manager Executive Summary - Packet Information Only               <ul style="list-style-type: none"> <li>◇ FY 2010-11 Budget Process</li> <li>◇ Commission Retreat - Follow up and Next Steps</li> <li>◇ City of Portland Audit of the Portland Center for the Performing Arts</li> <li>◇ Moss Adams Audit</li> <li>◇ IAAM Regional IV Conference</li> </ul> </li> <li>- March 2010 Financial Report - Packet Information Only</li> </ul>		
<b>4.0 MERC VENUE BUSINESS REPORTS</b>	12:55 PM	R Williams, J. Blosser, C. Bailey
<b>5.0 OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b>	1:10 PM	
<b>6.0 CONSENT AGENDA</b>	1:15 PM	
<b>6.1 Approval of April 7, 2010 MERC Commission Meeting Record of Actions</b>		
<b>7.0 MERC COMMISSION DELEGATIONS UPDATE</b>		N. Sykes/D. Cooper
<b>8.0 ACTION AGENDA</b>		
<b>8.1 Resolution 10-07</b> for the purpose of amending the Metropolitan Exposition Recreation Commission By-Laws	1:20 PM	Nathan Sykes
<b>8.2 Resolution 10-08</b> for the purpose of approving the extension to the National Sales, Marketing and Convention Services Agreement for the Oregon Convention Center with Travel Portland	1:25 PM	Jeff Blosser
<b>8.3 Resolution 10-09</b> for the purpose of approving and transmitting budget amendments to the MERC Fund for fiscal year 2010-11	1:40 PM	Cynthia Hill
<b>9.0 STRATEGIC DISCUSSION: Travel Portland Updates</b>	1:45 PM	Jeff Miller
<b>10.0 EXECUTIVE SESSION</b> - for the purpose of deliberations with persons designated by the Commission to conduct labor negotiations, pursuant to ORS 192.660(2)(d)		Joni Johnson

**ADJOURNMENT**

Agenda items may not be considered in the order listed  
 For questions, call Lisa Brown at 503.731.7839

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# **MERC Commission Meeting**

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May 5, 2010  
12:30 pm

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3.0 – Interim General  
Manager Comments

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April 27, 2010

To: MERC Commission

From: Cheryl Twete, Interim General Manager

Re: May 5, 2010 Commission Meeting

The May 5 Commission meeting agenda includes briefings and a resolution on a range of topics: Resolution 10-07 approving the Commission's proposed by-law amendments; Resolution 10-08, approving an extension to the National Sales, Marketing and Convention Services contract with Travel Portland; and Resolution 10-09 approving amendments to the Fiscal Year (FY) 2010-11 budget. Metro Attorneys Dan Cooper and Nathan Sykes will discuss with you the delegations of authority currently residing with the General Manager and how those delegations will change with the latest Metro code Title VI changes, which take effect at the end of April. The strategic discussion portion of the agenda will be dedicated to a discussion about Travel Portland's recent focus group research with meeting planners and their proposed work plan for the coming year.

I look forward to a productive discussion about each of these topics. Below is an update on several issues of interest to the Commission.

#### **FY 2010-11 Budget Process**

At the Council's first budget work session held on April 6, 2010, Budget Manager Cynthia Hill and I responded to questions pertaining to MERC programs and initiatives. There were several questions about new capital projects (Main Street development, Arlene Schnitzer Concert Hall renovation, and the Sizzler block/OCC plaza) as well as a discussion about transient lodging tax allocations. The discussion with Council and Metro Chief Operating Officer (COO) Michael Jordan was thoughtful and productive and we appreciated their interest in the venue business.

The second budget work session was held on Tuesday, April 20, and no issues relating to MERC were discussed. The Council is scheduled to approve and refer the proposed FY 2010-11 budget to the Tax Supervising and Conservation Commission (TSCC) on April 29. After TSCC review and approval, the Metro Council will approve the final proposed budget; that vote is currently scheduled to occur on June 17.

### **Commission Retreat – Follow up and next steps**

At the March 30, 2010, Commission retreat you discussed priorities and preferences for operating procedures and since that time, I have been working with staff on implementation. Attached please find MERC Commission March 30, 2010 Session Notes as summarized by the facilitator Sue Dicile. Also attached is a task matrix developed to track progress on the assignments from the retreat.

In the coming months the following discussions are tentatively planned: Deputy Chief Operating Officer (COO) Scott Robinson is invited to attend the July Commission to discuss the opportunities presented to the Commission as a result of the MERC-Metro Business Practices Study and pending organizational changes in the MERC Administrative Office; J. Isaac will present the Rose Quarter redevelopment plans for the Portland Trailblazers later this summer; the Metro Attorney's Office is invited to brief the Commission on state ethics laws; and the September Commission meeting will be held at and include a discussion about the Oregon Zoo.

Draft policies and procedures regarding expense reimbursement and venue event attendance are underway and I anticipate that the July meeting will include an in-depth discussion to further refine the Commission's roles and responsibilities. At that time, a proposed agenda for the fiscal year will be presented so that other larger, strategic discussions and initiatives are on the schedule well in advance.

### **City of Portland audit of the Portland Center for the Performing Arts**

Earlier this spring, we were informed by the City Auditor of her intention to audit the Portland Center for the Performing Arts (PCPA). As owner of these assets, the City's review conforms to industry best practices and I believe that this process will provide clarity to the relationship between the City and Metro. (While the facilities within PCPA are owned by the City of Portland they are managed and operated by Metro/MERC through an intergovernmental agreement.)

The scope of this audit will include a broad review of the current ownership/management agreement between the City and Metro, the City's financial involvement, and the benefit to the City from the current arrangement. PCPA Director Robyn Williams and I have had the opportunity to share data on the venue's financial success in initial meetings with City audit staff and look forward to future discussions. I anticipate that the audit will recommend an updated management and reporting approach. I will keep you posted as the findings are completed.

### **Moss Adams Audit**

Controller Julia Fennell and her staff have entered the preliminary audit by Moss Adams, LLC, of the MERC finance and venue internal controls. The venues are fortunate to have a strong accounting and finance staff whose work has, in years past, resulted in 'no findings' conclusions from these independent, outside reviewers. We look forward to learning the results and recommendations from this important examination.

## **IAAM Region IV Conference**

Last weekend, a number of managers within the venues are scheduled to present a series of topics at this year's International Association of Assembly Managers (IAAM) Region IV Conference in Spokane, Washington.

Region IV is comprised of industry colleagues representing performing arts centers, convention and expo centers, sports arenas and university facilities from Alaska, Idaho, Montana, Oregon, Washington, Wyoming, and the Canadian provinces of British Columbia, Saskatchewan, Manitoba, Alberta, Yukon Territory and Northwest Territories. OCC Assistant Director Karen Totaro is Region IV Director and PCPA Assistant Director and Acting Operations Manager Lori Leyba Kramer serves as Secretary-Treasurer.

Following is a list of presenters representing the MERC venues and Metro:

- Joe Durr, PCPA Events Manager, will demonstrate Celayix, the new staffing software recently implemented by PCPA.
- Lori Kramer will share how PCPA renovated existing landscape by installing native plants outside of the facility.
- Matthew Rotchford, Portland Expo Center Sales and Events Manager, and Judy Siemssen, Sales and Booking Manager for PCPA, will lead a discussion on enhancing collaboration between venue sales and operations staff.
- Judy Siemssen will also share the success she and her team have had booking a new, small venue in PCPA: Brunish Hall.
- Paul Stanley, OCC Assistant Operations Manager will discuss OCC's innovative employee gain sharing program that has enhanced participation in the venue's recycling and diversion goals.
- Nathan Sykes, Metro Attorney, will co-present a segment on avoiding contract disputes.
- Karen Totaro will share OCC's success and tips on how to utilize 'secret shopper' programs as a customer service measurement tool.
- Mark Williams, OCC Events Manager, will share his experience and expertise in working with difficult clientele.
- Robyn Williams, PCPA Director, will serve on a panel discussing organizational leadership.
- Brittin Witzenburg, OCC Sustainability Coordinator, will provide an update on the latest in sustainable practices and operations.

The invitation for these venue managers to share expertise is a testament to the respect our industry partners have for the staff in the MERC venues. I am extremely proud of their work and hope that each returns with keen insights from their counterparts as they participate next weekend.

I look forward to seeing you on May 5, and in the meantime, please do not hesitate to contact me if you have any questions about any of these items.

# MERC Commission Retreat



**March 30, 2010**

**Session Notes**

# MERC Commission Retreat

March 30, 2010  
Session Notes

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**Commissioners/Interim GM in attendance:** Elisa Dozono, Chris Erickson, Judie Hammerstad, Cynthia Haruyama, Ray Leary, and Cheryl Twete.

**Others in attendance** Lisa Brown, Commission Coordinator; **(AM session only):** Chris Bailey, Expo Center Director; Jeff Blosser, OCC ED; Joni Johnson, MERC HR Manager; Michael Jordan, Metro COO; Stephanie Soden, MERC Director of Communications and Strategic Development; Nathan Sykes, Metro Senior Attorney; Robyn Williams, PCPA ED.

**Facilitator:** Sue Dicile

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*On March 30 2010 the MERC Commission and executive staff participated in a Commission retreat. The purpose of the session was to establish an overview of the strengths, weaknesses, opportunities, and priorities of each of the venues as a means of understanding the overall MERC strategic environment in advance of the Commission Strategic Planning session, which will likely occur in the late summer/early fall 2010. Other session objectives were to receive an update on MERC/Metro business and administrative issues, and to discuss and establish agreement on key Commission operating rules.*

*The following notes were transcribed from notes taken by the facilitator during the retreat. Text in italic indicates the facilitator's explanatory comments.*

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## **SESSION OPENING AND UPDATE**

*The session opened with an update from Interim General Manager Cheryl Twete. She noted that the current strategic plan was developed in 2007 and updated in 2008; however the update, which was generally supported by the Commission and took more of an advocacy perspective, was not adopted. She also noted that staff was involved in the planning process, and were very appreciative of the involvement opportunity. (A more detailed summary of the history of the planning process is contained in the meeting packet).*

*Commissioner comments and questions about the plan and the (unadopted) update included:*

- The 2007 plan seemed to be more of a vision that was evolving toward a more business-based model that included metrics. But do those metrics provide the right measures and dashboard?
- RE Goal #2, how will the Commission address advocacy for a Convention Center hotel without being involved in the discussion? That goal will need to be addressed in light of new circumstances.
- The Strategic Fund Balance Goal needs to evolve further and should be revisited.
- Capital plans included within the five-year venue plans have not been vetted by the Commission and need to be more formalized.

*Looking forward, Cheryl Twete noted that there are great opportunities at each venue. She highlighted the following challenges:*

- Integration of the MERC organization into Metro business practices and processes, especially in the administrative area, and the challenge of bringing together the unique MERC and Metro cultures.
- The impact of the recession.
- Aging facilities and long term renewal and replacement projects and capital needs.
- Transition of capital planning from a five-year horizon to a five-to-twenty-year facility development horizon.
- Folding in the new Zoo relationship and management by the GM.



## **VENUE MANAGERS REPORTS**

*Venue managers provided an overview of the outlook for the venues, an overall SWOT assessment for each, and priorities for the upcoming planning cycle.*

### **PCPC**

*Robyn Williams, PCPA Executive Director, gave the overview.*

#### General overview

- Performing arts centers in general are doing well even in the current economic climate because “tickets are still selling”. The exceptions are those primarily dependent on fundraising for operating expenses. While PCPA does not rely on fundraising, for operations, the percentage of PCPA’s revenues from the Transient Lodging Tax is not as strong as previous.
- PCPA resident companies are struggling, due primarily to the fundraising climate. The Orchestra and Ballet are struggling financially, and have been so since prior to the current recession. Commercial enterprises associated with PCPA are doing “business as usual” in spite of the downturn.

#### PCPA strengths

- Little competition: There are no similar venues except summer amphitheatres.
- The Portland market: Large enough to enable any show to come here.
- Good relationship with Live Nation.
- Broadway does well in Portland, even in the summer.
- Reputation in the industry: PCPA seen as a professional, “go to” venue with fair pricing and policies.
- Stability of financing and staffing.

#### PCPA weaknesses

- Capital funding to address aging buildings.
- Transient Lodging Tax funds, which are now 19% of PCPA income, have been affected by recession.

#### PCPA threats

- PCPA’s mission is to support resident companies; however this exposes PCPA to threats from new venues that are without resident companies blocking dates. Available dates are often a barrier to booking high income shows. This will become more acute with the revamp of the Coliseum. There is also the potential that the Rose Garden could do another 2000-seat venue.
- Failure of arts projects in the City may affect PCPA subsidies from the City, and could potentially affect City confidence in PCPA.
- VDI funds are the most significant threat now. Because the future of these funds is uncertain PCPA must act to assess its dependency on these funds and have a strategy for diversification.

#### PCPA opportunities

- PCPA has a seat at the table at RACC where the broader issues about performing arts facilities are being discussed.
- Leadership changes at MERC may be able to help take the venues to the next level via new resources and cost savings.
- The Schnitzer/Main Street Project will provide a print-and-face-time opportunity to highlight community value and the brand.
- PCPA is viewed as a partner with the resident company arts community.

### **Oregon Convention Center**

*Jeff Blosser, Oregon Convention Center Executive Director, gave the overview.*

#### General overview

- The mission of OCC is to generate economic improvement to the community through national and regional convention and local bookings.
- It has been a down year in all the categories in which OCC operates:
  - Conventions:

- Conventions are approximately 12% of bookings but 45% of income. (financially speaking - “30 small meetings = 1 convention”)
- OCC works closely with Travel Portland for national marketing. OCC’s marketing budget is flat due to downturns in Transient Lodging Tax revenue. The current reduction is \$85,000 less than last year, although that is not as dire as expected.
- The convention industry has flattened. Only a small uptick is expected next year.
- Travel Portland is conducting focus groups to determine what it takes “to say ‘yes’ to Portland” – with or without a headquarters hotel.
- Consumer shows: Exhibitor and attendance numbers are down. “The new ‘up’ is a flat show.”
- Meeting business is down. In the current economic environment, hotels have made themselves competitive for meeting space. Many companies have reduced or eliminated off-site meetings.

#### OCC strengths

- Portland, as a destination, is seen as new, fresh, and different.
- OCC has the two largest ballrooms in town, with seating capacity for 25,000 and 35,000. OCC is the only choice in this size range.
- Flexibility: 50 meeting rooms enable accommodation of a lot of dates, and capability to have both convention and consumer shows at the same time.
- Knowledgeable staff, with ability to do a lot of maintenance in-house.
- Reasonably priced within the national market (although seen as “spendy” locally.)
- First class buildings – if maintained via capital improvements.

#### OCC weaknesses

- The hotel package. The main competitive disadvantage and major reason for lost business is the lack of a headquarters hotel.
- The convention business is projected to be soft through 2013.
- Few direct flights into PDX.
- Budget for marketing is less than competitors, e.g. \$6 million per year for Portland compared to \$9 million in Seattle and upward for Las Vegas, San Diego, etc.

#### OCC threats

- The business has become increasingly competitive in recent years with smaller cities getting into the convention business and larger cities becoming more competitive via headquarter hotels.
- Major capital improvement needs are upcoming.
- Uncertain future of TLT – Visitor Development Initiative (VDI) funding, which to-date has been the mechanism that has enabled convention bookings at the current level through the Visitor Development Fund subsidies.

#### OCC opportunities

- VDI funding: This is the “top of the list” opportunity, and also the top-of-the-list challenge if not funded sufficiently.
- Streetcar implementation, and the emergence of Lloyd as an “ecodistrict”.
- Development of an outdoor exhibition plaza and clean-up of the Sizzler block and the potential for future public development.
- Still potential for a headquarters hotel option in the area (Schlesinger site and Sizzler Blocks).
- Phase III expansion to the south, perhaps including a Conference Center.
- Cutting edge approach to sustainable operations, which has been a large part of the marketing effort for Portland.
- The 20<sup>th</sup> anniversary this year provides an opportunity to tell the OCC story and put “faces” on why OCC is in business and the value to the community.

*At the conclusion of this overview there was discussion among Commissioners about the need to participate with the Rose Quarter on proposals that will be forthcoming in June. It was noted that the project involved a partnership between the Blazers and the Cordish Company, an out-of-state development entity.*

## **Expo Center**

*Chris Bailey, Expo Center Director, gave the overview.*

### General overview

- The Economic Impact Study estimated Expo Center's economic contribution to the region at \$35 million.
- 35% of clients generate 85% of revenue. First year clients require a high level of handholding, which puts a strain on limited staff. The challenge is "to have a successful enough event to get to Year Two" and beyond. Fortunately, Expo Center has a high percentage of long term, "generational" client relationships.

### Expo Center strengths

- The facility: Size, location, exhibit space, parking, atmosphere of both the old and new.
- Flexibility to serve multiple events at one time.
- Customer service score of 99.48% based on return customer survey responses.
- High percentage of long term, "generational" client relationships.

### Expo Center weaknesses

- Expo Center is a financially stand-alone operation, supporting its own debt service with no public subsidies.
- The strategic fund balance does not enable sufficient FTE in sales, marketing, or operations. There is a sense of "not keeping up".
- The user fee associated with revenue generation for Phase III has made Expo Center less competitive with other venues.
- Parking capacity is insufficient for some events, creating reliance on overflow parking at the racetrack and raceway, and exposure to the risk of loss of those back-up resources.
- Complexity of maintaining both old and new buildings.
- Expo Center "brand": It was suggested in the PSU study that Expo Center consider rebranding.

### Expo Center threats

- The economy is impacting licensees and attendees.
- Strategic Fund Balance: Now at \$3.3 million (unrestricted balance), as of the most recent report it was about \$900,000 better than the strategic target, but has eroded from last year.
- Declining attendance.
  - 650,000 attendees in 2000, 455,000 in 2009.
  - 87 events in 2000, 110 events in 2009.
- The Columbia River Crossing is "out there" with the potential for disruptive impact due to construction.
- The strategic question of whether it makes sense to have both Expo and OCC. While each has a unique niche there may be potential for destructive competition or a need to manage the respective facilities so they don't compete against each other.

### Expo Center opportunities

- Potential for the synergies outlined in the PSU study, i.e. marketing synergies with OCC.
- Phase III completion i.e. replacement of Halls A,B & C with a new, single building connected to Hall D.

*In response to a commissioner question about the source and history of Expo Center debt liability, Bailey noted the following:*

- In the past when Multnomah County owned Expo, other public priorities, such as parks, were funded with "excess" Expo revenues at the expense of deferred maintenance at Expo itself. This is no longer the management model. The rationale for not apportioning Transient Lodging Tax funds to Expo is that Expo does not generate hotel occupancy. Therefore, Expo did needed improvements using debt service through 2024. .

## UPDATE ON MERC/METRO BUSINESS AND ADMINISTRATIVE ISSUES

*Metro COO Michael Jordan provided the overview.*

### Support/administrative restructuring

Over the years, Metro and MERC have built their own support/administrative structures, although there has been some exchange of service provision. Metro did an analysis of services via cross-function/cross-organization work teams, looking at business and/or structural rationales for merging the support/administrative elements or keeping them apart. These work teams reported to a Steering Team that included venue directors (including the Zoo director), MERC Interim GM and Metro COO. The teams did not find a business rationale for keeping these elements apart but did find structural differences, e.g. accounting system differences. The outcome of this process is moving forward to consolidate the management structure of support services as of July 1, 2010.

The challenge of the consolidation will be managing people through the change. Specific challenges will include planning priority transitions e.g. accounting system transitions, Zoo consolidation, and helping people through this level of change. The transition dialog will continue with the next level of staff for more detail on how to move forward. In late fall 2010, changes that have budgetary impacts will be reflected in the FY11/12 budget.

### MERC/Metro roles and responsibilities

The MERC/Metro relationship, overall, is in a transition period too, with some ambiguity for all about roles and responsibilities. There will be a lot of dialog needed between the Council and the Commission in order to get to clarity. One question to be addressed is the Commission role/responsibility for advocacy to Council for MERC venues and the role/responsibility of Council. MERC and Council will need to establish strategic direction together. The COO encouraged the Commissioners to take on an advocacy role saying they should assume they have a "green light" to do so. There is also a disconnect between the governance and the financing for these venue businesses, and until that is resolved the venue business will continue to have "one hand tied behind its back".

*At the conclusion of this overview Commissioners raised the following questions:*

- How does MERC stay relevant and proactive in the interest of the businesses? For instance, if there is an initiative coming out of City Council that will have consequences for the venues, is MERC able to become involved, and at what point?
- How "politically entrepreneurial" and involved in advocacy can MERC be?
- What are the opportunities for MERC staff in the merger? Is there an assumption that Metro staff will have the first opportunity if positions are consolidated or that it will be an open playing field?
- How will the Commission get information? It is important for Commissioners to get the same information and talking points at the same time as is provided to the Council.



### **AFTERNOON SESSION**

*The retreat reconvened after lunch with MERC Commissioners, Interim GM and support participants (Commission Coordinator and facilitator) in attendance only.*

### **AM SESSION DEBRIEF**

*The following issues were raised during a general debrief of the AM presentations.*

*Questions/discussion about integration with the Zoo:*

- Synergies with MERC and the other venues are clear. The Zoo could end up at MERC as it is a "natural fit" to have all four venues working together.

- MERC needs a more comprehensive briefing on the Zoo.
- MERC may want to put some ideas forward on how synergies can be captured.

*Conclusions drawn from the AM discussion on MERC's latitude to advocate:*

- Advocacy remains a MERC role and is a significant strategic tool for promoting successful venues, but the caveat is that advocacy needs to be in sync with Metro.

*"Ah-ha's" from the venue managers' presentations:*

- The financial framework of Expo is onerous to the business. The analysis through which the framework was established appears to have been faulty, or short-sided.
- The fate of the Transient Lodging Tax is a critical issue.
- A headquarters hotel is still a critical factor.

## **OPERATING RULES**

*Issues relating to how MERC conducts its business were discussed. General agreement was reached on the following issues:*

### **Commissioner Privileges and Procedures**

- → **Commissioner tickets:** A clear statement of purpose and policy for Commissioner event attendance at the venues needs to be established
- → **Expense reimbursement:** A process for Commissioner expense reimbursement needs to be established.
- **Commission meetings:**
  - **Attendees:** Currently Commission meetings are attended by "a crowd" whose presence detracts from Commission/GM and intra-Commission interaction. Attendance by such a high volume of staff members is of questionable value and may not be the best use of staff time. The practice of providing lunch for all attending, especially those attending by choice, should be revisited.
    - → Meeting attendance should be "dialed down" so that invitees are those actually involved in the meeting.
  - **Packets:** Meeting packets should be received 5 business days prior to the Commission meeting.
  - **Meeting time:** On occasion a time overrun may be unavoidable but as a general rule meetings of the Commission should be concluded within the time specified on the agenda.
  - **Rules of order:** The informal process is working for the Commission now. This can be re-evaluated if Commissioners at some point feel a more formal or structured process would work better.
  - **Preparation for meetings:** In order to advance the discussion at the meeting, Commissioners should clear up questions or issues about packet information in advance of the meeting through discussions with the GM.
  - → **Work sessions:** One meeting per quarter should be held as a worksession.

→ = items the Commission asked staff to move forward.

## **TABLED ITEMS**

*During the above discussion the following issues were raised and tabled for future discussion:*

- 2007 Strategic Plan and 2008 (unadopted) revisions: Appropriate and meaningful metrics for MERC; the purpose of the plan and most meaningful format and process design.
- Definition of MERC's advocacy and "political entrepreneurship" role.
- Potential for participation in Rose Quarter discussions.
- Need for an Advocacy Plan.
- Briefing on the Zoo.

## Status of Follow-Up Items from MERC Commission Retreat on March 30, 2010

| Item                                                                         | Specific Item / Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Current Commission Meeting Topics and/or Strategic Discussions</u></p> | <p><b>Rose Quarter Development/Memorial Coliseum:</b> Initial contact with J. Isaac made; follow up after NBA play off tournament.</p> <p><b>Zoo Presentation:</b> This item is being tentatively scheduled for the September 1 MERC Commission meeting</p> <p><b>Changes/Opportunities associated with MERC/Metro Business Practices and Reorganization:</b> In progress to schedule Scott Robinson and Michael Jordan for an upcoming MERC Commission meeting to provide for discussion.</p> <p><b>Other Topics:</b></p>                                                                                                                                                                                                                                      |
| <p><u>Policy Topics</u></p>                                                  | <p><b>Present Ethics Policy Presentation to Commission:</b> In progress, scheduling Alison Kean-Campbell, Metro Deputy Attorney, for summer Commission meeting presentation.</p> <p><b>Prepare Commission Reserves Policy in coordination with Metro and MERC Finance Staff:</b> MERC Budget Manager to work with Metro's Director of Finance</p> <p><b>Draft Commission policy on reimbursement for expenses associated with Commission responsibilities:</b> Staff anticipates having a draft for Commission review during an upcoming summer Commission meeting.</p> <p><b>Draft Commission policy on Commissioners' attendance at venues' events:</b> MERC staff and Metro Legal staff will meet in May to discuss and determine best course of action.</p> |
| <p><u>Operating Rules</u></p>                                                | <p><b>Agenda packet goes out one week in advance:</b> done – beginning with May 5 meeting packet</p> <p><b>Commission meetings to be held first Wednesday of each month, preceded by lunch:</b> No change to current practice</p> <p><b>Address staff attendance at Commission's meetings and luncheons:</b> Memo from C Twete/M Jordan to staff sent week of April 26 addressing Commission meeting and luncheon attendance by staff, as well as agenda packet materials due dates and GM first point of contact for MERC Commissioners.</p> <p><b>GM is main point of contact for Commissioners:</b> see above</p>                                                                                                                                            |

| Item                                                                     | Specific Item / Status                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Roles and Responsibilities of Commission and Metro Council</u></p> | <p><b>Advocacy on public policy/issues:</b> Initial protocols developed and key staff identified. Process refinement underway.</p> <p><b>Role of ex-officio Council member to Commission</b></p> <p><b>Working Relationship with Metro COO</b></p> <p><b>Working Relationship with Zoo Director and OZF</b></p>                                                                                                                                                              |
| <p><u>Strategic Organizational Issues</u></p>                            | <p><b>Economic Impact Study:</b> update annually and convey to community</p> <p><b>Five Year Capital Plans:</b> more thorough review by Commission</p> <p><b>Longer Term Facility Development Plans:</b> need to establish</p> <p><b>Strategic Plan Update Process:</b></p> <p><b>Commission monthly financial reports – revise format/content to be more informative:</b></p> <p><b>Ensure high quality delivery of support services under new management approach:</b></p> |

# MARCH 2010

## FINANCIAL INFORMATION

*For Management Purposes only*



PORTLAND CENTER FOR  
THE PERFORMING ARTS

 A SERVICE OF METRO

expo

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OREGON CONVENTION CENTER

 A SERVICE OF METRO

THE **merc**

METROPOLITAN EXPOSITION  
RECREATION COMMISSION

 A SERVICE OF METRO



Date: April 16, 2010

To:

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

From: Julia Fennell – Controller, and Cynthia Hill – Budget Manager

Re: MERC Financial Information for the 9 months ended March 2010

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Enclosed please find the monthly financial report for the Metropolitan Exposition Recreation Commission, with detail by venue and department. This report provides current month and year-to-date financial information. It is intended to be used as a management tool for directors, the General Manager, Metro COO, and the MERC Commission. This report omits substantially all disclosures required by generally accepted accounting principles.

As you will see from the following pages, MERC continues to hold its own, given the challenges of the economy. The Venue Directors continue to monitor their revenue and expenditures closely and take the necessary action to contain costs and delay projects.

While Transient Lodging Tax (TLT) is projected to be less than budget by approximately \$600 thousand, it is only slightly less than prior year by 1.69% or \$86 thousand.

The attached sheets provide a snapshot of the major events and activities at each Venue and a year-to-date budgetary overview.

# Financial Highlights

## Operating Results

- The revenue and expenditures continue to be less than forecasted; the year-to-date net operating results is less than prior year-to date by \$62k.
- The year-to-date results indicate that the net F&B is less than budget by approximately 17% or \$320k and is better than prior year by \$399k.
- Below is a listing of the highest revenue generators by Venue, Event, and revenue type for the period(s):
  - **Expo**
    - Event # 12233 ~ Portland Metro RV Dealers – Spring RV Show - \$131k
      - ❖ Rent (Exhibitor/Outdoor) - \$58k
    - Event # 12231 ~ America’s Largest Antique & Collectible Show - \$128k
      - ❖ Food & Beverage (F&B) - \$47k
    - Event # 10307 ~ 2010 Energy Trust Better Living Show - \$82k
      - ❖ Parking (includes Exhibitor) - \$32k
  - **OCC**
    - Event # 6750 ~ Public Library Association 2010 - \$652k
      - ❖ F&B - \$345k
    - Event # 6488 ~ American Physical Society March Meeting 2010 - \$403k
      - ❖ F&B - \$229k
    - Event # 7146 ~ 2010 Ocean Sciences Meeting - \$357k
      - ❖ F&B - \$242k
  - **PCPA**
    - Event 11795 ~ Legally Blonde the Musical – Jan~Feb \$56k, Mar \$132k, Grand Total = \$188k
      - ❖ Admission & User Fee - \$52k
    - Event # 16757 ~ America’s Got Talent - \$123k
      - ❖ F&B – \$23k
    - Event # 15415 ~ Chelsea Handler - \$76k
      - ❖ F&B - \$28k

## Non – Operating Revenue

- Transient Lodging Tax (TLT) is less than prior year to date 1.69% which equals \$86k.
- Expo Debt Service is paid semi annually. Approximately 76% or \$900 thousand of the annual payment is budgeted and paid during the first half of the fiscal year, the remaining 24% or \$288 thousand in the later part of the fiscal year.
- Metro Risk Management expenses are in the first period of each quarter. Approximately 83% of the annual budget or \$407 thousand year-to-date.

**Metropolitan Exposition-Recreation Commission**  
**MERC Statement of Activity with Annual Budget**  
**All Departments**  
**March 2010**

|                                         | Current<br>Month<br>Actual | Current<br>Year to Date<br>Actual | Prior<br>Year to Date<br>Actual | % of<br>Prior<br>Year | 2009-10<br>Adopted<br>Budget | % of<br>Annual<br>Budget |
|-----------------------------------------|----------------------------|-----------------------------------|---------------------------------|-----------------------|------------------------------|--------------------------|
|                                         | March-10                   | March-10                          | March-09                        |                       | March-10                     | 75%                      |
| <b>Operating</b>                        |                            |                                   |                                 |                       |                              |                          |
| Revenue                                 | 2,454,662                  | 12,917,677                        | 13,665,541                      | 95%                   | 17,892,339                   | 72%                      |
| Revenue - Food and Beverage             | 1,583,933                  | 9,591,778                         | 8,515,350                       | 113%                  | 12,123,799                   | 79%                      |
| <b>Total Operating Revenue</b>          | <b>4,038,595</b>           | <b>22,509,455</b>                 | <b>22,180,892</b>               | <b>101%</b>           | <b>30,016,138</b>            | <b>75%</b>               |
| Costs - Food and Beverage               | (1,178,488)                | (8,003,258)                       | (7,326,146)                     | 109%                  | (9,579,028)                  | 84%                      |
| Personal Services                       | (1,432,384)                | (12,592,812)                      | (13,021,172)                    | 97%                   | (18,534,604)                 | 68%                      |
| Goods & Services                        | (769,323)                  | (5,373,464)                       | (5,256,591)                     | 102%                  | (8,838,911)                  | 61%                      |
| Marketing                               | (218,280)                  | (1,989,521)                       | (1,964,520)                     | 101%                  | (3,057,043)                  | 65%                      |
| <b>Total Operating Expenses</b>         | <b>(3,598,475)</b>         | <b>(27,959,056)</b>               | <b>(27,568,429)</b>             | <b>101%</b>           | <b>(40,009,586)</b>          | <b>70%</b>               |
| <b>Net Operating Results</b>            | <b>440,120</b>             | <b>(5,449,601)</b>                | <b>(5,387,538)</b>              | <b>101%</b>           | <b>(9,993,448)</b>           | <b>55%</b>               |
| <b>Non Operating</b>                    |                            |                                   |                                 |                       |                              |                          |
| Transient, Lodging Tax                  | 947,634                    | 5,017,642                         | 5,103,924                       | 98%                   | 10,930,634                   | 46%                      |
| Government Support City of Portland     | -                          | -                                 | -                               | -                     | 760,926                      | 0%                       |
| Non-Operating Revenue                   | 14,170                     | 151,319                           | 372,370                         | 41%                   | 861,543                      | 18%                      |
| Non-Operating Expense                   | -                          | (2,503)                           | (2,506)                         | 100%                  | (2,500)                      | 100%                     |
|                                         | <b>961,804</b>             | <b>5,166,458</b>                  | <b>5,473,788</b>                | <b>94%</b>            | <b>12,550,603</b>            | <b>41%</b>               |
| <b>Support and Risk Management</b>      |                            |                                   |                                 |                       |                              |                          |
| MERC Administration                     | (0)                        | (0)                               | -                               | -                     | -                            | -                        |
| Indirect Cost Metro Support             | -                          | -                                 | -                               | -                     | -                            | -                        |
| Metro Support Services                  | (168,971)                  | (1,520,739)                       | (1,382,112)                     | 110%                  | (2,027,654)                  | 75%                      |
| Metro Risk Management                   | -                          | (407,145)                         | (485,637)                       | 84%                   | (488,571)                    | 83%                      |
|                                         | <b>(168,971)</b>           | <b>(1,927,884)</b>                | <b>(1,867,749)</b>              | <b>103%</b>           | <b>(2,516,225)</b>           | <b>77%</b>               |
| <b>Net Increase (Decrease)</b>          | <b>1,232,953</b>           | <b>(2,211,027)</b>                | <b>(1,781,498)</b>              | <b>124%</b>           | <b>40,930</b>                | <b>-5402%</b>            |
| <b>Transfers</b>                        |                            |                                   |                                 |                       |                              |                          |
| Intrafund Transfers                     | -                          | -                                 | -                               | -                     | -                            | -                        |
| Transfers to                            | -                          | -                                 | -                               | -                     | -                            | -                        |
| Transfers from                          | -                          | -                                 | -                               | -                     | -                            | -                        |
| Debt Service                            | 12,000                     | (1,027,936)                       | (909,715)                       | 113%                  | (1,340,890)                  | 77%                      |
| <b>Net Transfers</b>                    | <b>12,000</b>              | <b>(1,027,936)</b>                | <b>(909,715)</b>                | <b>113%</b>           | <b>(1,340,890)</b>           | <b>77%</b>               |
| <b>Net Operations</b>                   | <b>1,244,953</b>           | <b>(3,238,964)</b>                | <b>(2,691,213)</b>              | <b>237%</b>           | <b>(1,299,960)</b>           | <b>249%</b>              |
| <b>Capital</b>                          |                            |                                   |                                 |                       |                              |                          |
| Revenue                                 | -                          | -                                 | -                               | -                     | -                            | -                        |
| Capital Outlay                          | (64,020)                   | (985,795)                         | (876,162)                       | 113%                  | (3,271,251)                  | 30%                      |
| Construction Management                 | -                          | -                                 | (18)                            | 0%                    | -                            | -                        |
| Goods & Services                        | -                          | -                                 | (8,075)                         | 0%                    | -                            | -                        |
| Transient, Lodging Tax                  | -                          | -                                 | -                               | -                     | -                            | -                        |
| Non-Operating Revenue                   | -                          | 2,218,425                         | 229,298                         | 967%                  | 1,557,000                    | 142%                     |
| Non-Operating Expense                   | -                          | -                                 | -                               | -                     | -                            | -                        |
| Intrafund Transfers                     | -                          | -                                 | -                               | -                     | -                            | -                        |
| Transfers to                            | -                          | -                                 | -                               | -                     | -                            | -                        |
| Transfers from                          | -                          | -                                 | -                               | -                     | 692,490                      | 0%                       |
| <b>Net Capital</b>                      | <b>(64,020)</b>            | <b>1,232,630</b>                  | <b>(654,957)</b>                | <b>-188%</b>          | <b>(1,021,761)</b>           | <b>-121%</b>             |
| <b>Fund Balance Inc (Dec)</b>           | <b>1,180,933</b>           | <b>(2,006,333)</b>                | <b>(3,346,170)</b>              | <b>60%</b>            | <b>(2,321,721)</b>           | <b>86%</b>               |
| <b>Food and Beverage Gross Margin</b>   | <b>405,445</b>             | <b>1,588,520</b>                  | <b>1,189,205</b>                |                       | <b>2,544,771</b>             | <b>62%</b>               |
| <b>Food and Beverage Gross Margin</b>   | <b>25.6%</b>               | <b>16.6%</b>                      | <b>14.0%</b>                    |                       | <b>21.0%</b>                 |                          |
| <b>Full Time Employees</b>              |                            |                                   | <b>192.0</b>                    |                       | <b>195.0</b>                 |                          |
| <b>Excise Tax</b>                       | <b>(108,894)</b>           | <b>(1,108,524)</b>                | <b>(1,129,119)</b>              |                       |                              |                          |
| <b>Taxes as percent of revenue</b>      | <b>19%</b>                 | <b>18%</b>                        | <b>19%</b>                      |                       | <b>27%</b>                   |                          |
| <b>Fund Balance</b>                     |                            |                                   |                                 |                       |                              |                          |
| Beginning Fund Balance                  |                            | 26,619,236                        | 26,070,022                      |                       | 26,619,236                   |                          |
| Fund Balance Inc (Dec)                  |                            | (2,006,333)                       | (3,346,170)                     |                       | (2,321,721)                  |                          |
| <b>Ending Fund Balance</b>              |                            | <b>24,612,903</b>                 | <b>22,723,852</b>               |                       | <b>24,297,515</b>            |                          |
| Unrestricted Fund Balance               |                            | 12,711,078                        | 11,199,279                      |                       | 12,935,691                   |                          |
| Contingency                             |                            | 1,325,708                         | 2,064,067                       |                       | 1,325,708                    |                          |
| Contingency for Renewal & Replacement   |                            | 970,000                           | 520,000                         |                       | 970,000                      |                          |
| Designated for Renewal & Replacement    |                            | 815,000                           | 295,000                         |                       | 815,000                      |                          |
| Designated for Phase 3                  |                            | 1,339,841                         | 1,154,728                       |                       | 1,339,841                    |                          |
| Contingency for HOH                     |                            | 3,700,000                         | 3,700,000                       |                       | 3,700,000                    |                          |
| Contingency for HOH (PERS Rsvr - Prior) |                            | 1,486,398                         | 1,704,212                       |                       | 1,486,398                    |                          |
| Designated for PERS Reserve - Current   |                            | 375,187                           | -                               |                       | 375,187                      |                          |
| Designated for PERS Reserve - Prior     |                            | 709,380                           | 812,505                         |                       | 709,380                      |                          |
| Restricted by Contract - Aramark        |                            | -                                 | 93,750                          |                       | -                            |                          |
| Restricted by Agreement - TLT           |                            | 1,180,311                         | 1,180,311                       |                       | 1,180,311                    |                          |
| <b>Ending Fund Balance</b>              |                            | <b>24,612,903</b>                 | <b>22,723,852</b>               |                       | <b>24,837,516</b>            |                          |
| <b>Strategic Goal</b>                   |                            |                                   |                                 |                       |                              |                          |
| Available for Strategy Goal             |                            | 15,079,863                        | 13,583,854                      |                       | 15,079,863                   |                          |
| <b>Excess (Gap)</b>                     |                            | <b>(73,077)</b>                   | <b>199,492</b>                  |                       | <b>151,536</b>               |                          |

Metropolitan Exposition-Recreation Commission  
**MERC Statement of Activity with Annual Budget**  
**Portland Exposition Center**  
**March 2010**

|                                         | Current<br>Month<br>Actual | Current<br>Year to Date<br>Actual | Prior<br>Year to Date<br>Actual | % of<br>Prior<br>Year | 2009-10<br>Adopted<br>Budget | % of<br>Annual<br>Budget |
|-----------------------------------------|----------------------------|-----------------------------------|---------------------------------|-----------------------|------------------------------|--------------------------|
|                                         | March-10                   | March-10                          | March-09                        |                       | March-10                     | 75%                      |
| <b>Operating</b>                        |                            |                                   |                                 |                       |                              |                          |
| Revenue                                 | 379,828                    | 2,939,055                         | 3,190,490                       | 92%                   | 3,705,306                    | 79%                      |
| Revenue - Food and Beverage             | 125,630                    | 1,258,468                         | 1,472,168                       | 85%                   | 2,133,289                    | 59%                      |
| <b>Total Operating Revenue</b>          | <b>505,458</b>             | <b>4,197,523</b>                  | <b>4,662,658</b>                | <b>90%</b>            | <b>5,838,595</b>             | <b>72%</b>               |
| Costs - Food and Beverage               | (162,628)                  | (1,018,020)                       | (1,153,440)                     | 88%                   | (1,570,435)                  | 65%                      |
| Personal Services                       | (120,036)                  | (1,056,258)                       | (1,157,490)                     | 91%                   | (1,545,827)                  | 68%                      |
| Goods & Services                        | (112,338)                  | (794,905)                         | (872,211)                       | 91%                   | (1,280,421)                  | 62%                      |
| <b>Total Operating Expenses</b>         | <b>(395,002)</b>           | <b>(2,869,184)</b>                | <b>(3,183,140)</b>              | <b>90%</b>            | <b>(4,396,683)</b>           | <b>65%</b>               |
| <b>Net Operating Results</b>            | <b>110,456</b>             | <b>1,328,339</b>                  | <b>1,479,518</b>                | <b>90%</b>            | <b>1,441,912</b>             | <b>92%</b>               |
| <b>Non Operating</b>                    |                            |                                   |                                 |                       |                              |                          |
| Non-Operating Revenue                   | 2,328                      | 17,951                            | 80,916                          | 22%                   | 148,734                      | 12%                      |
| Non-Operating Expense                   | -                          | -                                 | -                               |                       | -                            | -                        |
|                                         | <b>2,328</b>               | <b>17,951</b>                     | <b>80,916</b>                   | <b>22%</b>            | <b>148,734</b>               | <b>12%</b>               |
| <b>Support and Risk Management</b>      |                            |                                   |                                 |                       |                              |                          |
| MERC Administration                     | (25,392)                   | (228,530)                         | (218,268)                       | 105%                  | (304,707)                    | 75%                      |
| Metro Support Services                  | (16,897)                   | (152,073)                         | (138,213)                       | 110%                  | (202,766)                    | 75%                      |
| Metro Risk Management                   | -                          | (58,954)                          | (66,150)                        | 89%                   | (70,743)                     | 83%                      |
|                                         | <b>(42,289)</b>            | <b>(439,557)</b>                  | <b>(422,631)</b>                | <b>104%</b>           | <b>(578,216)</b>             | <b>76%</b>               |
| <b>Net Increase (Decrease)</b>          | <b>70,495</b>              | <b>906,733</b>                    | <b>1,137,804</b>                | <b>80%</b>            | <b>1,012,430</b>             | <b>90%</b>               |
| <b>Transfers</b>                        |                            |                                   |                                 |                       |                              |                          |
| Transfers from                          | -                          | -                                 | -                               | -                     | -                            | -                        |
| Debt Service                            | 12,000                     | (888,316)                         | (891,916)                       | 100%                  | (1,188,632)                  | 75%                      |
| <b>Net Transfers</b>                    | <b>12,000</b>              | <b>(888,316)</b>                  | <b>(891,916)</b>                | <b>100%</b>           | <b>(1,188,632)</b>           | <b>75%</b>               |
| <b>Net Operations</b>                   | <b>82,495</b>              | <b>18,417</b>                     | <b>245,888</b>                  | <b>7%</b>             | <b>(176,202)</b>             | <b>-10%</b>              |
| <b>Capital</b>                          |                            |                                   |                                 |                       |                              |                          |
| Capital Outlay                          | -                          | (61,804)                          | (111,976)                       | 55%                   | (367,500)                    | 17%                      |
| Non-Operating Revenue                   | -                          | 325,000                           | -                               | -                     | 187,500                      | 173%                     |
| <b>Net Capital</b>                      | <b>-</b>                   | <b>263,196</b>                    | <b>(111,976)</b>                | <b>-235%</b>          | <b>(180,000)</b>             | <b>-146%</b>             |
| <b>Fund Balance Inc (Dec)</b>           | <b>82,495</b>              | <b>281,613</b>                    | <b>133,912</b>                  | <b>210%</b>           | <b>(356,202)</b>             | <b>-79%</b>              |
| <b>Food and Beverage Gross Margin</b>   | <b>(36,998)</b>            | <b>240,448</b>                    | <b>318,729</b>                  |                       | <b>562,854</b>               | <b>43%</b>               |
| <b>Food and Beverage Gross Margin %</b> | <b>-29.5%</b>              | <b>19.1%</b>                      | <b>21.7%</b>                    |                       | <b>26.4%</b>                 |                          |
| <b>Full Time Employees</b>              |                            |                                   | <b>13.3</b>                     |                       | <b>13.3</b>                  |                          |
| <b>Excise Tax</b>                       | <b>(59,283)</b>            | <b>(299,563)</b>                  | <b>(325,141)</b>                |                       | <b>-</b>                     |                          |
| <b>Fund Balance</b>                     |                            |                                   |                                 |                       |                              |                          |
| Beginning Fund Balance                  |                            | 5,745,316                         | 6,069,250                       |                       | 5,745,316                    |                          |
| Fund Balance Inc (Dec)                  |                            | 281,613                           | 133,912                         |                       | (356,202)                    |                          |
| <b>Ending Fund Balance</b>              |                            | <b>6,026,929</b>                  | <b>6,203,162</b>                |                       | <b>5,389,114</b>             |                          |
| Unrestricted Fund Balance               |                            | 4,172,156                         | 4,300,917                       |                       | 3,534,341                    |                          |
| Contingency                             |                            | 218,622                           | 472,017                         |                       | 218,622                      |                          |
| Contingency for Renewal & Replacement   |                            | 20,000                            | 20,000                          |                       | 20,000                       |                          |
| Designated for Renewal & Replacement    |                            | 40,000                            | 20,000                          |                       | 40,000                       |                          |
| Designated for Phase 3                  |                            | 1,339,841                         | 1,154,728                       |                       | 1,339,841                    |                          |
| Contingency for HQH (PERS Rsvr - Prior) |                            | 205,841                           | 235,500                         |                       | 205,841                      |                          |
| Designated for PERS Reserve - Current   |                            | 30,469                            |                                 |                       | 30,469                       |                          |
| Designated for PERS Reserve - Prior     |                            |                                   |                                 |                       |                              |                          |
| <b>Ending Fund Balance</b>              |                            | <b>6,026,929</b>                  | <b>6,203,162</b>                |                       | <b>5,389,114</b>             |                          |
| <b>Strategic Goal (6 mo, debt)</b>      |                            | <b>3,386,974</b>                  | <b>3,257,115</b>                |                       | <b>3,386,974</b>             |                          |
| Available for Strategy Goal             |                            | 4,410,778                         | 4,792,934                       |                       | 3,772,963                    |                          |
| <b>Excess (Gap)</b>                     |                            | <b>1,023,804</b>                  | <b>1,535,819</b>                |                       | <b>385,989</b>               |                          |

**Metropolitan Exposition-Recreation Commission**  
**MERC Statement of Activity with Annual Budget**  
**Oregon Convention Center**  
**March 2010**

|                                         | Current<br>Month<br>Actual<br>March-10 | Excluding HQH<br>Current<br>Year to Date<br>Actual<br>March-10 | Prior<br>Year to Date<br>Actual<br>March-09 | % of<br>Prior<br>Year | 2009-10<br>Adopted<br>Budget<br>March-10 | % of<br>Annual<br>Budget<br>75% |
|-----------------------------------------|----------------------------------------|----------------------------------------------------------------|---------------------------------------------|-----------------------|------------------------------------------|---------------------------------|
| <b>Operating</b>                        |                                        |                                                                |                                             |                       |                                          |                                 |
| Revenue                                 | 1,176,351                              | 5,829,664                                                      | 5,567,527                                   | 105%                  | 8,006,117                                | 73%                             |
| Revenue - Food and Beverage             | 1,296,384                              | 6,887,483                                                      | 5,656,913                                   | 122%                  | 8,550,083                                | 81%                             |
| <b>Total Operating Revenue</b>          | <b>2,472,735</b>                       | <b>12,717,147</b>                                              | <b>11,224,440</b>                           | <b>113%</b>           | <b>16,556,200</b>                        | <b>77%</b>                      |
| Costs - Food and Beverage               | (875,742)                              | (5,752,225)                                                    | (4,956,073)                                 | 116%                  | (6,744,807)                              | 85%                             |
| Personal Services                       | (720,288)                              | (6,358,747)                                                    | (6,205,724)                                 | 102%                  | (9,183,993)                              | 69%                             |
| Goods & Services                        | (395,910)                              | (2,507,158)                                                    | (2,321,811)                                 | 108%                  | (3,971,052)                              | 63%                             |
| Marketing POVA                          | (218,280)                              | (1,989,521)                                                    | (1,964,520)                                 | 101%                  | (3,057,043)                              | 65%                             |
| <b>Total Operating Expenses</b>         | <b>(2,210,221)</b>                     | <b>(16,607,651)</b>                                            | <b>(15,448,128)</b>                         | <b>108%</b>           | <b>(22,956,895)</b>                      | <b>72%</b>                      |
| <b>Net Operating Results</b>            | <b>262,514</b>                         | <b>(3,890,505)</b>                                             | <b>(4,223,688)</b>                          | <b>92%</b>            | <b>(6,400,695)</b>                       | <b>61%</b>                      |
| <b>Non Operating</b>                    |                                        |                                                                |                                             |                       |                                          |                                 |
| Transient, Lodging Tax                  | 811,576                                | 4,292,240                                                      | 4,318,940                                   | 99%                   | 8,975,971                                | 48%                             |
| Non-Operating Revenue                   | 4,373                                  | 61,733                                                         | 152,560                                     | 40%                   | 273,836                                  | 23%                             |
| Non-Operating Expense                   | -                                      | (3)                                                            | (6)                                         | 50%                   | -                                        | -                               |
|                                         | <b>815,948</b>                         | <b>4,353,970</b>                                               | <b>4,471,494</b>                            | <b>97%</b>            | <b>9,249,807</b>                         | <b>47%</b>                      |
| <b>Support and Risk Management</b>      |                                        |                                                                |                                             |                       |                                          |                                 |
| MERC Administration                     | (137,118)                              | (1,234,066)                                                    | (1,178,658)                                 | 105%                  | (1,645,421)                              | 75%                             |
| Metro Support Services                  | (91,244)                               | (821,196)                                                      | (746,334)                                   | 110%                  | (1,094,933)                              | 75%                             |
| Metro Risk Management                   | -                                      | (229,195)                                                      | (271,119)                                   | 85%                   | (275,033)                                | 83%                             |
|                                         | <b>(228,362)</b>                       | <b>(2,284,457)</b>                                             | <b>(2,196,111)</b>                          | <b>104%</b>           | <b>(3,015,387)</b>                       | <b>76%</b>                      |
| <b>Net Increase (Decrease)</b>          | <b>850,100</b>                         | <b>(1,820,991)</b>                                             | <b>(1,948,304)</b>                          | <b>93%</b>            | <b>(166,275)</b>                         | <b>1095%</b>                    |
| <b>Transfers</b>                        |                                        |                                                                |                                             |                       |                                          |                                 |
| Transfers from                          | -                                      | -                                                              | -                                           | -                     | -                                        | -                               |
| Debt Service                            | -                                      | (139,620)                                                      | (17,799)                                    | 784%                  | (152,258)                                | 92%                             |
| <b>Net Transfers</b>                    | <b>-</b>                               | <b>(139,620)</b>                                               | <b>(17,799)</b>                             | <b>784%</b>           | <b>(152,258)</b>                         | <b>92%</b>                      |
| <b>Net Operations</b>                   | <b>850,100</b>                         | <b>(1,960,612)</b>                                             | <b>(1,966,103)</b>                          | <b>0%</b>             | <b>(318,533)</b>                         | <b>616%</b>                     |
| <b>Capital</b>                          |                                        |                                                                |                                             |                       |                                          |                                 |
| Capital Outlay                          | (60,079)                               | (583,456)                                                      | (531,932)                                   | 110%                  | (2,284,826)                              | 26%                             |
| Non-Operating Revenue                   | -                                      | 1,351,500                                                      | 4,298                                       | 31445%                | 887,500                                  | 152%                            |
| Transfers from                          | -                                      | -                                                              | -                                           | -                     | 692,490                                  | 0%                              |
| <b>Net Capital</b>                      | <b>(60,079)</b>                        | <b>768,044</b>                                                 | <b>(527,634)</b>                            | <b>-146%</b>          | <b>(704,836)</b>                         | <b>-109%</b>                    |
| <b>Fund Balance Inc (Dec)</b>           | <b>790,021</b>                         | <b>(1,192,568)</b>                                             | <b>(2,493,737)</b>                          | <b>48%</b>            | <b>(1,023,369)</b>                       | <b>117%</b>                     |
| <b>Food and Beverage Gross Margin</b>   | <b>420,641</b>                         | <b>1,135,258</b>                                               | <b>700,840</b>                              |                       | <b>1,805,276</b>                         | <b>63%</b>                      |
| <b>Food and Beverage Gross Margin %</b> | <b>32.4%</b>                           | <b>16.5%</b>                                                   | <b>12.4%</b>                                |                       | <b>21.1%</b>                             |                                 |
| <b>Full Time Employees</b>              |                                        |                                                                | <b>110.3</b>                                |                       | <b>112.3</b>                             |                                 |
| <b>Excise Tax</b>                       | <b>(49,253)</b>                        | <b>(808,148)</b>                                               | <b>(803,012)</b>                            |                       | -                                        |                                 |
| <b>Taxes as percent of revenue</b>      | <b>25%</b>                             | <b>25%</b>                                                     | <b>28%</b>                                  |                       | <b>35%</b>                               |                                 |
| <b>Fund Balance</b>                     |                                        |                                                                |                                             |                       |                                          |                                 |
| Beginning Fund Balance                  |                                        | 10,870,137                                                     | 11,304,019                                  |                       | 10,870,137                               |                                 |
| Fund Balance Inc (Dec)                  |                                        | (1,192,568)                                                    | (2,493,737)                                 |                       | (1,023,369)                              |                                 |
| Fund Balance Inc (Dec) for HQH          |                                        | (4,750)                                                        | (350,671)                                   |                       | (200,000)                                |                                 |
| <b>Ending Fund Balance</b>              |                                        | <b>9,672,819</b>                                               | <b>8,459,611</b>                            |                       | <b>9,646,768</b>                         |                                 |
| Unrestricted Fund Balance               |                                        | 1,700,583                                                      | 738,733                                     |                       | 2,214,533                                |                                 |
| Contingency                             |                                        | 1,046,167                                                      | 979,337                                     |                       | 1,046,167                                |                                 |
| Contingency for Renewal & Replacement   |                                        | 250,000                                                        | 250,000                                     |                       | 250,000                                  |                                 |
| Designated for Renewal & Replacement    |                                        | 475,000                                                        | 225,000                                     |                       | 475,000                                  |                                 |
| Designated for Phase 3                  |                                        | -                                                              | -                                           |                       | -                                        |                                 |
| Contingency for HQH                     |                                        | 3,700,000                                                      | 3,700,000                                   |                       | 3,700,000                                |                                 |
| Contingency for HQH (PERS Rsvr - Prior) |                                        | 1,131,796                                                      | 1,292,480                                   |                       | 1,131,796                                |                                 |
| Designated for PERS Reserve - Current   |                                        | 188,962                                                        | -                                           |                       | 188,962                                  |                                 |
| Designated for PERS Reserve - Prior     |                                        | -                                                              | -                                           |                       | -                                        |                                 |
| Restricted by Contract - Aramark        |                                        | -                                                              | 93,750                                      |                       | -                                        |                                 |
| Restricted by Agreement - TLT           |                                        | 1,180,311                                                      | 1,180,311                                   |                       | 640,310                                  |                                 |
| <b>Ending Fund Balance</b>              |                                        | <b>9,672,819</b>                                               | <b>8,459,611</b>                            |                       | <b>9,646,768</b>                         |                                 |
| <b>Strategic Goal (3 mo)</b>            |                                        | <b>5,742,933</b>                                               | <b>5,151,674</b>                            |                       | <b>5,742,933</b>                         |                                 |
| Available for Strategy Goal             |                                        | 2,996,750                                                      | 1,968,070                                   |                       | 3,510,700                                |                                 |
| <b>Excess (Gap)</b>                     |                                        | <b>(2,746,183)</b>                                             | <b>(3,183,604)</b>                          |                       | <b>(2,232,233)</b>                       |                                 |

Metropolitan Exposition-Recreation Commission  
**MERC Statement of Activity with Annual Budget**  
**Portland Center for the Performing Arts**  
**March 2010**

|                                         | Current<br>Month<br><u>Actual</u><br>March-10 | Current<br>Year to Date<br><u>Actual</u><br>March-10 | Prior<br>Year to Date<br><u>Actual</u><br>March-09 | % of<br>Prior<br>Year | 2009-10<br>Adopted<br><u>Budget</u><br>March-10 | % of<br>Annual<br><u>Budget</u><br>75% |
|-----------------------------------------|-----------------------------------------------|------------------------------------------------------|----------------------------------------------------|-----------------------|-------------------------------------------------|----------------------------------------|
| <b>Operating</b>                        |                                               |                                                      |                                                    |                       |                                                 |                                        |
| Revenue                                 | 898,227                                       | 4,135,258                                            | 4,894,116                                          | 84%                   | 6,142,416                                       | 67%                                    |
| Revenue - Food and Beverage             | <u>161,920</u>                                | <u>1,445,827</u>                                     | <u>1,386,269</u>                                   | 104%                  | <u>1,440,427</u>                                | 100%                                   |
| <b>Total Operating Revenue</b>          | <b>1,060,147</b>                              | <b>5,581,085</b>                                     | <b>6,280,385</b>                                   | <b>89%</b>            | <b>7,582,843</b>                                | <b>74%</b>                             |
| Costs - Food and Beverage               | (140,118)                                     | (1,233,013)                                          | (1,216,634)                                        | 101%                  | (1,263,786)                                     | 98%                                    |
| Personal Services                       | (437,952)                                     | (3,777,546)                                          | (4,030,685)                                        | 94%                   | (5,491,404)                                     | 69%                                    |
| Goods & Services                        | <u>(234,322)</u>                              | <u>(1,756,661)</u>                                   | <u>(1,445,737)</u>                                 | 122%                  | <u>(2,735,243)</u>                              | 64%                                    |
| <b>Total Operating Expenses</b>         | <b>(812,392)</b>                              | <b>(6,767,220)</b>                                   | <b>(6,693,055)</b>                                 | <b>101%</b>           | <b>(9,490,433)</b>                              | <b>71%</b>                             |
| <b>Net Operating Results</b>            | <b>247,755</b>                                | <b>(1,186,135)</b>                                   | <b>(412,670)</b>                                   | <b>287%</b>           | <b>(1,907,590)</b>                              | <b>62%</b>                             |
| <b>Non Operating</b>                    |                                               |                                                      |                                                    |                       |                                                 |                                        |
| Transient, Lodging Tax                  | 136,058                                       | 725,401                                              | 784,983                                            | 92%                   | 1,954,663                                       | 37%                                    |
| Government Support City of Portland     | -                                             | -                                                    | -                                                  | -                     | 760,926                                         | 0%                                     |
| Non-Operating Revenue                   | 5,678                                         | 51,640                                               | 112,488                                            | 46%                   | 408,973                                         | 13%                                    |
| Non-Operating Expense                   | <u>-</u>                                      | <u>(2,500)</u>                                       | <u>(2,500)</u>                                     | 100%                  | <u>(2,500)</u>                                  | 100%                                   |
|                                         | <b>141,736</b>                                | <b>774,542</b>                                       | <b>894,972</b>                                     | <b>87%</b>            | <b>3,122,062</b>                                | <b>25%</b>                             |
| <b>Support and Risk Management</b>      |                                               |                                                      |                                                    |                       |                                                 |                                        |
| MERC Administration                     | (91,412)                                      | (822,710)                                            | (785,772)                                          | 105%                  | (1,096,947)                                     | 75%                                    |
| Metro Support Services                  | (60,830)                                      | (547,470)                                            | (497,565)                                          | 110%                  | (729,955)                                       | 75%                                    |
| Metro Risk Management                   | <u>-</u>                                      | <u>(118,996)</u>                                     | <u>(148,368)</u>                                   | 80%                   | <u>(142,795)</u>                                | 83%                                    |
|                                         | <b>(152,242)</b>                              | <b>(1,489,176)</b>                                   | <b>(1,431,705)</b>                                 | <b>104%</b>           | <b>(1,969,697)</b>                              | <b>76%</b>                             |
| <b>Net Increase (Decrease)</b>          | <b>237,249</b>                                | <b>(1,900,769)</b>                                   | <b>(949,403)</b>                                   | <b>200%</b>           | <b>(755,225)</b>                                | <b>252%</b>                            |
| <b>Transfers</b>                        |                                               |                                                      |                                                    |                       |                                                 |                                        |
| Transfers from                          | <u>-</u>                                      | <u>-</u>                                             | <u>-</u>                                           | -                     | <u>-</u>                                        | -                                      |
| <b>Net Transfers</b>                    | <b>-</b>                                      | <b>-</b>                                             | <b>-</b>                                           | <b>-</b>              | <b>-</b>                                        | <b>-</b>                               |
| <b>Net Operations</b>                   | <b>237,249</b>                                | <b>(1,900,769)</b>                                   | <b>(949,403)</b>                                   | <b>200%</b>           | <b>(755,225)</b>                                | <b>252%</b>                            |
| <b>Capital</b>                          |                                               |                                                      |                                                    |                       |                                                 |                                        |
| Capital Outlay                          | (3,941)                                       | (239,866)                                            | (181,307)                                          | 132%                  | (468,925)                                       | 51%                                    |
| Goods & Services                        | -                                             | -                                                    | (8,075)                                            | 0%                    | -                                               | -                                      |
| Non-Operating Revenue                   | <u>-</u>                                      | <u>541,925</u>                                       | <u>225,000</u>                                     | 241%                  | <u>482,000</u>                                  | 112%                                   |
| <b>Net Capital</b>                      | <b>(3,941)</b>                                | <b>302,059</b>                                       | <b>35,600</b>                                      | <b>848%</b>           | <b>13,075</b>                                   | <b>2310%</b>                           |
| <b>Fund Balance Inc (Dec)</b>           | <b>233,308</b>                                | <b>(1,598,710)</b>                                   | <b>(913,803)</b>                                   | <b>175%</b>           | <b>(742,150)</b>                                | <b>215%</b>                            |
| <b>Food and Beverage Gross Margin</b>   | <b>21,802</b>                                 | <b>212,814</b>                                       | <b>169,636</b>                                     |                       | <b>176,641</b>                                  | <b>120%</b>                            |
| <b>Food and Beverage Gross Margin %</b> | <b>13.5%</b>                                  | <b>14.7%</b>                                         | <b>12.2%</b>                                       |                       | <b>12.3%</b>                                    |                                        |
| <b>Full Time Employees</b>              |                                               |                                                      | <b>46.4</b>                                        |                       | <b>47.4</b>                                     |                                        |
| <b>Taxes as percent of revenue</b>      | <b>11%</b>                                    | <b>12%</b>                                           | <b>11%</b>                                         |                       | <b>20%</b>                                      |                                        |
| <b>Fund Balance</b>                     |                                               |                                                      |                                                    |                       |                                                 |                                        |
| Beginning Fund Balance                  |                                               | 9,045,395                                            | 7,785,999                                          |                       | 9,045,395                                       |                                        |
| Fund Balance Inc (Dec)                  |                                               | <u>(1,598,710)</u>                                   | <u>(913,803)</u>                                   |                       | <u>(742,150)</u>                                |                                        |
| <b>Ending Fund Balance</b>              |                                               | <b>7,446,685</b>                                     | <b>6,872,196</b>                                   |                       | <b>8,303,245</b>                                |                                        |
| Unrestricted Fund Balance               |                                               | 5,705,335                                            | 5,293,242                                          |                       | 6,561,895                                       |                                        |
| Contingency                             |                                               | (72,411)                                             | 466,449                                            |                       | (72,411)                                        |                                        |
| Contingency for Renewal & Replacement   |                                               | 700,000                                              | 250,000                                            |                       | 700,000                                         |                                        |
| Designated for Renewal & Replacement    |                                               | 300,000                                              | 50,000                                             |                       | 300,000                                         |                                        |
| Designated for Phase 3                  |                                               |                                                      |                                                    |                       | -                                               |                                        |
| Contingency for HQH                     |                                               |                                                      |                                                    |                       | -                                               |                                        |
| Contingency for HQH (PERS Rsvr)         |                                               |                                                      |                                                    |                       | -                                               |                                        |
| Designated for PERS Reserve - Current   |                                               | 104,381                                              |                                                    |                       | 104,381                                         |                                        |
| Designated for PERS Reserve - Prior     |                                               | 709,380                                              | 812,505                                            |                       | 709,380                                         |                                        |
| Restricted by Contract - Aramark        |                                               |                                                      |                                                    |                       |                                                 |                                        |
| Restricted by Agreement - TLT           |                                               |                                                      |                                                    |                       |                                                 |                                        |
| <b>Ending Fund Balance</b>              |                                               | <b>7,446,685</b>                                     | <b>6,872,196</b>                                   |                       | <b>8,303,245</b>                                |                                        |
| <b>Strategic Goal (6 mo)</b>            |                                               | <b>4,467,168</b>                                     | <b>4,093,382</b>                                   |                       | <b>4,467,168</b>                                |                                        |
| Available for Strategy Goal             |                                               | <u>6,332,924</u>                                     | <u>6,009,691</u>                                   |                       | <u>7,189,484</u>                                |                                        |
| <b>Excess (Gap)</b>                     |                                               | <b>1,865,756</b>                                     | <b>1,916,309</b>                                   |                       | <b>2,722,316</b>                                |                                        |

Metropolitan Exposition-Recreation Commission  
**MERC Statement of Activity with Annual Budget**  
**Convention Center Headquarter Hotel Project**  
**March 2010**

|                       | Current<br>Month<br><u>Actual</u><br>March-10 | Current<br>Year to Date<br><u>Actual</u><br>March-10 | Prior<br>Year to Date<br><u>Actual</u><br>March-09 | % of<br>Prior<br>Year | 2009-10<br>Adopted<br><u>Budget</u><br>March-10 | % of<br>Annual<br><u>Budget</u><br>75% |
|-----------------------|-----------------------------------------------|------------------------------------------------------|----------------------------------------------------|-----------------------|-------------------------------------------------|----------------------------------------|
| <b>Operating</b>      |                                               |                                                      |                                                    |                       |                                                 |                                        |
| Personal Services     | -                                             | -                                                    | (21,949)                                           | 0%                    | -                                               | -                                      |
| Goods & Services      | -                                             | (4,750)                                              | (328,723)                                          | 1%                    | (200,000)                                       | 2%                                     |
|                       | <u>-</u>                                      | <u>(4,750)</u>                                       | <u>(350,671)</u>                                   | <u>1%</u>             | <u>(200,000)</u>                                | <u>2%</u>                              |
|                       | -                                             | -                                                    | -                                                  |                       | -                                               |                                        |
| <b>Net Operations</b> | <b>-</b>                                      | <b>(4,750)</b>                                       | <b>(350,671)</b>                                   | <b>1%</b>             | <b>(200,000)</b>                                | <b>2%</b>                              |

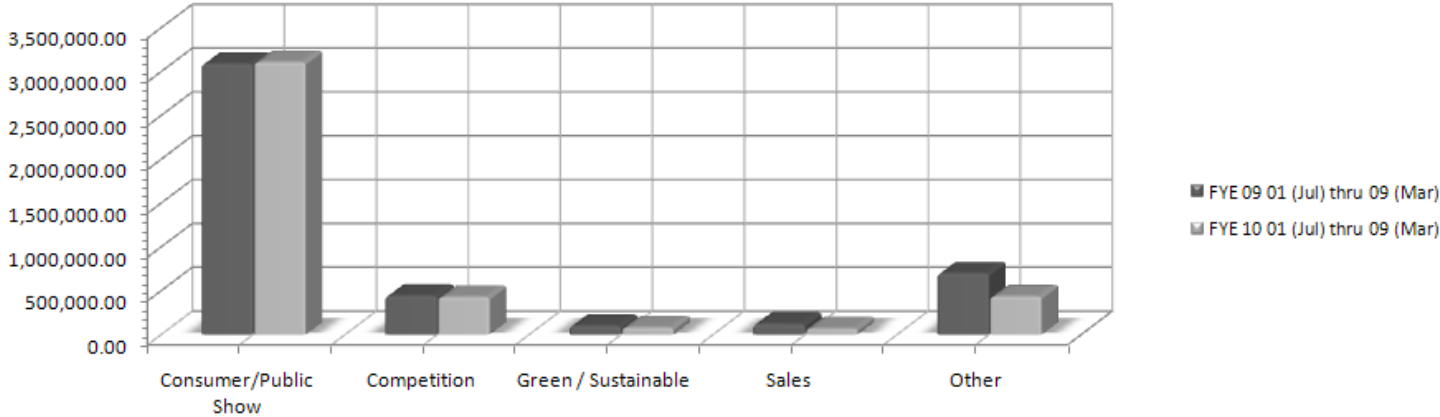
**Metropolitan Exposition-Recreation Commission**  
**MERC Statement of Activity with Annual Budget**  
**MERC Administration**  
**March 2010**

|                                                                                                                                | Current<br>Month<br>Actual<br>March-10 | Current<br>Year to Date<br>Actual<br>March-10 | Prior<br>Year to Date<br>Actual<br>March-09 | % of<br>Prior<br>Year | 2009-10<br>Adopted<br>Budget<br>March-10 | % of<br>Annual<br>Budget<br>75% |
|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------------|---------------------------------------------|-----------------------|------------------------------------------|---------------------------------|
| <b>Operating</b>                                                                                                               |                                        |                                               |                                             |                       |                                          |                                 |
| Revenue                                                                                                                        | 256                                    | 13,700                                        | 13,407                                      | 102%                  | 38,500                                   | 36%                             |
| Personal Services                                                                                                              | (154,108)                              | (1,400,261)                                   | (1,605,325)                                 | 87%                   | (2,313,380)                              | 61%                             |
| Goods & Services                                                                                                               | (26,753)                               | (309,990)                                     | (288,110)                                   | 108%                  | (652,195)                                | 48%                             |
| <b>Net Operating Expenses</b>                                                                                                  | <b>(180,604)</b>                       | <b>(1,696,550)</b>                            | <b>(1,880,027)</b>                          | <b>90%</b>            | <b>(2,927,075)</b>                       | <b>58%</b>                      |
| <b>Non Operating</b>                                                                                                           |                                        |                                               |                                             |                       |                                          |                                 |
| Non-Operating Revenue                                                                                                          | 1,791                                  | 19,995                                        | 26,406                                      | 76%                   | 30,000                                   | 67%                             |
| Non-Operating Expense                                                                                                          | -                                      | -                                             | -                                           | -                     | -                                        | -                               |
|                                                                                                                                | <b>1,791</b>                           | <b>19,995</b>                                 | <b>26,406</b>                               | <b>76%</b>            | <b>30,000</b>                            | <b>67%</b>                      |
| <b>Support and Risk Management</b>                                                                                             |                                        |                                               |                                             |                       |                                          |                                 |
| MERC Administration                                                                                                            | 253,923                                | 2,285,306                                     | 2,182,698                                   | 105%                  | 3,047,075                                | 75%                             |
|                                                                                                                                | <b>253,923</b>                         | <b>2,285,306</b>                              | <b>2,182,698</b>                            | <b>105%</b>           | <b>3,047,075</b>                         | <b>75%</b>                      |
| <b>Net Increase (Decrease)</b>                                                                                                 | <b>75,110</b>                          | <b>608,750</b>                                | <b>329,077</b>                              | <b>185%</b>           | <b>150,000</b>                           | <b>406%</b>                     |
| <b>Net Transfers</b>                                                                                                           | -                                      | -                                             | -                                           | -                     | -                                        | -                               |
| <b>Net Operations</b>                                                                                                          | <b>75,110</b>                          | <b>608,750</b>                                | <b>329,077</b>                              | <b>185%</b>           | <b>150,000</b>                           | <b>406%</b>                     |
| <b>Capital</b>                                                                                                                 |                                        |                                               |                                             |                       |                                          |                                 |
| Capital Outlay                                                                                                                 | -                                      | (100,669)                                     | (50,947)                                    | 198%                  | (150,000)                                | 67%                             |
| Non-Operating Revenue                                                                                                          | -                                      | -                                             | -                                           | -                     | -                                        | -                               |
| <b>Net Capital</b>                                                                                                             | <b>-</b>                               | <b>(100,669)</b>                              | <b>(50,947)</b>                             | <b>198%</b>           | <b>(150,000)</b>                         | <b>67%</b>                      |
| <b>Fund Balance Inc (Dec)</b>                                                                                                  | <b>75,110</b>                          | <b>508,082</b>                                | <b>278,130</b>                              | <b>183%</b>           | <b>-</b>                                 | <b>-</b>                        |
| <b>Full Time Employees</b>                                                                                                     |                                        |                                               | 22.0                                        |                       | 22.0                                     |                                 |
| <b>Excise Tax</b>                                                                                                              | (358)                                  | (812)                                         | (965)                                       |                       | -                                        |                                 |
| <b>Fund Balance</b>                                                                                                            |                                        |                                               |                                             |                       |                                          |                                 |
| Beginning Fund Balance                                                                                                         |                                        | 958,388                                       | 910,754                                     |                       | 958,388                                  |                                 |
| Fund Balance Inc (Dec)                                                                                                         |                                        | 508,082                                       | 278,130                                     |                       | -                                        |                                 |
| <b>Ending Fund Balance</b>                                                                                                     |                                        | <b>1,466,470</b>                              | <b>1,188,884</b>                            |                       | <b>958,388</b>                           |                                 |
| Unrestricted Fund Balance                                                                                                      |                                        | 1,133,004                                     | 866,388                                     |                       | 624,922                                  |                                 |
| Contingency                                                                                                                    |                                        | 133,330                                       | 146,264                                     |                       | 133,330                                  |                                 |
| Contingency for Renewal & Replacement<br>Designated for Renewal & Replacement<br>Designated for Phase 3<br>Contingency for HQH |                                        |                                               |                                             |                       |                                          |                                 |
| Contingency for HQH (PERS Rsvr - Prior)                                                                                        |                                        | 148,761                                       | 176,232                                     |                       | 148,761                                  |                                 |
| Designated for PERS Reserve - Current                                                                                          |                                        | 51,375                                        |                                             |                       | 51,375                                   |                                 |
| Designated for PERS Reserve - Prior<br>Restricted by Contract - Aramark<br>Restricted by Agreement - TLT                       |                                        |                                               |                                             |                       |                                          |                                 |
| <b>Ending Fund Balance</b>                                                                                                     |                                        | <b>1,466,470</b>                              | <b>1,188,884</b>                            |                       | <b>958,388</b>                           |                                 |
| <b>Strategic Goal (6 mo)</b>                                                                                                   |                                        | <b>1,482,788</b>                              | <b>1,081,683</b>                            |                       | <b>1,482,788</b>                         |                                 |
| Available for Strategy Goal                                                                                                    |                                        | 1,266,334                                     | 1,012,652                                   |                       | 758,252                                  |                                 |
| <b>Excess (Gap)</b>                                                                                                            |                                        | <b>(216,454)</b>                              | <b>(69,031)</b>                             |                       | <b>(724,536)</b>                         |                                 |

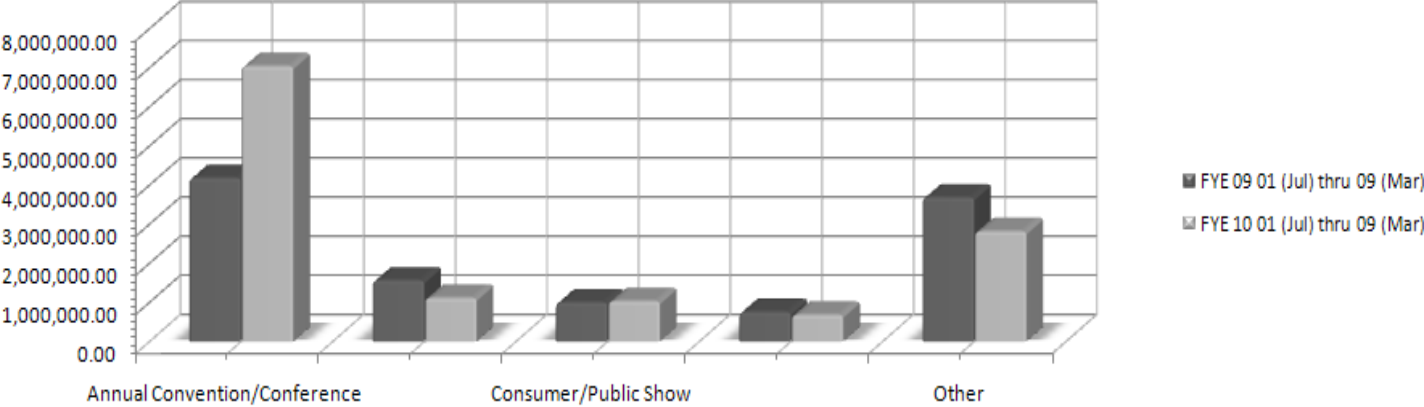


**REVENUE BY EVENT TYPE  
FYE 09 & FYE 10 July ~ Mar**

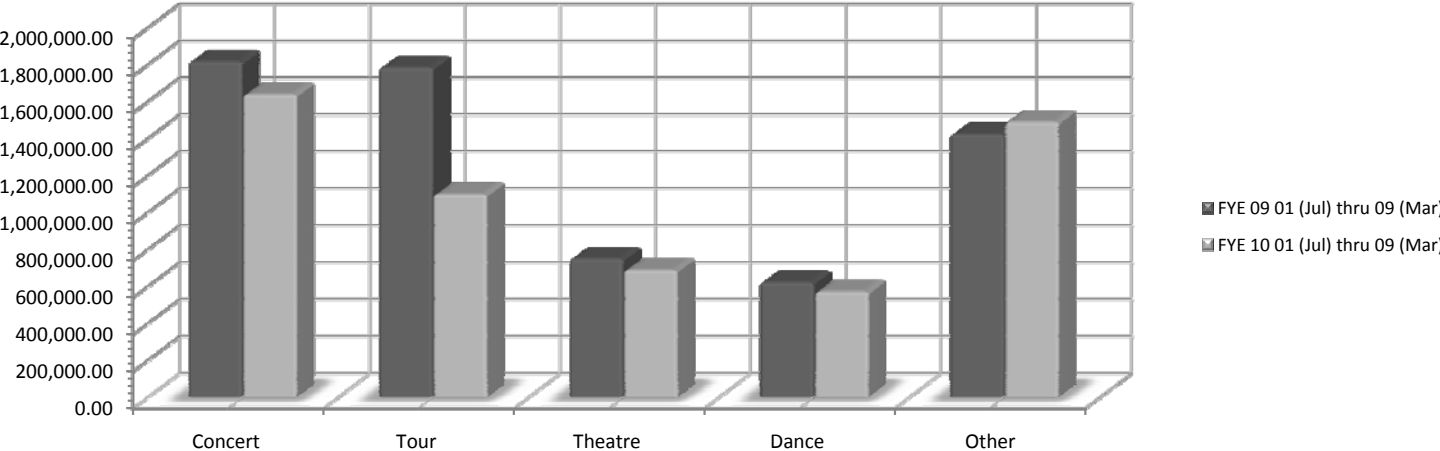
**Portland Exposition Center**



**Oregon Convention Center**

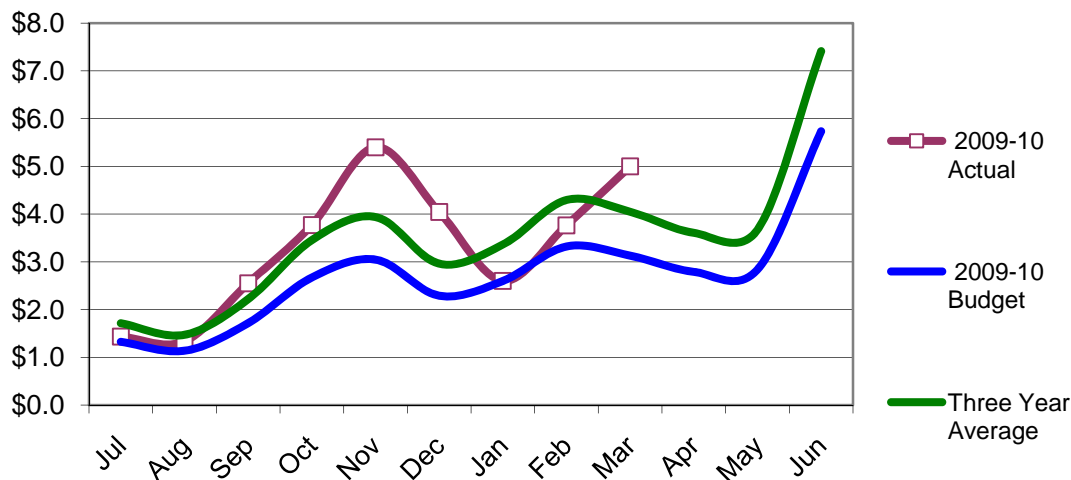


**Portland Center for Performing Arts**



## MERC- Program Revenues by Month

shown in millions

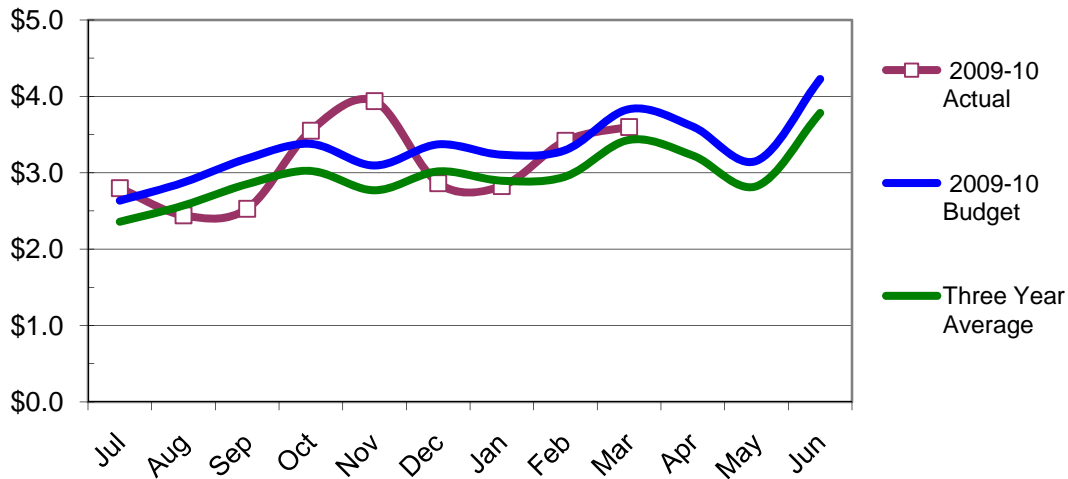


- Operating Revenue is estimated to end the year close to the Adopted Budget
  - OCC is experiencing a strong event year with 41 conventions, which included three “Super events”. Food & Beverage revenue is estimated to be slightly better than budget by \$150 thousand.
    - November - Super Computer Conference - attendance 10,500
    - March - Public Library Association - attendance 7,725
    - March – American Physical Society – attendance 7,500
  - PCPA is trending close to budget with food & beverage forecasted to be \$400 thousand greater than budget.
  - Expo operating revenue is forecasted to be slightly less than budget, however Food & beverage revenue is estimated at \$400 thousand less than budget. Food & Beverage net income translates to \$200 thousand less than budget.
- Aramark Capital Investment was originally budgeted at \$1.25 million. The actual amount received in December was \$2 million, an increase of \$750 thousand.

### General Revenues not included in the chart

- Transient Lodging Taxes (3% excise tax) are forecasted to end this year at approximately \$600 thousand less than budget. However, year to date is less than prior year by 1.69% or \$86 thousand.
- Investment earnings will be \$300 thousand less than budget. Currently averaging less than 1%.
- The approved MTOCA transfer will be \$188 thousand this year compared to \$692 thousand in the adopted budget.

**MERC - Operating Expenditures by Month**  
*shown in millions*



- Personal Services are expected to be 94.6% of budget
  - Non Represented salaries are frozen leaving the merit pool unspent
  - Targeted achievement program is suspended
  - Vacant Positions
    - OCC Sales Manager originally established for Headquarter Hotel efforts
    - OCC Public Relations Coordinator established in the current year and never implemented.
    - OCC Maintenance Supervisor
    - MERC Administration General Manager, currently fill by the Director of Business and Community Development ( position not backfilled)
    - Deputy General Manager on special assignment partially funded by the Zoo
    - Accounts receivable position, recently filled with a temp.
    - Executive Assistants at both OCC and Expo
    - PCPA Director of Operations
  - Event activity at each venue drives the part time hourly event staffing level required throughout the year.
  
- Materials & Services includes the cost of Food & Beverage is forecast to be slightly less than budget.
  
- Four Capital project are expected to roll forward into FY 2010-11 totally \$1,245,645
  - OCC Light Project
  - OCC Air Wall Retrofit
  - OCC Retro Commissioning (LEED)
  - Antoinette Hatfield Hall Chiller Replacement

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# **MERC Commission Meeting**

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May 5, 2010  
12:30 pm

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4.0 – MERC Venues -  
Business Reports

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## PCPA MONTHLY ANALYSIS

MARCH 2010

| FACILITY NAME    | DATE         | PRESENTER                    | EVENT                      | LOAD-IN/<br>LOAD-OUT<br>DARK DAYS | NO. OF<br>PERF. | TOTAL<br>ATTEND. | PAID<br>ATTEND. | %<br>SOLD  | GROSS<br>TICKET<br>SALES | RENT             | CHARGES &<br>REIMBURSE. | USER'S<br>FEE    | SOUVEN.        | GROSS<br>FOOD &<br>BEV. | GROSS<br>REVENUE<br>EARNED |
|------------------|--------------|------------------------------|----------------------------|-----------------------------------|-----------------|------------------|-----------------|------------|--------------------------|------------------|-------------------------|------------------|----------------|-------------------------|----------------------------|
| KELLER           | 2/22 to 3/7  | Oregon Ballet Theatre        | The Four Temperaments      | 9                                 | 6               | 11,138           | 10,441          | 58%        | \$452,154                | \$8,760          | \$30,187                | \$5,221          | \$0            | \$11,785                | \$55,953                   |
|                  | 3/11         | Live Nation                  | Martin Lawrence            | 0                                 | 1               | 1,978            | 1,881           | 63%        | \$116,916                | \$8,824          | \$7,891                 | \$6,617          | \$0            | \$11,100                | \$34,432                   |
|                  | 3/16 to 18   | Marathon Productions         | America's Got Talent       | 1                                 | 4               | 5,964            | 0               |            | \$0                      | \$12,620         | \$87,319                | \$0              | \$0            | \$22,730                | \$122,669                  |
|                  | 3/19         | Live Nation                  | Chelsea Handler            | 0                                 | 2               | 5,212            | 5,520           | 91%        | \$315,371                | \$15,000         | \$10,211                | \$17,850         | \$2,107        | \$28,104                | \$73,272                   |
|                  | 3/20 to 21   | New Epoch Culture Center     | Shen Yun Performing Arts   | 0                                 | 2               | 2,360            | 2,139           | 36%        | \$117,250                | \$5,885          | \$11,844                | \$6,348          | \$156          | \$3,303                 | \$27,536                   |
|                  | 3/22 to 28   | Broadway Across America      | Cats                       | 1                                 | 8               | 18,001           | 18,252          | 76%        | \$760,710                | \$30,794         | \$30,068                | \$59,319         | \$6,539        | \$35,072                | \$161,792                  |
|                  | 3/23         | Fidelity Investment          | Private Reception          | 1                                 | 1               | 60               | 0               |            | \$0                      | \$0              | \$0                     | \$0              | \$0            | \$2,716                 | \$2,716                    |
|                  | 3/25         | Lockheed Martin              | Keller Café Private Dinner | 0                                 | 1               | 30               | 0               |            | \$0                      | \$0              | \$0                     | \$0              | \$0            | \$792                   | \$792                      |
| ASCH             | 3/4 to 8     | Oregon Symphony              | Classical 11 - Rossini     | 2                                 | 3               | 3,734            | 3,679           | 44%        | \$137,767                | \$11,025         | \$12,833                | \$1,840          | \$0            | \$3,950                 | \$29,648                   |
|                  | 3/11         | ISEPP                        | Dr. Donald Tomalia         | 0                                 | 1               | 698              | 227             | 8%         | \$8,388                  | \$3,340          | \$2,951                 | \$1,127          | \$150          | \$269                   | \$7,837                    |
|                  | 3/12         | Metropolitan Youth Symphony  | An Epic Evening            | 0                                 | 1               | 912              | 842             | 30%        | \$14,073                 | \$1,855          | \$3,550                 | \$16,384         | \$0            | \$611                   | \$22,400                   |
|                  | 3/13         | Portland Youth Philharmonic  | Winter Concert             | 0                                 | 1               | 1,188            | 1,105           | 40%        | \$14,360                 | \$780            | \$3,308                 | \$553            | \$0            | \$1,220                 | \$5,861                    |
|                  | 3/8 to 14    | Oregon Symphony              | Classical 12               | 4                                 | 1               | 1,464            | 1,653           | 60%        | \$51,854                 | \$1,095          | \$7,011                 | \$827            | \$0            | \$1,145                 | \$10,078                   |
|                  | 3/15         | World Affairs Council        | Pervez Musharraf           | 0                                 | 1               | 1,661            | 1,509           | 54%        | \$50,905                 | \$3,340          | \$3,663                 | \$3,378          | \$0            | \$1,083                 | \$11,464                   |
|                  | 3/15 to 19   | Oregon Symphony              | Youth Concerts             | 1                                 | 4               | 5,349            | 0               |            | \$0                      | \$4,180          | \$5,590                 | \$0              | \$0            | \$0                     | \$9,770                    |
|                  | 3/28         | Portland Arts and Lectures   | Ruth Reichl                | 0                                 | 1               | 1,965            | 2,343           | 84%        | \$68,822                 | \$68,822         | \$2,692                 | \$4,990          | \$0            | \$982                   | \$77,486                   |
| NEWMARK          | 3/1          | OHSU                         | Joseph LeDoux              | 0                                 | 1               | 848              | 750             | 85%        | \$19,046                 | \$1,135          | \$1,925                 | \$1,636          | \$111          | \$0                     | \$4,807                    |
|                  | 3/1 to 6     | White Bird                   | Random Dance               | 1                                 | 3               | 1,239            | 1,169           | 44%        | \$24,999                 | \$2,270          | \$18,647                | \$2,338          | \$0            | \$315                   | \$23,570                   |
|                  | 3/7          | Portland Piano International | Benjamin Kim               | 0                                 | 1               | 611              | 684             | 78%        | \$21,994                 | \$1,135          | \$1,959                 | \$1,529          | \$0            | \$217                   | \$4,840                    |
|                  | 3/8          | OHSU                         | Jordan Grafman             | 0                                 | 1               | 593              | 666             | 76%        | \$14,918                 | \$1,135          | \$1,739                 | \$1,252          | \$0            | \$1,308                 | \$5,434                    |
|                  | 3/11 to 13   | Northwest Dance Project      | Northwest Dance Project    | 1                                 | 2               | 577              | 560             | 32%        | \$17,217                 | \$2,955          | \$6,774                 | \$1,123          | \$0            | \$358                   | \$11,210                   |
|                  | 3/15         | OHSU                         | Joel Nigg                  | 0                                 | 1               | 497              | 0               |            | \$0                      | \$1,395          | \$1,499                 | \$0              | \$0            | \$549                   | \$3,443                    |
| WINNINGSTAD      | 2/22 to 3/21 | Oregon Children's Theatre    | The Three Little Pigs      | 7                                 | 41              | 12,568           | 12,839          | 97%        | \$128,364                | \$4,350          | \$10,574                | \$2,140          | \$0            | \$1,351                 | \$18,415                   |
|                  | 3/26 to 27   | Portland Taiko               | The Way Back Home          | 1                                 | 2               | 531              | 523             | 90%        | \$9,625                  | \$1,670          | \$1,699                 | \$1,046          | \$0            | \$126                   | \$4,541                    |
| A. HATFIELD HALL | 3/18         | Janina Malone                | Birthday Party             | 0                                 | 1               | 15               | 0               |            | \$0                      | \$0              | \$0                     | \$0              | \$0            | \$164                   | \$164                      |
|                  | 3/18         | Travel Portalnd              | FAM Dinner                 | 0                                 | 1               | 42               | 0               |            | \$0                      | \$2,000          | \$0                     | \$0              | \$0            | \$3,313                 | \$5,313                    |
|                  | 3/22         | PCPA                         | Noontime Showcase          |                                   |                 |                  |                 |            |                          |                  |                         |                  |                | \$65                    | \$65                       |
| KELLER CAFÉ      |              |                              |                            |                                   |                 |                  |                 |            |                          |                  |                         |                  |                | \$9,083                 | \$9,083                    |
| ARTBAR           |              |                              |                            |                                   |                 |                  |                 |            |                          |                  |                         |                  |                | \$12,907                | \$12,907                   |
| PCPA CATERING    |              |                              |                            |                                   |                 |                  |                 |            |                          |                  |                         |                  |                | \$400                   | \$400                      |
|                  |              | <b>TOTALS</b>                |                            | <b>29</b>                         | <b>92</b>       | <b>79,235</b>    | <b>66,782</b>   | <b>60%</b> | <b>\$2,344,733</b>       | <b>\$194,365</b> | <b>\$263,934</b>        | <b>\$135,518</b> | <b>\$9,063</b> | <b>\$155,018</b>        | <b>\$757,898</b>           |

## PCPA MONTHLY ANALYSIS

MARCH 2009

| VENUE NAME       | DATE                  | PRESENTER                  | EVENT                      | LOAD-IN/<br>LOAD-OUT<br>DARK DAYS | NO. OF<br>PERF. | TOTAL<br>ATTEND. | PAID<br>ATTEND. | %<br>SOLD  | GROSS<br>TICKET<br>SALES | RENT            | CHARGES &<br>REIMBURSE. | USER'S<br>FEE   | SOUVEN.        | GROSS<br>FOOD &<br>BEV. | GROSS<br>REVENUE<br>EARNED |
|------------------|-----------------------|----------------------------|----------------------------|-----------------------------------|-----------------|------------------|-----------------|------------|--------------------------|-----------------|-------------------------|-----------------|----------------|-------------------------|----------------------------|
| ASCH             | 2/28 to 3/2           | Oregon Symphony            | Itzhak Perlman             | 2                                 | 3               | 7,717            | 6,392           | 77%        | \$252,575                | \$10,525        | \$12,175                | \$11,186        | \$539          | \$7,816                 | \$42,241                   |
|                  | 3/4                   | Double Tee                 | Kathy Griffin              | 0                                 | 2               | 3,792            | 4,000           | 72%        | \$188,855                | \$16,638        | \$32,094                | \$10,689        | \$689          | \$6,290                 | \$66,400                   |
|                  | 3/7                   | Portland Youth Phil.       | Winter Concert             | 0                                 | 1               | 1,580            | 1,456           | 52%        | \$18,934                 | \$780           | \$3,778                 | \$1,297         | \$0            | \$3,441                 | \$9,296                    |
|                  | 3/8                   | Oregon Symphony            | Inside the Score           | 1                                 | 1               | 1,387            | 1,810           | 65%        | \$36,666                 | \$725           | \$4,096                 | \$2,818         | \$0            | \$336                   | \$7,975                    |
|                  | 3/9                   | World Affairs Council      | Fareed Zakaria             | 0                                 | 1               | 1,964            | 1,863           | 67%        | \$82,768                 | \$3,380         | \$2,823                 | \$4,307         | \$86           | \$998                   | \$11,594                   |
|                  | 3/11                  | Oregon Symphony            | Auditions                  | 0                                 | 1               | 0                | 0               |            | \$0                      | \$5,200         | \$797                   | \$0             | \$0            | \$0                     | \$5,997                    |
|                  | 3/9 to 16             | Oregon Symphony            | Classical 10               | 3                                 | 3               | 4,036            | 3,656           | 44%        | \$147,295                | \$3,080         | \$12,926                | \$6,398         | \$197          | \$3,585                 | \$26,186                   |
|                  | 3/15                  | Metro Youth Symphony       | March in a Major Key       | 0                                 | 1               | 1,085            | 924             | 33%        | \$13,363                 | \$1,420         | \$3,996                 | \$1,620         | \$0            | \$200                   | \$7,236                    |
|                  | 3/17                  | Portland Arts and Lectures | Scott Simon                | 0                                 | 1               | 2,150            | 2,417           | 87%        | \$60,526                 | \$1,855         | \$2,673                 | \$4,467         | \$72           | \$753                   | \$9,820                    |
|                  | 3/18 to 19            | Peaches Incorporated       | Tyler Perry's Marriage Cou | 0                                 | 2               | 2,446            | 2,336           | 42%        | \$101,987                | \$9,209         | \$33,373                | \$5,772         | \$311          | \$5,656                 | \$54,321                   |
|                  | 3/20                  | Portland Symphonic Choir   | Mozart's Requiem           | 0                                 | 1               | 1,345            | 1,298           | 47%        | \$49,986                 | \$3,720         | \$4,506                 | \$3,094         | \$0            | \$1,484                 | \$12,804                   |
|                  | 3/17 to 22            | Oregon Symphony            | Pops 4                     | 2                                 | 2               | 3,403            | 2,845           | 51%        | \$129,057                | \$1,690         | \$8,348                 | \$4,979         | \$0            | \$3,117                 | \$18,134                   |
|                  | 3/24                  | Double Tee                 | k.d. lang                  | 0                                 | 1               | 1,588            | 1,585           | 57%        | \$80,817                 | \$6,079         | \$11,521                | \$4,825         | \$441          | \$4,023                 | \$26,889                   |
|                  | 3/27                  | Strut Productions          | 1964...The Tribute         | 0                                 | 1               | 1,249            | 1,255           | 45%        | \$56,878                 | \$4,293         | \$5,097                 | \$3,219         | \$426          | \$3,670                 | \$16,705                   |
| 3/28             | Pacific Arts Presents | Solid Gold Doo Wop         | 0                          | 1                                 | 1,059           | 990              | 36%             | \$66,062   | \$4,986                  | \$7,098         | \$3,739                 | \$405           | \$2,288        | \$18,516                |                            |
| NEWMARK          | 3/1                   | Metro Youth Symphony       | Spring Showcase            | 0                                 | 1               | 388              | 433             | 49%        | \$5,185                  | \$640           | \$2,113                 | \$758           | \$0            | \$73                    | \$3,584                    |
|                  | 3/2                   | OHSU                       | Brain Awareness            | 0                                 | 1               | 491              | 0               |            | \$0                      | \$1,395         | \$1,395                 | \$519           | \$0            | \$0                     | \$3,309                    |
|                  | 3/3                   | Friends of Chamber Music   | Dawn Upshaw                | 0                                 | 1               | 772              | 813             | 92%        | \$22,602                 | \$1,135         | \$2,274                 | \$1,456         | \$135          | \$313                   | \$5,313                    |
|                  | 3/4 to 22             | Portland Opera             | La Calisto                 | 16                                | 4               | 2,631            | 2,997           | 85%        | \$140,340                | \$4,853         | \$19,550                | \$5,245         | \$0            | \$4,087                 | \$33,735                   |
|                  | 3/24                  | Oregon Historical Society  | Robert Sutton              | 0                                 | 1               | 394              | 392             | 45%        | \$17,552                 | \$1,135         | \$1,203                 | \$996           | \$19           | \$134                   | \$3,487                    |
|                  | 3/25                  | Portland Arts and Lectures | Terry Tempest Williams     | 0                                 | 1               | 620              | 631             | 71%        | \$8,364                  | \$640           | \$1,229                 | \$1,143         | \$125          | \$0                     | \$3,137                    |
|                  | 3/27 to 29            | New Space Entertainment    | Girls Night Out            | 0                                 | 5               | 922              | 958             | 22%        | \$38,840                 | \$6,350         | \$15,931                | \$2,202         | \$208          | \$1,688                 | \$26,379                   |
|                  | 3/31                  | Oregon Symphony            | Chamber Music              | 0                                 | 1               | 452              | 0               |            | \$0                      | \$295           | \$1,967                 | \$0             | \$0            | \$761                   | \$3,023                    |
| WINNINGSTAD      | 2/23 to 3/22          | Oregon Children's Theatre  | Honus & Me                 | 7                                 | 32              | 7,616            | 10,303          | 99%        | \$80,820                 | \$4,190         | \$11,867                | \$2,770         | \$0            | \$209                   | \$19,036                   |
|                  | 2/21 to 3/14          | Super Project Lab          | Super Project Lab Improv   | 0                                 | 4               | 213              | 188             | 15%        | \$1,770                  | \$1,200         | \$13                    | \$329           | \$0            | \$0                     | \$1,542                    |
| A. HATFIELD HALL | 3/9                   | PCPA Volunteers            | Noontime Showcase          | 0                                 | 1               | 169              | 0               |            | \$0                      | \$0             | \$0                     | \$0             | \$0            | \$55                    | \$55                       |
| MISCELLANEOUS    | March                 | ArtBar Café                |                            |                                   |                 |                  |                 |            |                          |                 |                         |                 |                | \$20,691                | \$20,691                   |
|                  | March                 | Keller Café                |                            |                                   |                 |                  |                 |            |                          |                 |                         |                 |                | see April               | \$0                        |
|                  | March                 | Aramark Catering           |                            |                                   |                 |                  |                 |            |                          |                 |                         |                 |                | \$776                   | \$776                      |
|                  |                       |                            |                            |                                   |                 |                  |                 |            |                          |                 |                         |                 |                | \$0                     | \$0                        |
|                  |                       | <b>TOTALS</b>              |                            | <b>31</b>                         | <b>74</b>       | <b>49,469</b>    | <b>49,542</b>   | <b>57%</b> | <b>\$1,601,242</b>       | <b>\$95,413</b> | <b>\$202,843</b>        | <b>\$83,828</b> | <b>\$3,653</b> | <b>\$72,444</b>         | <b>\$458,181</b>           |

Monthly Event and Attendance Summary  
July 1, 2008 - June 30, 2009

| MONTH         | KELLER |            | ASCH   |            | NEWMARK |            | WINNINGSTAD |            | BRUNISH |            | LOBBY/OTHER |            | TOTALS |            |
|---------------|--------|------------|--------|------------|---------|------------|-------------|------------|---------|------------|-------------|------------|--------|------------|
|               | Events | Attendance | Events | Attendance | Events  | Attendance | Events      | Attendance | Events  | Attendance | Events      | Attendance | Events | Attendance |
| July          | 4      | 7,901      | 9      | 14,095     | 5       | 1,328      | 2           | 207        | 0       | 0          | 18          | 3,232      | 38     | 26,763     |
| August        | 29     | 58,527     | 3      | 4,492      | 4       | 1,100      | 7           | 429        | 3       | 209        | 7           | 2,200      | 53     | 66,957     |
| September     | 12     | 19,586     | 12     | 23,745     | 16      | 4,861      | 23          | 3,787      | 0       | 0          | 2           | 282        | 65     | 52,261     |
| October       | 19     | 34,550     | 24     | 41,255     | 20      | 7,474      | 32          | 7,108      | 8       | 280        | 2           | 231        | 105    | 90,898     |
| November      | 12     | 21,956     | 24     | 42,739     | 48      | 31,641     | 40          | 7,870      | 21      | 813        | 2           | 167        | 147    | 105,186    |
| December      | 23     | 39,888     | 14     | 20,738     | 2       | 1,023      | 27          | 3,464      | 6       | 273        | 7           | 407        | 79     | 65,793     |
| January       | 12     | 22,060     | 14     | 22,281     | 21      | 12,624     | 9           | 2,034      | 1       | 58         | 1           | 152        | 58     | 59,209     |
| February      | 12     | 17,494     | 18     | 27,046     | 43      | 28,953     | 33          | 5,136      | 13      | 639        | 16          | 1,410      | 135    | 80,678     |
| March         | 33     | 88,179     | 21     | 32,451     | 16      | 7,154      | 40          | 8,977      | 0       | 0          | 1           | 169        | 111    | 136,930    |
| April         |        |            |        |            |         |            |             |            |         |            |             |            | 0      | 0          |
| May           |        |            |        |            |         |            |             |            |         |            |             |            | 0      | 0          |
| June          |        |            |        |            |         |            |             |            |         |            |             |            | 0      | 0          |
| Total to Date | 156    | 310,141    | 139    | 228,842    | 175     | 96,158     | 213         | 39,012     | 52      | 2,272      | 56          | 8,250      | 791    | 684,675    |

Other includes Main Street

Monthly Event and Attendance Summary  
July 1, 2009 - June 30, 2010

| Month         | KELLER |            | ASCH   |            | NEWMARK |            | WINNINGSTAD |            | BRUNISH |            | LOBBY/OTHER |            | TOTALS |            |
|---------------|--------|------------|--------|------------|---------|------------|-------------|------------|---------|------------|-------------|------------|--------|------------|
|               | Events | Attendance | Events | Attendance | Events  | Attendance | Events      | Attendance | Events  | Attendance | Events      | Attendance | Events | Attendance |
| July          | 0      | 0          | 2      | 4,169      | 13      | 1,806      | 4           | 547        | 0       | 0          | 11          | 2,282      | 30     | 8,804      |
| August        | 8      | 23,049     | 2      | 2,864      | 8       | 3,897      | 2           | 102        | 2       | 101        | 11          | 2,697      | 33     | 32,710     |
| September     | 5      | 6,449      | 7      | 14,112     | 13      | 6,080      | 22          | 3,614      | 1       | 124        | 3           | 1,732      | 51     | 32,111     |
| October       | 19     | 24,512     | 24     | 38,766     | 23      | 11,533     | 21          | 2,815      | 6       | 515        | 4           | 396        | 97     | 78,537     |
| November      | 13     | 27,022     | 16     | 23,057     | 34      | 24,169     | 24          | 3,668      | 12      | 1,210      | 4           | 1,965      | 103    | 81,091     |
| December      | 28     | 45,263     | 17     | 29,952     | 13      | 7,724      | 24          | 3,401      | 1       | 47         | 4           | 323        | 87     | 86,710     |
| January       | 15     | 21,908     | 14     | 21,146     | 16      | 8,470      | 4           | 632        | 6       | 470        | 2           | 311        | 57     | 52,937     |
| February      | 16     | 27,582     | 19     | 31,895     | 33      | 21,938     | 24          | 4,281      | 11      | 758        | 12          | 1,071      | 115    | 87,525     |
| March         | 22     | 41,296     | 15     | 17,972     | 12      | 5,694      | 38          | 11,235     | 0       | 0          | 2           | 294        | 89     | 76,491     |
| April         |        |            |        |            |         |            |             |            |         |            |             |            | 0      | 0          |
| May           |        |            |        |            |         |            |             |            |         |            |             |            | 0      | 0          |
| June          |        |            |        |            |         |            |             |            |         |            |             |            | 0      | 0          |
| Total to Date | 126    | 217,081    | 116    | 183,933    | 165     | 91,311     | 163         | 30,295     | 39      | 3,225      | 53          | 11,071     | 662    | 536,916    |

Other includes Main Street

| <b>Total to Date Change</b> |      |         |      |         |     |        |      |        |      |     |     |       |      |          |
|-----------------------------|------|---------|------|---------|-----|--------|------|--------|------|-----|-----|-------|------|----------|
| Events                      | -30  | -93,060 | -23  | -44,909 | -10 | -4,847 | -50  | -8,717 | -13  | 953 | -3  | 2,821 | -129 | -147,759 |
| Percentage                  | -19% | -30%    | -17% | -20%    | -6% | -5%    | -23% | -22%   | -25% | 42% | -5% | 34%   | -16% | -21.6%   |

OCC Event Analysis Monthly Revenue Report March 2010

| Event Name                                                                                                          | Start Date | Actual Attend | Event Rank           | Event Type               | Event Class              | 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 2010 MISC NON-EVENT ACTIVITIES/BI LLINGS                                                                    | 03/01/10   | 0             | Accounting/Non-Event | Accounting/Non-event     | Accounting/Non-Event     |                 | 0                | 31         | 0           |                 | \$0              | \$116               | \$19,908           | \$99,558           | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$4,168         | \$0             | \$0              | \$123,749        |
| Pacific State Marine Fisheries Commission - Boxed lunch/meeting - In house                                          | 03/01/10   | 0             | In-house             | Lunch                    | Food & Beverage/Catering |                 | 0                | 1          | 0           |                 | \$0              | \$225               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$9             | \$0             | \$0              | \$234            |
| MERC/Aramark                                                                                                        | 03/02/10   | 20            | In-house             | Meeting/Seminar          | In-house                 |                 | 756              | 1          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$0              |
| Classic Wines Auction 2010                                                                                          | 03/06/10   | 695           | Repeat               | Fundraiser               | Miscellaneous/Other      | Local           | 147,840          | 1          | 5           | Repeat          | \$0              | \$60,104            | \$11,600           | \$0                | \$45                 | \$8,791             | \$2,315              | \$250            | \$0                         | \$0                   | \$1,986         | \$300           | \$6,994          | \$92,385         |
| MERC EBMS Meeting -- In House                                                                                       | 03/03/10   | 0             | In-house             | Accounting/Non-event     | In-house                 |                 | 0                | 1          | 0           |                 | \$0              | \$127               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$127            |
| MERC Commission Meeting                                                                                             | 03/03/10   | 28            | In-house             | Meeting/Seminar          | In-house                 |                 | 2,457            | 1          | 0           |                 | \$0              | \$400               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$50            | \$0             | \$0              | \$450            |
| IBM Wilshire Welcome Event                                                                                          | 03/04/10   | 1,000         | New                  | Meeting/Seminar          | Food & Beverage/Catering | Regional        | 25,200           | 1          | 0           |                 | \$0              | \$61,588            | \$0                | \$2,680            | \$0                  | \$7,668             | \$88                 | \$0              | \$0                         | \$0                   | \$1,781         | -\$210          | \$3,244          | \$76,839         |
| OCC Gainsharing Update -- In-House                                                                                  | 03/04/10   | 0             | In-house             | Accounting/Non-event     | In-house                 |                 | 0                | 1          | 0           |                 | \$0              | \$78                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$0             | \$0             | \$0              | \$78             |
| Wood Tech Show 2010                                                                                                 | 03/09/10   | 1,200         | Repeat               | Exhibits                 | Convention w/ Tradeshow  | National        | 1,139,458        | 3          | 6           | TRUE            | \$0              | \$27,953            | \$21,755           | \$64               | \$0                  | \$328               | \$34,911             | \$1,495          | \$3,911                     | \$0                   | \$2,183         | \$38,813        | \$6,571          | \$137,984        |
| Oregon Business Magazine Dinner                                                                                     | 03/04/10   | 700           | Repeat               | Dinner                   | Food & Beverage/Catering | State           | 25,500           | 1          | 0           |                 | \$0              | \$27,061            | \$6,045            | \$0                | \$0                  | \$5,378             | \$102                | \$0              | \$0                         | \$0                   | \$275           | \$0             | \$4,060          | \$42,921         |
| Handwriting Without Tears                                                                                           | 03/05/10   | 68            | Repeat               | Meeting/Seminar          | Meeting                  | Local           | 4,462            | 2          | 0           |                 | \$0              | \$563               | \$0                | \$0                | \$30                 | \$380               | \$102                | \$0              | \$0                         | \$0                   | \$108           | \$1,300         | \$0              | \$2,483          |
| Oregon Law Institute - Representing Family and Closely Held Businesses                                              | 03/05/10   | 132           | Repeat               | Meeting/Seminar          | Meeting                  | State           | 2,881            | 1          | 0           |                 | \$0              | \$704               | \$0                | \$56               | \$0                  | \$165               | \$79                 | \$0              | \$0                         | \$0                   | \$273           | \$840           | \$0              | \$2,117          |
| El Potro de Sinaloa, La Autoridad De La Sierra, Los Razos, Sonora Santanera de Carlos Colorado and Arranque Norteno | 03/05/10   | 904           | Repeat               | Dance                    | Consumer Public          |                 | 63,040           | 2          | 0           |                 | \$0              | -\$22               | \$5,263            | \$0                | \$1,715              | \$0                 | \$1,907              | \$0              | \$0                         | \$43                  | \$1,417         | \$2,000         | \$977            | \$13,300         |
| U.S. National Open Taekwondo Championships 2010                                                                     | 03/06/10   | 952           | Repeat               | Sporting Event/Athletics | Consumer Public          | Local           | 124,105          | 1          | 1           |                 | \$0              | \$670               | \$7,450            | \$0                | \$2,000              | \$125               | \$759                | \$0              | \$0                         | \$202                 | \$569           | \$6,000         | \$5,162          | \$22,937         |
| Reliv Business Opportunity Meeting                                                                                  | 03/05/10   | 110           | New                  | Meeting/Seminar          | Meeting                  | Local           | 7,500            | 2          | 0           |                 | \$0              | \$65                | \$0                | \$0                | \$30                 | \$1,412             | \$79                 | \$0              | \$0                         | \$0                   | \$0             | \$2,180         | \$125            | \$3,891          |
| Childpeace Montessori School Benefit Auction                                                                        | 03/06/10   | 309           | New                  | Dinner                   | Food & Beverage/Catering | Local           | 18,900           | 1          | 0           |                 | \$0              | \$21,052            | \$571              | \$0                | \$400                | \$3,805             | \$286                | \$0              | \$0                         | \$0                   | \$84            | \$1,600         | \$1,295          | \$29,092         |
| INTERFACE 2010                                                                                                      | 03/09/10   | 0             | Repeat               | Trade Show               | Tradeshow                | Local           | 51,000           | 1          | 1           |                 | \$0              | \$26,871            | \$24               | \$0                | \$0                  | \$2,848             | \$4,538              | \$414            | \$0                         | \$0                   | \$731           | \$6,175         | \$1,040          | \$42,641         |
| American Red Cross Breakfast of Champions                                                                           | 03/09/10   | 380           | Repeat               | Breakfast                | Food & Beverage/Catering |                 | 61,458           | 1          | 1           |                 | \$0              | \$13,032            | \$0                | \$312              | \$0                  | \$2,165             | \$701                | \$0              | \$0                         | \$0                   | \$605           | \$1,100         | \$1,710          | \$19,625         |
| MERC/Aramark - Sage Discovery Day                                                                                   | 03/08/10   | 0             | In-house             | Meeting/Seminar          | Meeting                  | Local           | 0                | 1          | 0           |                 | \$0              | \$35                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                         | \$0                   | \$59            | \$0             | \$0              | \$94             |
| Metro Multifamily Housing Association - 2010 Maintenance Fair                                                       | 03/11/10   | 450           | New                  | Meeting/Seminar          | Tradeshow                | Local           | 97,369           | 1          | 1           |                 | \$0              | \$11,254            | \$0                | \$0                | \$0                  | \$5,020             | \$3,562              | \$0              | \$46                        | \$0                   | \$2,249         | \$3,185         | \$298            | \$25,613         |



OCC Event Analysis Monthly Revenue Report March 2010

| Event Name                                                                    | Start Date | Actual Attend | Event Rank | Event Type                   | Event Class              | 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 |
|-------------------------------------------------------------------------------|------------|---------------|------------|------------------------------|--------------------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|------------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| Foreclosure Fraud Symposium hosted by the Oregon Department of Justice        | 03/10/10   | 470           | New        | Meeting/Seminar              | Meeting                  | State           | 12,600           | 1          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$1,626             | \$0                  | \$0              | \$0                          | \$0                   | \$165           | \$2,900         | \$550            | \$5,241          |
| Pac West Open National Cheer and Dance Championships 2010                     | 03/12/10   | 7,442         | Repeat     | Sporting Event/Athletics     | Consumer Public          | Local           | 383,484          | 3          | 1           |                 | \$0              | \$5,362             | \$68,787           | \$125              | \$8,000              | \$20,748            | \$1,800              | \$475            | \$0                          | \$1,773               | \$996           | \$20,796        | \$12,644         | \$141,506        |
| SHRM 2010 - Eighth Annual Labor & Employment Law Conference                   | 03/11/10   | 0             | Repeat     | Meeting/Seminar              | Meeting                  | Local           | 26,728           | 1          | 0           |                 | \$0              | \$18,234            | \$0                | \$1,312            | \$30                 | \$1,978             | \$237                | \$0              | \$0                          | \$0                   | \$504           | \$1,800         | \$0              | \$24,095         |
| Oregon Law Institute - Probate Primer & Beyond the Basics of Probate Practice | 03/12/10   | 115           | Repeat     | Meeting/Seminar              | Meeting                  | State           | 4,000            | 1          | 0           |                 | \$0              | \$921               | \$0                | \$88               | \$0                  | \$200               | \$79                 | \$0              | \$0                          | \$0                   | \$273           | \$1,000         | \$0              | \$2,561          |
| Susan G. Komen for the Cure - Breast Cancer Issues Conference 2010            | 03/13/10   | 650           | Repeat     | Meeting/Seminar              | Meeting                  | Local           | 49,456           | 1          | 1           |                 | \$0              | \$19,921            | \$0                | \$608              | \$615                | \$6,678             | \$271                | \$0              | \$0                          | \$0                   | \$2,585         | \$7,795         | \$784            | \$39,257         |
| American Physical Society March Meeting 2010 - APS                            | 03/15/10   | 0             | New        | Annual Convention/Conference | Convention w/ Tradeshow  |                 | 1,552,294        | 4          | 4           | TRUE            | \$0              | \$149,609           | \$90,256           | \$0                | \$0                  | \$13,066            | \$17,498             | \$32,537         | \$5,860                      | \$0                   | \$6,071         | \$102,825       | \$20,258         | \$437,981        |
| American Physical Society Pre-Con -- In House                                 | 03/12/10   | 14            | In-house   | Accounting/Non-event         | In-house                 |                 | 0                | 1          | 0           |                 | \$0              | \$19                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$19             |
| Listening to the Body - IBP                                                   | 03/12/10   | 250           | New        | Meeting/Seminar              | Corporate                |                 | 8,900            | 1          | 0           |                 | \$0              | \$312               | \$0                | \$0                | \$0                  | \$355               | \$0                  | \$0              | \$0                          | \$0                   | \$954           | \$2,150         | \$0              | \$3,771          |
| Chess for Success                                                             | 03/12/10   | 1,000         | Repeat     | Competition                  | Miscellaneous/Other      | Local           | 76,216           | 2          | 0           |                 | \$0              | \$0                 | \$12,938           | \$0                | \$120                | \$0                 | \$413                | \$0              | \$0                          | \$0                   | \$275           | \$3,730         | \$0              | \$17,476         |
| NASW 2010 Statewide Conference                                                | 03/12/10   | 173           | New        | Annual Convention/Conference | Meeting                  | State           | 9,647            | 1          | 0           |                 | \$0              | \$6,967             | \$112              | \$0                | \$135                | \$250               | \$395                | \$99             | \$0                          | \$0                   | \$672           | \$915           | \$100            | \$9,645          |
| Food Services of America                                                      | 03/18/10   | 325           | Repeat     | Trade Show                   | Tradeshow                | Local           | 120,000          | 1          | 1           |                 | \$0              | \$0                 | \$0                | \$1,640            | \$0                  | \$213               | \$15,354             | \$0              | \$0                          | \$0                   | \$275           | \$3,000         | \$972            | \$21,454         |
| MERC/Aramark - Meeting with NACo Planners                                     | 03/17/10   | 0             | In-house   | Breakfast                    | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$84                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$84             |
| Jim Bailey's Retirement Reception                                             | 03/18/10   | 45            | New        | Reception                    | Food & Beverage/Catering | Local           | 0                | 1          | 0           |                 | \$0              | \$1,262             | \$396              | \$0                | \$0                  | \$150               | \$0                  | \$0              | \$0                          | \$0                   | \$150           | \$0             | \$200            | \$2,158          |
| Public Library Association 2010                                               | 03/21/10   | 7,725         | Repeat     | Annual Convention/Conference | Convention w/ Tradeshow  | National        | 2,981,904        | 7          | 2           | TRUE            | \$0              | \$264,191           | \$65,881           | \$1,201            | \$384                | \$19,479            | \$64,321             | \$83,026         | \$22,388                     | \$0                   | \$42,589        | \$117,100       | \$20,841         | \$701,400        |
| Pre-Con for Public Library Association 2010 - In House                        | 03/22/10   | 0             | In-house   | Accounting/Non-event         | In-house                 |                 | 0                | 1          | 0           |                 | \$0              | \$11                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$11             |
| MERC meeting                                                                  | 03/23/10   | 0             | In-house   | Meeting/Seminar              | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$56                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$56             |
| The Biggest Loser - Open Casting Call                                         | 03/28/10   | 5,000         | New        | Meeting/Seminar              | Meeting                  | Local           | 1,772            | 1          | 0           |                 | \$0              | \$0                 | \$3,043            | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$80            | \$250           | \$182            | \$3,555          |
| Hoffman Corporation Quarterly Meeting                                         | 03/30/10   | 100           | Repeat     | Meeting/Seminar              | Meeting                  |                 | 3,750            | 1          | 0           |                 | \$0              | \$1,786             | \$0                | \$0                | \$0                  | \$330               | \$79                 | \$0              | \$0                          | \$0                   | \$0             | \$545           | \$0              | \$2,740          |
| RMLS Trade Fair 2010                                                          | 04/01/10   | 850           | Repeat     | Trade Show                   | Tradeshow                | Local           | 94,093           | 1          | 1           |                 | \$0              | \$3,687             | \$753              | \$0                | \$0                  | \$965               | \$5,638              | \$947            | \$89                         | \$0                   | \$275           | \$3,000         | \$630            | \$15,985         |

OCC Event Analysis Monthly Revenue Report March 2010

| Event Name                          | Start Date | Actual Attend | Event Rank | Event Type      | Event Class          | 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 |
|-------------------------------------|------------|---------------|------------|-----------------|----------------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|------------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| Liberty Northwest Agency Roundtable | 03/31/10   | 110           | Repeat     | Meeting/Seminar | Meeting              | Local           | 3,851            | 1          | 0           |                 | \$0              | \$3,173             | \$0                | \$584              | \$225                | \$595               | \$0                  | \$0              | \$0                          | \$0                   | \$50            | \$834           | \$0              | \$5,461          |
| Oregon Convention Center            | 03/31/10   | 10            | In-house   | Meeting/Seminar | Accounting/Non-Event |                 | 0                | 1          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$0              |
| Total                               |            | 31,227        |            |                 |                      |                 |                  |            |             |                 |                  |                     |                    |                    |                      |                     |                      |                  |                              |                       |                 |                 |                  | \$2,071,015      |
|                                     |            |               |            |                 |                      |                 |                  |            |             |                 |                  |                     |                    |                    |                      |                     |                      |                  |                              |                       |                 |                 |                  |                  |
|                                     |            |               |            |                 |                      |                 |                  |            |             |                 |                  |                     |                    |                    |                      |                     |                      |                  |                              |                       |                 |                 |                  |                  |

OCC Event Analysis Monthly Revenue Report March 09 Historical Comparison

| Event Name                                                              | Start Date | Actual Attend | Event Rank           | Event Type                   | Event Class              | 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 |
|-------------------------------------------------------------------------|------------|---------------|----------------------|------------------------------|--------------------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|------------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| OCC MAR 2009 MISC NON-EVENT ACTIVITIES /BILLINGS                        | 03/01/09   | 1             | Accounting/Non-Event | Accounting/Non-Event         | Accounting/Non-Event     |                 | 0                | 31         | 0           |                 | \$0              | \$235               | \$759              | \$139,714          | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$3,278         | \$0             | \$0              | \$143,986        |
| Lloyd District Sustainable Group                                        | 03/02/09   | 30            | In-house             | Meeting/Seminar              | In-house                 | Local           | 1,875            | 1          | 0           |                 | \$0              | \$361               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$361            |
| Specialty Coffee Association of America: US Barista Championship        | 03/05/09   | 800           | New                  | Competition                  | Convention               | National        | 249,330          | 3          | 4           | TRUE            | \$0              | \$8,452             | \$50               | \$0                | \$800                | \$0                 | \$7,148              | \$918            | \$0                          | \$0                   | \$0             | \$10,350        | \$0              | \$27,718         |
| Mutual of Enumclaw Annual Agents Meeting                                | 03/03/09   | 49            | New                  | Meeting/Seminar              | Meeting                  | Local           | 4,005            | 1          | 0           |                 | \$0              | \$1,570             | \$0                | \$196              | \$0                  | \$100               | \$204                | \$0              | \$0                          | \$0                   | \$0             | \$485           | \$0              | \$2,555          |
| SHRM 2009 Seventh Annual Labor & Employment Law Conference              | 03/04/09   | 180           | New                  | Meeting/Seminar              | Meeting                  | Local           | 16,323           | 1          | 0           |                 | \$0              | \$12,541            | \$0                | \$1,008            | \$0                  | \$1,613             | \$25                 | \$0              | \$0                          | \$0                   | \$0             | \$1,000         | \$0              | \$16,187         |
| Rasmussen Mercedes 2009 GLK Salon Show                                  | 03/04/09   | 400           | Repeat               | Reception                    | Food & Beverage/Catering | Local           | 17,100           | 1          | 0           |                 | \$0              | \$18,567            | \$0                | \$786              | \$0                  | \$5,295             | \$778                | \$0              | \$0                          | \$0                   | \$165           | \$3,350         | \$1,356          | \$30,317         |
| Portland Roadster Show - 53rd Annual                                    | 03/06/09   | 10,101        | Repeat               | Trade Show                   | Consumer Public          | Local           | 891,489          | 3          | 2           |                 | \$0              | \$0                 | \$51,200           | \$0                | \$0                  | \$1,895             | \$6,754              | \$850            | \$0                          | \$1,993               | \$3,250         | \$56,758        | \$9,303          | \$132,004        |
| Classic Wines Auction 2009                                              | 03/07/09   | 750           | Repeat               | Auction                      | Miscellaneous/Other      | Local           | 126,969          | 1          | 5           |                 | \$0              | \$77,171            | \$0                | \$0                | \$0                  | \$14,530            | \$3,392              | \$540            | \$0                          | \$0                   | \$2,390         | \$300           | \$7,624          | \$105,947        |
| Creating Keepsakes Scrapbook Convention (CKC) - Portland 2009           | 03/06/09   | 3,144         | Repeat               | Consumer/Public Show         | Consumer Public          | State           | 294,823          | 2          | 2           |                 | \$0              | \$0                 | \$30,236           | \$0                | \$0                  | \$2,419             | \$4,631              | \$225            | \$0                          | \$0                   | \$1,595         | \$20,564        | \$1,487          | \$61,156         |
| Travelers' Agency Product Fair                                          | 03/05/09   | 110           | New                  | Meeting/Seminar              | Meeting                  | Local           | 6,300            | 1          | 0           |                 | \$0              | \$3,477             | \$0                | \$0                | \$0                  | \$305               | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$1,600         | \$225            | \$5,607          |
| INHSE HIGH FINANCE TEAM MTG                                             | 03/06/09   | 10            | In-house             | Meeting/Seminar              | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$130               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$130            |
| Oregon Governor's Safety & Health Conference (GOSH Conference)          | 03/10/09   | 2,000         | Repeat               | Annual Convention/Conference | Convention w/ Tradeshow  | State           | 552,002          | 3          | 4           | TRUE            | \$0              | \$108,251           | \$7,023            | \$1,328            | \$705                | \$32,567            | \$10,385             | \$1,375          | \$733                        | \$0                   | \$1,100         | \$32,610        | \$5,031          | \$201,108        |
| Alice Awards & Auction 2009                                             | 03/07/09   | 697           | Repeat               | Auction                      | Food & Beverage/Catering | Local           | 26,428           | 1          | 0           |                 | \$0              | \$34,415            | \$60               | \$256              | \$465                | \$3,535             | \$269                | \$0              | \$0                          | \$0                   | \$275           | \$0             | \$1,105          | \$40,380         |
| Northwest Promotional Marketing Association: NWPMA Spring Showcase 2009 | 03/10/09   | 400           | New                  | Annual Convention/Conference | Convention w/ Tradeshow  | Regional        | 128,523          | 2          | 1           | TRUE            | \$0              | \$6,190             | \$1,615            | \$0                | \$30                 | \$170               | \$6,005              | \$298            | \$108                        | \$0                   | \$275           | \$4,700         | \$902            | \$20,293         |
| Getting Started with Dreamweaver and CSS                                | 03/10/09   | 115           | New                  | Meeting/Seminar              | Meeting                  | Local           | 6,300            | 1          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$240               | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$1,600         | \$0              | \$1,840          |
| SDR presents Kathleen Kenfield                                          | 03/10/09   | 33            | New                  | Meeting/Seminar              | Meeting                  | Local           | 2,340            | 1          | 0           |                 | \$0              | \$367               | \$0                | \$0                | \$0                  | \$188               | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$680           | \$0              | \$1,255          |
| 2009 Northwest Apparel & Footwear Material Show                         | 03/11/09   | 500           | Repeat               | Trade Show                   | Tradeshow                | Regional        | 255,656          | 2          | 1           |                 | \$0              | \$20,676            | \$5,677            | \$0                | \$0                  | \$456               | \$1,434              | \$0              | \$380                        | \$0                   | \$910           | \$6,000         | \$780            | \$36,313         |

OCC Event Analysis Monthly Revenue Report March 09 Historical Comparison

| Event Name                                                        | Start Date | Actual Attend | Event Rank | Event Type               | Event Class              | 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 |
|-------------------------------------------------------------------|------------|---------------|------------|--------------------------|--------------------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|------------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| American Numismatic Association: National Money Show              | 03/13/09   | 7,459         | New        | Trade Show               | Convention w/ Tradeshow  | National        | 500,589          | 3          | 4           | TRUE            | \$0              | \$10,025            | \$33,268           | \$0                | \$0                  | \$2,650             | \$15,692             | \$7,334          | \$300                        | \$0                   | \$7,150         | \$23,340        | \$1,475          | \$101,233        |
| IN-HOUSE: CPR and First Aid Training                              | 03/10/09   | 20            | In-house   | Training                 | In-house                 | Local           | 937              | 1          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$0              |
| Numismatic Precon                                                 | 03/10/09   | 10            | In-house   | Miscellaneous            | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$44                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$44             |
| St. Paddy's Open National Cheer & Dance Championships 2009        | 03/13/09   | 6,997         | Repeat     | Sporting Event/Athletics | Consumer Public          | Local           | 389,328          | 3          | 1           |                 | \$0              | \$6,812             | \$33,315           | \$0                | \$8,495              | \$21,214            | \$2,484              | \$1,523          | \$246                        | \$1,694               | -\$937          | \$21,240        | \$12,144         | \$108,230        |
| IN-HOUSE: CPR and First Aid Training                              | 03/12/09   | 10            | In-house   | Training                 | In-house                 | Local           | 937              | 1          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$0              |
| Providence Cancer Lunch Tasting                                   | 03/13/09   | 4             | In-house   | Tasting                  | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$44                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$44             |
| INHSE HQH VDI/FINANCE TEAM MTG                                    | 03/13/09   | 18            | In-house   | Meeting/Seminar          | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$143               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$143            |
| Chess for Success                                                 | 03/13/09   | 1,200         | Repeat     | Competition              | Miscellaneous/Other      | Local           | 76,216           | 2          | 0           |                 | \$0              | \$0                 | \$7,743            | \$0                | \$75                 | \$0                 | \$237                | \$0              | \$0                          | \$0                   | \$165           | \$3,660         | \$0              | \$11,880         |
| Reliv Business Opportunity Meeting                                | 03/13/09   | 180           | New        | Meeting/Seminar          | Meeting                  | Local           | 7,500            | 2          | 0           |                 | \$0              | \$95                | \$0                | \$0                | \$30                 | \$1,340             | \$79                 | \$0              | \$0                          | \$0                   | \$0             | \$2,180         | \$125            | \$3,849          |
| IAHB Terry Real Workshop                                          | 03/13/09   | 187           | New        | Meeting/Seminar          | Meeting                  | Local           | 7,390            | 2          | 0           |                 | \$0              | \$3,048             | \$0                | \$0                | \$0                  | \$630               | \$23                 | \$0              | \$0                          | \$0                   | \$25            | \$2,150         | \$0              | \$5,876          |
| INHSE GREEN EVENT PLANNING MEETING                                | 03/13/09   | 18            | In-house   | Lunch                    | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$162               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$162            |
| Oregon Law Institute Seminar - 2009 Two Half-Day Probate Programs | 03/13/09   | 150           | Repeat     | Meeting/Seminar          | Meeting                  | State           | 4,000            | 1          | 0           |                 | \$0              | \$1,519             | \$0                | \$72               | \$0                  | \$200               | \$79                 | \$0              | \$0                          | \$0                   | \$0             | \$1,000         | \$0              | \$2,870          |
| Oregon College of Art & Craft Art on the Vine Dinner Auction      | 03/14/09   | 350           | Repeat     | Auction                  | Food & Beverage/Catering | Local           | 31,500           | 1          | 1           |                 | \$0              | \$27,245            | \$278              | \$156              | \$267                | \$1,951             | \$760                | \$0              | \$0                          | \$0                   | \$3             | \$1,887         | \$1,248          | \$33,794         |
| IEC Oregon NEC Code Change Course                                 | 03/14/09   | 75            | Repeat     | Training                 | Meeting                  | Local           | 3,204            | 1          | 0           |                 | \$0              | \$65                | \$0                | \$0                | \$0                  | \$550               | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$925           | \$0              | \$1,540          |
| Catholic Charities 2009 Annual Celebration                        | 03/14/09   | 858           | Repeat     | Auction                  | Food & Beverage/Catering | Local           | 35,658           | 1          | 0           |                 | \$0              | \$61,048            | \$1,656            | \$840              | \$520                | \$5,212             | \$587                | \$0              | \$0                          | \$0                   | \$275           | \$0             | \$2,279          | \$72,416         |
| Millie Lewis AMTC Direct Portland                                 | 03/14/09   | 30            | Repeat     | Meeting/Seminar          | Meeting                  | Local           | 2,456            | 2          | 0           |                 | \$0              | \$65                | \$0                | \$0                | \$0                  | \$650               | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$810           | \$0              | \$1,525          |
| Salvados Para Servir Ministerios                                  | 03/15/09   | 400           | Repeat     | Service                  | Meeting                  | Local           | 8,200            | 1          | 0           |                 | \$0              | \$65                | \$0                | \$0                | \$250                | \$406               | \$379                | \$0              | \$0                          | \$0                   | \$165           | \$1,575         | \$0              | \$2,840          |
| American Red Cross Breakfast of Champions                         | 03/17/09   | 480           | Repeat     | Breakfast                | Food & Beverage/Catering | Local           | 60,000           | 1          | 1           |                 | \$0              | \$12,483            | \$0                | \$306              | \$0                  | \$2,315             | \$1,662              | \$0              | \$0                          | \$0                   | \$455           | \$1,100         | \$1,596          | \$19,917         |
| Rehearsal Space for Untitled Crowley Project                      | 03/16/09   | 10            | Repeat     | Film/Photo shoot         | Meeting                  | Local           | 22,389           | 1          | 0           |                 | \$0              | \$150               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$2,250         | \$0              | \$2,400          |
| Franklin Covey "FOCUS: Achieving Your Highest Priorities"         | 03/17/09   | 20            | New        | Meeting/Seminar          | Meeting                  | Local           | 1,386            | 1          | 0           |                 | \$0              | \$495               | \$0                | \$0                | \$20                 | \$95                | \$23                 | \$0              | \$0                          | \$0                   | \$33            | \$405           | \$0              | \$1,071          |

OCC Event Analysis Monthly Revenue Report March 09 Historical Comparison

| Event Name                                                           | Start Date | Actual Attend | Event Rank | Event Type                   | Event Class              | 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 |
|----------------------------------------------------------------------|------------|---------------|------------|------------------------------|--------------------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|------------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| IN-HOUSE: CPR and First Aid Training                                 | 03/17/09   | 10            | In-house   | Training                     | In-house                 | Local           | 1,158            | 1          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$0              |
| INTERFAC E                                                           | 03/18/09   | 500           | Repeat     | Trade Show                   | Tradeshow                | Local           | 38,400           | 1          | 1           |                 | \$0              | \$21,366            | \$638              | \$0                | \$0                  | \$2,058             | \$4,009              | \$2,089          | \$0                          | \$0                   | \$190           | \$5,550         | \$1,168          | \$37,067         |
| RMLS Trade Fair 2009                                                 | 03/19/09   | 1,100         | Repeat     | Trade Show                   | Tradeshow                | Local           | 94,904           | 1          | 1           |                 | \$0              | \$4,183             | \$694              | \$0                | \$0                  | \$1,066             | \$6,015              | \$1,440          | \$126                        | \$0                   | \$275           | \$3,235         | \$598            | \$17,632         |
| Metro Multifamily Housing Association - 2009 Maintenance Fair        | 03/19/09   | 450           | New        | Meeting/Seminar              | Tradeshow                | Local           | 97,207           | 1          | 1           |                 | \$0              | \$13,814            | \$0                | \$0                | \$150                | \$3,844             | \$3,176              | \$0              | \$54                         | \$0                   | \$275           | \$3,220         | \$281            | \$24,813         |
| MaryKay Pre-Event Meeting                                            | 03/18/09   | 12            | In-house   | Accounting/Non-Event         | Accounting/Non-Event     | Local           | 0                | 1          | 0           |                 | \$0              | \$79                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$79             |
| Gonzaga Alumni Reception                                             | 03/19/09   | 575           | New        | Reception                    | Food & Beverage/Catering | Regional        | 11,340           | 3          | 0           |                 | \$0              | \$23,234            | \$928              | \$0                | \$0                  | \$305               | \$0                  | \$0              | \$0                          | \$0                   | \$360           | \$0             | \$600            | \$25,426         |
| Honda Insight Ride and Drive                                         | 03/19/09   | 160           | New        | Meeting/Seminar              | Meeting                  | Local           | 26,577           | 2          | 0           |                 | \$0              | \$7,344             | \$0                | \$424              | \$90                 | \$0                 | \$1,888              | \$0              | \$0                          | \$0                   | \$0             | \$4,800         | \$450            | \$14,996         |
| Mary Kay Career Conference 2009                                      | 03/20/09   | 1,500         | Repeat     | Annual Convention/Conference | Convention               | National        | 258,023          | 2          | 1           | TRUE            | \$0              | \$11,908            | \$8,696            | \$0                | \$240                | \$650               | \$4,178              | \$695            | \$0                          | \$0                   | \$850           | \$10,660        | \$1,472          | \$39,349         |
| Team Univera Regional Meeting                                        | 03/21/09   | 500           | Repeat     | Meeting/Seminar              | Meeting                  | Local           | 39,323           | 1          | 1           |                 | \$0              | \$7,540             | \$0                | \$0                | \$570                | \$2,061             | \$445                | \$0              | \$0                          | \$0                   | \$180           | \$6,375         | \$0              | \$17,171         |
| Oregon Law Institute Seminar - Bankruptcy Law for the Non-Specialist | 03/20/09   | 200           | Repeat     | Meeting/Seminar              | Meeting                  | State           | 4,700            | 1          | 0           |                 | \$0              | \$2,280             | \$0                | \$80               | \$0                  | \$300               | \$79                 | \$0              | \$0                          | \$0                   | \$0             | \$1,000         | \$0              | \$3,739          |
| INHSE HQH VDI FINANCE TEAM MTG                                       | 03/20/09   | 18            | In-house   | Meeting/Seminar              | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$143               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$143            |
| My Girlfriend's House Trade Show                                     | 03/20/09   | 2,000         | Repeat     | Exhibits                     | Tradeshow                | National        | 8,000            | 2          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$79                 | \$0              | \$0                          | \$0                   | \$0             | \$2,200         | \$0              | \$2,279          |
| Shardan                                                              | 03/20/09   | 200           | New        | Trade Show                   | Tradeshow                | Local           | 2,916            | 2          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$209           | \$840           | \$0              | \$1,049          |
| St. Mary's Tasting / Courtney Day                                    | 03/20/09   | 1             | In-house   | Tasting                      | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$0              |
| Plumbers & Steamfitters Local 290 - Meeting                          | 03/21/09   | 1,000         | New        | Meeting/Seminar              | Meeting                  | Local           | 12,600           | 1          | 0           |                 | \$0              | \$1,275             | \$0                | \$0                | \$150                | \$570               | \$79                 | \$0              | \$0                          | \$0                   | \$165           | \$3,200         | \$0              | \$5,439          |
| Supercomputing Planning Meeting                                      | 03/23/09   | 20            | In-house   | Meeting/Seminar              | Meeting                  | Local           | 0                | 4          | 0           |                 | \$0              | \$324               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$324            |
| INHSE HQH PRU TEAM MTG                                               | 03/23/09   | 18            | In-house   | Meeting/Seminar              | In-house                 | Local           | 0                | 1          | 0           |                 | \$0              | \$93                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$93             |
| Sixth International Integrated Pest Management Symposium 2009        | 03/24/09   | 500           | New        | Annual Convention/Conference | Convention               | National        | 157,096          | 3          | 1           | TRUE            | \$0              | \$93,775            | \$5,560            | \$0                | \$265                | \$15,847            | \$2,121              | \$970            | \$0                          | \$0                   | \$1,099         | \$25,075        | \$1,448          | \$146,159        |
| IN-HOUSE: CPR and First Aid Training                                 | 03/24/09   | 10            | In-house   | Training                     | In-house                 | Local           | 1,158            | 1          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$0              |
| MERC/Aramark                                                         | 03/25/09   | 40            | In-house   | Meeting/Seminar              | In-house                 | Local           | 2,457            | 1          | 0           |                 | \$0              | \$410               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$410            |
| Hawk Ridge Systems Meeting                                           | 03/25/09   | 25            | Repeat     | Meeting/Seminar              | Meeting                  | National        | 937              | 1          | 0           |                 | \$0              | \$694               | \$0                | \$0                | \$30                 | \$80                | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$275           | \$0              | \$1,069          |
| Northwest Foodservice Show                                           | 03/29/09   | 6,600         | Repeat     | Annual Convention/Conference | Convention w/ Tradeshow  | Regional        | 1,037,653        | 2          | 4           | TRUE            | \$0              | \$4,164             | \$0                | \$5,550            | \$0                  | \$7,722             | \$45,617             | \$5,500          | \$4,938                      | \$0                   | \$1,100         | \$44,700        | \$7,462          | \$126,753        |
| IN-HOUSE: Security Meeting                                           | 03/26/09   | 10            | In-house   | Training                     | In-house                 | Local           | 1,158            | 1          | 0           |                 | \$0              | \$0                 | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$0              |
| BrickFest PDX 2009                                                   | 03/27/09   | 3,950         | New        | Annual Convention/Conference | Convention w/ Tradeshow  | National        | 158,750          | 3          | 1           | TRUE            | \$0              | \$0                 | \$5,919            | \$0                | \$400                | \$300               | \$474                | \$0              | \$0                          | \$636                 | \$1,204         | \$4,400         | \$902            | \$14,234         |

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|----------------------------------------------------------|------------|---------------|------------|------------------------------|-------------------------|-----------------|------------------|------------|-------------|-----------------|------------------|---------------------|--------------------|--------------------|----------------------|---------------------|----------------------|------------------|------------------------------|-----------------------|-----------------|-----------------|------------------|------------------|
| INHSE ACHIEVE GREEN PLANNING MEETING                     | 03/27/09   | 20            | In-house   | Meeting/Seminar              | In-house                | Local           | 0                | 1          | 0           |                 | \$0              | \$176               | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$176            |
| Inhouse - Green Fam Site Tour                            | 03/27/09   | 40            | In-house   | Miscellaneous                | In-house                | Local           | 30,000           | 1          | 0           |                 | \$0              | \$38                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$38             |
| In-House: Oregon Dental Association - ODC Pre-Con        | 03/27/09   | 18            | In-house   | Meeting/Seminar              | In-house                | Local           | 0                | 1          | 0           |                 | \$0              | \$59                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$59             |
| Plumbers & Steamfitters Local 290 - Meeting              | 03/29/09   | 1,100         | New        | Meeting/Seminar              | Meeting                 | Local           | 12,600           | 1          | 0           |                 | \$0              | \$3,195             | \$0                | \$0                | \$150                | \$620               | \$79                 | \$0              | \$0                          | \$0                   | \$165           | \$3,200         | \$0              | \$7,409          |
| INHSE F/B RFP MEETING                                    | 03/31/09   | 7             | In-house   | Meeting/Seminar              | In-house                | Local           | 0                | 1          | 0           |                 | \$0              | \$73                | \$0                | \$0                | \$0                  | \$0                 | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$0             | \$0              | \$73             |
| Hoffman Corporation Quarterly Meeting                    | 03/31/09   | 88            | Repeat     | Meeting/Seminar              | Corporate               | Local           | 1,875            | 1          | 0           |                 | \$0              | \$612               | \$0                | \$0                | \$0                  | \$255               | \$0                  | \$0              | \$0                          | \$0                   | \$0             | \$545           | \$0              | \$1,412          |
| Oregon Dental Association: 2009 Oregon Dental Conference | 04/02/09   | 6,453         | Repeat     | Annual Convention/Conference | Convention w/ Tradeshow | State           | 783,898          | 3          | 2           | TRUE            | \$0              | \$142,501           | \$29,412           | \$1,224            | \$60                 | \$44,933            | \$26,697             | \$8,089          | \$5,313                      | \$0                   | \$2,625         | \$69,543        | \$7,560          | \$337,956        |
| Total                                                    |            | 64,921        |            |                              |                         |                 |                  |            |             |                 |                  |                     |                    |                    |                      |                     |                      |                  |                              |                       |                 |                 |                  | \$2,022,341      |
|                                                          |            |               |            |                              |                         |                 |                  |            |             |                 |                  |                     |                    |                    |                      |                     |                      |                  |                              |                       |                 |                 |                  |                  |
|                                                          |            |               |            |                              |                         |                 |                  |            |             |                 |                  |                     |                    |                    |                      |                     |                      |                  |                              |                       |                 |                 |                  |                  |
|                                                          |            |               |            |                              |                         |                 |                  |            |             |                 |                  |                     |                    |                    |                      |                     |                      |                  |                              |                       |                 |                 |                  |                  |
|                                                          |            |               |            |                              |                         |                 |                  |            |             |                 |                  |                     |                    |                    |                      |                     |                      |                  |                              |                       |                 |                 |                  |                  |

Expo Center Event Analysis

March 2010

|                                                |       | Consumer | Trade | Misc.    | Conv. | # of<br>Events | Event<br>Days | I/O<br>Days | Use<br>%   | Attendance    | Rental         | Equipment    | Concessions    | Catering      | Utilities     | Parking        | Total          |
|------------------------------------------------|-------|----------|-------|----------|-------|----------------|---------------|-------------|------------|---------------|----------------|--------------|----------------|---------------|---------------|----------------|----------------|
| Antique & Collectible Show                     | 5-7   | 1        |       |          |       | 1              | 3             | 2           |            | 11,411        | 31,200         | 625          | 50,634         |               | 3,354         | 41,204         | 127,017        |
| Spring RV Show                                 | 10-14 | 1        |       |          |       | 1              | 5             | 3           |            | 10,799        | 62,550         |              | 24,913         | 985           | 7,287         | 37,514         | 133,249        |
| 36th Annual Quilt Show                         | 12-14 | 1        |       |          |       | 1              | 3             | 1           |            | 2,179         | 9,165          | 250          | 6,292          |               | 2,551         | 8,081          | 26,339         |
| Crossfit                                       | 13-14 | 1        |       |          |       | 1              | 2             | 2           |            | 428           | 3,700          |              |                |               |               | 2,881          | 6,581          |
| Rose City Gun and Knife Show                   | 19-21 | 1        |       |          |       | 1              | 3             | 2           |            | 6,465         | 15,060         | 500          | 13,058         | 77            | 825           | 26,840         | 56,360         |
| Rubber Stamp & Paper Arts Festival             | 20-21 | 1        |       |          |       | 1              | 2             | 1           |            | 774           | 4,600          | 188          | 1,908          |               | 331           | 3,091          | 10,118         |
| Great Train Expo                               | 20-21 | 1        |       |          |       | 1              | 2             | 1           |            | 2,659         | 7,973          | 313          | 3,999          |               | 504           | 9,380          | 22,169         |
| Silver Collector Car Auction                   | 20    | 1        |       |          |       | 1              | 1             | 1           |            | 440           | 3,575          |              | 2,869          |               | 622           | 1,941          | 9,007          |
| Boys & Girls Clubs - Youth of the Year Banquet | 27    |          |       | 1        |       | 1              | 1             |             |            | 1,000         | 2,875          |              |                | 12,495        |               | 1,960          | 17,330         |
| Energy Trust Better Living Show                | 26-28 | 1        |       |          |       | 1              | 3             | 5           |            | 11,774        | 20,910         | 385          | 17,620         | 1,421         | 10,735        | 34,867         | 85,938         |
|                                                |       | <b>9</b> |       | <b>1</b> |       | <b>10</b>      | <b>25</b>     | <b>18</b>   | <b>53%</b> | <b>47,929</b> | <b>161,608</b> | <b>2,261</b> | <b>121,293</b> | <b>14,978</b> | <b>26,209</b> | <b>167,759</b> | <b>494,108</b> |

FY 2009-10 Year to Date

|               |  |          |   |          |  |           |           |           |            |               |                |              |                |               |               |                |                |
|---------------|--|----------|---|----------|--|-----------|-----------|-----------|------------|---------------|----------------|--------------|----------------|---------------|---------------|----------------|----------------|
| July          |  | 3        |   |          |  | 3         | 10        | 7         | 27%        | 17,662        | 88,958         | 1,375        | 100,895        | 5,000         | 9,689         | 87,906         | 293,823        |
| August        |  | 4        |   | 1        |  | 5         | 10        | 8         | 12%        | 10,179        | 27,600         | 1,483        | 32,861         |               | 2,080         | 33,667         | 97,691         |
| September     |  | 10       |   | 4        |  | 14        | 31        | 27        | 41%        | 30,039        | 136,994        | 3,106        | 81,530         | 5,349         | 29,648        | 134,313        | 390,940        |
| October       |  | 5        |   | 5        |  | 11        | 24        | 18        | 32%        | 26,720        | 92,242         | 2,836        | 110,235        | 11,489        | 28,257        | 110,805        | 355,864        |
| November      |  | 8        |   |          |  | 8         | 26        | 22        | 58%        | 69,085        | 142,143        | 1,903        | 65,784         | 1,058         | 18,552        | 184,705        | 414,145        |
| December      |  | 2        |   |          |  | 2         | 6         | 5         | 16%        | 33,814        | 77,410         | 1,625        | 127,317        |               | 10,655        | 137,326        | 354,333        |
| January       |  | 5        | 1 | 6        |  | 12        | 24        | 18        | 55%        | 32,102        | 240,275        | 11,015       | 171,711        | 79,833        | 22,365        | 161,829        | 687,028        |
| February      |  | 6        |   | 3        |  | 9         | 22        | 22        | 62%        | 81,063        | 203,208        | 2,730        | 408,157        | 17,190        | 37,639        | 305,241        | 974,165        |
| <b>March</b>  |  | <b>9</b> |   | <b>1</b> |  | <b>10</b> | <b>25</b> | <b>18</b> | <b>53%</b> | <b>47,929</b> | <b>161,608</b> | <b>2,261</b> | <b>121,293</b> | <b>14,978</b> | <b>26,209</b> | <b>167,759</b> | <b>494,108</b> |
| April         |  |          |   |          |  |           |           |           |            |               |                |              |                |               |               |                | 0              |
| May           |  |          |   |          |  |           |           |           |            |               |                |              |                |               |               |                | 0              |
| June          |  |          |   |          |  |           |           |           |            |               |                |              |                |               |               |                | 0              |
| Total to Date |  | 52       |   | 20       |  | 74        | 178       | 145       | 40%        | 348,593       | 1,170,438      | 28,334       | 1,219,783      | 134,897       | 185,094       | 1,323,551      | 4,062,097      |

Month to Month Comparison

|  |          |          |           |          |          |          |          |           |               |              |               |                |                |            |             |                |
|--|----------|----------|-----------|----------|----------|----------|----------|-----------|---------------|--------------|---------------|----------------|----------------|------------|-------------|----------------|
|  | <b>2</b> | <b>0</b> | <b>-2</b> | <b>0</b> | <b>0</b> | <b>2</b> | <b>2</b> | <b>0%</b> | <b>-5,418</b> | <b>9,486</b> | <b>-2,119</b> | <b>-15,064</b> | <b>-26,802</b> | <b>430</b> | <b>-357</b> | <b>-34,426</b> |
|--|----------|----------|-----------|----------|----------|----------|----------|-----------|---------------|--------------|---------------|----------------|----------------|------------|-------------|----------------|

Year to Date Comparison

|  |          |           |           |          |           |           |          |             |                |                 |               |                 |                |                |                |                 |
|--|----------|-----------|-----------|----------|-----------|-----------|----------|-------------|----------------|-----------------|---------------|-----------------|----------------|----------------|----------------|-----------------|
|  | <b>3</b> | <b>-4</b> | <b>-3</b> | <b>0</b> | <b>-5</b> | <b>-9</b> | <b>5</b> | <b>-11%</b> | <b>-37,905</b> | <b>-219,373</b> | <b>-8,097</b> | <b>-160,322</b> | <b>-63,690</b> | <b>-19,423</b> | <b>-50,783</b> | <b>-521,688</b> |
|--|----------|-----------|-----------|----------|-----------|-----------|----------|-------------|----------------|-----------------|---------------|-----------------|----------------|----------------|----------------|-----------------|

FY 2008-09

|               |  |          |   |          |   |           |           |           |            |               |                |              |                |               |               |                |                |
|---------------|--|----------|---|----------|---|-----------|-----------|-----------|------------|---------------|----------------|--------------|----------------|---------------|---------------|----------------|----------------|
| July          |  | 4        |   |          |   | 4         | 13        | 10        | 29%        | 18,903        | 131,116        | 900          | 115,569        | 4,406         | 10,224        | 87,460         | 349,675        |
| August        |  | 3        |   |          |   | 6         | 11        | 7         | 17%        | 12,106        | 44,824         | 6,573        | 54,633         | 36,664        | 2,616         | 27,676         | 172,986        |
| September     |  | 7        | 1 | 4        |   | 12        | 25        | 18        | 42%        | 21,443        | 120,147        | 3,138        | 65,665         | 3,867         | 22,424        | 94,007         | 309,248        |
| October       |  | 5        | 1 | 1        |   | 7         | 16        | 16        | 50%        | 30,675        | 134,225        | 1,840        | 115,458        | 11,234        | 31,287        | 137,523        | 431,567        |
| November      |  | 8        | 1 | 1        |   | 10        | 29        | 25        | 66%        | 86,345        | 181,147        | 3,325        | 133,224        | 4,174         | 22,671        | 126,799        | 561,340        |
| December      |  | 4        |   | 2        |   | 6         | 17        | 15        | 41%        | 36,513        | 94,245         | 1,550        | 126,758        | 1,171         | 11,024        | 133,049        | 367,797        |
| January       |  | 6        | 1 | 7        |   | 14        | 32        | 15        | 90%        | 47,073        | 344,993        | 12,465       | 220,812        | 67,734        | 28,556        | 219,016        | 893,576        |
| February      |  | 5        |   | 5        |   | 10        | 21        | 18        | 65%        | 80,093        | 186,992        | 2,260        | 411,629        | 27,557        | 49,936        | 290,688        | 969,062        |
| <b>March</b>  |  | <b>7</b> |   | <b>3</b> |   | <b>10</b> | <b>23</b> | <b>16</b> | <b>53%</b> | <b>53,347</b> | <b>152,122</b> | <b>4,380</b> | <b>136,357</b> | <b>41,780</b> | <b>25,779</b> | <b>168,116</b> | <b>528,534</b> |
| April         |  | 8        | 1 | 4        |   | 13        | 25        | 19        | 44%        | 48,604        | 164,993        | 2,970        | 252,183        | 46,830        | 10,754        | 86,341         | 564,071        |
| May           |  | 5        | 1 | 3        |   | 9         | 16        | 14        | 22%        | 9,350         | 64,045         | 2,288        | 20,457         | 60,607        | 6,176         | 42,453         | 196,026        |
| June          |  | 2        | 1 | 2        |   | 5         | 10        | 7         | 11%        | 9,456         | 32,885         | 2,854        | 25,799         | 2,205         | 2,088         | 32,130         | 97,961         |
| Total to Date |  | 64       | 7 | 32       | 0 | 106       | 238       | 180       | 44%        | 453,908       | 1,651,734      | 44,543       | 1,678,544      | 308,229       | 223,535       | 1,535,258      | 5,441,843      |

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# **MERC Commission Meeting**

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May 5, 2010  
12:30 pm

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6.0 - Consent Agenda

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



April 7, 2010

Portland Center for the Performing Arts, Brunish Hall

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Present:</b> | Ray Leary (Chair) Judie Hammerstad , Elisa Dozono, Cynthia Haruyama, Terry Goldman, Karis Stoudamire-Phillips , and Chris Erickson                                                                                                                                                                                                                                                                                                                                                              |
| <b>Absent:</b>  | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                 | A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Leary at the Portland Center for the Performing Arts, Brunish Hall at 12:30 p.m. A complete audio recording of this meeting is available on the MERC website at <a href="http://www.mercvenues.org">www.mercvenues.org</a> .                                                                                                                                                                |
| <b>1.0</b>      | <b>QUORUM CONFIRMED</b><br><ul style="list-style-type: none"> <li>• A quorum of Commissioners was confirmed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                         |
| <b>2.0</b>      | <b>COMMISSIONER COMMUNICATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>3.0</b>      | <b>ACTION AGENDA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>3.1</b>      | <b><u>Resolution 10-06 for the purpose of ratifying a collective bargaining agreement with the International Longshore and Warehouse Union (ILWU), Local 28, tentative agreement</u></b><br><ul style="list-style-type: none"> <li>• Joni Johnson presented Resolution 10-06.<br/> <b>VOTING:</b> Aye: 7<br/> Nay: 0<br/> Motion Passed</li> </ul>                                                                                                                                              |
| <b>4.0</b>      | <b>INTERIM GENERAL MANAGER COMMENTS</b><br>A motion was made and seconded to direct the MERC Chair, on behalf of the MERC Commission, to sign a letter to the Portland City Mayor and Commission, to support the City's draft ordinance to implement Portland City Council Resolution 36743, which outlines the City's Sidewalk Management Plan; and further, to request that MERC Commissioner Erickson hand deliver said letter tomorrow.<br><b>VOTING:</b> Aye: 7<br>Nay: 0<br>Motion Passed |
| <b>5.0</b>      | <b>MERC VENUE BUSINESS REPORTS</b><br>Robin Williams, Jeff Blosser and Chris Bailey provided business reports.                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>6.0</b>      | <b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>7.0</b>      | <b>CONSENT AGENDA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>7.1</b>      | Approval of March 3, 2010 MERC Commission Meeting Record of Actions.<br><b>VOTING:</b> Aye: 7<br>Nay: 0<br>Motion Passed                                                                                                                                                                                                                                                                                                                                                                        |
| <b>8.0</b>      | <b>UPDATE ON EXPO MARKETING STRATEGIES</b><br>Chris Bailey and Matt Rotchford provided updates.                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>9.0</b>      | <b>MERC BY LAWS UPDATE DISCUSSION</b><br>Commissioner Dozono and Nathan Sykes presented the report.                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>10.0</b>     | <b>STRATEGIC DISCUSSION: ARLENE SCHNITZER CONCERT HALL/MAIN STREET PROJECT</b><br>Robyn Williams, Karl Schulz, and Greg Baldwin provided the presentation.                                                                                                                                                                                                                                                                                                                                      |
|                 | The Meeting was adjourned at 2:50pm                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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# **MERC Commission Meeting**

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May 5, 2010  
12:30 pm

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8.0 - Action Agenda

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**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 10-07**

**For the Purpose of Amending the Metropolitan Exposition Recreation Commission's By-Laws**

WHEREAS, the MERC Commission has By-Laws that govern the internal operations of the Commission; and

WHEREAS, Metro amended the provisions in Title VI of the Metro Code in regard to the powers of the Commission; and

WHEREAS, MERC desires to revise its By-Laws to ensure that the By-Laws are updated in regard to current Commission practices and consistent with the Metro Charter and the Metro Code; and

WHEREAS, as required by Section Six, Subsection 1 of the Commission's current By-Laws, notice of the proposed By-Law amendments was given to all Commissioners present at the April 7, 2010 regular Commission meeting.

**BE IT THEREFORE RESOLVED** that the Metropolitan Exposition Recreation Commission hereby amends the Commission's By-Laws in the form attached as Exhibit "A" to this resolution.

Passed by the Commission on May 5, 2010.

\_\_\_\_\_  
Chair

Approved as to Form:  
Daniel B. Cooper, Metro Attorney

By: \_\_\_\_\_  
Nathan A. Schwartz Sykes  
Senior Attorney

\_\_\_\_\_  
Secretary-Treasurer

METROPOLITAN EXPOSITION-RECREATION COMMISSION

BY-LAWS

SECTION ONE, THE COMMISSION

SUBSECTION 1. Name of the Commission: The Metropolitan ~~Exposition-Recreation~~Exposition Recreation Commission (“the Commission”) as created by Chapter 6.01 of the Metro Code shall be composed of seven members who shall be appointed by the Metro Council President subject to confirmation by the Council and one ex officio, non-voting member appointed by the Metro Council-

(Amended by MERC Resolution No. 05-XX, January 26, 2005)

SUBSECTION 2. Powers and Authority of the Commission: Powers and authority as provided under various sections of Chapter 6.01 of the Metro Code, other applicable sections of the Metro Code, and applicable law -shall be vested in the Commissioners in office from time to time.

(Amended by MERC Resolution No. 05-XX, January 26, 2005)

SECTION TWO, OFFICERS

SUBSECTION 1. Officers: The officers of Commission shall be a ~~Chairperson~~Chair, Vice ~~Chairperson~~Chair and Secretary-Treasurer.

SUBSECTION 2. ChairpersonChair: The ~~Chairperson~~Chair shall preside at all meetings of the Commission. The Chair shall, after consultation with the other officers, set the Agenda for meetings. At such meetings the Chairperson shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Commission. Except as otherwise authorized by resolution, the ~~Chairperson~~Chair and Secretary-Treasurer shall sign all contracts, deeds and other instruments made by the Commission. The Chair may only remain in this position for a maximum of two consecutive terms.

SUBSECTION 3. Vice ChairpersonChair: The Vice ~~Chairperson~~Chair shall perform the duties of the ~~Chairperson~~Chair in the absence or incapacity of the ~~Chairperson~~Chair and in case of the resignation or death of the ~~Chairperson~~Chair, the Vice ~~Chairperson~~Chair shall perform such duties as are imposed on the ~~Chairperson~~Chair until such time as a new ~~Chairperson~~Chair shall be selected.

SUBSECTION 4. The Secretary-Treasurer: The Secretary-Treasurer shall perform the duties of the ~~Chairperson~~Chair in the absence or incapacity of the ~~Chairperson~~Chair and the Vice ~~Chairperson~~Chair and shall always be a member of the Budget Committee shall act as Chair of the Budget Committee, and shall act as Chairperson of the Budget Committee. It shall be the

~~duty of the Secretary-Treasurer to formally submit the minutes of past meetings to the Commission for approval.~~

SUBSECTION 5. Additional Duties: The officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission or by the By-Laws or Rules and Regulations of the Commission.

SUBSECTION 6.

Election of Officers: The ~~Chairperson~~Chair, Vice ~~Chairperson~~Chair and Secretary-Treasurer shall be elected annually by the Commissioners from among their members not later than June 30 of each year, and shall take office on the following July 1, and shall hold office for one year, or until their successors are elected and qualified. Nominations for the officer positions may be made by any Commission member during a regularly scheduled or special meeting for the purposes of the election of the officers or the Commission may vote for a slate of officers provided to the Commission by the current officers prior to the meeting that the election of officers occurs.

(Proposed by MERC Resolution No. 94-44, tabled until September meeting; Amended by MERC Resolution No. 94-56, September 14, 1994; Amended by MERC Resolution No. 02-11, June 19, 2002, Amended by MERC Resolution No. 05-XX, January 26, 2005.)

SUBSECTION 7. Vacancies: Should the offices of the ~~Chairperson~~Chair, Vice ~~Chairperson~~Chair, or Secretary-Treasurer become vacant, the Commission shall elect a successor from its membership at or before the next regular meeting or a special meeting and such election shall be for the unexpired term of such office.

(Amended by MERC Resolution No. 05-XX, January 26, 2005)

~~SUBSECTION 8. General Manager: The Commission shall appoint a General Manager at such compensation as may be determined by the Commission. The appointment as General Manager shall continue at the pleasure of the Commission, or until resignation.~~

~~SUBSECTION 9. Personnel: The Commission shall create and fill such additional positions from time to time at such compensation as it shall determine to be necessary. The persons appointed to fill these positions shall serve in such positions at the pleasure of the Commission, or until resignation.~~

SUBSECTION 108. Metro Attorney: The Metro Attorney or a member of his/her staff shall serve as attorney for the Commission. The Metro Attorney may retain outside counsel for the Commission at the Metro Attorney's sole discretion in consultation with the Commission. ~~With the permission of the Metro Attorney, the Commission may retain outside counsel for specific services.~~ Compensation shall be paid to Metro for services performed by the Metro Attorney or member of the staff in an amount to be determined from time to time.

(Amended by MERC Resolution No. 05-XX, January 26, 2005)

## SECTION THREE, MEETINGS

SUBSECTION 1. Regular Meetings: The Commission shall schedule one regular meeting each month if the needs of the business so require. All meetings shall be held at a Metro the Oregon Facility, Convention Center, 777 N.E. Martin Luther King, Jr. Blvd., Portland, Oregon, or at such other place within the Metro boundaries as the ~~Chairperson~~Chair shall determine. If a regular meeting date shall fall on a legal holiday, that meeting shall be held on the preceding day. The General Manager shall provide for and give public notice, reasonably calculated to give actual notice to interested persons, including news media which have requested notice, of the time and place for the regular meeting. The notice shall include an agenda of the principal subjects anticipated to be considered at the meeting, all in accordance with the Oregon Public Meetings Law. The Chair may also schedule for public work sessions as needed.

(Proposed by MERC Resolution No. 94-44, tabled until September meeting; Amended by MERC Resolution No. 94-56, September 14, 1994, Amended by MERC Resolution No. 05-XX, January 26, 2005.)

SUBSECTION 2. Special Meetings: The ~~Chairperson~~Chair, Vice Chair or Secretary-Treasurer when he/she deems it expedient orand, on the request of two members of the Commission to one of the officers of the Commission, shall call a special meeting of the Commission to be held at such time and place as he/she shall appoint, for the purpose of transacting any business designated. The General Manager shall cause written notice of each special meeting to be mailed to each Commissioner, each news medium requesting notice, and to interested persons requesting notice, not less than 24 hours prior to such meeting, all in accordance with the Oregon Public Meeting Law.

SUBSECTION 3. Quorum: At any regular or special meeting a quorum shall consist of four or more members of the Commission, however, no action shall be taken except upon the positive vote of four members. The ~~Chairperson~~Chair shall call members to order at the hour designated for the meeting. In the absence of a quorum, absent members shall be informed, if possible, that their presence is required to enable the Commission to proceed to the business at hand. Should a quorum fail to appear within a reasonable time, the members present shall adjourn to some fixed time.

SUBSECTION 4. Manner of Voting: The vote on all questions coming before the Commission shall be by voice vote, and the ayes and nays shall be entered into the minutes of such meetings. The Chair shall call roll for all votes on all questions coming before the Commission. The presiding office may vote in all cases.

SUBSECTION 5. Order of Business:

- a. Consent Agenda. The ~~Chairperson~~Chair may order the unanimous approval of any matter or matters before the Commission unless there is an objection from one or more of the Commissioners. If there is an objection by any Commissioner to any matter or matters proposed for the consent agenda, the matter or matters shall be removed from the consent agenda and treated as a separate matter.

- b. Order of Business: The order of business shall be as determined by the ~~Chairperson~~Chair in accordance with Robert's Rules of Order.

(Amended by MERC Resolution No. 98-47, November 18, 1998.)

SUBSECTION 6. Form of Action: All final actions of the Commission shall be by resolution. No final action shall be made except upon the positive vote of four members of the Commission. Resolutions shall become effective as provided in Chapter 6.01 of the Metro Code.

(Amended by MERC Resolution No. 05-XX, January 26, 2005)

SUBSECTION 7. Transmittals of Actions: Within five days of the passage of any resolution the General Manager shall cause a copy of ~~the~~the resolution to be filed with the Metro ~~Attorney's Office~~Council Clerk.

#### SECTION FOUR, PROCEDURE

SUBSECTION 1. Standing or Special Committees: The ~~Chairperson~~Chair, after consultation with the officers of the Commission, is authorized to refer items to standing or special committees for recommendation and report. All committees shall be appointed by the ~~Chairperson~~Chair -and approved unless otherwise ordered by the Commission. The Commission member first named shall act as ~~Chairperson~~Chair thereof. Appointments to such committees need not be restricted to members of the Commission. No authorized committee shall have any powers that are delegated to the full Commission and shall serve only in an advisory capacity. All committee meetings shall be treated as public meetings in accordance with Oregon Public Meetings Law. There shall be a Budget Committee chaired by the Secretary-Treasurer that will review and recommend to the Commission in regard to the budget for Commission venues.

SUBSECTION 2. Commissioner Liaisons: —The Chair is authorized to assign Commissioners as liaisons to each facility and or/special projects. Facility Liaisons will be responsible for meeting with the appropriate facility directors on a regular basis and providing information back to the Commission in regard to facility business.

~~SUBSECTION 2. —Authorization to Draw Requisitions or to Issue Warrants: Any two members of the Commission or one member of the Commission and the General Manager or such other employees as the Commission may direct are authorized to draw requisitions or to issue warrants, as the case may be, upon the appropriate fund in payment of the following items:~~

- ~~— (1) — All disputed claims (including claims for wages, labor and materials, injuries or of any nature whatsoever) if such claims are first approved by the Commission. In this regard, an auditing committee of the Commission which shall include one member of the Commission as ChairpersonChair but which may include other members of the committee not members of the Commission may be appointed to consider disputed claims and recommend appropriate action to the Commission.~~

- ~~(2) Interest on bonds outstanding or which may hereafter be issued, said warrants to be issued on or before the date on which the interest becomes due.~~
- ~~(3) Amounts due according to Commission contracts for the purchase and/or installation of materials and/or machinery when the terms of such contracts or purchase or installation specify the date on which payment must be made; provided, however, that a member of the Commission or some responsible person authorized by the Commission certifies that such material or machinery have been received or contracted for, or that such installation has been satisfactorily made in accordance with the contract terms.~~
- ~~(4) Amounts retained for thirty (30) days on contracts approved by the Commission; provided, however, that no liens, charges or other contingent claims have been received by the Commission or filed against the property or properties embraced in the respective contracts under which the amounts were retained.~~
- ~~(5) Payroll reimbursements, or replenishment of the current fund from the Metropolitan Exposition Recreation fund on deposit with Metro.~~
- ~~(6) Any regular payrolls of the Commission.~~
- ~~(7) Items on which a substantial discount would be lost if not paid before a specified date which must be before the next regular meeting of the Commission.~~
- ~~(8) Federal Withholding Taxes.~~
- ~~(9) State of Oregon Withholding Taxes.~~
- ~~(10) Public Employees Retirement Fund.~~
- ~~(11) State of Oregon Industrial Accident Commission.~~
- ~~(12) Any other state or federal fund into which the Commission is compelled by law to pay sums.~~
- ~~(13) Any other amounts, which, in the considered opinion of the Chairperson and Secretary Treasurer should be promptly paid in the best interests of the Commission and to properly execute the function for which it was created.~~
- ~~(14) The Commission may direct the General Manager to issue warrants for payment or to commit Commission funds for normal day to day operating expenditures if such funds have been approved in the Budget, or specifically authorized by resolution of the Commission.~~
- ~~(15) Where there has been performance according to the contract, the General Manager is authorized to issue warrants for amounts payable under contracts approved by the Commission.~~



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SECTION FIVE, TRAVEL

SUBSECTION 1. Transportation and Expense Allowances: The Commission shall, by resolution, establish a policy and procedure for reimbursing Commissioners and Commission employees for expenses necessarily incurred on Commission business.

(Amended by MERC Resolution No. 167, March 11, 1992.)

## SECTION SIX, AMENDMENT

SUBSECTION 1. Amendment to By-Laws: The By-Laws of the Commission shall be amended only with the approval of at least four of the members of the Commission at a regular or special meeting, by duly adopted resolution but no such amendment shall be adopted unless written notice thereof has been previously given to all of the members of the Commission at the previous regular Commission meeting.

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## MERC Staff Report

**Agenda Item:** For the purpose of amending the Metropolitan Exposition Recreation Commission's By-Laws

**Resolution No.:** 10-07

**Presented By:** Nathan Sykes

**Date:** May 5, 2010

**Background and Analysis:** The proposed amendments to the MERC By-Laws were prepared at the request of the Commission. The MERC By-Laws were last updated in January of 2005. Commissioner Hammerstad and Commissioner Dozono met with staff to revise the By-Laws in accordance with the recent changes to Title VI of the Metro Code and current practices at MERC. The proposed changes were presented to MERC at the meeting on April 7, 2010. There were no objections to the proposed changes in the By-Laws.

**Fiscal Impact:** None.

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 10-08**

**For the Purpose of approving the extension of the National Sales, Marketing and Convention Services Agreement for the Oregon Convention Center with Travel Portland.**

WHEREAS, MERC oversees the operation of the Oregon Convention Center; and

WHEREAS, MERC and Travel Portland are parties to a Sales, Marketing, Convention Services Agreement for the Oregon Convention Center (“the Agreement”); and

WHEREAS, the Agreement provides for up to four two-year extensions at MERC’s discretion; and

WHEREAS, MERC extended the original term of the Agreement by two years and this extension expires on June 30, 2010; and

WHEREAS, in order to maximize the economic impact of the Oregon Convention Center for the Tri-County Metropolitan Region, Travel Portland provides critical support so that conventions, tradeshow and other national events take place at the Oregon Convention Center through a comprehensive Sales and Marketing plan to sell Portland as a destination; and

WHEREAS, MERC is satisfied with the efforts of the Travel Portland Team to accomplish the goals and duties outlined in the Agreement; and

WHEREAS, MERC has the authority to extend the National Sales, Marketing Convention Service Agreement with Travel Portland for an additional two years; and

WHEREAS, the Interim General Manager has sent the required sixty day notice to Travel Portland contingent upon MERC’s approval of this extension.

**BE IT THEREFORE RESOLVED AS FOLLOWS:**

1. MERC authorizes Interim General Manager Cheryl Twete to extend the National Sales, Marketing and Convention Service Agreement with Travel Portland for an additional two year term as outlined in the Agreement;
2. The term shall be from July 1, 2010 through June 30, 2012 unless terminated sooner as provided in the Agreement.

Passed by the Commission on May 5, 2010.

\_\_\_\_\_  
Chair

Approved as to Form:  
Daniel B. Cooper, Metro Attorney

By: \_\_\_\_\_  
Nathan A. Schwartz Sykes, Senior Attorney      Secretary-Treasurer

## MERC Staff Report

**Agenda Item/Issue:** For the Purpose of Approving the Second Addendum to extend the National Sales, Marketing, Convention Services Agreement with Travel Portland from July 1, 2010 to June 30, 2012.

**Resolution No.:** 10-08

**Presented By:** Jeffrey A. Blosser

**Date:** May 5, 2010

**Background and Analysis:** The MERC Commission approved a National Sales, Marketing and Convention Services Agreement with the then Portland Oregon Visitors Association (POVA), now Travel Portland after and extensive RFP process in September of 2005. The original Agreement was for three years beginning October 1, 2005 and ending on June 30, 2008. MERC had the authority to extend this Agreement for four (4) additional two-year periods at its discretion with a 60-day notice to Travel Portland. In April 2008, the MERC Commission exercised its option, approved the first addendum to the Agreement, and extended the term for an additional two years from July 1, 2008 to June 30, 2010. If approved, this Second Addendum will extend the agreement from July 1, 2010 to June 30, 2012, unless terminated sooner as provided in the Agreement.

Travel Portland has met all of the obligations required in the Agreement, related to submitting quarterly reports, submitting annual goals for MERC General Manager approval, submitting annual line item budget requests to MERC, annual sales and marketing plan submission and financial reporting. Travel Portland has complied with all MERC policies in its application of the Agreement including submission of its First Opportunity/MWESB reporting in all quarterly reports to the MERC Commission.

OCC Staff is very satisfied with the professionalism and work product Travel Portland has generated and its success with achieving annual performance goals. Travel Portland has demonstrated creative and innovative approaches to promote, market, sell and secure national conventions and tradeshow business for the OCC and the region over the past 5 years. They have worked in a very collaborative way with the OCC Sales Team and the local Hospitality Community in all areas of Sales and Marketing through the term of this current Agreement to promote the destination and the Oregon Convention Center in a very comprehensive and professional manner.

**Fiscal Impact:** MERC Commission approves the annual contract amount for this Agreement during the budget process based upon the Travel Portland Program of Work and Annual Sales Plan Submittals. The current FY 09-10 budget for this Agreement is \$3,037,090, including annual contributions from VDI as part of the funding of the Sales Marketing and Convention Services efforts. The MERC Commission has recommended a FY 10-11 budget for approval to the Metro Council. This recommended FY 10-11 budget includes \$3,037,090 for continuation of the sale and marketing services by Travel Portland next fiscal year. It is anticipated that Metro Council will take action to approve its FY 10-11 budget on April 29, 2010 with final adoption expected June 17, 2010.

**Recommendation:** Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution 10-08, to approve the second, two-year extension of the National Sales, Marketing and Convention Services Agreement with Travel Portland and authorizes the MERC Interim General Manager to execute the Addendum necessary to exercise the second extension option of this Agreement.

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 10-09**

**For the purpose of approving and transmitting budget amendments to the MERC Fund for fiscal year 2010-11.**

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 2010-11 budgets for the MERC Fund; and

**BE IT THEREFORE RESOLVED** that the Metropolitan Exposition Recreation Commission approves and transmits to the Metro Council the following budget amendments, attached as Exhibit A, for the fiscal year beginning July 1, 2010 and ending June 30, 2011 to be included in the total Metro budget.

Passed by the Commission on May 5, 2010

\_\_\_\_\_  
Chair

Approved as to Form:  
Daniel B. Cooper, Metro Attorney

By: \_\_\_\_\_  
Nathan A. Schwartz Sykes  
Senior Attorney

\_\_\_\_\_  
Secretary-Treasurer

## MERC Staff Report

**Agenda Item/Issue:** For the purpose of approving and transmitting budget amendments to the MERC Fund for fiscal year 2010-11.

**Resolution No.:** 10-09

**Presented By:** Cynthia Hill

**Date:** May 5, 2009

### **Background and Analysis:**

The MERC Budget was approved by Metro Council on April 29<sup>th</sup> and submitted to Tax Supervising and Conservation Commission (TSCC). Metro Council will adopt a final budget on June 17<sup>th</sup>. The attached amendments request carry over funding for capital projects; the reinstatement of .40 fte Event Manager position at the Oregon Convention Center (OCC) with hour determined by the event schedule and funding for a proposed reorganization of the OCC operations department.

## Summary of Exhibit A

### **Revenue**

- OCC reduce revenue City Lease for the DA Office (33,500)
- OCC Grant Revenue Lighting Project (ARRA Federal) 235,063
- OCC BETC Credits Lighting Project 259,500
- OCC ETO Rebates Lighting Project 131,728
- PCPA Friends of PCPA Donation 89,000

**Total Revenue** **681,791**

**Beginning Fund Balance Increase for OCC Capital Carry-over** **530,354**

**Ending Balance Unappropriated for OCC Priorities (decrease)** **60,446**

**Total Resources** **1,272,591**

### **Expenditures**

- OCC Operations proposed reorganization (subject to HR review) 17,008
- Reinstated part time Event Manager (hourly as event schedule requires) 14,949
- Reduce Event Services Goods & Services (5,000)
- Carry over projects:
  - OCC Lighting Project 751,645
  - OCC Moveable Air Wall Project 340,000
  - Oregon Convention Center Retro Commissioning 65,000
  - PCPA Chiller Replacement at Hatfield Hall 89,000

**Total Expenditures** **1,272,591**

### **Fiscal Impact:**

|                                 |         |
|---------------------------------|---------|
| Decrease Ending Fund Balance    | 60,446  |
| Increase Beginning Fund Balance | 530,354 |

**Attachments to Resolution and/or Staff Report:**

“Exhibit A” budget amendment documents for submission to Metro Council for inclusion in the FY 2010-11 Adopted Budget.

**Recommendation:** Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution No. 10-09 **For the purpose of approving and transmitting budget amendments to the MERC Fund for fiscal year 2010-11.**



| Carry-over for FP Use Only |   |
|----------------------------|---|
| Org Unit                   | # |
|                            |   |

**AMENDMENT TO FY 2010-11 BUDGET**

**CENTER/SERVICE:** Visitor Venues MERC Fund

**DATE:** May 5, 2010

**DRAFTED BY :** Cynthia Hill

|                                                 |                                                     |                                                |
|-------------------------------------------------|-----------------------------------------------------|------------------------------------------------|
| Type of Amendment:                              | Amendment to:                                       | Purpose:                                       |
| Technical <input type="checkbox"/>              | Proposed Budget <input type="checkbox"/>            | Operating <input checked="" type="checkbox"/>  |
| Substantive <input checked="" type="checkbox"/> | Approved Budget <input checked="" type="checkbox"/> | Capital Project <input type="checkbox"/>       |
|                                                 |                                                     | Renewal & Replacement <input type="checkbox"/> |

**PROPOSED AMENDMENT:**

- 1) The Oregon Convention Center (OCC) proposes a decrease of \$33,500 rental revenue. The City of Portland District Attorneys Office will not extend office space lease beyond June 30, 2010.
- 2) OCC Event Services department proposes to reinstate a part-time event manager position to provide appropriate service levels based on the event schedule. The total cost of \$14,938 is funded by a \$5,000 reduction of expenditures in the Event Services department with the remaining \$9,938 coming from unappropriated fund balance.
- 3) This request proposes the reclassification of four positions at the Oregon Convention Center to better align work related areas to the proper management need and recognize a change in duties. Estimated cost is \$17,009 with total from the Unappropriated Fund Balance.

| Org Unit            | Fund            | Line Items |                            |          |
|---------------------|-----------------|------------|----------------------------|----------|
|                     |                 | Acct #     | Account Title              | Amount   |
| <b>Resources</b>    | MERC Fund (555) |            |                            |          |
|                     |                 | 4510       | Rentals                    | (33,500) |
| <b>Requirements</b> | MERC Fund (555) | 5010       | Regular Full Time Employee | 13,027   |
|                     |                 | 5025       | Regular Part Time Employee | 12,385   |
|                     |                 | 5030       | Temporary Employee         | (600)    |
|                     |                 | 5089       | Salary Adjustment          | 391      |
|                     |                 | 5100       | Fringe Benefits            | 4,474    |
|                     |                 | 5190       | PERS Bond Recovery         | 757      |
|                     |                 | 5201       | Office Supplies            | (4,500)  |
|                     |                 | 5280       | Other Purchased Services   | (500)    |
|                     |                 | 5990       | PERS Reserve               | 1,512    |
|                     |                 |            | Total Requirements         | 26,946   |
|                     | MERC Fund (555) | 5990       | Ending Fund Balance        | (60,446) |

**PROGRAM/STAFFING IMPACTS:**

This amendment adjusts revenue to reflect the loss of office space lease and the reinstatement of Event Services Regular Part time hours to staff the event schedule. Increase personal services for potential salary adjustments resulting from the OCC Operation department re-organization pending review by Metro HR.

**ARGUMENTS IN FAVOR OF THE PROPOSED AMENDMENT**

This amendment represents new information since the proposed budget.

**OPTIONS FOR FUNDING THIS AMENDMENT**

This amendment is funded from unappropriated ending fund balance \$60,446

| Carry-over for FP Use Only |   |
|----------------------------|---|
| Org Unit                   | # |
|                            |   |

**AMENDMENT TO FY 2010-11 BUDGET**

**CENTER/SERVICE:** MERC Fund Venues

**DATE:** May 5, 2010

**DRAFTED BY :** Cynthia Hill

|                                               |                                                     |                                                     |
|-----------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|
| Type of Amendment:                            | Amendment to:                                       | Purpose:                                            |
| Technical <input checked="" type="checkbox"/> | Proposed Budget <input type="checkbox"/>            | Operating <input type="checkbox"/>                  |
| Substantive <input type="checkbox"/>          | Approved Budget <input checked="" type="checkbox"/> | Capital Project <input checked="" type="checkbox"/> |
|                                               |                                                     | Renewal & Replacement <input type="checkbox"/>      |

**PROPOSED AMENDMENT: *Capital Carry-over***

This amendment requests carry-over for four capital projects with

| Org Unit            | Fund            | Line Items |                                                    |             |
|---------------------|-----------------|------------|----------------------------------------------------|-------------|
|                     |                 | Acct #     | Account Title                                      | Amount      |
| <b>Resources</b>    | MERC Fund (555) | 3500       | Beginning Fund Balance                             | \$530,354   |
|                     |                 | 4105       | Federal Grant Indirect (SEP Grant)                 | 235,063     |
|                     |                 | 4110       | State Grant - Direct (Business Energy Tax Credits) | 259,500     |
|                     |                 | 4115       | State Grant Indirect - (Energy Trust of Oregon)    | 131,728     |
|                     |                 | 4750       | Donations & Bequests                               | 89,000      |
| <b>Requirements</b> | MERC Fund (555) |            |                                                    |             |
|                     |                 | 5720       | Building and Related                               | \$1,245,645 |

**PROGRAM/STAFFING IMPACTS:** Continuation of four capital projects

| PROJECT                                      | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | AMOUNT      |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| OCC Lighting                                 | The lighting project replaces higher wattage light fixtures and ballasts with energy efficient fixtures and ballasts that will save OCC about \$75,000-\$80,000 a year on the electric bill, reduce labor to replace fixtures as the new fixture have a longer life and will leverage a \$235,000 grant OCC received from the Oregon Department of Energy which allows for this entire \$751,645 project to be done in one year instead of over two fiscal years. The Oregon Convention Center will apply for additional funding from the Business Energy Tax Credit (BETC) program and Utility Incentives (ETO). Scope of work development and solicitation in process. | \$751,645   |
| OCC Air Walls Retrofit                       | This is year one of a two year project. Repair all rollers, track mechanisms, bearings, foot closures and wall coverings to make sure all walls operate properly and efficiently as designed. We are targeting the original side of the facility Air Wall systems that include Exhibit Halls A and A1, Oregon Ballroom, A,B,C Meeting Rooms. Contract executed in April 2010.                                                                                                                                                                                                                                                                                            | 340,000     |
| OCC Retro Commissioning (LEED )              | LEED requirements to re-commission all mechanical systems in a five year period. Increased equipment efficiency and energy cost reduction by fine tuning all mechanical systems. Contract executed in April 2010.                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 65,000      |
| Antoinette Hatfield Hall Chiller Replacement | The chiller is experiencing minor failures with the potential it may suffer a catastrophic failure during the summer event season. Project funded from a donation from the Friends of the Portland Center for Performing Arts. Chiller Assessment in process.                                                                                                                                                                                                                                                                                                                                                                                                            | 89,000      |
|                                              | Total Carry over projects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$1,245,645 |

**ARGUMENTS IN FAVOR OF THE PROPOSED AMENDMENT**

N/A

**OPTIONS FOR FUNDING THIS AMENDMENT**

N/A