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# **MERC Commission Meeting**

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January 8, 2020  
12:30 pm

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Brunish Theatre  
1111 SW Broadway

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# Metro respects civil rights

Metro fully complies with Title VI of the Civil Rights Act of 1964 and related statutes that ban discrimination. If any person believes they have been discriminated against regarding the receipt of benefits or services because of race, color, national origin, sex, age or disability, they have the right to file a complaint with Metro. For information on Metro's civil rights program, or to obtain a discrimination complaint form, visit [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights) or call 503-813-7514. Metro provides services or accommodations upon request to persons with disabilities and people who need an interpreter at public meetings. If you need a sign language interpreter, communication aid or language assistance, call 503-797-1890 or TDD/TTY 503-797-1804 (8 a.m. to 5 p.m. weekdays) 5 business days before the meeting. All Metro meetings are wheelchair accessible. For up-to-date public transportation information, visit TriMet's website at [www.trimet.org](http://www.trimet.org).

## Thông báo về sự Metro không kỳ thị của

Metro tôn trọng dân quyền. Muốn biết thêm thông tin về chương trình dân quyền của Metro, hoặc muốn lấy đơn khiếu nại về sự kỳ thị, xin xem trong [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Nếu quý vị cần thông dịch viên ra dấu bằng tay, trợ giúp về tiếp xúc hay ngôn ngữ, xin gọi số 503-797-1890 (từ 8 giờ sáng đến 5 giờ chiều vào những ngày thường) trước buổi họp 5 ngày làm việc.

## Повідомлення Metro про заборону дискримінації

Metro з повагою ставиться до громадянських прав. Для отримання інформації про програму Metro із захисту громадянських прав або форми скарги про дискримінацію відвідайте сайт [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights) або Якщо вам потрібен перекладач на зборах, для задоволення вашого запиту зателефонуйте за номером 503-797-1890 з 8.00 до 17.00 у робочі дні за п'ять робочих днів до зборів.

## Metro 的不歧视公告

尊重民權。欲瞭解Metro民權計畫的詳情，或獲取歧視投訴表，請瀏覽網站 [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights)。如果您需要口譯方可參加公共會議，請在會議召開前5個營業日撥打503-797-1890（工作日上午8點至下午5點），以便我們滿足您的要求。

## Ogeysiiska takooris la'aanta ee Metro

Metro waxay ixtiraamtaa xuquuqda madaniga. Si aad u heshid macluumaad ku saabsan barnaamijka xuquuqda madaniga ee Metro, ama aad u heshid warqadda ka cabashada takoorista, booqo [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Haddii aad u baahan tahay turjubaan si aad uga qaybqaadatid kullan dadweyne, wac 503-797-1890 (8 gallinka hore illaa 5 gallinka dambe maalmaha shaqada) shan maalmo shaqa ka hor kullanka si loo tixgaliyo codsashadaada.

## Metro의 차별 금지 관련 통지서

Metro의 시민권 프로그램에 대한 정보 또는 차별 항의서 양식을 얻으려면, 또는 차별에 대한 불만을 신고 할 수 [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). 당신의 언어 지원이 필요한 경우, 회의에 앞서 5 영업일 (오후 5시 주중에 오전 8시) 503-797-1890를 호출합니다.

## Metroの差別禁止通知

Metroでは公民権を尊重しています。Metroの公民権プログラムに関する情報について、または差別苦情フォームを入手するには、[www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights)。までお電話ください公開会議で言語通訳を必要とされる方は、Metroがご要請に対応できるよう、公開会議の5営業日前までに503-797-1890（平日午前8時～午後5時）までお電話ください。

**ការម** Metro  
ការគោរពសិទ្ធិពលរដ្ឋរបស់ ១ សំរាប់ព័ត៌មានអំពីកម្មវិធីសិទ្ធិពលរដ្ឋរបស់ Metro  
ឬដើម្បីទទួលបានក្បួនបណ្តឹង រើសអើងសូមចូលទស្សនាគេហទំព័រ  
[www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights)  
បើលោកអ្នកត្រូវការអនុបកប្រែភាសានៅពេលអង្គ  
បុណ្យសាធារណៈ សូមទូរស័ព្ទលេខ 503-797-1890 (ម៉ោង 8 រឺក្នុងម៉ោង 5 ល្ងាច  
ថ្ងៃអាទិត្យ) ប្រាំពីរថ្ងៃ  
ថ្ងៃមុន មុនថ្ងៃបុណ្យសាធារណៈ ឲ្យគេសម្រួលតាមសំណើរបស់លោកអ្នក

## إشعار بامتثال Metro من

إشعار بامتثال Metro لحقوق وقلالمذنية. للمزيد من المعلومات حول برنامج Metro لحقوق وقلالمذنية أو لإبداء شكوى خالته ميميزي رجي زيارة الموقع الإلكتروني [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). إن كنت بحاجة إلى مساعدة في اللغة، ي ج ب ع ل ي ك الاتصال مقدم ب ر ق ل ه ا ت ف 503-797-1890 من الساعة 8 صباحاً حتى الساعة 5 مساءً، أيام الاثنين إلى الجمعة قبل خمسة ( ) أيام عمل من موعد الاجتماع.

Paunawa ng Metro sa kawalan ng diskriminasyon Iginagalang ng Metro ang mga karapatang sibil. Para sa impormasyon tungkol sa programa ng Metro sa mga karapatang sibil, o upang makakuha ng porma ng reklamo sa diskriminasyon, bisitahin ang [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Kung kailangan ninyo ng interpreter ng wika sa isang pampublikong pulong, tumawag sa 503-797-1890 (8 a.m. hanggang 5 p.m. Lunes hanggang Biyernes) lima araw ng trabaho bago ang pulong upang mapagbigyan ang inyong kahilingan. Notificación de no discriminación de Metro.

## Notificación de no discriminación de Metro

Metro respeta los derechos civiles. Para obtener información sobre el programa de derechos civiles de Metro o para obtener un formulario de reclamo por discriminación, ingrese a [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Si necesita asistencia con el idioma, llame al 503-797-1890 (de 8:00 a. m. a 5:00 p. m. los días de semana) 5 días laborales antes de la asamblea.

## Уведомление о недопущении дискриминации от Metro

Metro уважает гражданские права. Узнать о программе Metro по соблюдению гражданских прав и получить форму жалобы о дискриминации можно на веб-сайте [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Если вам нужен переводчик на общественном собрании, оставьте свой запрос, позвонив по номеру 503-797-1890 в рабочие дни с 8:00 до 17:00 и за пять рабочих дней до даты собрания.

## Avizul Metro privind nediscriminarea

Metro respectă drepturile civile. Pentru informații cu privire la programul Metro pentru drepturi civile sau pentru a obține un formular de reclamație împotriva discriminării, vizitați [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Dacă aveți nevoie de un interpret de limbă la o ședință publică, sunați la 503-797-1890 (între orele 8 și 5, în timpul zilelor lucrătoare) cu cinci zile lucrătoare înainte de ședință, pentru a putea să vă răspunde în mod favorabil la cerere.

## Metro txoj kev ntxub ntxaug daim ntawv ceeb toom

Metro tributes cai. Rau cov lus qhia txog Metro txoj cai kev pab, los yog kom sau ib daim ntawv tsis txaus siab, mus saib [www.oregonmetro.gov/civilrights](http://www.oregonmetro.gov/civilrights). Yog hais tias koj xav tau lus kev pab, hu rau 503-797-1890 (8 teev sawv ntxov txog 5 teev tsaus ntuj weekdays) 5 hnub ua hauj lw m ua nte j tawm lub rooj sib tham.



Karis Stoudamire-Phillips  
Chair

John Erickson  
Vice chair

Deidra Krys-Rusoff  
Secretary-treasurer

Damien Hall

Ray Leary

Dañel Malán

Deanna Palm

## Meeting Agenda

January 8, 2020  
12:30 to 2:30 p.m.  
Brunish Theatre

- |                   |   |
|-------------------|---|
| <b>12:30 p.m.</b> | <b>Call to Order and Roll Call</b>  |
| <b>12:35</b>      | <b>Citizen Communication</b>  |
| <b>12:40</b>      | <b>Commission / Council Liaison Communications</b>  |
| <b>12:45</b>      | <b>General Manager Communications</b><br>Scott Cruickshank  |
| <b>12:50</b>      | <b>Financial Report</b><br>Annie Wilson   |
| <b>12:55</b>      | <b>Venue Business Reports</b><br>Craig Stroud, Matthew P. Rotchford, Robyn Williams   |
| <b>1:15</b>       | <b>Consent Agenda</b> <ul style="list-style-type: none"><li>Record of MERC Actions, November 6, 2019</li></ul>                            |
| <b>1:20</b>       | <b>Travel Portland Quarterly Report</b><br>Steve Faulstick  |
| <b>1:45</b>       | <b>Aramark Quarterly Report</b><br>Dave Woodman, Lindsay Pearson and Diane Marshall   |
| <b>2:05</b>       | <b>Executive Session: To consider information or records that are exempt by law from public inspection pursuant to ORS 192.660(2)(f).</b> |

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# **MERC Commission Meeting**

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January 8, 2020  
12:30 pm

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Financial Report

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# Metropolitan Exposition Recreation Commission

## Memorandum

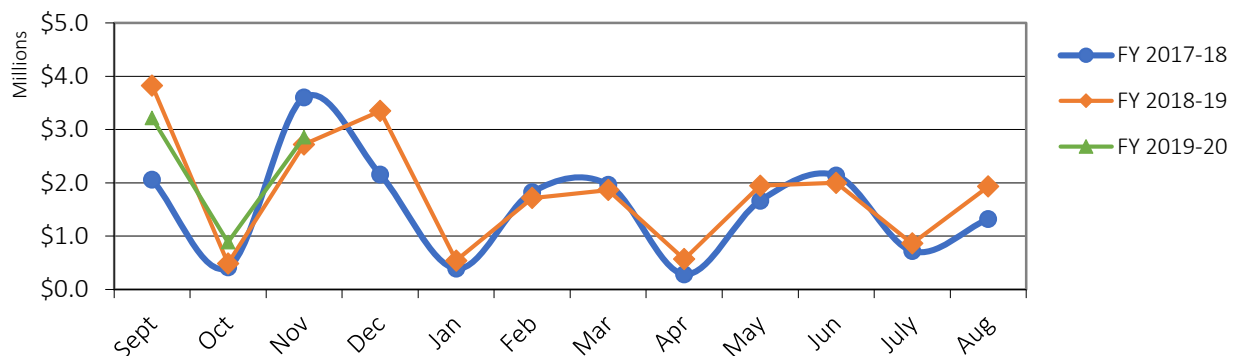
Date: January 8, 2020  
 To: Commissioner Karis Stoudamire-Phillips, Chair  
 Commissioner John Erickson, Vice Chair  
 Commissioner Deidra Kryz-Rusoff, Secretary-Treasurer  
 Commissioner Damien Hall  
 Commissioner Ray Leary  
 Commissioner Dañel Malán  
 Commissioner Deanna Palm  
 From: Rachael Lembo – MERC Finance Manager  
 Subject: November 2019 Financial Update

### Transient Lodging Tax

Total November collections were up \$135 thousand, or 5% from prior year.

Metro TLT Excise Tax receipts	FY2018-19	FY2019-20	\$ Var	% Var
November	2,722,387	2,857,557	135,169	5%
YTD	7,035,453	6,962,532	(72,921)	-1%

Year-to-date collections are down \$73 thousand, or -1% over prior year. This was expected as the first TLT payment of FY 2018-19 was significantly higher than historical first payments. In the prior year, the high September payment was due to a number of operators whose payments were received by the City a month later than previous years. When combined, the August through November 2018 payments totaled \$8.4 million while the August through November 2019 payments totaled \$8.9 million. The difference is \$534 thousand, or 6%, higher in the 2019 four-month period.



### Upcoming Large Procurements

There are no upcoming large procurements.

### FY 2020-21 Budget Update

MERC kicked off the FY 2020-21 budget season with the budget retreat in November. Staff are now busy developing the detailed budgets for next year. The Budget Committee will meet in January and February to review the capital and operating budgets, and the full budget will be presented to the Commission at the March meeting.

### Capital Projects

To date, the venues have spent over \$13.5 million on capital projects. Major projects in progress or completed include:

Project	Status	FY 2019-20 YTD Capital Spending
OCC Renovation	In progress	\$6,970,677
OCC Chair Replacement	Complete	\$2,281,956
Antoinette Hatfield Hall Roof	In progress	\$1,474,840
Keller Chiller	In Progress	\$702,404
Expo Lower Parking Lot 1	Design	\$12,655
Expo Website Update	In progress	\$9,750

	FY 2019-20 YTD Total Capital Spending	FY 2019-20 Amended Capital Budget	FY 2019-20 YTD % Budget Spent
<b>OCC</b>	\$10,811,543	\$18,479,000	59%
<b>P5</b>	\$2,729,148	\$9,137,000	30%
<b>Expo</b>	\$33,688	\$1,326,000	3%
<b>MERC Total</b>	\$13,574,379	\$28,942,000	47%

### Oregon Convention Center

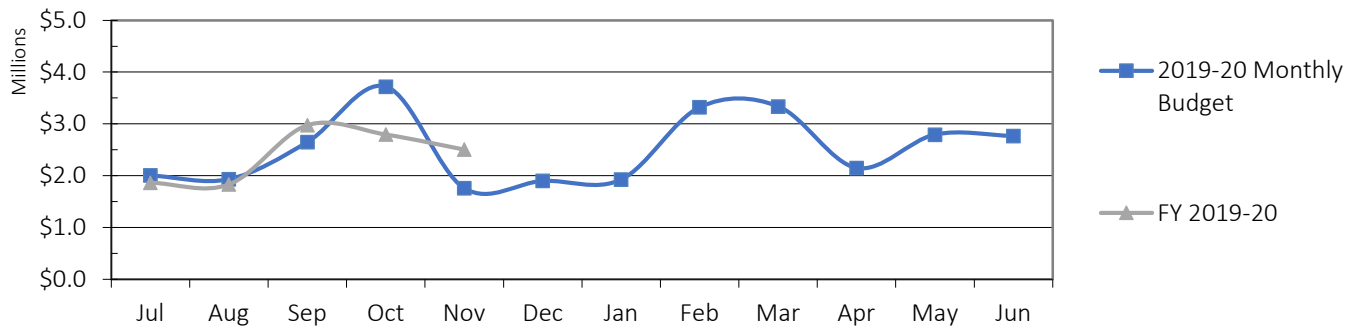
November event revenues were just over \$2.5 million, driven by the 2019 International Dyslexia Association Annual Conference and Kumoricon 2019. Food and beverage had over \$1.3 million in revenue. The November F&B margin was 27%. Monthly operating revenues are above the expected amount based on the FY 2019-20 budget. YTD event revenues are at 40% of the annual budget. Operating expenses are at 36% of the annual budget.

	2019-20		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin \$	Margin %
<b>November</b>	50	50,000	51	45,000	<b>November</b>	\$1,317,000	\$360,000 27%
<b>YTD</b>	205	250,000	216	225,000	<b>YTD</b>	6,601,000	1,458,000 22%
					<b>Budget</b>	16,341,000	3,629,000 22%

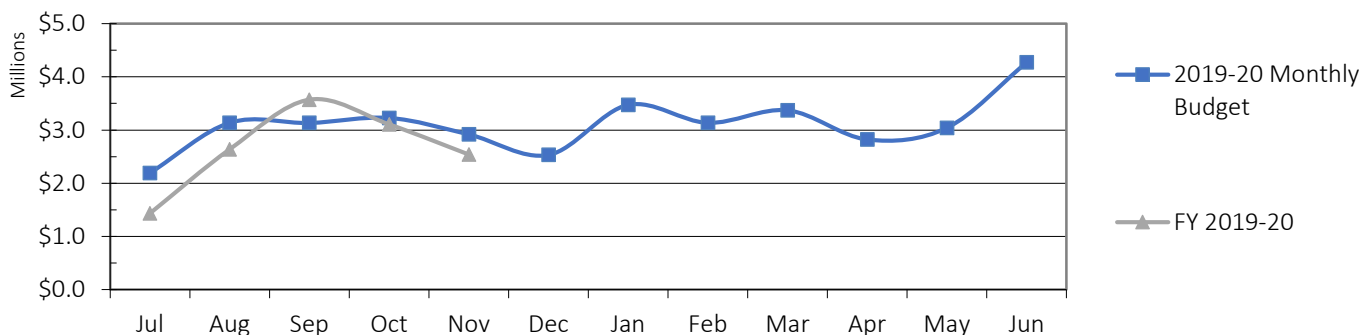
Highest Grossing Events	Current Month* Event Revenue	% of Event Revenue
2019 International Dyslexia Association Annual Conference	348,414	14%
Kumoricon 2019	280,012	11%
ASM – ISTFA 2019	199,267	8%
Hoffman OM and Superintendent Meeting and Annual Meeting and Dinner	182,250	7%
All Other Events	1,492,856	60%
<b>Total Event Revenues</b>	<b>\$2,502,779</b>	<b>100%</b>

\*Note: If an event spans multiple months only revenue from the current month is shown here.

### OCC Event Revenues: Charges for Services and Food & Beverage



### OCC Operating Expenses: Personnel, Materials & Services and Food & Beverage



**Portland's 5 Centers for the Arts**

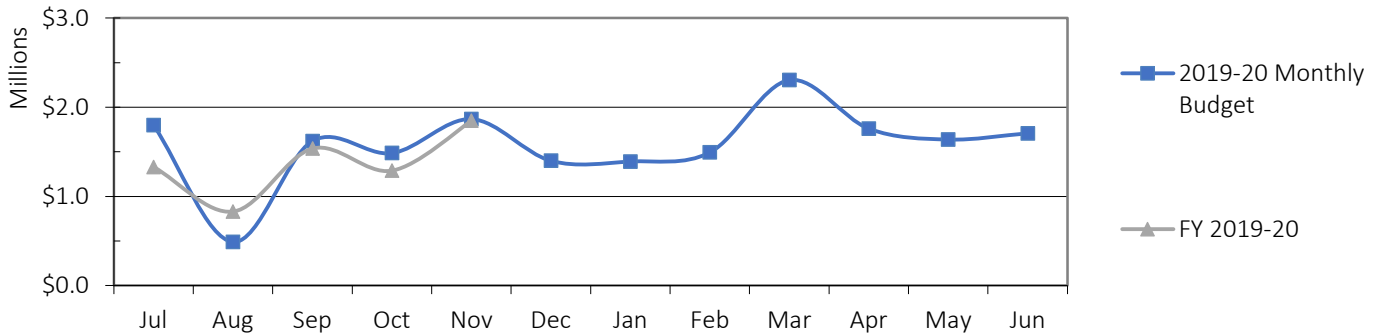
November event revenues were over \$1.8 million, driven by performances of Miss Saigon and Portland's Singing Christmas Tree. Food and beverage had over \$320 thousand in revenue. The November F&B margin was 27%. Monthly operating revenues are at the expected amount based on the FY 2019-20 budget. YTD event revenues are at 36% of the annual budget. Operating expenses are at 35% of the annual budget.

	2019-20		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin \$	Margin %
<b>November</b>	91	91,000	99	95,000	\$321,000	\$87,000	27%
<b>YTD</b>	322	310,000	321	305,000	1,443,000	390,000	27%
<b>Budget</b>					3,803,000	1,000,000	26%

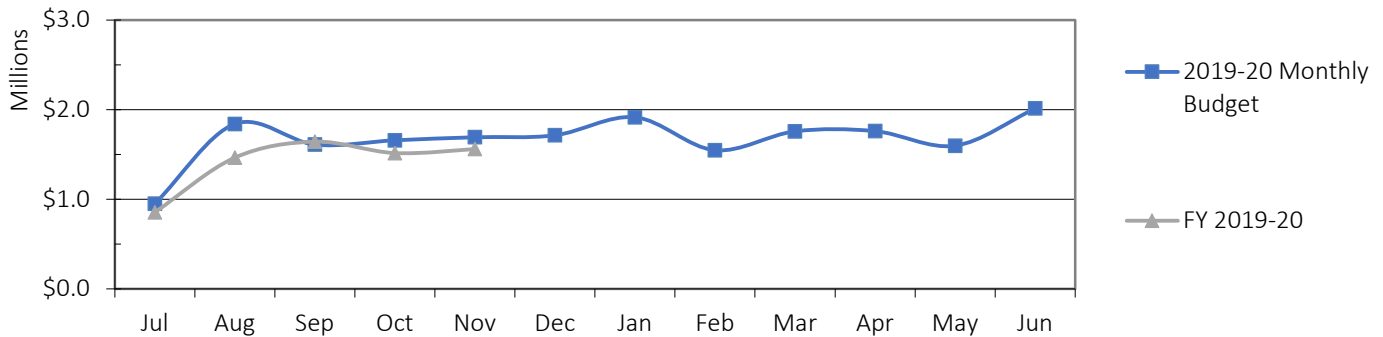
Highest Grossing Events	Current Month* Event Revenue	% of Event Revenue
Miss Saigon	\$315,449	17%
Portland's Singing Christmas Tree	174,081	9%
Frozen	108,902	6%
Classical #6 - Sibelius' The Tempest	94,915	5%
All other Events	1,152,349	62%
<b>Total Event Revenues</b>	<b>\$1,845,696</b>	<b>100%</b>

\*Note: If an event spans multiple months only revenue from the current month is shown here.

**P5 Event Revenues: Charges for Services and Food & Beverage**



**P5 Operating Expenses: Personnel, Materials & Services and Food & Beverage**





### Portland Expo Center

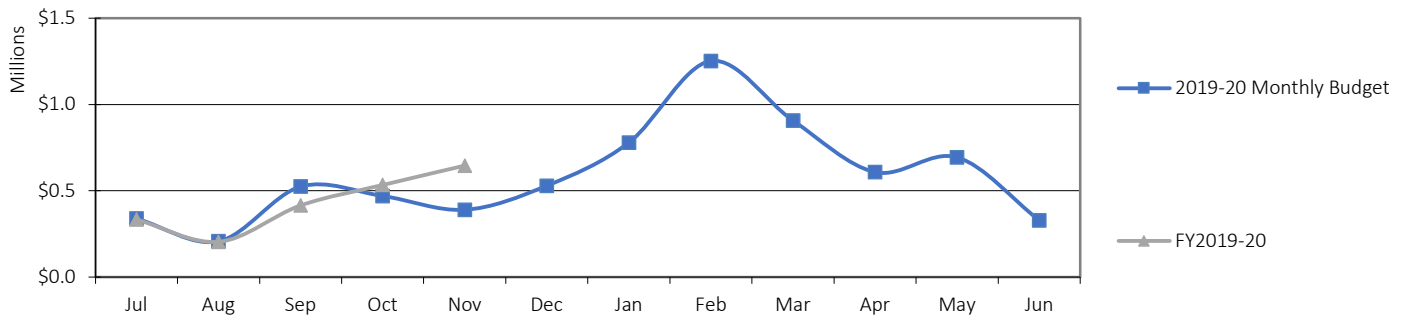
November event revenues were just under \$650 thousand, driven by the Portland Metro RV Dealers Present the Fall RV Show of Shows and America’s Largest Christmas Bazaar. Food and beverage revenues exceeded \$172 thousand. The November F&B margin was 11%, the first positive monthly margin of the year. While the YTD margin is still negative that is not uncommon during the slower months, and is expected to improve in the third quarter. However, it is likely that Expo’s year-end margin will be more comparable to last year, 11%, rather than the 18% budgeted. Monthly operating revenues are above the expected amount based on the FY 2019-20 budget. YTD event revenues are at 30% of the annual budget. Operating expenses are at 33% of the annual budget.

	2019-20		3-year average		Food & Beverage		
	Events	Attendance	Events	Attendance	Revenue	Margin \$	Margin %
<b>November</b>	13	25,000	8	30,000	\$172,000	\$19,000	11%
<b>YTD</b>	60	105,000	49	125,000	498,000	-74,000	-15%
<b>Budget</b>					2,252,000	403,000	18%

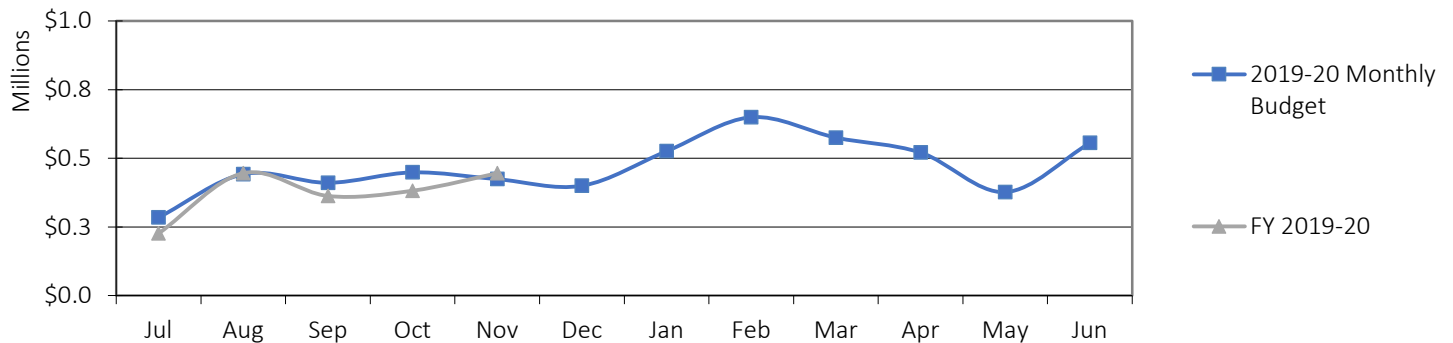
Highest Grossing Events	Current Month* Event Revenue	% of Event Revenue
Portland Metro RV Dealers Present the Fall RV Show of Shows	\$194,497	30%
America’s Largest Christmas Bazaar	155,503	24%
Portland Skifever and Snowboard Show	82,393	13%
Stampin’ Up	62,574	10%
All other Events	150,389	23%
<b>Total Event Revenues</b>	<b>\$645,356</b>	<b>100%</b>

\*Note: If an event spans multiple months only revenue from the current month is shown here.

### Expo Event Revenues: Charges for Services and Food & Beverage



### Expo Operating Expenses: Personnel, Materials & Services and Food & Beverage



# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

All Venues

November 2019

	Prior Year Month Actual	Current Month Actual	Prior Year to Date Actual	Current Year to Date Actuals	% of Prior Year to Date	Current Year Budget	% of Annual Budget
<b>Operations</b>							
Charges for Services	2,882,435	3,188,975	12,748,366	12,404,089	97.3%	33,858,179	36.6%
Food and Beverage Revenue	1,479,041	1,810,135	9,444,134	8,541,429	90.4%	22,397,170	38.1%
Local Government Shared Revenues	2,975,700	2,857,557	7,035,453	6,962,532	99.0%	17,037,835	40.9%
Contributions from Governments	-	-	-	-		948,786	0.0%
Contributions from Private Sources	-	-	-	-		125,000	0.0%
Grants	-	1,000	-	5,200		-	
Interest Earnings	110,349	79,497	457,347	429,690	94.0%	660,000	65.1%
Miscellaneous Revenue	14,538	10,371	43,103	59,438	137.9%	140,478	42.3%
Transfers-R	106,699	110,807	533,494	554,034	103.9%	1,329,685	41.7%
<b>Total Revenues</b>	<b>7,568,762</b>	<b>8,058,341</b>	<b>30,261,896</b>	<b>28,956,412</b>	<b>95.7%</b>	<b>76,497,133</b>	<b>37.9%</b>
Personnel Services	1,791,530	1,919,563	8,231,761	8,753,747	106.3%	25,437,867	34.4%
Materials and Services	1,689,914	1,358,845	7,253,228	7,044,659	97.1%	21,442,878	32.9%
Food & Beverage Services	1,360,492	1,343,861	6,909,350	6,766,082	97.9%	17,365,031	39.0%
Management Fee	195,093	206,784	975,463	1,033,920	106.0%	2,481,407	41.7%
Transfers-E	1,420,430	1,496,056	4,086,801	3,667,979	89.8%	7,534,520	48.7%
<b>Total Expenditures</b>	<b>6,457,459</b>	<b>6,325,109</b>	<b>27,456,603</b>	<b>27,266,386</b>	<b>99.3%</b>	<b>74,261,703</b>	<b>36.7%</b>
<b>Net Operations</b>	<b>1,111,303</b>	<b>1,733,232</b>	<b>2,805,293</b>	<b>1,690,026</b>		<b>2,235,430</b>	
Food & Beverage Margin \$	118,548	466,274	2,534,783	1,775,347		5,032,139	
Food & Beverage Margin %	8%	26%	27%	21%		22%	
<b>Capital</b>							
Total Revenues	-	40,000	-	40,000		11,434,540	0.3%
Total Expenditures	4,564,875	1,775,117	7,157,860	13,244,707	185.0%	29,710,862	44.6%
<b>Net Capital</b>	<b>(4,564,875)</b>	<b>(1,735,117)</b>	<b>(7,157,860)</b>	<b>(13,204,707)</b>		<b>(18,276,322)</b>	
<b>Change in Fund Balance</b>	<b>(3,453,573)</b>	<b>(1,885)</b>	<b>(4,352,567)</b>	<b>(11,514,680)</b>		<b>(16,040,892)</b>	
<b>Ending Fund Balance</b>			<b>56,969,757</b>	<b>29,853,735</b>			

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Oregon Convention Center

November 2019

	Prior Year Month Actual	Current Month Actual	Prior Year to Date Actual	Current Year to Date Actuals	% of Prior Year to Date	Current Year Budget	% of Annual Budget
<b>Operations</b>							
Charges for Services	997,947	1,188,645	6,000,164	5,374,636	89.6%	13,932,018	38.6%
Food and Beverage Revenue	1,073,113	1,316,733	7,512,138	6,601,218	87.9%	16,341,351	40.4%
Local Government Shared Revenues	2,661,611	2,563,660	6,292,851	6,246,443	99.3%	14,877,000	42.0%
Grants	-	1,000	-	5,200	-	-	-
Interest Earnings	68,198	26,978	251,912	156,754	62.2%	200,000	78.4%
Miscellaneous Revenue	6,140	7,990	28,697	44,245	154.2%	17,828	248.2%
<b>Total Revenues</b>	<b>4,807,009</b>	<b>5,105,006</b>	<b>20,085,762</b>	<b>18,428,496</b>	<b>91.7%</b>	<b>45,368,197</b>	<b>40.6%</b>
Personnel Services	931,984	967,347	4,391,067	4,522,557	103.0%	13,151,217	34.4%
Materials and Services	815,395	614,732	3,491,709	3,620,285	103.7%	11,397,440	31.8%
Food & Beverage Services	1,031,562	956,329	5,331,414	5,142,765	96.5%	12,712,317	40.5%
Management Fee	156,487	164,307	782,433	821,535	105.0%	1,971,684	41.7%
Transfers-E	285,426	311,530	2,147,080	1,557,651	72.5%	3,738,349	41.7%
<b>Total Expenditures</b>	<b>3,220,853</b>	<b>3,014,245</b>	<b>16,143,702</b>	<b>15,664,793</b>	<b>97.0%</b>	<b>42,971,007</b>	<b>36.5%</b>
<b>Net Operations</b>	<b>1,586,155</b>	<b>2,090,761</b>	<b>3,942,059</b>	<b>2,763,703</b>		<b>2,397,190</b>	
Food & Beverage Margin \$	41,551	360,404	2,180,724	1,458,453		3,629,034	
Food & Beverage Margin %	4%	27%	29%	22%		22%	
<b>Capital</b>							
Total Revenues	-	-	-	-		6,759,359	0.0%
Total Expenditures	4,152,404	1,321,406	5,136,205	10,478,485	204.0%	18,889,350	55.5%
<b>Net Capital</b>	<b>(4,152,404)</b>	<b>(1,321,406)</b>	<b>(5,136,205)</b>	<b>(10,478,485)</b>		<b>(12,129,991)</b>	
<b>Change in Fund Balance</b>	<b>(2,566,248)</b>	<b>769,356</b>	<b>(1,194,146)</b>	<b>(7,714,781)</b>		<b>(9,732,801)</b>	
<b>Ending Fund Balance</b>			<b>38,179,465</b>	<b>10,760,573</b>			

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland's Centers for the Arts

November 2019

	Prior Year Month Actual	Current Month Actual	Prior Year to Date Actual	Current Year to Date Actuals	% of Prior Year to Date	Current Year Budget	% of Annual Budget
<b>Operations</b>							
Charges for Services	1,346,254	1,526,852	5,100,026	5,394,280	105.8%	15,148,714	35.6%
Food and Beverage Revenue	254,723	320,961	1,377,999	1,442,575	104.7%	3,803,468	37.9%
Local Government Shared Revenues	314,089	293,896	742,601	716,088	96.4%	2,160,835	33.1%
Contributions from Governments	-	-	-	-		948,786	0.0%
Contributions from Private Sources	-	-	-	-		125,000	0.0%
Interest Earnings	24,826	32,775	141,090	183,220	129.9%	237,500	77.1%
Miscellaneous Revenue	7,326	(990)	7,527	6,696	89.0%	80,650	8.3%
Transfers-R	-	-	-	-		-	
<b>Total Revenues</b>	<b>1,947,218</b>	<b>2,173,494</b>	<b>7,369,243</b>	<b>7,742,859</b>	<b>105.1%</b>	<b>22,504,953</b>	<b>34.4%</b>
Personnel Services	663,102	740,534	2,925,661	3,275,196	111.9%	9,416,654	34.8%
Materials and Services	726,902	585,435	3,124,734	2,708,385	86.7%	7,917,509	34.2%
Food & Beverage Services	175,662	234,101	1,017,121	1,052,101	103.4%	2,803,246	37.5%
Transfers-E	137,260	160,869	686,301	804,343	117.2%	1,930,419	41.7%
<b>Total Expenditures</b>	<b>1,702,926</b>	<b>1,720,939</b>	<b>7,753,817</b>	<b>7,840,025</b>	<b>101.1%</b>	<b>22,067,828</b>	<b>35.5%</b>
<b>Net Operations</b>	<b>244,292</b>	<b>452,555</b>	<b>(384,574)</b>	<b>(97,165)</b>		<b>437,125</b>	
Food & Beverage Margin \$	79,060	86,860	360,877	390,474		1,000,222	
Food & Beverage Margin %	31%	27%	26%	27%		26%	
<b>Capital</b>							
Total Revenues	-	-	-	-		3,500,000	0.0%
Total Expenditures	311,606	425,387	1,504,229	2,735,622	181.9%	9,331,338	29.3%
<b>Net Capital</b>	<b>(311,606)</b>	<b>(425,387)</b>	<b>(1,504,229)</b>	<b>(2,735,622)</b>		<b>(5,831,338)</b>	
<b>Change in Fund Balance</b>	<b>(67,314)</b>	<b>27,168</b>	<b>(1,888,803)</b>	<b>(2,832,787)</b>		<b>(5,394,213)</b>	
<b>Ending Fund Balance</b>			<b>10,216,043</b>	<b>10,475,078</b>			

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland Expo Center

November 2019

	Prior Year Month Actual	Current Month Actual	Prior Year to Date Actual	Current Year to Date Actuals	% of Prior Year to Date	Current Year Budget	% of Annual Budget
<b>Operations</b>							
Charges for Services	538,235	473,477	1,648,175	1,635,172	99.2%	4,777,447	34.2%
Food and Beverage Revenue	151,205	172,442	553,998	497,636	89.8%	2,252,351	22.1%
Interest Earnings	6,011	6,795	22,455	29,712	132.3%	62,500	47.5%
Miscellaneous Revenue	1,073	3,371	6,879	8,497	123.5%	42,000	20.2%
Transfers-R	33,333	33,333	166,665	166,665	100.0%	400,000	41.7%
<b>Total Revenues</b>	<b>729,856</b>	<b>689,417</b>	<b>2,398,171</b>	<b>2,337,683</b>	<b>97.5%</b>	<b>7,534,298</b>	<b>31.0%</b>
Personnel Services	143,307	158,891	649,536	743,701	114.5%	2,174,718	34.2%
Materials and Services	147,183	133,553	521,118	548,237	105.2%	1,590,904	34.5%
Food & Beverage Services	153,268	153,432	560,815	571,215	101.9%	1,849,468	30.9%
Management Fee	38,606	42,477	193,029	212,385	110.0%	509,723	41.7%
Transfers-E	991,639	1,011,229	1,222,895	1,243,345	101.7%	1,716,121	72.5%
<b>Total Expenditures</b>	<b>1,474,004</b>	<b>1,499,582</b>	<b>3,147,393</b>	<b>3,318,883</b>	<b>105.4%</b>	<b>7,840,934</b>	<b>42.3%</b>
<b>Net Operations</b>	<b>(744,148)</b>	<b>(810,164)</b>	<b>(749,222)</b>	<b>(981,200)</b>		<b>(306,636)</b>	
Food & Beverage Margin \$	(2,063)	19,010	(6,818)	(73,579)		402,883	
Food & Beverage Margin %	-1%	11%	-1%	-15%		18%	
<b>Capital</b>							
Total Revenues	-	40,000	-	40,000		1,175,181	3.4%
Total Expenditures	100,865	28,324	517,425	30,600	5.9%	1,490,174	2.1%
<b>Net Capital</b>	<b>(100,865)</b>	<b>11,676</b>	<b>(517,425)</b>	<b>9,400</b>		<b>(314,993)</b>	
<b>Change in Fund Balance</b>	<b>(845,013)</b>	<b>(798,489)</b>	<b>(1,266,647)</b>	<b>(971,801)</b>		<b>(621,629)</b>	
<b>Ending Fund Balance</b>			<b>1,972,545</b>	<b>2,062,489</b>			

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Administration

November 2019

	Prior Year Month Actual	Current Month Actual	Prior Year to Date Actual	Current Year to Date Actuals	% of Prior Year to Date	Current Year Budget	% of Annual Budget
<b>Operations</b>							
Grants	-	-	-	-		-	
Interest Earnings	11,314	12,950	41,890	60,005	143.2%	160,000	37.5%
Transfers-R	73,366	77,474	366,829	387,369	105.6%	929,685	41.7%
<b>Total Revenues</b>	<b>84,679</b>	<b>90,423</b>	<b>408,719</b>	<b>447,374</b>	<b>109.5%</b>	<b>1,089,685</b>	<b>41.1%</b>
Personnel Services	53,137	52,791	265,497	212,293	80.0%	695,278	30.5%
Materials and Services	434	25,125	115,668	167,752	145.0%	537,025	31.2%
Transfers-E	6,105	12,428	30,525	62,640	205.2%	149,631	41.9%
<b>Total Expenditures</b>	<b>59,677</b>	<b>90,344</b>	<b>411,690</b>	<b>442,685</b>	<b>107.5%</b>	<b>1,381,934</b>	<b>32.0%</b>
<b>Net Operations</b>	<b>25,003</b>	<b>80</b>	<b>(2,971)</b>	<b>4,689</b>		<b>(292,249)</b>	
<b>Capital</b>							
Total Revenues	-	-	-	-			
<b>Change in Fund Balance</b>	<b>25,003</b>	<b>80</b>	<b>(2,971)</b>	<b>4,689</b>		<b>(292,249)</b>	
<b>Ending Fund Balance</b>			<b>6,601,704</b>	<b>6,555,595</b>			

## MERC Food and Beverage Margins

November 2019

	Prior Year Month Actual	Current Month Actual	Prior Year to Date Actual	Current Year to Date	Annual Budget
<b>Convention Center Operating Fund</b>					
Food and Beverage Revenue	1,073,113	1,316,733	7,512,138	6,601,218	16,341,351
Food & Beverage Services	1,031,562	956,329	5,331,414	5,142,765	12,712,317
Food and Beverage Gross Margin	41,551	360,404	2,180,724	1,458,453	3,629,034
Food and Beverage Gross Margin %	3.87%	27.37%	29.03%	22.09%	22.21%
<b>Portland's Centers for the Arts Fund</b>					
Food and Beverage Revenue	254,723	320,961	1,377,999	1,442,575	3,803,468
Food & Beverage Services	175,662	234,101	1,017,121	1,052,101	2,803,246
Food and Beverage Gross Margin	79,060	86,860	360,877	390,474	1,000,222
Food and Beverage Gross Margin %	31.04%	27.06%	26.19%	27.07%	26.30%
<b>Expo Fund</b>					
Food and Beverage Revenue	151,205	172,442	553,998	497,636	2,252,351
Food & Beverage Services	153,268	153,432	560,815	571,215	1,849,468
Food and Beverage Gross Margin	(2,063)	19,010	(6,818)	(73,579)	402,883
Food and Beverage Gross Margin %	-1.36%	11.02%	-1.23%	-14.79%	17.89%
<b>MERC Fund Total</b>					
Food and Beverage Revenue	1,479,041	1,810,135	9,444,134	8,541,429	22,397,170
Food & Beverage Services	1,360,492	1,343,861	6,909,350	6,766,082	17,365,031
Food and Beverage Gross Margin	118,548	466,274	2,534,783	1,775,347	5,032,139
Food and Beverage Gross Margin %	8.02%	25.76%	26.84%	20.79%	22.47%

**MERC Visitor Venues  
Events-Performances-Attendance  
FY 2019-20**

OCC	November 2016		November 2017		November 2018		November 2019		Net Change from Prior Year		November 2019	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Tradeshows/Conventions	7	10,935	5	7,300	6	14,418	3	4,904	(3)	(9,514)	754,793	35%
Consumer Public Shows	3	9,811	7	27,688	4	18,481	7	33,734	3	15,253	507,906	23%
Miscellaneous							-	-	-	-	5,802	0%
Miscellaneous -In-House	9	375	14	508	15	271	11	451	(4)	180	12,482	1%
Meetings	16	6,544	24	10,675	15	6,534	22	5,909	7	(625)	605,027	28%
Catering	8	5,177	13	6,835	6	2,945	7	3,573	1	628	299,393	14%
<b>Totals</b>	<b>43</b>	<b>32,842</b>	<b>63</b>	<b>53,006</b>	<b>46</b>	<b>42,649</b>	<b>50</b>	<b>48,571</b>	<b>4</b>	<b>5,922</b>	<b>\$ 2,185,403</b>	<b>100%</b>

Expo Center	November 2016		November 2017		November 2018		November 2019		Net Change from Prior Year		November 2019	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Consumer Public Shows	3	23,529	5	28,666	6	22,527	6	23,102	-	575	510,957	79%
<i>Cirque Du Soleil</i>	-	-	-	-	-	-	-	-	-	-	-	0%
Miscellaneous	2	488	2	350	2	390	3	280	1	(110)	52,437	8%
Meetings	1	40	-	-	2	2,790	4	1,843	2	(947)	80,272	12%
Catering	-	-	-	-	-	-	-	-	-	-	-	0%
Tradeshows/Conventions	1	3,069	1	1,000	-	-	-	-	-	-	-	0%
<b>Totals</b>	<b>7</b>	<b>27,126</b>	<b>8</b>	<b>30,016</b>	<b>10</b>	<b>25,707</b>	<b>13</b>	<b>25,225</b>	<b>3</b>	<b>(482)</b>	<b>\$ 643,666</b>	<b>100%</b>
<b>Totals w/Cirque du Soleil</b>	<b>7</b>	<b>27,126</b>	<b>8</b>	<b>30,016</b>	<b>10</b>	<b>25,707</b>	<b>13</b>	<b>25,225</b>	<b>3</b>	<b>(482)</b>	<b>\$ 643,666</b>	<b>100%</b>

Portland '5	November 2016		November 2017		November 2018		November 2019		Net Change from Prior Year		November 2019	
	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Revenue	% of Rev.
Commercial (Non-Broadway)	20	35,288	11	15,761	14	16,305	6	10,451	(8)	(5,854)	414,427	23%
Broadway	8	18,976	8	17,090	-	-	8	20,401	8	20,401	441,095	24%
Resident Company	23	28,263	23	29,868	25	31,549	24	23,305	(1)	(8,244)	323,150	18%
Non-Profit	20	9,910	33	21,575	36	17,721	31	22,720	(5)	4,999	420,569	23%
Promoted/Co-Promoted	6	2,517	7	5,437	8	7,376	6	4,874	(2)	(2,502)	189,500	10%
Student	12	8,750	16	13,107	15	13,016	13	9,203	(2)	(3,813)	-	0%
Miscellaneous	2	245	9	315	1	92	3	134	2	42	33,994	2%
<b>Totals</b>	<b>91</b>	<b>103,949</b>	<b>107</b>	<b>103,153</b>	<b>99</b>	<b>86,059</b>	<b>91</b>	<b>91,088</b>	<b>(8)</b>	<b>5,029</b>	<b>\$ 1,822,735</b>	<b>100%</b>



## OCC Capital Project Status Report FY 2019-20

**Project Phases:** **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete

Project Title	Management	Phase	Budget	Actual	Remaining
Master Plan Renovation	CPMO	In Progress	8,960,000	6,970,677	1,989,323
Chair Replacement	Venue	Complete	2,800,000	2,281,956	518,044
Orbit Café Improvements	CPMO	In Progress	852,000	234,057	617,943
Dragon Café HVAC & Space Mods	CPMO	In Progress	655,000	220,465	434,535
Tower/Crown Glazing	CPMO	On Hold	500,000	7,946	492,054
Audio Visual Equipment	Venue	In Progress	450,000	201,661	248,339
Audio Visual Equipment	Venue	In Progress	-	51,152	(51,152)
Waterproofing: Rain Garden	CPMO	On Hold	380,000	3,389	376,611
Table Replacement	Venue	Planning	375,000	-	375,000
Water Heater Replacement	CPMO	On Hold	350,000	-	350,000
VT: Elevator Door & Operator Rplc	Venue	Planning	350,000	-	350,000
Staff Supp Area: King BR/Admin Lobby	CPMO	Design	300,000	-	300,000
Door Access Controls (phase 2)	CPMO	Planning	250,000	-	250,000
Guest Services Renovation	CPMO	Design	230,000	-	230,000
OCC - Lighting Control System	CPMO	In Progress	200,000	207,403	(7,403)
Prefunction A and C Restroom Reno	CPMO	Planning	195,000	22,561	172,439
VT: Elevator Modernizations (#3,11)	Venue	In Progress	150,000	90,137	59,864
Mass Notification	ISPMO	Planning	150,000	-	150,000
Staff Support Area	CPMO	Design	147,000	122,815	24,185
VIP B Renovation	CPMO	Planning	120,000	-	120,000
OCC - WiFi & Show Network Upgrades	Venue	Planning	120,000	62,674	57,326
Parking Pay St Signage/Elevator lobby	Venue	Planning	100,000	-	100,000
ADA Assessment and Improvements	Venue	Planning	100,000	-	100,000
Lobby Lighting Retrofit	CPMO	Planning	80,000	-	80,000
VT: Escalator Safety Skirt Brush	Venue	Planning	65,000	40,962	24,038
Waterproofing: SW Ext & Egress Doors	CPMO	Planning	60,000	-	60,000
<i>Costs related to projects budgeted in FY 2018-19</i>					
Cooling System Rplcmnt	CPMO	Complete	-	70,215	(70,215)
Waterproofing: Seismic Joint	CPMO	In Progress	-	198,215	(198,215)
Integrated Door Access Controls	CPMO	Complete	-	25,258	(25,258)
<b>Total</b>			<b>17,939,000</b>	<b>10,811,543</b>	<b>7,127,457</b>
<b>% of Budget</b>				<b>60%</b>	<b>40%</b>

Project Phase Totals	# of Proj	% of Total
Projects in Planning or Design phases	15	52%
Projects in Contracting or Construction/In Progress phases	8	28%
Completed Projects	3	10%
On-hold or Cancelled Projects	3	10%
	29	

## P5 Capital Project Status Report FY 2019-20

**Project Phases:** **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete

Project Title	Management	Phase	Budget	Actual	Remaining
AHH Roof	CPMO	In Progress	3,010,000	1,474,840	1,535,160
KA Chiller	CPMO	In Progress	2,188,000	702,404	1,485,596
ASCH Acoustical Enhancements	CPMO	Contracting	1,800,000	170,619	1,629,381
ASCH Broadway and Park Marquees	CPMO	Design	350,000	11,476	338,524
Keller café	CPMO	Design	329,000	2,490	326,510
Newmark Main Speakers	Venue	Design	275,000	-	275,000
KA Elevator Modernizations	CPMO	In Progress	250,000	-	250,000
KA Generator Fuel Storage	Venue	On Hold	200,000	-	200,000
ASCH Piano Replacement	Venue	Complete	200,000	167,485	32,515
Newmark Piano Replacement	Venue	Complete	150,000	144,000	6,000
Headset Upgrade (KA, NMK, W)	Venue	Planning	110,000	-	110,000
ASCH Sound Reinforcement System	Venue	Planning	100,000	-	100,000
AHH/ASCH/Keller ADA Project	Venue	Planning	50,000	-	50,000
<i>Costs related to projects budgeted in FY 2018-19</i>					
Keller Follow Spots	Venue	Complete	-	32,369	(32,369)
KA Camera/Security System	CPMO	Complete	-	14,321	(14,321)
<b>Total</b>			<b>9,012,000</b>	<b>2,720,005</b>	<b>6,306,316</b>
<b>% of Budget</b>				<b>30%</b>	<b>70%</b>

Project Phase Totals	# of Proj	% of Total
Projects in Planning or Design phases	6	40%
Projects in Contracting or Construction/In Progress phases	4	27%
Completed Projects	4	27%
On-hold or Cancelled Projects	1	7%
	15	

## Expo Capital Project Status Report FY 2019-20

**Project Phases:** **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete

Project Title	Management	Phase	Budget	Actual	Remaining
Lower Parking lot 1 Improvements	CPMO	Design	300,000	12,655	287,345
Hall C Structural Repairs	Venue	Planning	200,000	2,669	197,331
Lighting and Control review/install - Halls ABCDE	CPMO	Planning	161,000	-	161,000
Hall E Flat Roofs	CPMO	Planning	150,000	-	150,000
Expo Website Update	Venue	In Progress	100,000	9,750	90,250
ADA Compliance Assessment	Venue	Planning	100,000	-	100,000
Facility Wide Door review / install / security	Venue	In Progress	50,000	-	50,000
Main Entry Improvements	Venue	Planning	35,000	-	35,000
Campus Master Plan	Venue	On Hold	20,000	-	20,000
<i>Costs related to projects budgeted in FY 2018-19</i>					
Audio Visual Equipment (FY19)	Venue	Complete	-	948	(948)
Security Gates and Fencing	Venue	Complete	-	2,521	(2,521)
Aramark Point of Sale System Replacement	ISPMO	Complete	-	3,942	(3,942)
Facility Equipment (FY19)	Venue	Complete	-	1,204	(1,204)
<b>Total</b>			<b>1,116,000</b>	<b>33,688</b>	<b>1,082,312</b>
<b>% of Budget</b>				<b>3%</b>	<b>97%</b>

Project Phase Totals	# of Proj	% of Total
Projects in Planning or Design phases	6	46%
Projects in Contracting or Construction/In Progress phases	2	15%
Completed Projects	4	31%
On-hold or Cancelled Projects	1	8%
	13	

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# **MERC Commission Meeting**

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January 8, 2020  
12:30 pm

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Consent Agenda

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## Metropolitan Exposition Recreation Commission

### Record of MERC Commission Actions

November 6, 2019

Oregon Convention Center

<b>Present:</b>	Karis Stoudamire-Phillips, John Erickson (call-in), Damien Hall, Deidra Krys-Rusoff, Ray Leary, Dañel Malán, Deanna Palm
<b>Absent:</b>	none
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Commissioner Krys-Rusoff at 12:20 p.m.
<b>1.0</b>	<b>Quorum Confirmed</b> A quorum of Commissioners was present.
<b>2.0</b>	<b>Opportunity for Public Comment on Non-Agenda items</b> <ul style="list-style-type: none"><li>• None</li></ul>
<b>3.0</b>	<b>Commission and Council Communications</b> <ul style="list-style-type: none"><li>• Councilor Lewis shared that last night voters chose to renew the parks bond. The first housing IGA's will come to Council in the new few weeks. Council is continuing work around a potential transportation package next year. The Council budget retreat will be held this week.</li><li>• Commissioner Leary shared that he attended the Travel Portland sales mission in Washington DC along with Chair Stoudamire-Phillips and Scott Cruickshank. He noted the positive feedback received around the opening of the new Hyatt hotel.</li><li>• Commissioner Krys-Rusoff shared she recently attended the OCC renovation reveals and both events were a great success.</li><li>• Chair Stoudamire-Phillips added that she felt a renewed energy from OCC staff during the reveals.</li><li>• Commissioner Krys-Rusoff shared that she had received some calls from clients after an Expo advisory committee meeting and that there will likely be ongoing outreach moving forward.</li><li>• Commissioner Hall noted that he is on the steering committee for the Expo DOS and they recently had their first meeting. He noted the study is to provide additional information but is not designed to make any decisions about future programing or development.</li><li>• Chair Stoudamire-Phillips noted the importance of responding to clients on the progress of the development opportunity study.</li></ul>
<b>4.0</b>	<b>GM Communications</b> Scott Cruickshank provided the following updates: <ul style="list-style-type: none"><li>• Thanked Commissioner Malan for the VIVA Milagro! event last evening.</li><li>• Thanked Commissioners Stoudamire-Phillips and Leary for participating in the Travel Portland multi-cultural marketing events in Washington DC.</li><li>• An Expo development opportunity study community engagement event is scheduled for Jan 9 at Expo. Three key stakeholder groups will be in attendance: users of the facility, and those impacted by the Vanport Flood and Japanese internment.</li><li>• My People's Market - returns this week for the 5th celebration. Preview party from 5-9 on Friday, November 8th and an All Ages Market from noon to 7 Saturday, November 9th. Located at Self Enhancement Inc., 3920 N Kerby.</li><li>• Food and Beverage RFP update – we are collecting scores from each of the evaluation teams: Finance, Sustainability, Diversity, and Management/Operations and plan to determine a competitive set before the end of the month.</li><li>• Introduced Brian Kennedy as the new Metro CFO.</li><li>• Introduced Shane Nicolopoulos GM of Hyatt Regency Portland, Jenni Salisbury, Director of Colleague Experience and Charles Coleman, Regional VP of Human Resources and invited them to share about their recruitment efforts.</li></ul>

<p><b>5.0</b></p>	<p><b>Hyatt Regency Portland Introduction</b> Shane Nicolopoulos, Jenni Salisbury and Charles Coleman.</p> <ul style="list-style-type: none"> <li>• Commissioner Malán asked if MERC could receive updates on recruiting events. Jenni will reach out with updates and hiring data reports moving forward.</li> <li>• Commissioner Krys-Rusoff asked how many positions have been filled so far. Jenni responded that 130 management and non-management positions have been offered or filled so far. They are expecting to fill an additional 130 in the next 4 months.</li> <li>• Commissioner Leary asked when they would start to fill entry level positions. Jenni responded they are currently in that process. Most of the internal positions were posted in early October and they held 2 career fairs in October and November.</li> <li>• Scott Cruickshank noted that Hyatt has agreed to observe our FOTA program and will be reporting back periodically on their success with the program.</li> <li>• Jenni shared that of the offers they have made so far, 32% are from FOTA.</li> </ul>
<p><b>6.0</b></p>	<p><b>Financial Report</b> Rachael Lembo presented the September 2019 Financial Report.</p> <ul style="list-style-type: none"> <li>• Commissioner Leary asked about the increase of 8 to 9 million. Are the additional funds considered contingency? Lembo responded that they do not have the line item budget as they have not yet negotiated the GMP. At this point it could be considered contingency, but assumes that it may be additional costs to Mortenson for their time designing the plan and material cost.</li> <li>• Commissioner Malán asked if there were other bidders in addition to Mortenson for the P5 shell project? Julie Bunker replied that there was not.</li> <li>• Commissioner Malán asked if the project is the best use of the funding from the visitor facility trust account. Lembo stated they agreed to the 2 million specifically for the acoustical shell so we would not be able to use it for any other purpose.</li> <li>• Commissioner Krys-Rusoff asked for a brief review of the process. The project appears to be larger in scope than what was originally presented. Bunker noted that they initially underestimated what the effort would be. There was some differences between Pacific Mark and Mortenson’s approach around adding a cat walk system over the ceiling to aid in installation and maintenance.</li> <li>• Commissioner Malán asked if the project includes overages. Lembo responded that we do have a contingency and clarified that the 9 million budget could change once we have the GMP.</li> </ul>
<p><b>7.0</b></p>	<p><b>Consent Agenda</b></p> <ul style="list-style-type: none"> <li>• Record of MERC Actions, October 2, 2019</li> </ul> <p>A motion was made by Commissioner Malán and seconded by Commissioner Palm to approve the Consent Agenda.</p> <p>VOTING:    AYE: 7 (Stoudamire-Phillips, Krys-Rusoff, Erickson, Hall, Leary, Malán and Palm)               NAY: 0               MOTION PASSED</p>
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 1:05. p.m.</p>

Minutes submitted by Amy Nelson.

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# **MERC Commission Meeting**

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January 8, 2020  
12:30 pm

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Travel Portland Quarterly  
Report

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TRAVEL  
**PORTLAND**

**1ST QUARTER 2019-20 REPORT**

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Highlights:

Executive Summary – Page 3





# TABLE OF CONTENTS

Executive Summary.....	3
Convention Sales.....	4
Convention Services.....	7
Communications and Publications.....	8
Marketing.....	10
International Tourism Sales .....	10
Operations.....	11
Finance.....	13
Board of Directors.....	16

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Jeff Miller.....	President and CEO
Brian Doran .....	Chief Financial Officer
Greg Newland .....	Chief Marketing Officer
Steve Faulstick .....	Chief Sales Officer
Megan Conway .....	Senior Vice President of Communications and Regional Strategy
James Jessie.....	Senior Vice President of Convention Sales



# EXECUTIVE SUMMARY

## ACCOMPLISHMENTS

- For the 1st quarter OCC realized over \$5.4 million in revenue from Travel Portland booked business. Community impact ROI from all future bookings was 12.8 to 1.
- Five new and zero repeat OCC conventions were booked for future years in the quarter worth over \$1.3 million in OCC revenue and community economic impact over \$7.4 million. Total Travel Portland bookings, including single hotel will result in over \$16.7 million of economic impact.
- Across domestic media outlets, Portland was included in 4,126 placements with a total impression of over 5.3 billion that could potentially influence Portland as a business and leisure travel destination.
- Portland named site for 2020 Experient e4 Convention. Convention will serve as a destination showcase for future convention business as it will bring over 200 end-user convention groups in addition to over 100 Maritz Travel and Experient sourcing representatives responsible for selecting sites for future convention groups.

## TRENDS, SUCCESSES, OBSTACLES

- Transient Lodging Tax continues a trend in recent years of growth. Fiscal YTD collections of the city's tax through September were up 12.3%.
- Portland hotels' occupancy decreased 2.0% for calendar YTD through September; ADR decreased 1.5%, RevPar decreased 3.5%, demand increased 2.5%, and room revenue increased 0.9%.
- Hotel pipeline include announcement of Ritz Carlton hotel at 10th and Alder.
- Confirmed over 121,000 definite room nights for Oregon Convention Center in FY 2019 directly associated with future opening of Hyatt Regency Portland at the Convention Center.

## MERC CONTRACT TARGETS

TARGET #	TARGET DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL TARGET
1	OCC revenue target	\$5,424,268	\$18 Million
2	ROI on future OCC business	1.1	5.8
3	Lead conversion	19%	18%
4	Services performance survey	4.0	3.8
5	Public relations/media	3.0	12
6	Community economic impact	12.8	44.0

## CITY CONTRACT GOALS

OBJECTIVE #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
1	Convention Sales and Marketing Economic Impact ROI	9.9	25.0



# CONVENTION SALES

<b>OREGON CONVENTION CENTER BOOKING REVENUE FROM TRAVEL PORTLAND BOOKINGS</b>			
	OCC Revenue	Annuals	Total Potential Future Business
FY 19/20	\$ 17,618,907	\$ -	\$ 17,618,907
FY 20/21	\$ 11,349,411	\$ 1,187,643	\$ 12,537,054
FY 21/22	\$ 14,730,813	\$ 1,336,479	\$ 16,067,292
FY 22/23	\$ 20,591,856	\$ 1,665,954	\$ 22,257,810
FY 23/24	\$ 5,411,473	\$ 1,336,559	\$ 6,748,032
FY 24/25	\$ 4,066,246	\$ 1,666,034	\$ 5,732,280
FY 25/26	\$ 662,623	\$ 1,336,559	\$ 1,999,182
FY 26/27	\$ 1,857,528	\$ 1,666,034	\$ 3,523,562
FY 27/28	\$ -	\$ 1,336,559	\$ 1,336,559
FY 28/29	\$ 534,267	\$ 1,666,034	\$ 2,200,301
<b>TOTAL</b>	<b>\$ 76,823,124</b>	<b>\$ 13,197,855</b>	<b>\$ 90,020,979</b>

<b>OREGON CONVENTION CENTER PROJECTED FUTURE REVENUE</b>			
Total Travel Portland Contract:	QTR	YTD	Target
New OCC Bookings	5	5	
Repeat OCC Bookings	0	0	
Total OCC Bookings	5	5	
Room Nights from OCC Bookings	9,977	9,977	
Future OCC Revenue Booked during FY 2019/20	\$ 1,395,624	1,395,624	
ROI OCC Bookings	\$ 1.1	\$ 1.1	5.8 to 1
Community Economic Impact from OCC Bookings	\$ 7,405,946	\$ 7,405,946	
Total Room Nights Booked	27,521	27,521	
Total Community Economic Impact from Bookings	\$ 16,795,483	\$ 16,795,483	
ROI on Total Community Economic Impact	\$ 12.8	\$ 12.8	44.0 to 1
OCC Revenue Realized During FY 2019/20	\$ 5,424,268	\$ 5,424,268	\$18 Million



# CONVENTION SALES

LEAD CONVERSION	
	As of October 1, 2019
Lead Conversion Percentage	19%
Annual Target -18%	

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF OCTOBER 1, 2019					
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24 and beyond
Current	56	32	21	25	15
4 Year Average	Current	1 yr. out	2 yrs. out	3 yrs. out	Beyond 3 yrs.
(FY 16/17-19/20)	51	30	19	15	18

OREGON CONVENTION CENTER REVENUE		
THREE YEAR AVERAGE		
	Total Contract	
	Quarter	YTD
OCC Revenue Generated (3 yr. average)	\$ 4,790,330	\$ 4,790,330
Travel Portland Contract Costs	\$ 1,316,186	\$ 1,316,186
ROI (Revenue / Costs)	3.6	3.6

1ST QUARTER - OREGON CONVENTION CENTER LOST BUSINESS					
	Groups	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact
Total	49	206,109	110,500	\$ 24,910,276	\$ 123,876,193

1ST QUARTER - OREGON CONVENTION CENTER CANCELLATIONS							
Account Name	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact	Arrival Date
N/A	0	N/A	0	0	\$ -	\$ -	N/A



# CONVENTION SALES

<b>MINORITY PROJECTED FUTURE REVENUE</b>		
<b>Total Travel Portland Contract</b>	<b>1st Quarter</b>	<b>YTD</b>
New Minority Bookings	4	4
Total Minority Bookings	4	4
Room Nights from Minority Bookings	2,044	2,044
Minority Leads	12	12
Minority Lost Leads	5	5

For the first quarter of FY 2019/20, minority bookings created an estimated economic impact to the greater metro Portland community of about \$900,000. Booked groups included the following:

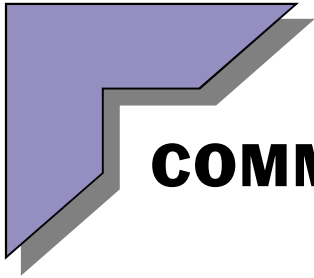
National Congress of American Indians	\$	75,702
Links, Inc (2019 Western Area Board Orientation Meeting)	\$	32,045
National Coalition for Asian Pacific American Community Development	\$	13,874
Links, Inc (2021 45th Western Area Conference)	\$	788,188



# CONVENTION SERVICES

ACTIVITY DESCRIPTION	1ST QUARTER	YTD
OCC groups occurring during the quarter	13	13
Distribution of promotional pieces	23,320	23,320
Meeting planning assistance - Services leads	1,223	1,223
Pre-convention attendance building - Site tours	8	8
Pre-convention attendance building -Promo trips, e-mails and materials	20	20
Housing-convention room nights	10,114	10,114

TRAVEL PORTLAND POST CONVENTION SURVEY							
Overall impression of the following:							
Answer Options	Excellent = 4	Good = 3	Average = 0	Poor = 1	N/A	Rating Average	Response Count
Travel Portland sales staff	6	1	0	0	0	3.9	7
Travel Portland convention services staff	7	0	0	0	0	4.0	7
Travel Portland housing services (if utilized)	4	0	0	0	3	4.0	4
Travel Portland collateral/promotional materials	6	0	0	0	1	4.0	6
Quality and user-friendliness of the Travel Portland website	6	0	0	0	1	4.0	6
Average rating for the quarter						4.0	
Average rating YTD						4.0	
Target						3.8	
In planning your event from start to finish, how would you describe your relationship with your Sales Manager and/or Services Manager?							
They are the gold standard. :)							
FANTASTIC! Always there when I needed something. Would check in with me during the planning process. Absolutely fantastic!							
Michael Cavanaugh was absolutely amazing to work with. He went above and beyond for our group. Any request asked, he was quick to respond and so willing to help. Thank you Michael for everything you did! We also really enjoyed working with Steve Jonker for our housing. He was so organized, and really kept on top of all our housing needs. All requests made were handled in a timely manner, and were done correctly.							
Enjoyed working with them!							
Although I did not get to work with Kathy on the planning end, we were able to spend some time together onsite. She has a major hand in our contracting process and we appreciate all she does on our behalf. Michael is a wonderful resource - so responsive and helpful. I feel like he gives us thoughtful ideas for our group vs. standard lists.							
Excellent - keep up the great work. Awesome Team!							
Michael Cavanaugh is an amazing representative for Travel Portland and the city. His knowledge and commitment made it possible for us to consider returning to Portland despite the difficulties we encountered, from the construction project at the OCC to creating a list of local resources for our very diverse membership.							
Groups Serviced/Surveyed:							
Microscopy Society of America <i>*Completed Survey</i>				American Association of Cardiovascular and Pulmonary Rehabilitation			
O'Reilly Media, Inc. <i>*Completed Survey</i>				American Association of Naturopathic Physicians			
Pacific Northwest Clean Water Association				Rose City Comic Con			
TOPS Club, Inc.				Cannabis Science Conference			
Clarion UX <i>*Completed Survey</i>				American Society of Echocardiography <i>*Completed Survey</i>			
Viewpoint Construction Software				Intel Corporation <i>*Completed Survey</i>			
TMS - the Minerals, Metals and Materials Society				Association of Writers & Writing Programs <i>*Completed Survey</i>			
Oregon Association of Nurseries							
International Society for the Study of Xenobiotics <i>*Completed Survey</i>							



# COMMUNICATION & PR

TOTAL DOMESTIC MEDIA NARRATIVE	Q1	YTD
Placements	4,126	4,126
Impressions	5,384,183,947	5,384,183,947

Traditional media mentions captured across print and online that may influence consumer perception of Portland as a business and leisure travel destination.

MERC-RELATED MEDIA PLACEMENTS	Q1	YTD
Placements	11	11
Impressions	582,253	582,253

Earned media placements generated by Travel Portland public relations efforts that mention the Oregon Convention Center or cover industry topics related to Portland as a meeting destination.

TARGETED DOMESTIC MEDIA	Q1	YTD
Placements	83	83
Impressions	792,895,894	792,895,894

Print and online media outlets strategically targeted by Travel Portland's public relations efforts because they are most influential to potential visitors.

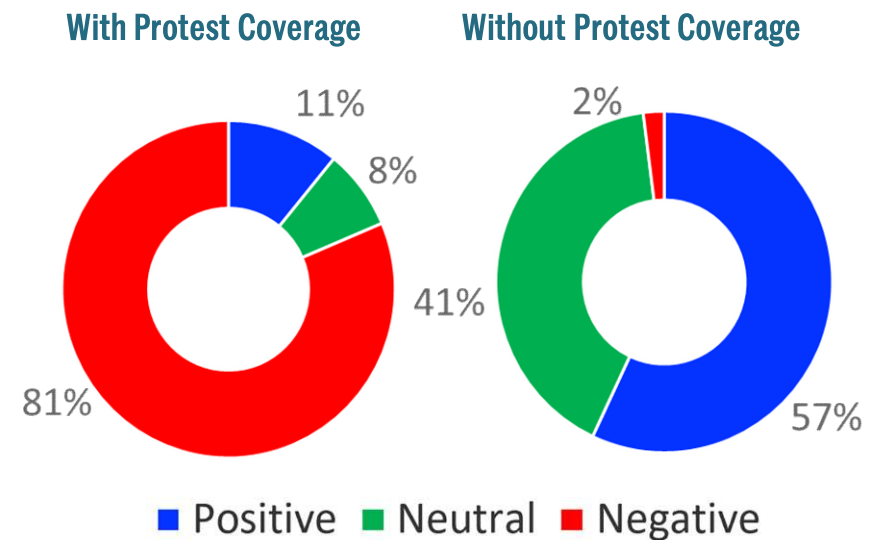
TARGETED INTERNATIONAL MEDIA	Q1	YTD
Placements	85	85
Impressions	177,988,756	177,988,756

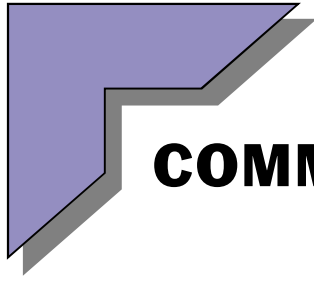
International print and online media outlets strategically targeted by Travel Portland's public relations efforts in international markets, including, but not limited to: United Kingdom, The Netherlands, Oceania and Canada.

## TARGETED DOMESTIC MEDIA KEY MESSAGES



## TOTAL DOMESTIC MEDIA SENTIMENT





# COMMUNICATION & PR

ARTICLES			MERC		
Publication Date	Outlet	Headline	Medium	Total Circulation	Placements
6/3/19	Meetings Net	Portland Makes a Play for Citywide Events	Online	69,000	1
6/7/19	Northstar Meetings Group	How Meeting Planners Can Get More From CVBs and DMOs	Online	2,000	1
7/1/19	Northwest Meetings + Events	Tips and Tools for Telecommuting	Online	5,384	1
7/1/19	USA Today: Go Escape	Hit the Pavement in Portland	Print	100,000	1
7/1/19	Corporate & Incentive Travel	Bring on the Business*	Print	40,005	1
7/1/19	Northwest Meetings + Events	Tips and Tools for Telecommuting	Print	16,000	1
7/2/19	Northstar Meetings Group	5 Sunny Summer Meeting Spots in Portland, Oregon	Online	2,000	1
7/16/19	Corporate & Incentive Travel	These Destinations Are Getting Ready for More Attention From Planners*	Online	9,000	1
8/29/19	PCMA	Oregon Convention Center \$40-Million Renovation Nearly Complete	Online	187,904	1
8/29/19	Travel and Tour World	Oregon Convention Center almost completes renovation	Online	960	1
9/1/19	Meetings and Conventions	Desintation Guide   Pacific Northwest	Print	150,000	1
<b>Total</b>				<b>582,253</b>	<b>11</b>

*\*Entries that appear to be duplicate articles represent different media placements, i.e. print, online and broadcast.*

## PITCHES DELIVERED

1	Portland is a neighborhood-oriented city - how unique events can be planned and integrated into several prominent Portland neighborhoods.
2	A pitch sent to ASAE and IMEX event attendees highlighting notable happenings going on in Portland, including OCC design updates, OCC sustainability news, a Hyatt opening reminder, developments in the Lloyd neighborhood and how Portland operates as a neighborhood city.
3	Portland's recent trend of acclaimed and trendy restaurants opening within hotels.

**Target Goal: Deliver three meetings-related pitches to industry media on a quarterly basis.**





# MARKETING & INTERNATIONAL TOURISM SALES

MARKETING		
TravelPortland.com	1st Quarter	YTD
Visits	848,821	848,821
International Visits	87,430	87,430
Referrals	183,955	183,955
Business and Event Detail Views	338,424	338,424
Meetings.TravelPortland.com		
Venue Finder Page Views	1,147	1,147

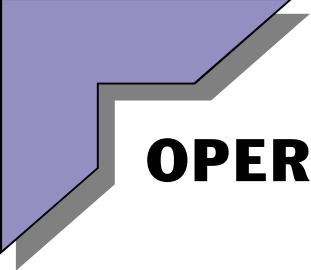
Source: Google Analytics

INTERNATIONAL TOURISM SALES		
International Visits/Arrivals*	2nd Quarter	4th Quarter
Portland**	N/A	N/A
Competitive Set***	N/A	N/A

\*Source: Oxford Tourism Economics Company reports twice during the calendar year.

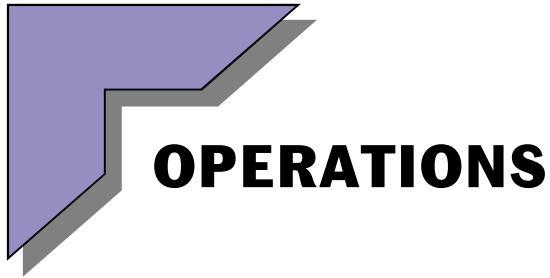
\*\*Be no less than 5% of our competitive sets' performance for overall visits/arrivals.

\*\*\*Competitive set = Austin, Seattle, Denver, Salt Lake City, Minneapolis



# OPERATIONS

<b>DIVERSITY EMPLOYMENT STATISTICS 2019-2020</b>					
<b>TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATEGORIES</b>					
	September 30, 2019		First Quarter		
Job Category	Category Number	Total	Actual Percentage	Goal Percentage	Objective
	Number of Females	Number of Staff			
Executive/Senior Level	5	11	45%	40-60%	Monitor
First/Mid Level Manager	13	15	87%	40-60%	Monitor
Professionals	11	16	69%	40-60%	Monitor
Sales Workers	11	11	100%	40-60%	Monitor
Admin Support Workers	17	19	89%	40-60%	Monitor
<b>Total</b>	<b>57</b>	<b>72</b>	<b>79%</b>	<b>40-60%</b>	<b>Monitor</b>
	Number of Minorities	Number of Staff			
Executive/Senior Level	3	11	27%	15-33%	Monitor
First/Mid Level Manager	2	15	13%	15-33%	Improve
Professionals	2	16	13%	15-33%	Improve
Sales Workers	2	11	18%	15-33%	Monitor
Admin Support Workers	5	19	26%	15-33%	Monitor
<b>Total</b>	<b>14</b>	<b>72</b>	<b>19%</b>	<b>15-33%</b>	<b>Monitor</b>
<b>This report is based on current full and part-time staff.</b>					



**FIRST OPPORTUNITY TARGET AREA (FOTA) 1ST QUARTER 2019-20**

**HIRING**

Job Posting Locations	The Skanner	El Hispanic News	Hispanic Chamber
	The Asian Reporter	Urban League	Monster.com
	Urban League	Mosaic Metier	PDX Pipeline
	Oregon Native American Chamber	Partners in Diversity	Jooble
	Portland State University Travel Portland Website	Indeed	LinkedIn
Current Employees residing in MERC FOTA		18	

**PURCHASING (YTD)**

Travel Portland expenditure with MERC FOTA area businesses	\$321,320
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**PARTNERSHIP**

Total Partners	Within FOTA	Minority	Women-Owned
792	116	41	66

**MBE/DBE/WBE PURCHASING PARTICIPATION FY 2019-20**

	Total Expended	Expended with Minority/ Women-Owned or Emerging Small Business Enterprises	Percentage of Total Spend on Minority/Women-Owned or Emerging Small Business Enterprises
Lodging taxes expended with MBE/DBE/WBE	\$394,242	\$257,119	65%

For the last 31 years Travel Portland has implemented a voluntary MBE/DBE/WBE purchasing program that strives to ensure a high level of participation with certified minority-owned, disadvantaged or women-owned businesses when securing services and supplies that are purchased using lodging tax dollars.

## OCC SALES AND MARKETING BUDGET

Expenses	Annual Budget	MERC - QTR Ending 09-30-19	TID/TLT - QTR Ending 09-30- 19	Subtotal QTR Ending 09-30-19	Sum MERC YTD 06-30-20	Sum TID/TLT YTD 06-30-20	Sum of YTD 06-30-20	Percent
<b>Direct Sales:</b>								
Personnel Costs	1,714,479	438,582	-	438,582	438,582	-	438,582	
Direct expenses	257,172	64,293	-	64,293	64,293	-	64,293	
Total Portland office	1,971,651	502,875	-	502,875	502,875	-	502,875	26%
Fall & Spring Fam	100,000	63,754	1,753	65,507	63,754	1,753	65,507	
DC client events	13,000	-	-	-	-	-	-	
Chicago client events	12,000	87	72	159	87	72	159	
Site Visits	100,000	25,749	6,437	32,186	25,749	6,437	32,186	
Bid/Sales Trips	40,000	11,592	1,703	13,295	11,592	1,703	13,295	
Local Promotions	5,000	1,393	574	1,967	1,393	574	1,967	
Tradeshows	340,000	126,979	34,792	161,772	126,979	34,792	161,772	
Road Shows/Client Events-Chicago & Washington DC	95,000	27,953	6,123	34,076	27,953	6,123	34,076	
Research/Lead Generation	45,000	15,069	7,927	22,995	15,069	7,927	22,995	
Three City Alliance	50,000	29,022	-	29,022	29,022	-	29,022	
Advisory Council	60,000	-	-	-	-	-	-	
Multicultural Sales & Opportunities								
Congressional Black Caucus	48,188	20,818	1,305	22,123	20,818	1,305	22,123	
NCBMP Annual Trade Show	11,150	958	-	958	958	-	958	
Connect Diversity Trade Show	11,550	-	-	-	-	-	-	
Association Forum	50,000	6,780	425	7,205	6,780	425	7,205	
Women's Executive Retreat	60,000	8,287	520	8,807	8,287	520	8,807	
My People's Market	75,000	18,750	-	18,750	18,750	-	18,750	
Marketing assets and collateral	25,000	6,250	-	6,250	6,250	-	6,250	
Program Support/Local/event support	8,000	2,000	-	2,000	2,000	-	2,000	
DEI Partner trainings (welcoming environment cust. service)	20,000	5,000	-	5,000	5,000	-	5,000	
Sub-Total	1,168,888	370,441	61,632	432,073	370,441	61,632	432,073	37%
<b>Total Direct Sales</b>	<b>3,140,539</b>	<b>873,316</b>	<b>61,632</b>	<b>934,948</b>	<b>873,316</b>	<b>61,632</b>	<b>934,948</b>	30%
<b>Marketing:</b>								
<b>Total Marketing</b>	<b>695,382</b>	<b>198,838</b>	<b>36,454</b>	<b>235,292</b>	<b>198,838</b>	<b>36,454</b>	<b>235,292</b>	34%
<b>Public Relations (&amp; Multicultural PR)</b>								
<b>Total PR</b>	<b>150,575</b>	<b>38,451</b>	<b>18,445</b>	<b>56,896</b>	<b>38,451</b>	<b>18,445</b>	<b>56,896</b>	38%
<b>Convention Services:</b>								
<b>Total Convention Services</b>	<b>491,079</b>	<b>149,963</b>	<b>6,917</b>	<b>156,881</b>	<b>149,963</b>	<b>6,917</b>	<b>156,881</b>	32%
<b>Contract Admin.</b>								
<b>Total Contract Admin</b>	<b>154,281</b>	<b>55,618</b>	<b>-</b>	<b>55,618</b>	<b>55,618</b>	<b>-</b>	<b>55,618</b>	36%
<b>Total Budget</b>	<b>4,631,854</b>	<b>1,316,186</b>	<b>123,448</b>	<b>1,439,634</b>	<b>1,316,186</b>	<b>123,448</b>	<b>1,439,634</b>	31%

**Travel Portland  
Income Statement**  
(Statement of Financial Activities)

	Actual (Prior Year) YTD 9/30/2018 Column A	Actual YTD 9/30/2019 Column B	Budget YTD 9/30/2019 Column C	Actual (Prior Year) Full Year 6/30/2019 Column D	Budget Full Year 6/30/2020 Column E
<b>Revenue</b>					
City/County Lodging Tax (1%)	1,750,566	2,064,359	1,863,536	6,935,320	7,233,534
Tourism Improvement District (TID) (2%)	3,209,140	3,893,586	3,603,379	13,786,129	13,928,988
MERC (OCC contract)	1,097,767	1,157,963	1,157,963	4,391,069	4,631,854
Partnership Dues	114,499	110,782	111,250	453,592	445,000
Fees earned	42,889	45,554	30,500	181,597	122,000
Other Income	57,915	48,079	6,250	246,618	25,000
Tradeout/In-Kind	0	0	0	18,960	0
Cooperative programs	5,549	2,500	38,500	124,835	154,000
Regional RCTP (from Travel Oregon)	2,110,791	722,595	771,601	2,916,006	3,086,406
Cultural Tourism	0	0	75,000	332,778	300,000
Visitor Development Fund (VDF)	0	0	6,450	0	25,800
<b>Total Revenue</b>	<b>8,389,117</b>	<b>8,045,419</b>	<b>7,664,428</b>	<b>29,386,903</b>	<b>29,952,582</b>
<b>Expenses</b>					
Convention Sales	1,592,882	1,490,341	1,450,890	5,364,441	5,425,000
Int'l Tourism	446,019	522,447	620,592	2,473,140	2,585,800
Marketing & Communications	1,463,145	1,764,507	1,328,193	8,927,806	9,900,000
Regional RCTP (from Travel Oregon)	874,726	716,829	1,989,084	2,919,386	3,086,406
Convention & Housing Services	312,865	338,188	297,600	1,203,080	1,240,000
Events	51,817	42,739	86,400	367,377	360,000
Destination Mgmt & DEI	295,767	357,457	405,600	1,240,768	1,690,000
Visitor Services (Fulfillment & VC)	86,420	107,815	122,880	367,784	512,000
Program Support	943,947	1,107,096	1,002,000	3,618,072	4,175,000
<b>Total Expenses</b>	<b>6,067,587</b>	<b>6,447,419</b>	<b>7,303,238</b>	<b>26,481,854</b>	<b>28,974,206</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>2,321,529</b>	<b>1,598,000</b>	<b>361,191</b>	<b>2,905,049</b>	<b>978,376</b>

**Travel Portland**  
**Balance Sheet**  
(Statement of Financial Position)

	Actual 9/30/2019 Column A	Actual as of 6/30/2019 Column B	Increase (Decrease) Column C
<b>Assets</b>			
Cash and Cash Equivalents	\$6,203,475.24	\$4,988,878.92	24%
Investments	\$4,681,343.77	\$4,637,647.78	1%
Accounts Receivable	\$1,890,881.46	\$2,689,013.16	-30%
Prepaid Assets	\$954,541.90	\$908,541.53	5%
Fixed Assets, net	\$2,655,050.64	\$2,347,215.55	13%
Other Assets	\$2,364.00	\$0.00	0%
<b>Total Assets</b>	<b>\$16,387,657.01</b>	<b>\$15,571,296.94</b>	<b>5%</b>
<b>Liabilities and Net Assets</b>			
<b>Liabilities</b>			
Accounts Payable & Accrued Expenses	\$1,317,934.66	\$3,578,217.91	-63%
Accrued Personnel	\$1,896,433.05	\$2,337,442.97	-19%
Deferred Revenue	(\$171,716.95)	\$223,434.31	-177%
Other Fiduciary Liabilities - RCTP	\$2,363,811.23	\$49,006.32	4723%
<b>Total Liabilities</b>	<b>\$5,406,461.99</b>	<b>\$6,188,101.51</b>	<b>-13%</b>
<b>Net Assets</b>			
Undesignated-Balance Sheet	\$7,108,856.04	\$5,510,856.45	29%
Board Designated-Balance Sheet	\$1,525,123.43	\$1,525,123.43	0%
Net Property and Equipment-Balance Sheet	\$2,347,215.55	\$2,347,215.55	0%
<b>Total Net Assets</b>	<b>\$10,981,195.02</b>	<b>\$9,383,195.43</b>	<b>17%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$16,387,657.01</b>	<b>\$15,571,296.94</b>	<b>5%</b>



# BOARD OF DIRECTORS

LAST NAME	FIRST NAME	COMPANY	OFFICER	COMMITTEE CHAIR
Ackman	Tim	Alaska Airlines		
Andueza	Ana	CFO Advisory Services		
Bebo	Chris	Provenance Hotels		
Breon	Eric	Vacasa		
Craddick	Shirley	Metro		
Daley	Mike	Sheraton Portland Airport Hotel	Chair-elect	Nominating Committee, Tourism Improvement District Committee
Dawes	Alex	Embassy Suites by Hilton Portland Downtown		
Endorf	Erica	AC Hotel Portland Downtown		Community Action Committee
Faustin	Bertony	Abbey Creek Vineyard		
Fleming	Peter	Enterprise Holdings	Vice Chair	
Goeman	Mark	CoHo Services		
Hasan	Naim	Naim Hasan Photography @ N2H Media Group		
Hiller-Webb	Shannon	Prosparus		
Holt	Charles	The Mark Spencer Hotel		
Huffman	Kurt	ChefStable		
Johnson	Dennis	CPA	Treasurer	Budget and Finance Committee
Kafoury	Deborah	Multnomah County		
Kunzer	Ryan	The Duniway Portland, A Hilton Hotel		
Lopuszynski	Ziggy	Crown Plaza Portland - Downtown Convention Center		
Malik	Tauseen	Hilton Portland Downtown		
Mann	Amanda	Rose Quarter		
Mcllroy	Emma	Wildfang		
Murray	Dave	Courtyard Portland City Center		Convention Sales Steering Committee
Penilton	David	America's Hub World Tours		
Peralta	Paul	Canopy by Hilton Portland Pearl District		
Pyne	Tim	Portland Marriott Downtown Waterfront	Past Chair	
Rank Ignacio	Renee	McMenamins Pubs, Breweries & Historic Hotels		
Shelly	Ruth	Portland Children's Museum		
Weston	Linda	Rapporto	Chair	
Wheeler	Ted	City of Portland		

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# **MERC Commission Meeting**

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January 8, 2020  
12:30 pm

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Aramark Quarterly Report

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# Periods 1-5 Review - FY2020

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Portland Expo Center  
Portland's 5 Centers for the Arts  
Oregon Convention Center

January 8, 2020

[YTD Financials](#) | [YTD Highlights](#) | [Hiring](#) | [Purchasing](#) | [Aramark](#)

# Portland Expo Center

---

	FY20 YTD Through Nov-19		FY19 YTD Through Nov-18		FY20 Full Year Budget				
Net Gross Receipts	\$	497,636.00	\$	553,998.00	\$	2,252,351.00			
Cost of Sales	\$	116,332.00	25%	\$	139,386.00	30%	\$	415,588.00	24%
Labor	\$	317,188.00	64%	\$	324,513.00	59%	\$	851,831.00	38%
Margin	\$	(73,579.00)	-15%	\$	(6,633.00)	-1%	\$	402,883.00	18%

# West Delta through Pd 5

---



# FY20 Expo P1-P5 Highlights

Christmas Bazaar \$69k

Stampin' Up! \$49k

Portland Metro RV \$39k

Drive In Movies \$19k

# Portland'5 Centers for the Arts

	FY20 YTD Through Nov-19		FY19 YTD Through Nov-18		FY20 Full Year Budget	
Net Gross Receipts	\$	1,442,332.00	\$	1,377,999.00	\$	3,803,468.00
Cost of Sales	\$	257,358.00	19%	\$	239,366.00	18%
	\$	511,020.00	35%	\$	511,353.00	37%
Labor	\$	511,020.00	35%	\$	511,353.00	37%
Margin	\$	392,686.00	27%	\$	360,416.00	26%
	\$	392,686.00	27%	\$	360,416.00	26%

# ArtBar Bistro through Pd 5

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**ArtBar**  
 & BISTRO

# FY20 Portland'5 P1-P5 Highlights

Wicked	\$293k
Music on Main	\$48k
Madama Butterfly	\$40k
Incubus	\$25k
King Diamond	\$24k

# Oregon Convention Center

	FY20 YTD Through Nov-19	FY19 YTD Through Nov-18	FY20 Full Year Budget
Net Gross Receipts	\$ 6,601,218.00	\$ 7,512,138.00	\$ 16,341,351.00
Cost of Sales	\$ 869,649.00 16%	\$ 1,140,745.00 18%	\$ 2,601,838.00 19%
Labor	\$ 3,304,092.00 50%	\$ 3,204,365.00 43%	\$ 7,574,622.00 46%
Margin	\$ 1,458,453.00 22%	\$ 2,180,200.00 29%	\$ 3,629,034.00 22%



# Stir Bistro/Portland Roasting P1-P5



# FY20 OCC Period 1-5 Highlights

Viewpoint	\$582k
OSCON	\$461k
Microscopy	\$420k
Hydrovision	\$298k
Rose City Comic Con	\$297k

# Community Employment Partners

## **FOTA:**

Giacometti Partners LTD  
 Goodwill Industries  
 Urban League Portland  
 SEI  
 PCC Workforce NE Campus  
 Dress for Success  
 Bradley Angle  
 Community Works Projects  
 Mentor Oregon  
 Easter Seals Oregon  
 Human Solutions  
 Portland Public Schools Youth Transition  
 Multnomah County

## **Portland Metro Area:**

I am Academy-Roosevelt and Franklin  
 New Avenues for Youth  
 New City Initiatives  
 Central City Concern  
 Transition Projects  
 Goodwill Industries  
 PPS-Youth Transition Programs YTP  
 US Department of Veteran Affairs  
 Pivot/Job Corps  
 TRICE Occupational Consulting Solutions  
 OAME

## **Portland Metro Area**

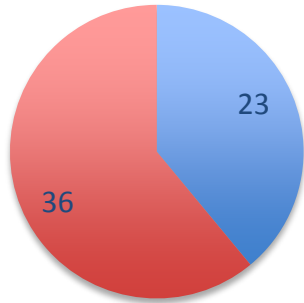
IRCO Immigrant and Refugee Community Org  
 Human Solutions  
 Trellis Inc.  
 SE Works  
 Dirkse  
 Community Visions, Inc.  
 Cascadia Behavioral Healthcare  
 NARA Native American Rehabilitation Assoc.  
 Albertina Kerr  
 Amplify!  
 Worksource Portland/Metro and Vancouver  
 Clackamas HHH Services  
 Multnomah County Department of Justice/Human  
 Services  
 Northwest Family Services  
 Portland Women's Expo Foundation  
 Easter Seals Oregon  
 Lifeworksnw  
 RISE  
 Community Vision, Inc  
 REAP  
 Oregon DHS  
 Portland/Metro Workforce Dev. Board  
 Rise Employment Services  
 Compass Career Solutions  
 Oregon Culinary Institute

# YTD Community Outreach

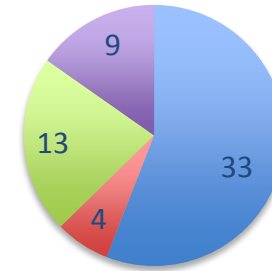
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- Portland Career Fair - July
- Employer Market Place - July, October, December
- Goodwill Industries Hiring Event - July, August, September, October(2), November
- Aramark Hiring Event, OCC- August
- Diversity Employment Day Hiring Event, Expo - August
- Portland5 Hiring Event, P5 - August
- Oregon Culinary Institute Hiring Event - October
- Job Connection Veteran's Hiring Event- November

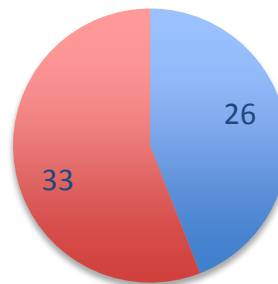
# 2019 YTD FOTA & Diversity- 59 hires



■ FOTA = 39% ■ NON FOTA = 61%



■ White = 56%  
 ■ Black/African American = 7%  
 ■ Hispanic/Latino = 22%  
 ■ Other = 15%

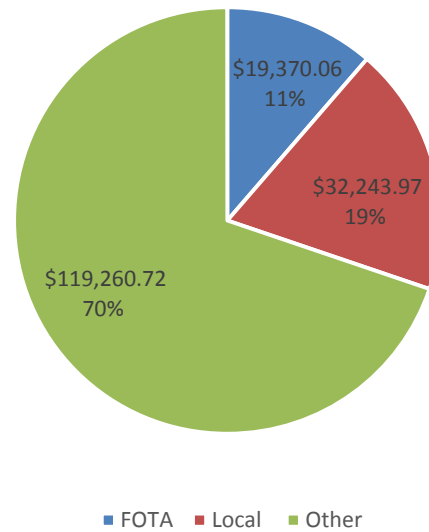


■ MALE = 44% ■ FEMALE = 56%

# 2020 Expo Purchasing YTD

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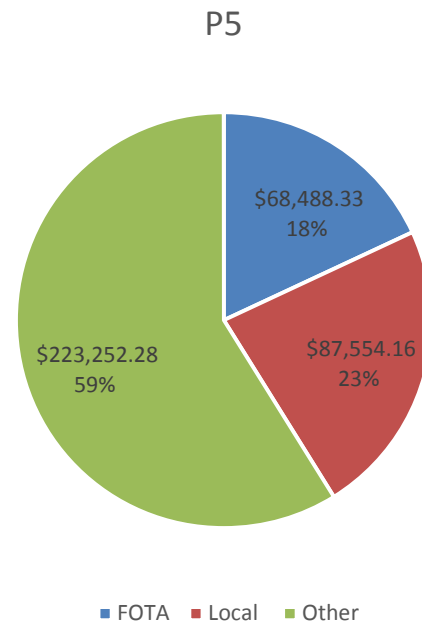
Expo



Expo Total Purchases      \$ 170,874.75

# 2020 P5 Purchasing YTD

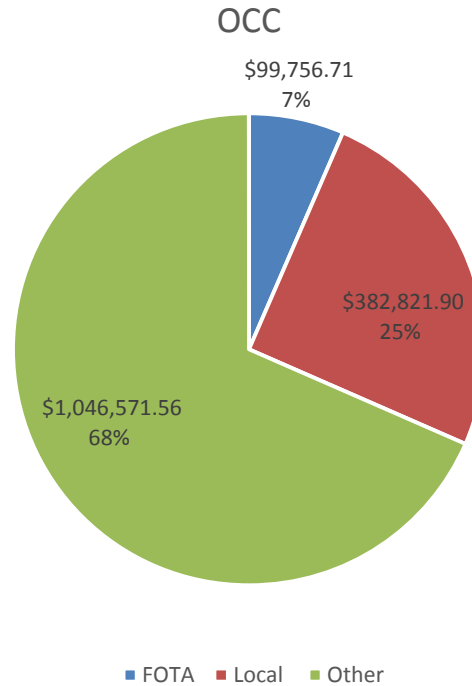
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P5 Total Purchases \$379,294.77

# 2020 OCC Purchasing YTD

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OCC Total Purchases

\$ 1,529,150.17



# Aramark

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## New hires:

Portland's 5 Centers for the Arts

Matt Brodeur, F & B Manager

Oregon Convention Center

Michelle Coon, Accounting Assistant

## Promotions:

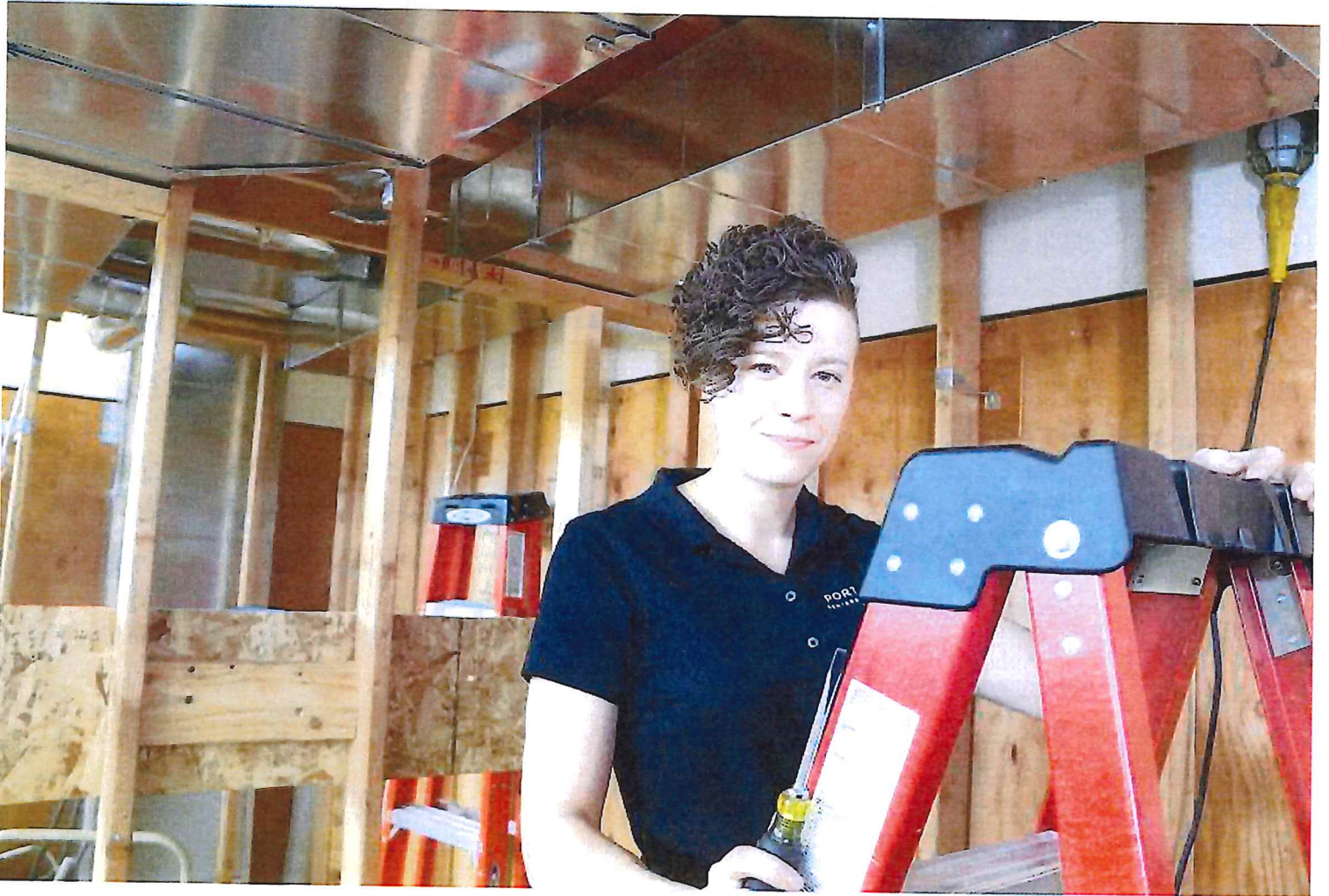
Oregon Convention Center

Kayla Petsche, Catering Sales to Director of Sales

## News

### Leslie Smith slices and dices culinary job in favor of carving out trades career

Photos and Story by [James Hill](#) | 12 comments



Leslie Smith inside the HVAC lab at the Swan Island Trades Center.

Not so long ago, Leslie Smith was really cooking.

Since the age of 14, Smith has worked in restaurants—from fine dining to burger joints, to everything in between—in the United States and overseas. In Europe, she earned a master rating in traditional Italian cuisine so she could work in the kitchens of Michelin star-rated restaurants.

But this career path wasn't cutting it for the 31 year old.

"I realized no matter how high I flew in the restaurant industry, I was never really going to have the quality of life that I was looking for," Smith said. "The experiences I had were really tough. You never feel stable because they kind of give you the impression that they could drag anybody off the street to replace you.

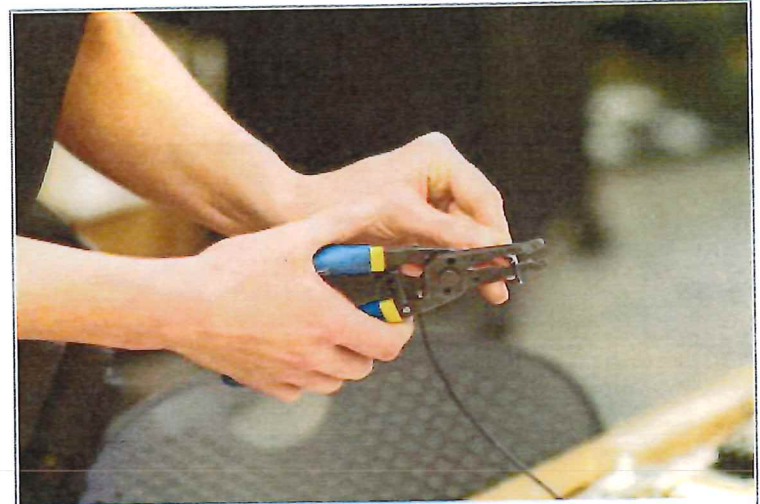
"I think the biggest hurdle was letting go and deciding to find something new," she explained.

After spending more than a decade in the restaurant industry, Smith chopped her cooking career. She settled in Hillsboro and found work as a custodian for the [Portland's 5 Center for the Arts](#), which operates the city's five main theater venues. As she started her job, Smith found training opportunities through [Oregon Tradeswomen Inc.](#), where she was exposed to a range of trades opportunities that helped build her skills.

"And that's the one thing that I love about my job now is that I feel really valued," Smith said of her work with Portland's 5. "This is something I wanted to do."

Determined to continue expanding skills in her new job, Smith transitioned into Portland Community College's [HVAC Career Pathways Certificate](#) at the Swan Island Trades Center. Portland's 5 took notice and created an apprenticeship so she could qualify to be a full-time stationary engineer, which maintains building systems.

Portland's 5 joined the Metro Limited Building Maintenance Electrician (LBME) Joint Apprenticeship Training Committee (JATC), which partners with PCC. Smith's employer became one of many of the committee's registered training agents, who select qualified and motivated workers like Smith within their own ranks and have them enroll in PCC apprenticeship classes, which are also held at Swan Island.



## Pre-Apprenticeship Program

- PCC provides pre-trade opportunities to students who seek careers in the trades or an apprenticeship.
- These classes are designed to help students build the necessary skills to meet the minimum entry qualifications to enter a trade or apprenticeship program.
- Women and minorities are encouraged to apply.

[Learn More! »](#)

"The employers provide the supervision, training and competency while the apprentices go to school here," said Carrie Weikel-Delaplane, director of PCC's Apprentice & Trades Program. "They also pay for the majority of the schooling."

The Metro LBME JATC is not open to the general public. However, PCC's Pre-Apprenticeship Program is open to anyone interested in developing similar trades skills.

"It makes people more competitive for an apprenticeship opportunity," added Weikel-Delaplane of the pre-apprenticeship

classes. "It's a great way to go."



Smith works eight-hour days and goes to class at Swan Island in the evenings as she transitions into the stationary engineer role at Portland'5.

The Metro LBME JATC requires 2,000 hours of on-the-job training hours. According to program specialist Emma Gray, the employers on the committee struggle to recruit women into the program.

"We are working hard to change this," Gray said. "Most manufacturing and trades industries in Oregon cannot fill all of the available jobs, and will never fill the jobs until they start expanding their recruitment efforts to include populations that have historically been excluded.

"Leslie is everything you could want in an apprentice," she continued. "She is not only a role model for aspiring women apprentices, but she is a role model for all apprentices."

Smith works eight-hour days and goes to class at Swan Island in the evenings as she transitions into the stationary engineer role at Portland'5. Her days are spent working on preventative maintenance or troubleshooting issues that a building may have, from HVAC to plumbing to electrical.

Smith is no longer bouncing from job to job and has found a great employer who values her skills. She sports a 4.0 grade-point average and soon will possess nearly a dozen safety, electrical, HVAC and building licenses required for her position. Eventually, Smith wants to pursue an associate degree in Facilities Maintenance Technology and hopes to one day work as a facilities manager.

"This is a job that I could have for the rest of my life," she said. "I realized pretty early on that my very best option was PCC, which is responsible for opening a lot of doors for me. When I needed to get an education and some experience under my belt, PCC was there for me."



Smith sports a 4.0 grade-point average and soon will possess nearly a dozen safety, electrical, HVAC and building licenses.

Facebook

Twitter

Pinterest

LinkedIn

Reddit

Mail

### About James Hill



James G. Hill, an award-winning journalist and public relations writer, is the Public Relations Manager at Portland Community College. A graduate of Portland State University, James has worked as a section editor for the Newberg Graphic, Wo... [more »](#)

### Comments

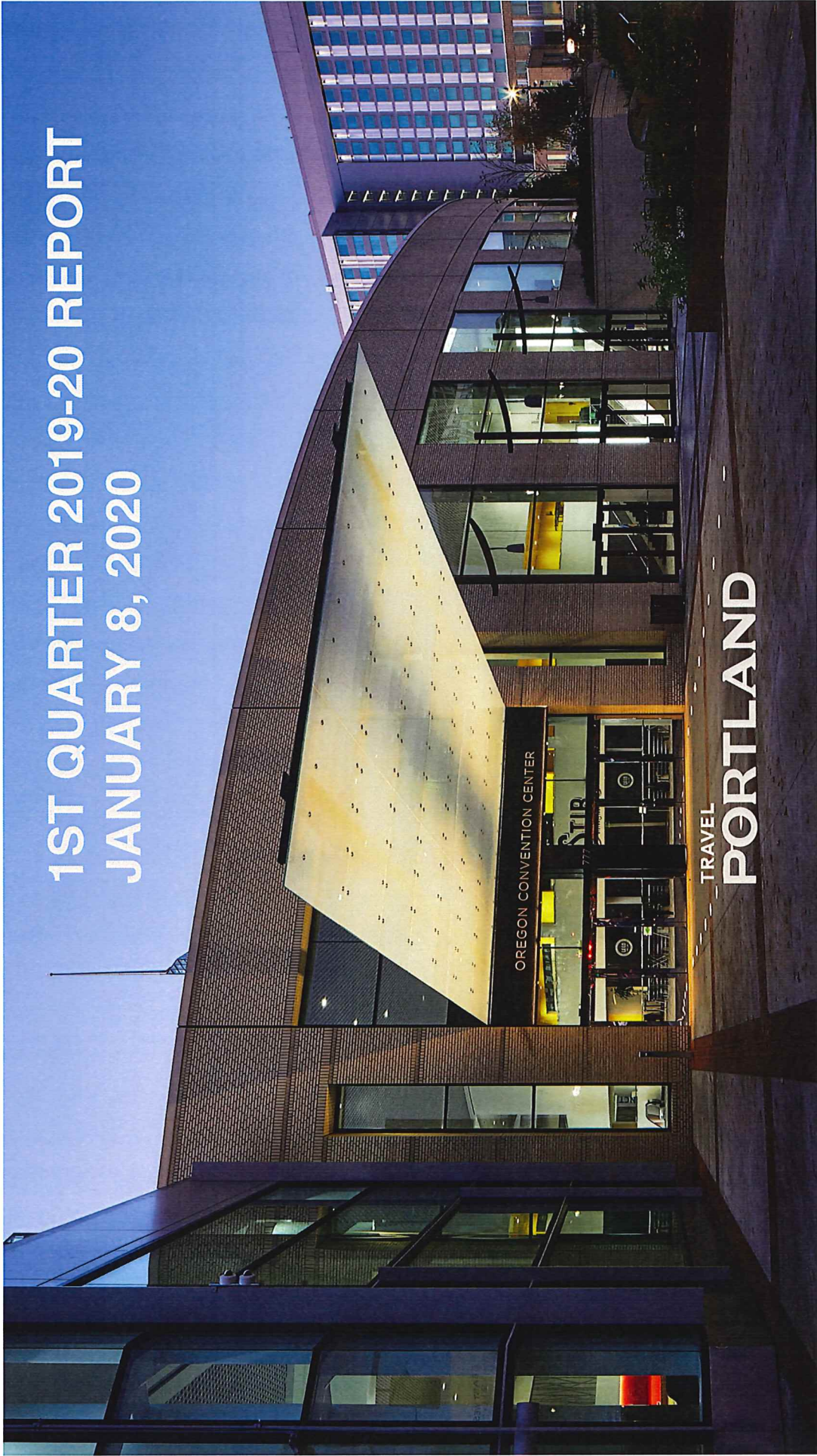
There are 12 comment for this article. If you see something that doesn't belong, please click the x and report it.



by Tanya Erskine 4 weeks ago

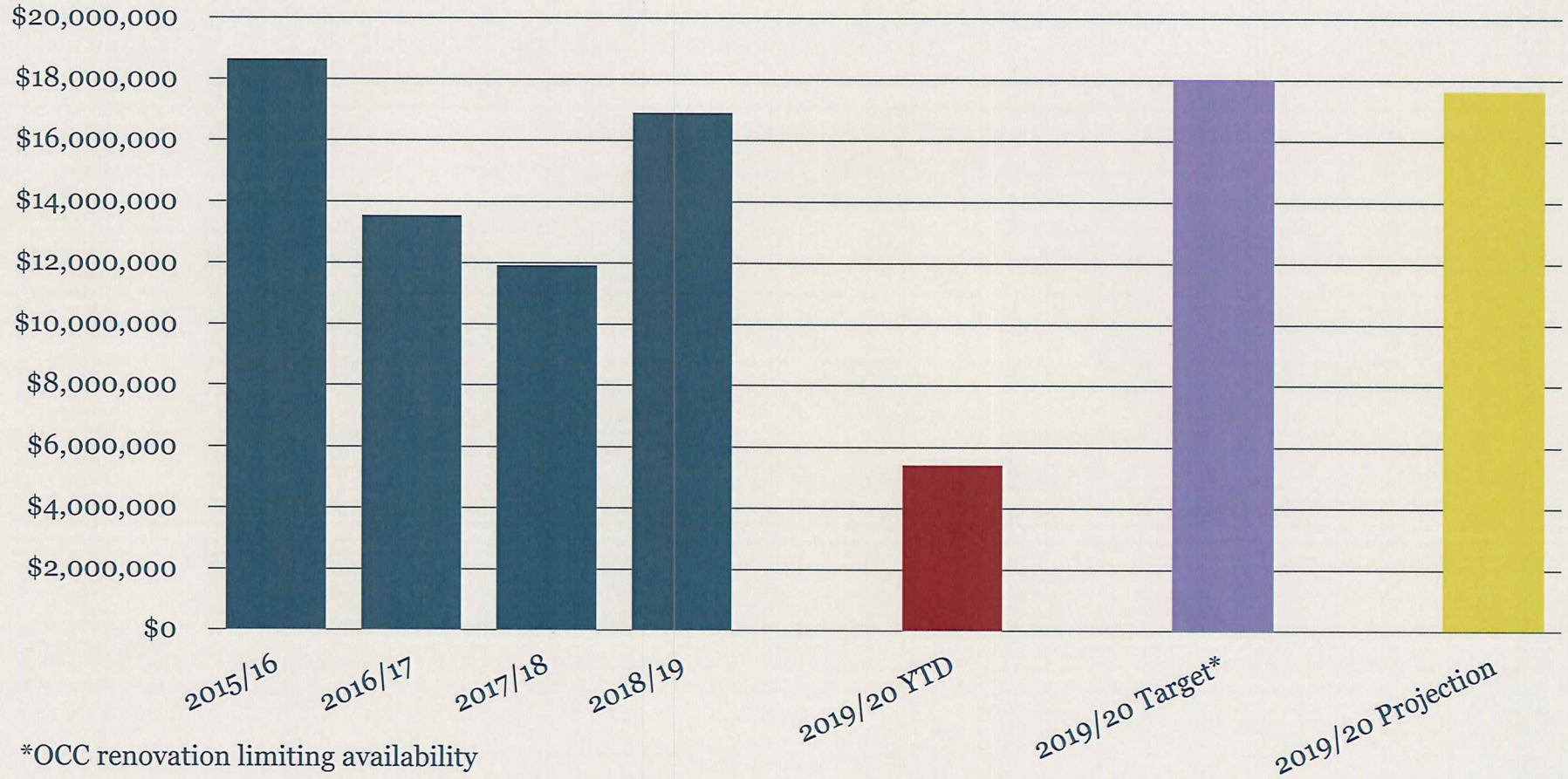


1ST QUARTER 2019-20 REPORT  
JANUARY 8, 2020

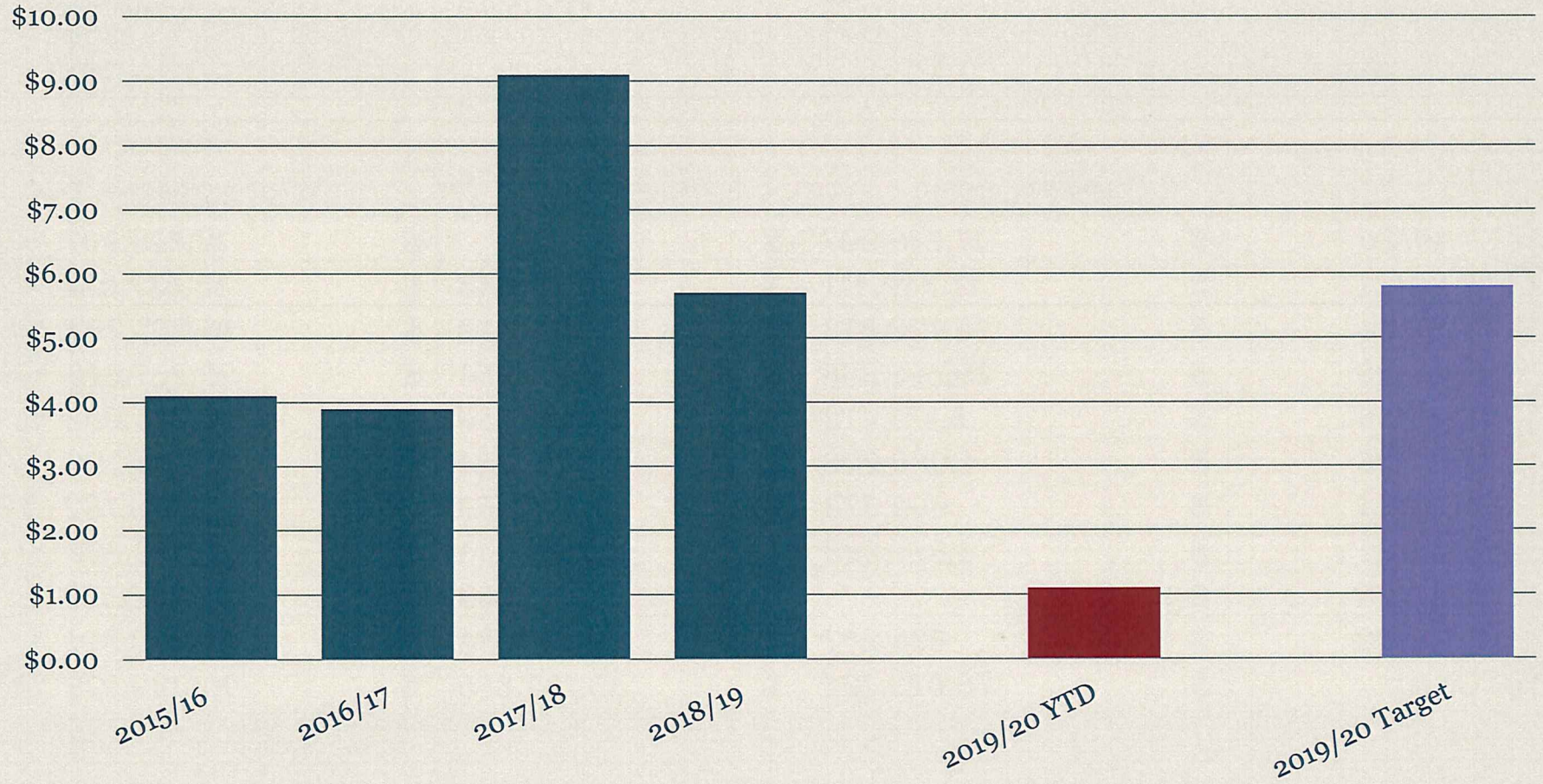


TRAVEL  
**PORTLAND**

# Actual OCC Revenue Realized-Current



# ROI On Future OCC Revenue Generated

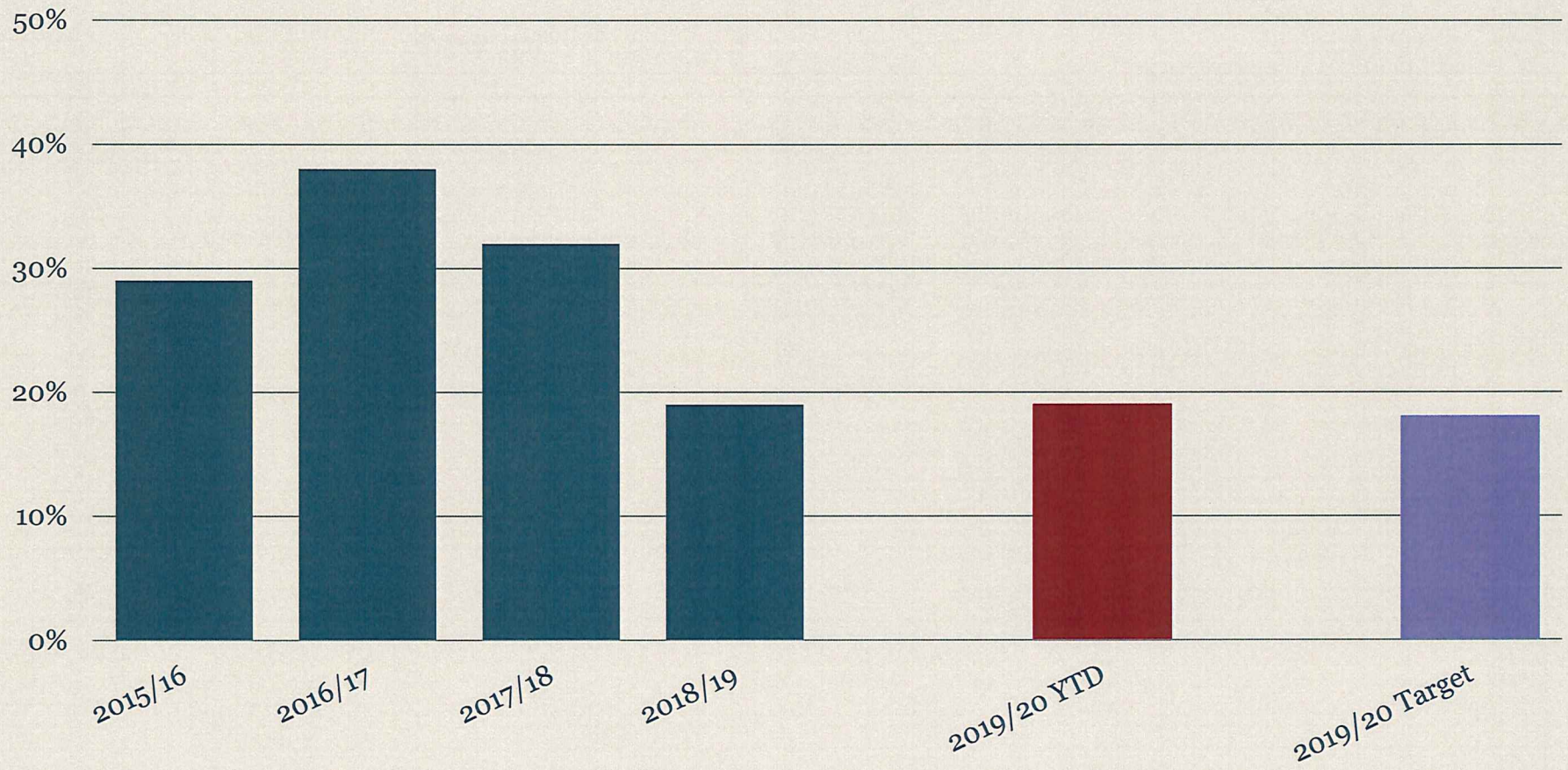




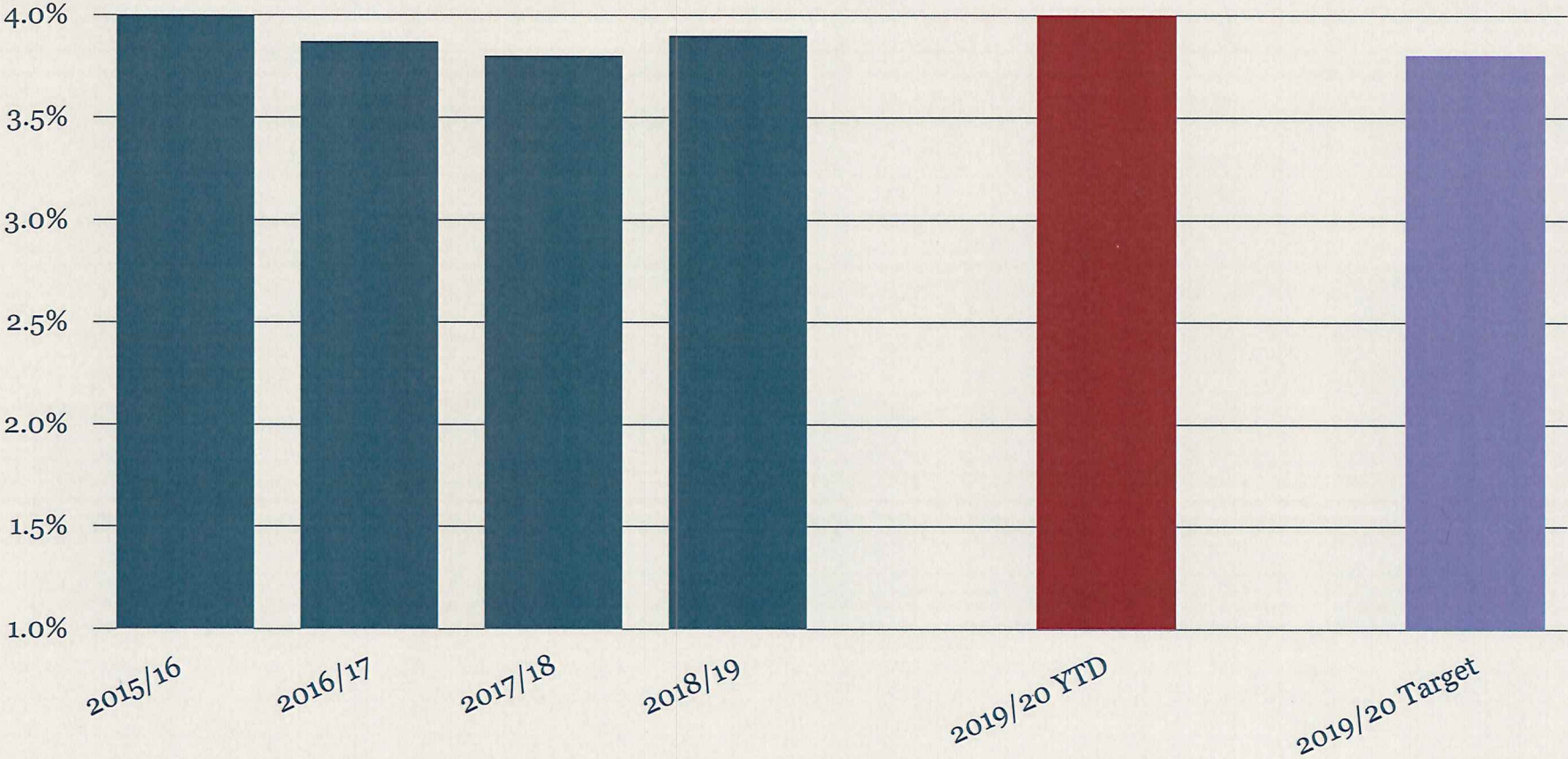
**OREGON CONVENTION CENTER BOOKING REVENUE  
FROM TRAVEL PORTLAND BOOKINGS**

	OCC Revenue	Annuals	Total Potential Future Business
FY 19/20	\$ 17,618,907	\$ -	\$ 17,618,907
FY 20/21	\$ 11,349,411	\$ 1,187,643	\$ 12,537,054
FY 21/22	\$ 14,730,813	\$ 1,336,479	\$ 16,067,292
FY 22/23	\$ 20,591,856	\$ 1,665,954	\$ 22,257,810
FY 23/24	\$ 5,411,473	\$ 1,336,559	\$ 6,748,032
FY 24/25	\$ 4,066,246	\$ 1,666,034	\$ 5,732,280
FY 25/26	\$ 662,623	\$ 1,336,559	\$ 1,999,182
FY 26/27	\$ 1,857,528	\$ 1,666,034	\$ 3,523,562
FY 27/28	\$ -	\$ 1,336,559	\$ 1,336,559
FY 28/29	\$ 534,267	\$ 1,666,034	\$ 2,200,301
<b>TOTAL</b>	<b>\$ 76,823,124</b>	<b>\$ 13,197,855</b>	<b>\$ 90,020,979</b>

# Lead Conversion



# Convention Services Satisfaction Survey Score



# PUBLIC RELATIONS

MERC	1 <sup>ST</sup> QUARTER	YTD
Placements	11	11
Impressions	582,253	582,253

OUTLET	ARTICLE	DATE
Meetings Today	Portland Makes the Play for Citywide Events	June 19
Northstar Meetings Group	How Meeting Planners Can Get More from CVBs and DMOs	June 19
USA Today: Go Escape	Hit the Pavement in Portland	July 19
Northstar Meetings Group	5 Sunny Summer Meeting Spots in Portland, Oregon	July 19
PCMA	Oregon Convention Center \$40-Million Renovation Nearly Complete	August 19

# PUBLIC RELATIONS

## Oregon Convention Center in Portland Unveils Renovations

By Jonathan Trager

A \$40 million renovation of the Oregon Convention Center in Portland has been completed, transforming much of the facility into a space more representative of the Pacific Northwest.

Officials introduced the renovated space on October 21 at a Renovation Unveiling Celebration and held a Client + Industry Partner Renovation Event on Oct. 23.

Craig Stroud, Executive Director of the Oregon Convention Center, said



On Oct. 23, a Client and Industry Partner Renovation Event was held at the Oregon Convention Center (OCC) in Portland. Left to right: Ray Leary, Commissioner, Metropolitan Exposition Recreation Commission (MERC); Cindy Wallace, Director of Sales and Marketing, OCC; Scott Cruickshank, General Manager, Metro Visitor Venues; Karis Stoudamire-Phillips, Chair, MERC; Craig Stroud, Executive Director, OCC; and Erin Jepson, Director of Events and Guest Services, OCC.

he's "excited to show off the renovated Oregon Convention Center to our visitors for years to come."

"It has been wonderful having the chance to come together as a Portland community to celebrate the completion of this momentous project, which has focused on improving the design, access and sustainability aspects of our building," said Stroud.

Changes include new carpet installation based on a forest design and a cascading ceiling modeled on the topography of the Cascade Mountain Range. This theme extends through to the 25,000-sq.-ft. ballroom and a nearby pre-event area.

"It really is a thoughtful renovation that not only modernizes but also brings in the spirit of our city and state inside the walls of the convention center," Steve Faulstick, Chief Sales Officer for Travel

Portland, told USAE.

The renovation project, which spanned 14 months, also included reconstruction of the exterior plaza on the northeast corner.

"While [the plaza] was beautiful before, it was multi-layered and wasn't user friendly, but now it's more open and user-friendly," said Faulstick. "The beautification of it and usability has greatly improved."

The revamped center space coincides with the opening of the Hyatt Regency Portland at the Oregon Convention Center in January 2020.

"The combination of the hotel opening along with our renovated space provides a new, gleaming meetings and conventions product for Portland that can accommodate groups of all shapes and sizes," said Stroud.

## San Diego

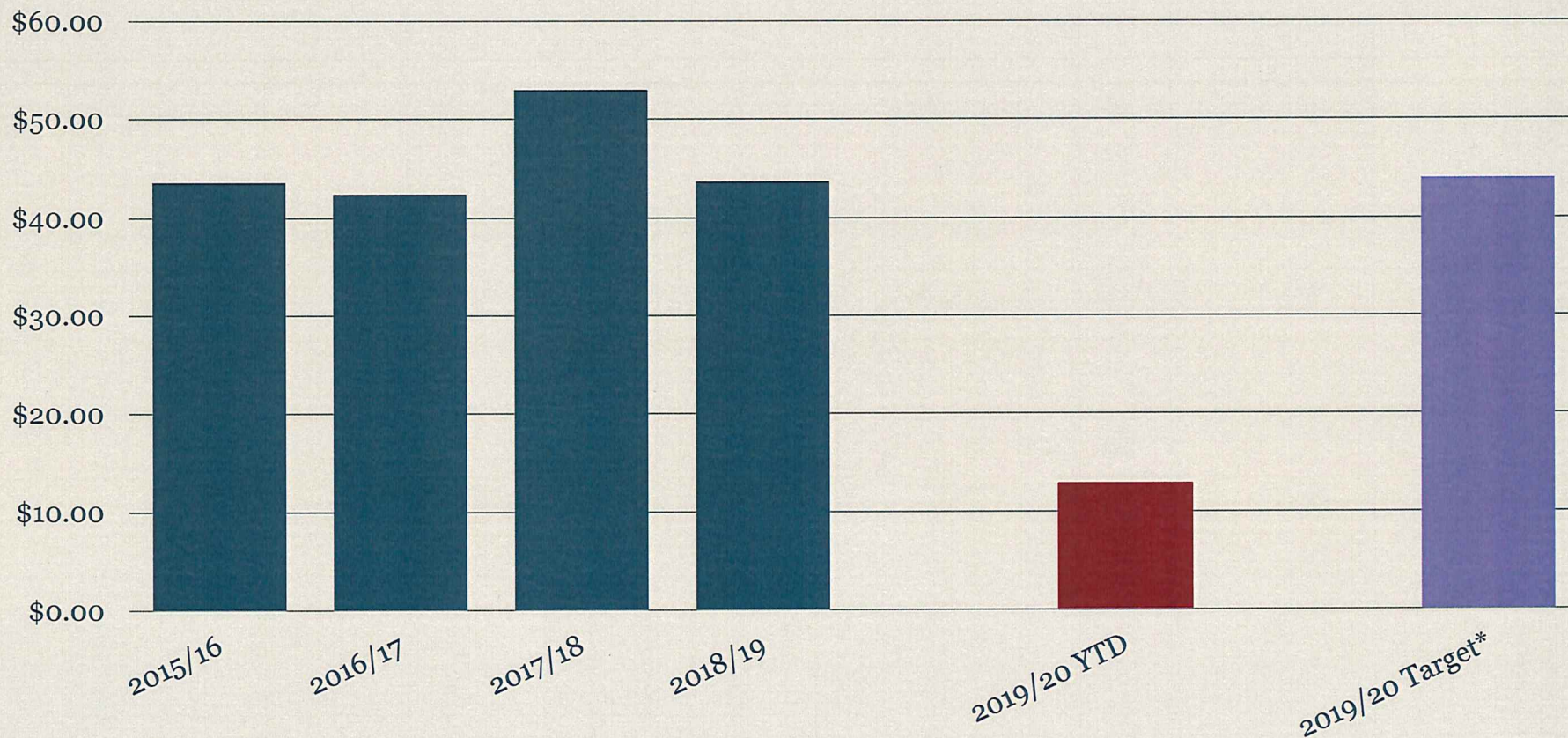
Continued from page 1

feet to about 1.2 million square feet.

The *San Diego Union-Tribune* ran an editorial on Oct. 22 endorsing the effort, which has been stymied over the past several years due to various legal issues.

"But barring some new development, it seems close to certain that the revised measure will go before voters," the editorial board wrote. "Then a broad coalition led by Mayor Kevin Faulconer and labor, business, and community leaders will try to make the case that this is an unusually painless way to help the city address three major issues. And they will be right."

# ROI On Total Community Economic Impact



\*Now measured on peak dates, not entire block length.

# SEPTEMBER 2019 YTD

SMITH TRAVEL RESEARCH	OCCUPANCY%		AVERAGE DAILY RATE		REV-PAR		ROOM REVENUE	ROOM DEMAND
	This Year	Last Year	This Year	Last Year	This Year	Last Year		
PORTLAND MARKET	75.6%	76.6%	\$142.73	\$143.91	\$107.83	\$110.20		
% OF CHANGE	-1.3%		-0.8%		-2.1%		0.0%	0.8%
PORTLAND CENTRAL CITY	79.3%	81.1%	\$179.35	\$184.78	\$142.26	\$149.90		
% OF CHANGE	-2.2%		-2.9%		-5.1%		2.5%	5.6%

# PROGRAM OF WORK

FY 2019-20  
1<sup>st</sup> Quarter

Program
<b>July 2019</b>
CESSE Leadership Conference
Philadelphia PCMA Chapter Retreat
Destinations International Annual Convention
Exprient e4
Cvent CONNECT
<b>August 2019</b>
IEEE Convene
Fort SPIN
Council of Manufacturing Associations Summer Leadership Conference
ASAE Annual Meeting
Connect Marketplace
Kellen Managers Summit
<b>September 2019</b>
IMEX America
Congressional Black Caucus
IEEE Computer Society
Close UP Sales Mission - Philadelphia
Chicago Destination Reps Indianapolis Trip
ASAE Five Star



# PROGRAM OF WORK

FY 2019-20  
2<sup>nd</sup> Quarter

Program
<b>October 2019</b>
HPN Global Partners Meeting
Pittsburgh Area Sales Calls
PCMA Cleveland Meeting
PCMA Power Chapter Meeting
Washington DC Multicultural Event
Connect Faith
<b>November 2019</b>
Connect Sports Women in Sports Tourism
Southern Region Sales Calls
CMP Conclave
AmeriSource Bergen Mini-FAM
Association HQ Leadership Forum
IBTM World
Three City Collective Fall Event
MPI Minneapolis Event
National Coalition of Black Meeting Professionals
<b>December 2019</b>
Fall FAM
OSAM Annual Conference
Association Executives of North Carolina Annual Showcase
Holiday Showcase
CVB Reps Washington DC Holiday Party
Three City Collective Wreath Event

# Women's Executive Forum

March 6-9, 2020



Women's Executive Forum is a collaborative program co-created by Travel Portland and Association Forum of Chicago. Program targets Women Association CEO's to participate in a peer-to-peer program with Portland area Women Leaders.

While the program does not contain an overt sales strategy, the reciprocal value in having these Women CEO's participate and be exposed to various aspects of Portland has led to Portland being sourced 8 separate citywide conventions. To date, following the first two years of this program, Travel Portland has confirmed 4 citywide convention as a result of this program worth over 18,000 room nights.

## AmerisourceBergen November 16-20, 2019

Amerisource Bergen is a market leader in pharmaceutical distribution, handling 20% of all pharmaceutical products sold and distributed in the US. Amerisource Bergen is the #12 ranked company on the Fortune 500 List.

Travel Portland sales staff hosted 11 meeting planners for Amerisource Bergen and 3 additional meeting sourcing agents from Maritz Travel for a 4-Day FAM highlighting Portland hotels and off-site venues.

To date, 9 business leads ranging in size from 100 room nights to 1,700 room nights have been sourced to Portland hotels.





## Experient e4

August 1-4, 2020

Portland will serve as the host city for the 2020 e4 program at the new Hyatt Regency Hotel and Oregon Convention Center. This program will bring over 100 Experient/Maritz Global Events meeting sourcing agents and over 200 top end-user convention groups.

Convention markets represented are primarily National Associations (Business, Fraternal, Religious) with a smaller portion of corporate and incentive group clients.



## **Sports Events & Tourism Association**

### **April 2023 or April 2024**

Sports ETA hosts an annual meeting that attracts hundreds of sports events professionals responsible for sourcing various sporting events and sports-related meetings and conventions.

Travel Portland, in conjunction with Sport Oregon, is bidding to host the 2023 or 2024 Annual Sports ETA convention to highlight the Portland regional as a viable sight to host these various sporting events and conventions.



## **AMC (Association Management Center) FAM**

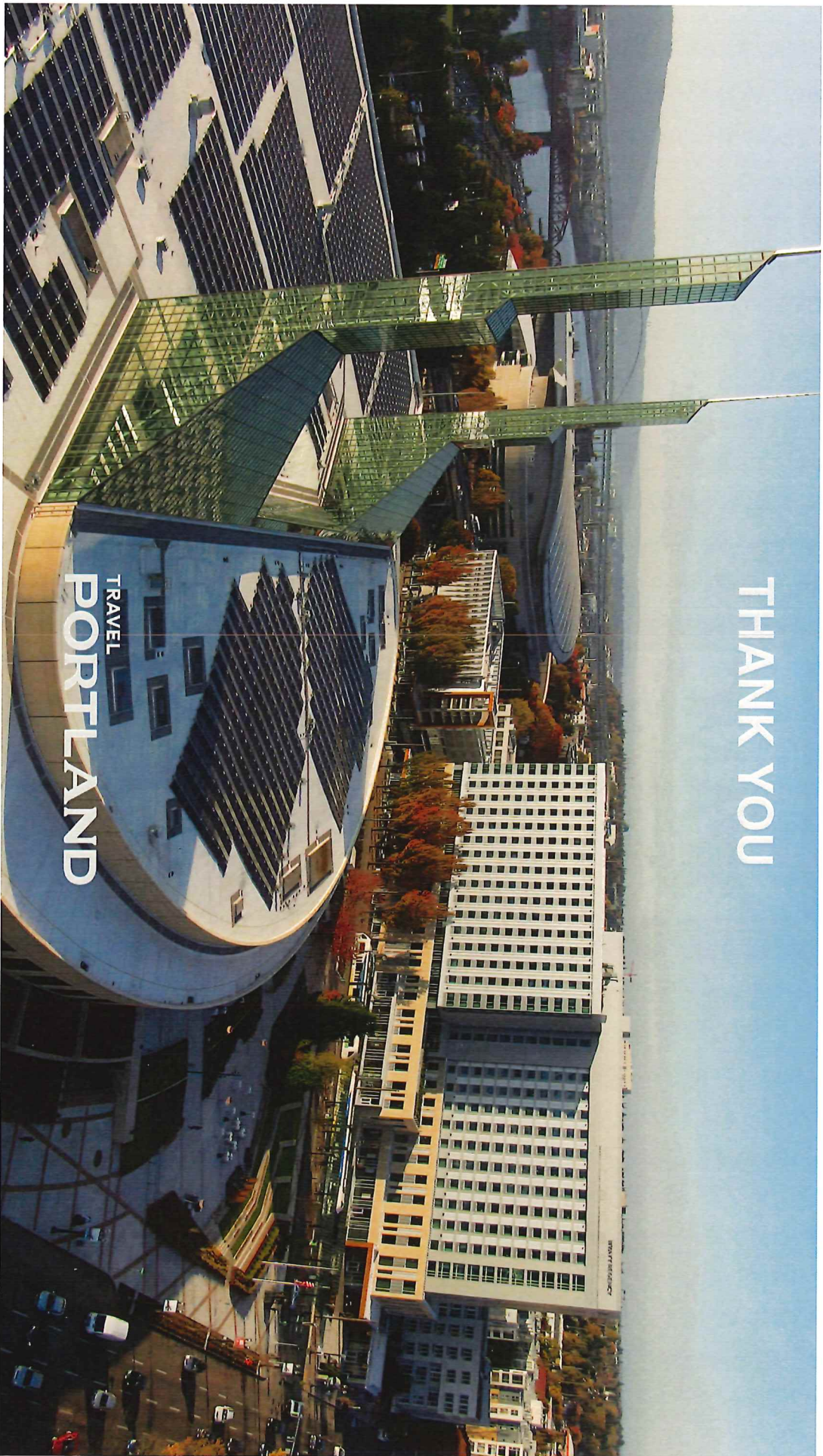
June 26-29, 2019

Association Management Center is a Chicago, IL based association management company that manages a portfolio of 21 various associations in the medical and Life Sciences market.

Travel Portland sales team hosted 7 AMC meeting managers responsible for sourcing convention and meetings business related to their group portfolio.

Travel Portland confirmed 3 future AMC programs for OCC representing over 6,000 room nights for Portland hotels. Travel Portland is also actively sourcing two additional programs for self-contained hotel programs.

THANK YOU



TRAVEL  
PORTLAND