

# Agenda

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## Board of Directors

**Friday, April 4, 2014**

**Following CAA Operations Committee Meeting**

**Kent County Commission Chambers**

**300 Monroe, NW - Grand Rapids, MI**

- |    |  |               |
|----|--|---------------|
| 1. | Call to Order  | Steve Heacock |
| 2. | Minutes of March 7, 2014                                 | Action        |
| 3. | Committee Reports  |               |
|    | A. Operations Committee                                  | Action        |
|    | i. DeVos Performance Hall Restroom Study Recommendations |               |
|    | B. Finance Committee                                     |               |
|    | i. Acceptance of CAA February 2014 Financial Statements  | Action        |
|    | ii. Acceptance of SMG February 2014 Financial Statements | Action        |
| 4. | SMG Report and Facilities Calendars - Todd Johnson       | Information   |
| 5. | Public Comment   |               |
| 6. | Adjournment  |               |

**Next Meeting Date: Friday, May 2, 2014,  
Following the CAA Finance Committee Meeting**

**MINUTES OF THE GRAND RAPIDS-KENT COUNTY  
CONVENTION/ARENA AUTHORITY  
BOARD OF DIRECTORS MEETING  
Friday, March 7, 2014**

**1. Call to Order**

Birgit Klohs, Vice Chairperson, called the meeting to order at 8:15 a.m. Secretary/Treasurer, Richard Winn, recorded the meeting minutes. Vice Chair Klohs welcomed and congratulated newly-appointed Kent County Commissioner, Diane Jones.

Attendance

Members Present:	Lew Chamberlin George Heartwell Birgit Klohs Charlie Secchia Rick Winn	
Members Absent:	Steve Heacock, Chairperson Floyd Wilson, Jr.	
Staff/Others:	Tom Bennett Daryl Delabbio Brian Dykema Tim Gortsema Jim Harger Diane Jones Mike Lloyd Chris Machuta Rich MacKeigan Mary Manier Doug Small Eddie Tadlock Susan Waddell Jim Watt Richard Wendt	Experience Grand Rapids Kent County Interested Citizen Grand Rapids Griffins <i>MLive/The Grand Rapids Press</i> Kent County Commission Broadway Grand Rapids SMG SMG Experience Grand Rapids Experience Grand Rapids SMG CAA SMG Dickinson Wright

**2. Minutes of Prior Meeting**

*Motion by Mr. Chamberlin, support by Mr. Winn, to approve the January 17, 2014, Minutes. Motion carried.*

**3. Committee Reports**

a. Operations Committee

Mr. Chamberlin stated that the February meeting was cancelled and that there have been no new developments since the Operations Committee met in December 2013.

Mr. Small introduced Tom Bennett, Vice President of Sales, who has returned to Michigan from a long successful career in California. Mr. Bennett stated that he is thrilled be to back and working with Doug and his team. Ms. Manier provided an overview of the CVB's recent sales activities, marketing efforts, and major bid presentations. Last month Experience Grand Rapids booked 10 groups that will have a \$10 million economic impact.

b. Finance Committee

i. CAA January 2014 Financial Statements

*Motion: Mr. Winn, supported by Mr. Chamberlin, moved to accept the CAA Financial Statements for the period ended January 31, 2014. The motion carried unanimously.*

vi. SMG January 2014 Financial Statements

*Motion: Mr. Winn, supported by Mr. Chamberlin, moved to accept the SMG Financial Statements for DeVos Place® and the Van Andel Arena® for the period ended January 31, 2014. The motion carried unanimously.*

**4. DeVos Performance Hall Restroom Study**

Mr. Watt stated that Progressive AE was contracted to provide a study identifying opportunities to reduce wait times for restroom use at DeVos Performance Hall. SMG staff will review the study thoroughly and make recommendations to the CAA Operations Committee next month.

**5. Community Sustainability Partnership**

Mayor Heartwell recommended that the CAA join the Community Sustainability Partnership. The CSP launched in 2005 when the City partnered with GVSU, Aquinas, and GRPS to develop a sustainability plan. Over the years, membership opened up to other organizations and SMG and The Right Place have joined. There is no cost associated with membership, just a commitment to work on sustainability issues.

*Motion: Mr. Heartwell, supported by Mr. Chamberlin, moved to join the Community Sustainability Partnership. The motion carried unanimously.*

**6. Customer Advisory Board Follow-Up Report**

Mr. Tadlock presented a report on the Customer Advisory Board (CAB) meeting held last fall. Almost 20 customers attended to provide input on best practices in convention center operations. Mr. Small added that the guest list was very deliberate and professional event planners from various industries were invited to participate. A facilitator directed the formal process that focused on evaluating DeVos Place® in the following areas: technology, sustainability, user experience, venues rules and regulations, site selection and booking process tools, and unique food and beverage offerings. The results:

Technology: DeVos Place® meets the basic bandwidth requirements for 95% of existing clients; most planners do not know bandwidth capacity required for their events; SMG does research event's historical data to determine client needs.

**Sustainability:** DeVos Place® has green venue certification and will apply for the new LEED certification standard for existing buildings; SMG is a member of the Community Sustainability Partnership; and the parking ramp will be re-lamped this spring.

**Enhance User Experience:** The public spaces need artwork. DeVos Place® is adding to its art collection through ArtPrize. Several art shows are held in the skywalk throughout the year.

**Venue Rules & Regulations:** Planners like access to a venues floor plans, rules & regulations, union rules, and menus. These are posted on the DeVos Place® website.

**Site Selection & Booking Process Tools:** Planners would like to access information without contacting a venue directly. This information is offered on the DeVos Place® website under the “Explore” tab.

**Unique Food & Beverage:** The Amway Grand Plaza Hotel offers amazing catering selections. Beer City USA highlights local breweries.

Mr. Chamberlin inquired about unmet challenges. Mr. Tadlock responded that clients often request portable charging stations and the south-end of the skywalk needs way-finding signage.

## **5. SMG Report and Facilities Calendars**

Mr. MacKeigan stated that both venues are very busy. The Arena will be host to monster trucks, WCHA hockey tournament, WWE, GVSU and Davenport commencement ceremonies, and Demi Lovato, Casting Crowns, Bruno Mars, Katy Perry, Brantley Gilbert, and Motley Crue concerts. The convention center is getting ready for the home and garden show, LaughFest, Mama Mia and Wizard of Oz Broadway shows, Bryan Adams concert, Tyler Perry play, comedian Red Green, and Bill O'Reilly/Dennis Miller.

## **6. Public Comment**

Mike Lloyd, Broadway Grand Rapids, extended his appreciation to the CAA for moving forward with the restroom study.

## **7. Adjournment**

The meeting adjourned at 9:00 a.m.

The date for next CAA Board meeting is **Friday, April 4, 2014**, in the Kent County Commission Chambers, Kent County Administration Building, 300 Monroe Avenue, NW, following the CAA Operations Committee meeting.

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Richard A. Winn, Recording Secretary



Van Andel Arena®  
DeVos Place®

## Memorandum

**To:** CAA Operations Committee  
CAA Board of Directors

**From:** Jim Watt, Assistant General Manager

**CC:** Rich MacKeigan

**Date:** April 1, 2014

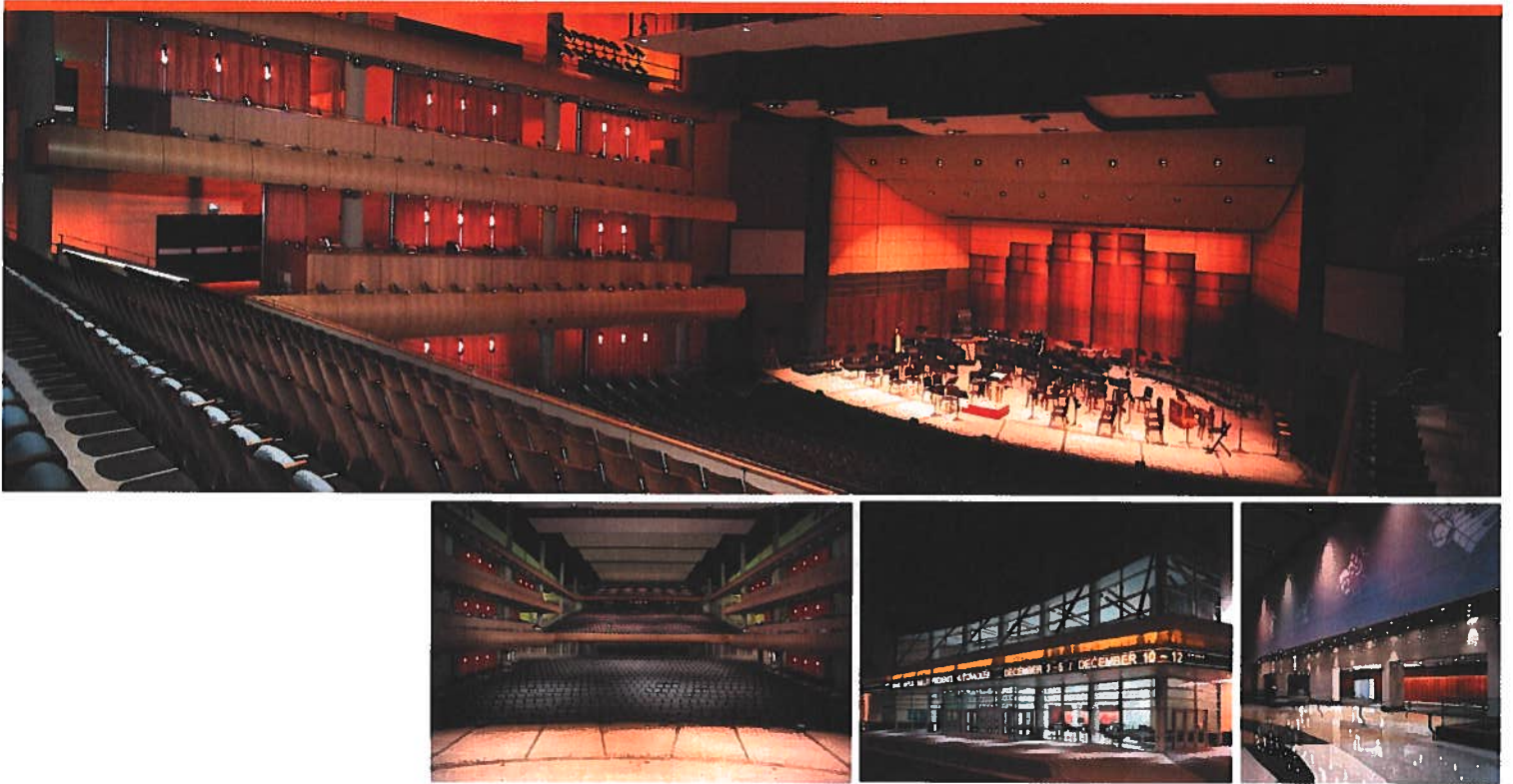
**Re:** RESTROOM STUDY RECOMMENDATION

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SMG recommends proceeding with Option A.1. The 50% increase in women's fixtures will have a significant positive impact on wait times. SMG would continue to monitor lines and wait times judging reasonableness. Choosing this option would not preclude us from considering Option 3 at a future time should wait times still be an issue.

The Dec. 31 Capital Roll projects we will be \$497k under current budget. This project could be done within the current projected capital budget but could have some carryover to next fiscal year depending on the timing.

I would like to request the CAA Operations Committee and subsequently the CAA Board of Directors to approve an addendum to the current Fiscal Year Capital Budget which would allow for Option A.1 to commence this fiscal year. Additionally, I would request the approval of Option A.1 as an additional capital project for the current fiscal year in the amount of \$75k.



# DeVos Performance Hall

## Women's Toilet Room Study

December 12, 2013

Presented by:  
Progressive AE  
1811 4 Mile Road, NE  
Grand Rapids, MI 49525

progressive|ae

December 12, 2013

Jim Watt  
SMG  
130 West Fulton  
Grand Rapids, MI 49503

RE: DeVos Hall Women's Toilet Room Study

Dear Jim,

Progressive AE is pleased to provide the following study identifying opportunities to reduce wait times for restroom use during DeVos Performance Hall intermissions. Options considered in the study were:

- Location of additional toilet rooms
- Alternative staging for use
- Different strategies for equal use of existing toilet rooms
- Signage

#### **Observation**

On Tuesday October 1, 2013, Progressive AE observed the opening of *Jersey Boys* to record wait times and overall facility usage.

During intermission there were lines at all Women's Toilet Rooms in the facility. The most significant line was for the Women's Toilet Room adjacent to the Main Lobby. Wait/usage time at this location was in excess of 14 minutes from the time people entered the line. The line extended up both sides of each ramp. With 14 minutes of usage time, plus time to walk to and from seating, a trip to the Main Lobby Women's Toilet Room could easily exceed the 15 minutes available during intermission, and leaves little or no time for purchasing refreshments or socializing.

During the same time period, a small line was observed at the Men's Toilet Room adjacent to the Main Lobby. Wait/usage time at this location was approximately 4 minutes at the peak demand time. There were no lines observed at the other Men's Toilet Rooms in the facility.

#### **Conclusions**

Based on the observed usage, there is a need for additional available fixtures for women; the number of fixtures for men is adequate.

There is not an excess capacity of men's fixtures available for conversion or staging to offset the need for additional women's fixtures. Staging or conversion strategies alone could provide limited benefit in equalizing the wait times, but may not meaningfully improve transit time.

Based on the lines observed at all Women's Toilet Rooms, there are no idle or available fixtures in the facility. Signage may provide some benefit in equalizing the length of lines between toilet rooms, but may not meaningfully improve transit time.

Based on the observed usage, meaningful improvement in transit times may require significant additional fixtures for women, particularly in the Main Lobby, while at least maintaining the overall fixtures available for men.

**Toilet Room Expansion Concepts**

Progressive AE has identified two concepts for increasing the number of fixtures available.

**Concept A.1** - Involves adding water closets within the footprint of the existing Women's Toilet Room. This approach would result in an increase of 5 water closets with no increase in lavatories. Refer to included Sketch A.1 for graphic depiction of this option, along with the Opinion of Probable cost.

**Concept C.2** - Involves conversion of the Men's Toilet Room adjacent to the main lobby into a Women's Toilet Room, and involves constructing additional Men's Toilet Rooms in the Side Lobbies. This approach doubles the number of fixtures available to women in the Main Lobby. The result would be an additional 10 water closets and 5 lavatories for women, and an additional 2 fixtures for men. Refer to included Sketch C.2 for graphic depiction of this option, along with the Opinion of Probable cost.

Jim, thank you for allowing us the opportunity to assist you in resolving the facilities issues at DeVos Performance Hall. Please feel free to contact me with any questions you may have.

Sincerely,

PROGRESSIVE ARCHITECTURE ENGINEERING

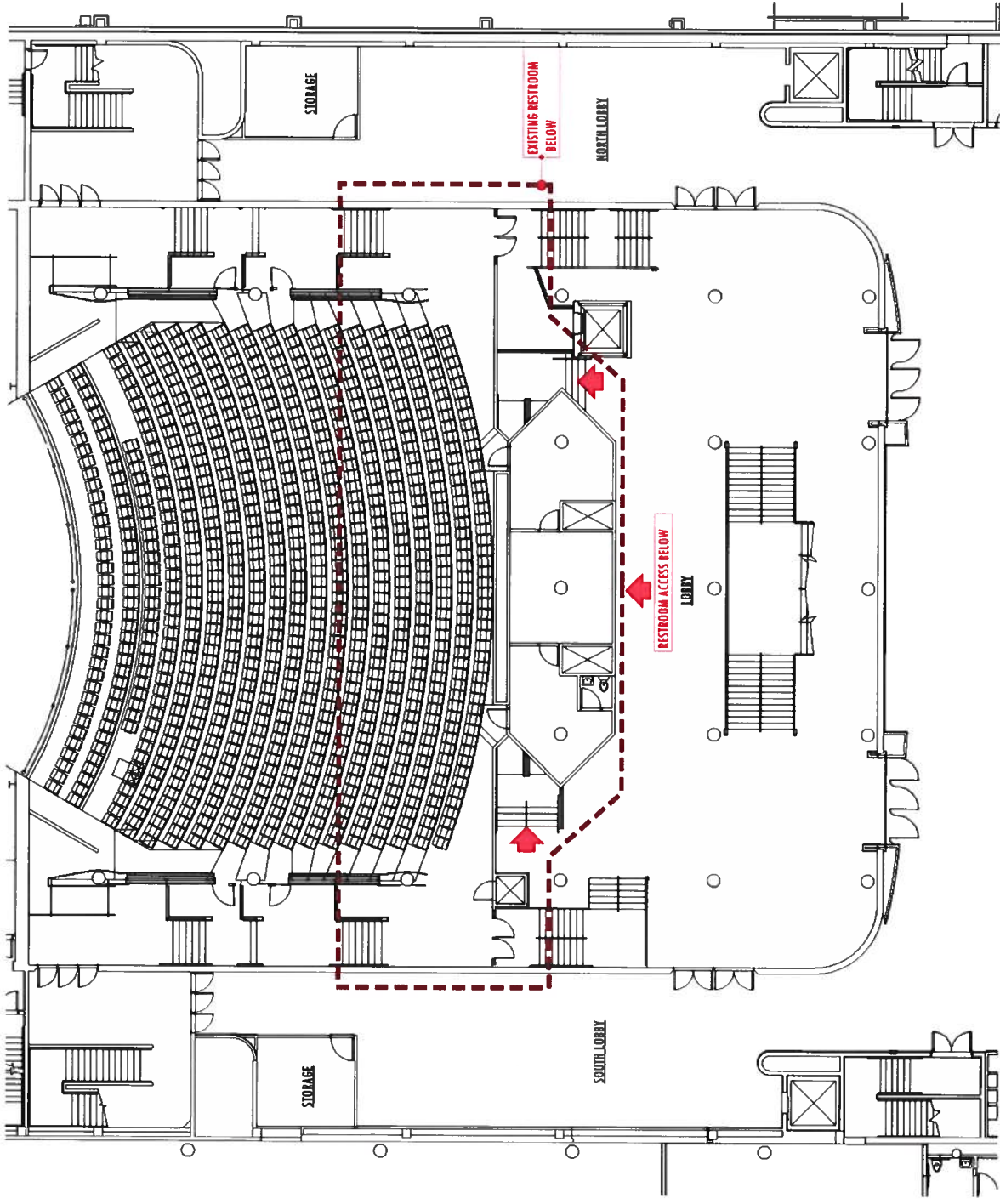
A handwritten signature in blue ink, appearing to read 'John T. Van Houten', with a long horizontal flourish extending to the right.

John T. Van Houten AIA  
Lead Project Manager

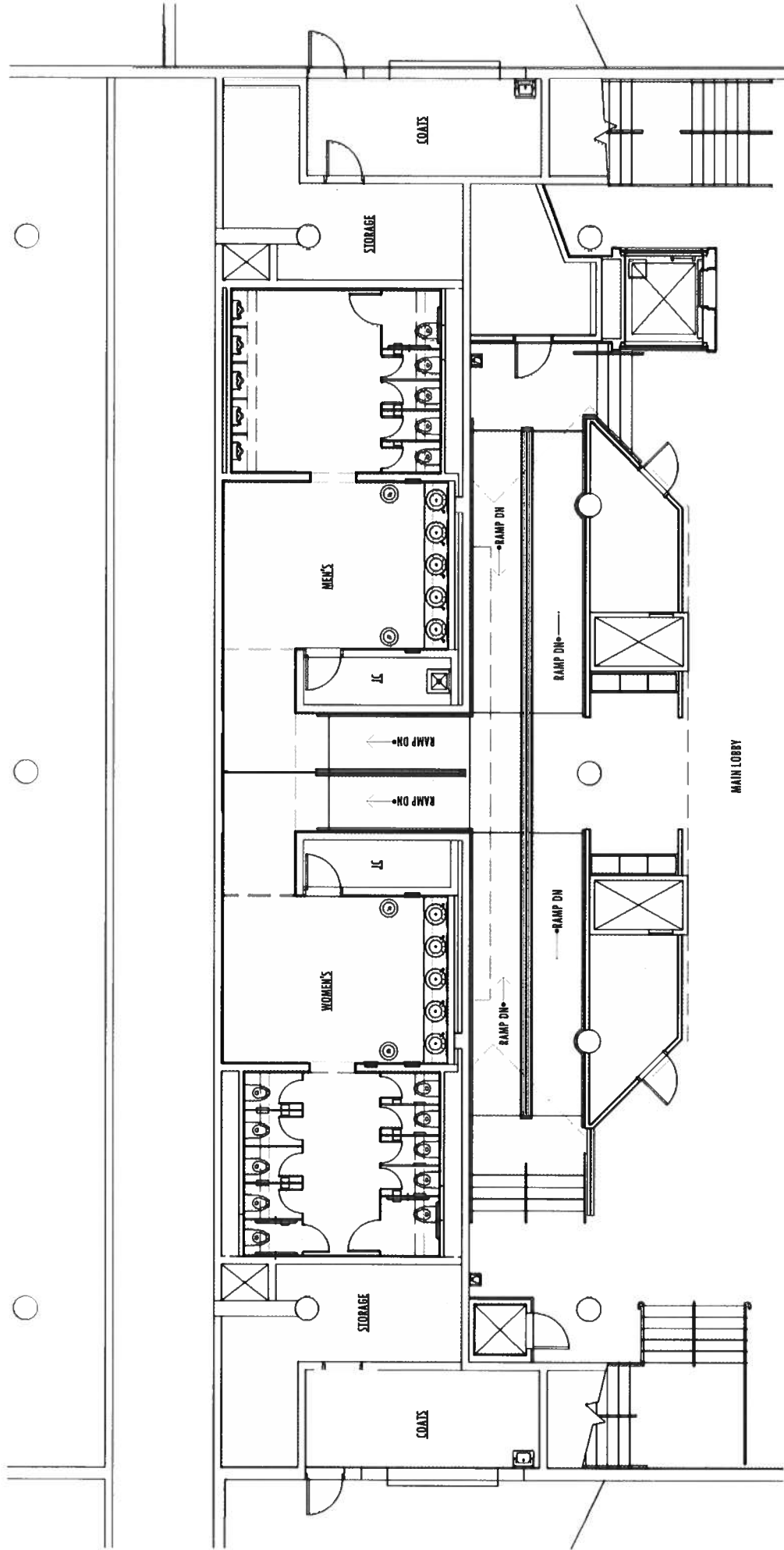
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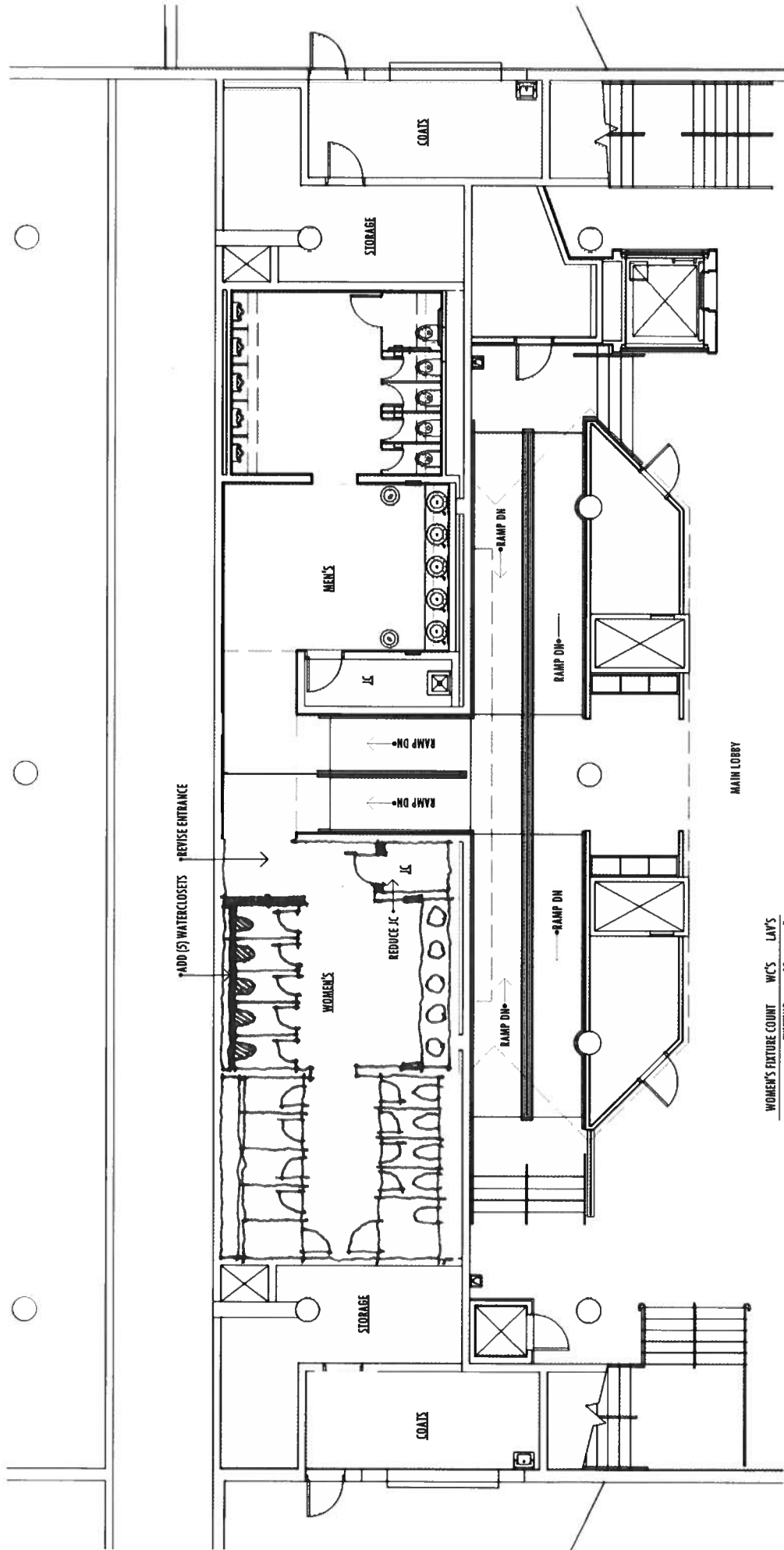




EXISTING LOBBY LEVEL

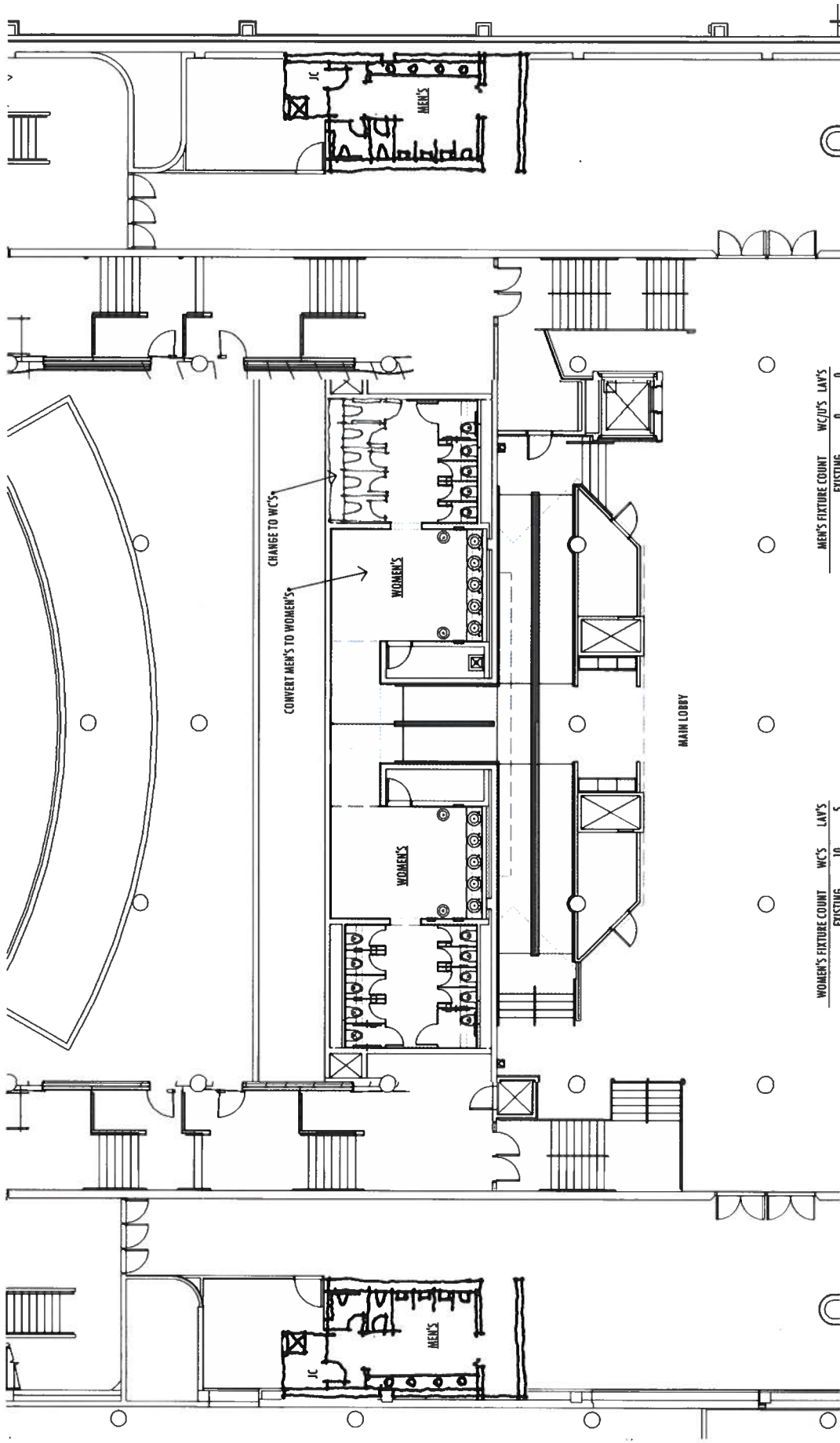


EXISTING LOBBY LEVEL



WOMEN'S FIXTURE COUNT		WC'S	LAV'S
EXISTING	10	5	
NEW	5	0	
TOTAL	15	5	

## EXPANSION WITHIN EXISTING FOOTPRINT **A.1**



**MEN'S FIXTURE COUNT**

EXISTING	NEW	TOTAL
0	12	12

**WC'S LAY'S**

EXISTING	NEW	TOTAL
0	6	6

**WOMEN'S FIXTURE COUNT**

EXISTING	NEW	TOTAL
10	10	20

**WC'S LAY'S**

EXISTING	NEW	TOTAL
5	5	10

# C.2

CONVERSION AND EXPANSION INTO SIDE LOBBIES



**SMG - DeVos Performance Hall**  
**Restroom Renovation - Option A.1**  
**Opinion of Probable Cost**  
November 22, 2013

DESCRIPTION	COSTS		
Contract Square Footage	703		
Demolition	\$ 4,312.00	\$ 6.13	
Concrete	\$ 1,054.50	\$ 1.50	
Masonry	\$ -	\$ -	
Structural & Miscellaneous Steel	\$ -	\$ -	
Carpentry - Rough and Finish	\$ 2,109.00	\$ 3.00	
Thermal and Moisture Protection	\$ 175.75	\$ 0.25	
Doors and Hardware	\$ 400.00	\$ 0.57	
Glass and Glazing	\$ -	\$ -	
Metal Studs and Drywall	\$ 5,709.00	\$ 8.12	
Acoustic Ceilings	\$ 1,406.00	\$ 2.00	
Flooring	\$ 5,600.00	\$ 7.97	
Painting	\$ 1,054.50	\$ 1.50	
Accessories	\$ 6,700.00	\$ 9.53	
Equipment	\$ -	\$ -	
Furnishings	\$ -	\$ -	
Special Construction	\$ -	\$ -	
Elevators	\$ -	\$ -	
Fire Suppression	\$ 1,350.00	\$ 1.92	
Plumbing	\$ 12,654.00	\$ 18.00	
HVAC	\$ 1,406.00	\$ 2.00	
Electric & Lighting	\$ 2,812.00	\$ 4.00	
Data and Communications	\$ -	\$ -	
Security and Alarm Systems	\$ -	\$ -	
Site Development	\$ -	\$ -	
Soft Costs	\$ 17,274.43	\$ 24.57	
Contingency			
General Conditions			
Contractor Fee			
Permits			
AE Fees and Services	\$ 4,862.06	\$ 6.92	
<b>TOTAL</b>	<b>\$ 68,879.24</b>	<b>\$ 97.98</b>	



**SMG - DeVos Performance Hall  
Restroom Renovation - Option C.2  
Opinion of Probable Cost  
November 22, 2013**

DESCRIPTION	COSTS	
Contract Square Footage	1,146	
Demolition	\$ 9,984.00	\$ 8.71
Concrete	\$ 1,719.00	\$ 1.50
Masonry	\$ -	\$ -
Structural & Miscellaneous Steel	\$ -	\$ -
Carpentry - Rough and Finish	\$ 5,730.00	\$ 5.00
Thermal and Moisture Protection	\$ 573.00	\$ 0.50
Doors and Hardware	\$ 2,200.00	\$ 1.92
Glass and Glazing	\$ 3,500.00	\$ 3.05
Metal Studs and Drywall	\$ 24,390.00	\$ 21.28
Acoustic Ceilings	\$ 5,157.00	\$ 4.50
Flooring	\$ 22,920.00	\$ 20.00
Painting	\$ 2,292.00	\$ 2.00
Accessories	\$ 17,000.00	\$ 14.83
Equipment	\$ -	\$ -
Furnishings	\$ -	\$ -
Special Construction	\$ -	\$ -
Elevators	\$ -	\$ -
Fire Suppression	\$ 3,600.00	\$ 3.14
Plumbing	\$ 60,738.00	\$ 53.00
HVAC	\$ 9,168.00	\$ 8.00
Electric & Lighting	\$ 18,336.00	\$ 16.00
Data and Communications	\$ -	\$ -
Security and Alarm Systems	\$ 1,146.00	\$ 1.00
Site Development	\$ -	\$ -
Soft Costs	\$ 87,069.76	\$ 75.98
Contingency		
General Conditions		
Contractor Fee		
Permits		
AE Fees and Services	\$ 19,602.41	\$ 17.11
<b>TOTAL</b>	<b>\$ 295,125.17</b>	<b>\$ 257.53</b>



## **Memorandum**

**To:** CAA Board Members

**From:** Robert J. White

**Subject:** December 2013 Financial Statements

**Date:** January 24, 2014

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The attached interim Balance Sheet, Administrative Income Statement, and Consolidated Income Statement are formatted to provide information concerning the Convention/Arena Authority administrative accounts.

These statements are prepared on a cash basis. The Balance Sheet includes a two-year comparative financial position at December 31 for Fiscal Years 2013 and 2014. The Administrative Income Statement provides a line item comparison of accounts for the current fiscal year as compared to a similar period in the prior fiscal year. In addition, the Administrative Income Statement provides a comparison of current year budget to prior year (FY 2013). It will allow the reader to compare expenditure trends with full-year budgetary allowances. The Consolidated Income Statement is formatted by functional area. The columnar format is the same as in the Administrative Income Statement.

Items of interest in the three financial statements are explained as follows:

### **Balance Sheet (Unconsolidated):**

- The cash and investments position decreased by \$2.2 million from June 30, 2013. This is generally in line with the budget forecast, with no summer activity at the Arena and a significantly increased capital program.
- Fund balance unrestricted decreased by \$2.8 million from the June 30, 2013 level.

### **December Administrative Revenue/Expense:**

- Utilities (electric) are significantly increased due to a "stuck" meter in the prior year. This trend will continue to run over budget until year-end when a prior year catch-up payment will bring the trend in line with budget.
- Marketing - On September 1st, a \$50,000 payment was made to the West Michigan Sports Commission. A \$25,000 payment was made (prior year) on October 11, 2012.
- DID Assessment - On September 16+23, \$38,990 in payments were made to Grand Rapids. A \$36,124 payment was made (prior year) on May 2, 2013.

- Capital R/R/C - Spending for the first five months has totaled \$2.0 million compared to \$.4 million in the prior fiscal year.
- Overall Expense - Activity picked up in the sixth month. Spending totaled 51.9% of annual operating budget. Operating expenses are budgeted at a 7.8% annual increase. For the current fiscal year, actual operating expenses totaled a 17.5% increase from prior year.

**Consolidated Income Statement (six months):**

- The Van Andel Arena® budget forecast a current year “Net Proceeds” decrease of (37.6%). For the current fiscal year, “Net Proceeds” are reported at a decline of (111.3%) from prior-year performance.
- The DeVos Place® budget forecast a current year “Net Proceeds” decrease of (68.4%). For the current fiscal year, “Net Proceeds” are reported at a decline of (138.3%) from prior-year performance.
- Total operating “Net Proceeds” are down by (\$1,064,811) from a like period in the prior fiscal year. The budget forecast a full year decline of (\$1,218,364).

SMG has completed a six-month “roll” providing an updated current-year forecast. When consolidated with updated estimates, for administrative and “capital” accounts, the originally-forecasted \$2.6 million draw on unrestricted fund balance is reduced to a \$2.1 million draw. Additional detail is provided as follows:

**Updated Consolidated Current Year Estimates:**

	<u>FY 2014 Budget</u>	<u>Updated Estimate</u>	<u>Change</u>
SMG -Van Andel Arena®	\$ 986,552	\$ 516,447	(\$470,105)
-DeVos Place®	(506,794)	(170,077)	+336,717
Parking	885,366	885,366	--
Pedestrian Safety	(132,653)	(132,653)	--
Other -Revenues	184,300	164,300	( 20,000)
-Expenses	(702,843)	(535,329)	+167,514
Capital -R/R	<u>(3,329,000)</u>	<u>(2,832,394)</u>	<u>+496,606</u>
Net Change – Unrestricted			
Fund Balance	<u>(\$2,615,072)</u>	<u>(\$2,104,340)</u>	<u>+\$510,732</u>

These reports are intended to provide a summary analysis of administrative activities over the course of the fiscal year.



**Grand Rapids-Kent County Convention/Arena Authority**  
**Preliminary Year-End Balance Sheet (Unconsolidated)**  
**December 31, 2013**

		<u>12/30/2012</u>	<u>12/30/2013</u>
	<b><u>Assets</u></b>		
Cash	- Operating	\$ 153,213	\$ 196,817
Investments	- Kent County	21,094,458	18,973,840
Capital Assets (Net)		<u>1,587,656</u>	<u>1,400,394</u>
Total Assets		<u><u>\$ 22,835,327</u></u>	<u><u>\$ 20,571,051</u></u>

	<b><u>Liabilities &amp; Fund Balance</u></b>		
Accounts Payable		\$ 268,507	\$ 122,312
Fund Balance		<u>22,566,820</u>	<u>20,448,739</u>
Total Liabilities & Fund Balance		<u><u>\$ 22,835,327</u></u>	<u><u>\$ 20,571,051</u></u>

**Grand Rapids-Kent County Convention/Arena Authority**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Year Ending June 30, 2014**

	Annual			Year-To-Date		
	<u>FY 2013</u>	<u>FY 2014</u>	<u>Percentage</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>Percentage</u>
	<u>Final</u>	<u>Budget</u>	<u>Change</u>	<u>7/1 - 12/31</u>	<u>7/1 - 12/31</u>	<u>Change</u>
<b>Revenues:</b>						
Transfers from SMG	\$ 3,789,062	\$ 2,819,566	(25.6)	\$ 1,200,000	\$ 2,936,000	144.7
Parking	1,059,579	1,072,066	1.2	357,806	360,868	0.9
Interest	92,900	84,000	(9.6)	47,524	26,540	(44.2)
Miscellaneous	108,301	100,300	(7.4)	9,816	2,540	(74.1)
<b>Total Revenues</b>	<u>5,049,842</u>	<u>4,075,932</u>	<u>(19.3)</u>	<u>1,615,146</u>	<u>3,325,948</u>	<u>105.9</u>
<b>Expenditures:</b>						
Operations						
- Utilities	2,300,543	2,339,808	1.7	955,973	1,071,997	12.1
- Parking Management	155,665	186,700	19.9	36,568	46,861	28.1
- Pedestrian Safety	147,128	132,653	(9.8)	42,575	17,269	(59.4)
- Marketing - CVB/Sports	100,000	125,000	25.0	25,000	75,000	200.0
- DID Assessment	38,124	60,000	57.4	-	38,990	+100.0
- Landscaping	20,100	30,000	49.3	16,487	16,487	-
- Food & Beverage Repairs	33,026	40,000	21.1	-	3,554	+100.0
Administration						
- Wages/Benefits	112,519	114,339	1.6	45,897	52,851	15.2
- Consulting Services	35,688	31,004	(13.1)	12,678	19,530	54.0
- Professional Services	48,360	61,000	26.1	15,550	21,210	36.4
- Diversity Initiative	59,383	125,000	110.5	13,235	14,268	7.8
- Procurement of Art	17,554	30,000	70.9	16,343	15,901	(2.7)
- Insurance	25,303	26,500	4.7	20,934	23,775	13.6
- Supplies/Other	24,157	60,000	148.4	11,833	8,149	(31.1)
<b>Operating Expenditures</b>	<u>3,117,550</u>	<u>3,362,004</u>	<u>7.8</u>	<u>1,213,073</u>	<u>1,425,842</u>	<u>17.5</u>
Capital R/R/A						
<b>Total Expenditures</b>	<u>962,205</u>	<u>3,329,000</u>	<u>246.2</u>	<u>366,726</u>	<u>2,044,102</u>	<u>457.4</u>
<b>Excess (Deficiency) of Revenues</b>	<u>4,079,755</u>	<u>6,691,004</u>		<u>1,579,799</u>	<u>3,469,944</u>	
<b>Over Expenditures</b>	<u>970,087</u>	<u>(2,615,072)</u>	<u>(269.6)</u>	<u>\$ 35,347</u>	<u>\$ (143,996)</u>	<u>(407.4)</u>
<b>Balance, beginning of period</b>	<u>22,233,705</u>	<u>23,203,792</u>				
<b>Balance, end of period</b>	<u>\$ 23,203,792</u>	<u>\$ 20,588,720</u>				

**Grand Rapids-Kent County Convention/Arena Authority**  
**Budget Summary by Facility/Other**  
**Financial Trends for Year Ending June 30, 2014**

	Annual			Year-To-Date		
	FY 2013 Final	FY 2014 Budget	Percentage Change	FY 2013 7/1 - 12/31	FY 2014 7/1 - 12/31	Percentage Change
Van Andel Arena						
Operating - Revenues	\$5,538,964	\$5,023,466	(9.3)	\$2,288,702	\$1,765,077	(22.9)
- Expenses - Facilities	(3,632,692)	(3,848,986)	6.0	(1,722,854)	(1,808,998)	5.0
- Base Management Fees	(165,262)	(167,741)	1.5	(82,631)	(84,119)	1.8
- Incentive Fee	(96,020)	(20,187)	(79.0)	-	-	-
Net Operating Income (Loss)	1,644,990	986,552	(40.0)	483,217	(128,040)	(126.5)
Parking	145,088	160,066	10.3	78,778	79,572	1.0
Pedestrian Safety	(93,420)	(87,767)	(6.1)	(26,353)	(11,896)	(54.9)
Net Proceeds (Cost) of VAA	1,696,658	1,058,851	(37.6)	535,642	(60,364)	(111.3)
DeVos Place Convention Center						
Operating - Revenues	5,860,533	5,268,030	(10.1)	2,540,735	2,516,419	(1.0)
- Expenses - Facilities	(5,617,236)	(5,354,821)	(4.7)	(2,446,670)	(2,753,220)	12.5
- Base Management Fees	(165,263)	(167,741)	1.5	(82,632)	(83,375)	0.9
- Incentive Fee	(234,505)	(252,262)	7.6	-	-	-
Net Operating Loss	(156,471)	(506,794)	(223.9)	11,433	(320,176)	(2800.5)
Parking	758,826	725,300	(4.4)	242,460	234,435	(3.3)
Pedestrian Safety	(53,708)	(44,886)	(16.4)	(16,221)	(5,374)	(66.9)
Net Proceeds (Cost) of DVP	548,647	173,620	(68.4)	237,672	(91,115)	(138.3)
Other						
Revenues	201,201	184,300	(8.4)	57,340	29,080	(49.3)
Expenses	(514,214)	(702,843)	36.7	(177,957)	(289,715)	62.8
Net Other	(313,013)	(518,543)	(65.7)	(120,617)	(260,635)	(116.1)
Total Net Proceeds/Operating	1,932,292	713,928		652,697	(412,114)	
Capital Expenditures	(962,205)	(3,329,000)		(366,726)	(2,044,102)	
Results Net of Capital Expenditures	\$ 970,087	\$ (2,615,072)		\$ 285,971	\$ (2,456,216)	

# DEVOS PLACE

## DE VOS PLACE

**FINANCIAL STATEMENT  
FOR THE PERIOD ENDED DECEMBER 31, 2013**

**Distribution:**

**Grand Rapids – Kent County Convention / Arena Authority**

**Robert White**

**Harry Cann**

**Gary McAneney**

**John Szudzik**

**Richard MacKeigan**

**Chris Machuta**



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*An SMG Managed Facility*

**DE VOS PLACE  
ROLLING FORECAST  
FISCAL YEAR ENDING JUNE 30, 2014**

	<b>YTD Actual</b>	<b>Roll</b>	<b>TOTAL FYE</b>	<b>BUDGET FYE</b>	<b>VARIANCE</b>
<b>NO. EVENTS</b>	231	285	516	507	9
<b>ATTENDANCE</b>	189,030	299,500	488,530	498,100	(9,570)
<b>DIRECT EVENT REVENUE</b>	1,208,581	1,735,305	2,943,886	2,918,040	25,846
<b>ANCILLARY REVENUE</b>	1,121,047	1,109,622	2,230,669	2,105,540	125,129
<b>TOTAL EVENT REVENUE</b>	2,329,628	2,844,927	5,174,555	5,023,580	150,975
<b>TOTAL OTHER REVENUE</b>	186,791	144,761	331,552	244,450	87,102
<b>TOTAL OPERATING REVENUE</b>	2,516,419	2,989,688	5,506,107	5,268,030	238,077
<b>INDIRECT EXPENSES</b>					
<b>EXECUTIVE</b>	96,697	88,200	184,897	189,482	4,585
<b>FINANCE</b>	120,338	125,600	245,938	253,687	7,749
<b>MARKETING</b>	47,526	66,600	114,126	111,149	(2,977)
<b>OPERATIONS</b>	717,059	709,350	1,426,409	1,449,354	22,945
<b>EVENT SERVICES</b>	440,323	565,900	1,006,223	1,034,281	28,058
<b>BOX OFFICE</b>	60,946	58,680	119,626	90,712	(28,914)
<b>SALES</b>	182,372	215,700	398,072	387,351	(10,721)
<b>OVERHEAD</b>	1,171,333	1,009,560	2,180,893	2,006,541	(174,352)
<b>TOTAL OPERATING EXP.</b>	2,836,595	2,839,590	5,676,184	5,522,557	(153,627)
<b>NET REVENUE ABOVE EXPENSES</b>	(320,176)	150,098	(170,077)	(254,527)	84,450
<b>INCENTIVE FEE</b>			0	252,261	(252,261)
<b>NET OPERATING REVENUE OVER OPERATING EXPENSES</b>	(320,176)	150,098	(170,077)	(506,788)	336,711

**Comments:**

The first half of the fiscal year has performed well as compared to budget and consistent with prior year revenue. Expenses have exceeded prior year which is mainly due to the electric meter issue and should true up by the end of the fiscal year. The balance of the fiscal year is forecasted to continue consistency with budget and looks to beat budget, however, fall short of prior year levels.

  
General Manager

  
Finance Director

**DE VOS PLACE  
FINANCIAL STATEMENT HIGHLIGHTS  
FISCAL YEAR ENDING JUNE 30, 2014**

The following schedule summarizes operating results for both the current month and Year to Date as compared to budget and prior year:

<b>MONTH</b>	<b>December Actual</b>	<b>December Budget</b>	<b>December FY 2013</b>
Number of Events	46	48	39
Attendance	51,116	47,385	56,362
Direct Event Income	\$247,854	\$226,264	\$243,768
Ancillary Income	241,946	147,375	185,751
Other Event Income	44,239	29,678	49,016
Other Operating Income	1,579	2,666	1,195
Indirect Expenses	(519,037)	(460,212)	(400,443)
Net Income	\$16,581	(\$54,229)	\$79,287

<b>YTD</b>	<b>YTD 2014 Actual</b>	<b>YTD 2014 Budget</b>	<b>YTD 2013 Prior Year</b>
Number of Events	231	228	236
Attendance	189,030	197,581	214,312
Direct Event Income	\$1,208,581	\$1,137,586	\$1,207,773
Ancillary Income	1,121,047	896,120	1,192,535
Other Event Income	170,572	101,968	125,223
Other Operating Income	16,219	15,996	15,204
Indirect Expenses	(2,836,595)	(2,761,272)	(2,529,302)
Net Income	(\$320,176)	(\$609,602)	\$11,433

**EVENT INCOME**

Event income came in a little above budget for the month.

**ANCILLARY INCOME**

Ancillary income came in ahead of budget overall with spending in all categories exceeding expectations.

**INDIRECT EXPENSES**

Indirect expenses came in higher than budget overall with utilities being the major overage. This will continue through fiscal year, however, will true up slightly by the end. The cold weather will most likely mean we will be over budget for the year as a whole.

**DeVos Place**  
**Income Statement**  
**For the Six Months Ending December 31, 2013**

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
<b>Event Income</b>								
<b>Direct Event Income</b>								
Rental Income	\$250,540	\$226,250	\$24,290	\$215,025	\$1,221,551	\$1,185,420	\$36,131	\$1,283,300
Service Revenue	311,028	234,319	76,709	320,695	1,203,136	909,246	293,890	1,114,189
Service Expenses	(313,714)	(234,305)	(79,409)	(291,952)	(1,216,106)	(957,080)	(259,026)	(1,189,716)
<b>Total Direct Event Income</b>	<b>247,854</b>	<b>226,264</b>	<b>21,590</b>	<b>243,768</b>	<b>1,208,581</b>	<b>1,137,586</b>	<b>70,995</b>	<b>1,207,773</b>
<b>Ancillary Income</b>								
F&B Concession	26,629	6,206	20,423	14,905	59,918	38,340	21,578	69,194
F&B Catering	72,544	51,735	20,809	66,760	395,742	315,611	80,131	410,168
Novelty Sales	0	528	(528)	1,990	4,362	4,911	(549)	6,196
Booth Cleaning	19,856	11,408	8,448	18,732	104,401	86,038	18,363	108,068
Telephone/Long Distance	0	0	0	0	900	0	900	0
Electrical Services	41,966	26,880	15,086	40,754	189,775	163,855	25,920	233,085
Audio Visual	46,308	24,715	21,593	23,444	224,038	169,247	54,791	216,148
Internet Services	6,031	5,508	523	3,536	48,317	42,383	5,934	57,186
Equipment Rental	28,612	20,395	8,217	15,630	93,594	75,735	17,859	92,490
<b>Total Ancillary Income</b>	<b>241,946</b>	<b>147,375</b>	<b>94,571</b>	<b>185,751</b>	<b>1,121,047</b>	<b>896,120</b>	<b>224,927</b>	<b>1,192,535</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	44,239	29,678	14,561	49,016	170,572	101,968	68,604	125,223
<b>Total Other Event Income</b>	<b>44,239</b>	<b>29,678</b>	<b>14,561</b>	<b>49,016</b>	<b>170,572</b>	<b>101,968</b>	<b>68,604</b>	<b>125,223</b>
<b>Total Event Income</b>	<b>534,039</b>	<b>403,317</b>	<b>130,722</b>	<b>478,535</b>	<b>2,500,200</b>	<b>2,135,674</b>	<b>364,526</b>	<b>2,525,531</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	1,461	1,333	128	1,186	8,766	7,998	768	7,118
Other Income	118	1,333	(1,215)	9	7,453	7,998	(545)	8,086
<b>Total Other Operating Income</b>	<b>1,579</b>	<b>2,666</b>	<b>(1,087)</b>	<b>1,195</b>	<b>16,219</b>	<b>15,996</b>	<b>223</b>	<b>15,204</b>
<b>Adjusted Gross Income</b>	<b>535,618</b>	<b>405,983</b>	<b>129,635</b>	<b>479,730</b>	<b>2,516,419</b>	<b>2,151,670</b>	<b>364,749</b>	<b>2,540,735</b>
<b>Operating Expenses</b>								
Salaries and Wages	300,176	258,942	41,234	294,287	1,544,353	1,553,652	(9,299)	1,447,104
Payroll Taxes and Benefits	98,908	74,362	24,546	80,550	420,392	446,172	(25,780)	416,174
Labor Allocations to Events	(220,128)	(147,870)	(72,258)	(222,707)	(899,190)	(887,220)	(11,970)	(843,109)
<b>Net Salaries and Benefits</b>	<b>178,956</b>	<b>185,434</b>	<b>(6,478)</b>	<b>152,130</b>	<b>1,065,555</b>	<b>1,112,604</b>	<b>(47,049)</b>	<b>1,020,169</b>
Contracted Services	29,547	20,718	8,829	25,048	190,419	124,308	66,111	162,232
General and Administrative	40,967	28,110	12,857	29,200	164,597	168,660	(4,063)	163,780
Operations	6,049	9,771	(3,722)	5,329	57,148	58,626	(1,478)	61,513
Repair and Maintenance	33,024	41,645	(8,621)	36,772	222,779	249,870	(27,091)	213,306
Operational Supplies	19,729	20,908	(1,179)	10,567	88,926	125,448	(36,522)	99,679
Insurance	19,767	16,248	3,519	21,214	101,701	97,488	4,213	92,539
Utilities	176,978	123,400	53,578	106,411	862,095	740,400	121,695	633,452
SMG Management Fees	14,020	13,978	42	13,772	83,375	83,868	(493)	82,632
<b>Total Operating Expenses</b>	<b>519,037</b>	<b>460,212</b>	<b>58,825</b>	<b>400,443</b>	<b>2,836,595</b>	<b>2,761,272</b>	<b>75,323</b>	<b>2,529,302</b>
<b>Net Income(Loss) From Operations</b>	<b>16,581</b>	<b>(54,229)</b>	<b>70,810</b>	<b>79,287</b>	<b>(320,176)</b>	<b>(609,602)</b>	<b>289,426</b>	<b>11,433</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>16,581</b>	<b>(54,229)</b>	<b>70,810</b>	<b>79,287</b>	<b>(320,176)</b>	<b>(609,602)</b>	<b>289,426</b>	<b>11,433</b>

**SMG DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Year to Date Event Summary Report**  
**For the Six Months ended December 31, 2013**

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	55	55	55,220	52,800	1,189,691	868,890
Consumer/Gated Shows	8	8	13,710	18,501	87,010	137,597
DeVos Performance Hall	70	67	82,738	82,150	638,245	477,358
Banquets	19	19	12,594	12,350	151,700	153,083
Meetings	58	58	10,988	22,330	264,048	320,624
Other	21	21	13,780	9,450	169,507	178,122
GRAND TOTALS	231	228	189,030	197,581	2,500,200	2,135,674

**As Percentage of Overall**

Convention/Trade Shows	23.81%	24.12%	29.21%	26.72%	47.58%	40.68%
Consumer/Gated Shows	3.46%	3.51%	7.25%	9.36%	3.48%	6.44%
Devos Performance Hall	30.30%	29.39%	43.77%	41.58%	25.53%	22.35%
Ballroom Exclusive	8.23%	8.33%	6.66%	6.25%	6.07%	7.17%
Meetings	25.11%	25.44%	5.81%	11.30%	10.56%	15.01%
Other	9.09%	9.21%	7.29%	4.78%	6.78%	8.34%



**DeVos Place**  
**Balance Sheet**  
**As of December 31, 2013**

**ASSETS**

**Current Assets**

Cash	744,272
Account Receivable	1,482,986
Prepaid Expenses	160,266

<b>Total Current Assets</b>		<b>\$2,387,524</b>
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<b>Total Assets</b>		<b>\$2,387,524</b>
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**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	23,605
Accrued Expenses	204,337
Deferred Income	56,646
Advanced Ticket Sales & Deposits	1,224,119

Total Current Liabilities		\$1,508,707
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**Other Liabilities**

**Equity**

Funds Remitted to CAA	(1,144,945)
Expenses Paid Direct by CAA	783,111
Beginning Balance Equity	1,560,825
Current Year Equity	(320,174)

Total Equity		\$878,817
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<b>Total Liabilities and Equity</b>		<b>\$2,387,524</b>
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**SMG - DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**As of December 31, 2013**

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Current - Under 30 Days	
Food & Beverage	87,995
Ticketing	401,488
Merchandise	-
Decorating	19,855
Audio/Visual	46,307
Van Andel Arena	77,839
Operating	679,809
 Over 30 Days	 107,752
 Over 60 Days	 61,941
 Over 90 Days	
 Total Accounts Receivable	 1,482,986

**SMG - Van Andel Arena & DeVos Place  
Grand Rapids - Kent County Convention/Arena Authority  
Management Fee Summary  
Fiscal Year Ending June 30, 2014**

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**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2013 Actual
Net Revenue above Expenses	516,447	(170,077)	346,370	1,743,309
Benchmark ++			750,000	750,000
Excess	516,447	(170,077)	(403,630)	993,309

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	167,741	167,741	335,482	330,525
Incentive Fee				
Revenue	4,459,884	5,506,107	9,965,991	11,289,192
Benchmark Revenue	4,950,000	4,350,000	9,300,000	9,200,000
Revenue Excess	(490,116)	1,156,107	665,991	2,089,192
Incentive Fee **	-	-	-	330,525
Total SMG Management Fee	167,741	167,741	335,482	661,050

\*\* Incentive fee is 25% of the first \$500,000 in excess, 30% of remaining capped at base fee amount.

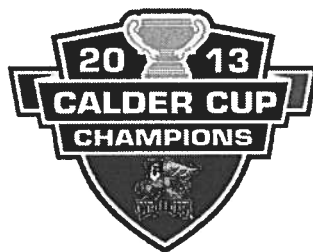
++ If net revenues above expenses exceeds \$700,000, SMG is eligible for 75% of the incentive fee.



# **VAN ANDEL ARENA**

## **FINANCIAL STATEMENT FOR THE PERIOD ENDED DECEMBER 31, 2013**

**PROUD HOME OF THE GRAND RAPIDS GRIFFINS – 2013 CALDER CUP CHAMPIONS**



### **Distribution:**

Grand Rapids – Kent County Convention / Arena Authority  
Robert White  
Harry Cann  
Gary McAneney  
John Szudzik  
Richard MacKeigan  
Chris Machuta



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*An SMG Managed Facility*

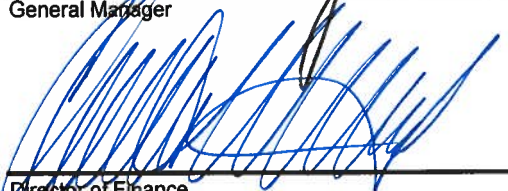
**VAN ANDEL ARENA  
ROLLING FORECAST  
FISCAL YEAR ENDING JUNE 30, 2014**

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
<b>NO. EVENTS</b>	36	54	90	96	(6)
<b>ATTENDANCE</b>	166,250	318,200	484,450	543,200	(58,750)
<b>DIRECT EVENT INCOME</b>	325,652	621,699	947,351	1,262,321	(314,970)
<b>ANCILLARY INCOME</b>	344,134	717,845	1,061,979	1,231,195	(169,216)
<b>TOTAL EVENT INCOME</b>	669,786	1,339,544	2,009,330	2,493,516	(484,186)
<b>TOTAL OTHER INCOME</b>	1,095,291	1,355,263	2,450,554	2,529,950	(79,396)
<b>TOTAL INCOME</b>	1,765,077	2,694,807	4,459,884	5,023,466	(563,582)
<b>INDIRECT EXPENSES</b>					
EXECUTIVE	105,093	84,730	189,823	179,481	(10,342)
FINANCE	100,609	116,022	216,631	228,498	11,867
MARKETING	128,039	162,751	290,790	321,483	30,693
OPERATIONS	822,835	792,012	1,614,847	1,672,500	57,653
BOX OFFICE	46,471	79,389	125,860	145,951	20,091
LUXURY SEATING	26,578	47,658	74,236	93,292	19,056
SKYWALK ADMIN	19,859	13,896	33,755	19,960	(13,795)
OVERHEAD	643,633	753,862	1,397,495	1,355,562	(41,933)
<b>TOTAL INDIRECT EXP.</b>	1,893,117	2,050,320	3,943,437	4,016,727	73,290
<b>NET REVENUE ABOVE EXPENSES</b>	(128,040)	644,487	516,447	1,006,739	(490,292)
<b>LESS INCENTIVE FEE</b>		-	0	20,187	20,187
<b>NET REVENUE ABOVE EXPENSES AFTER INCENTIVE</b>	(128,040)	644,487	516,447	986,552	(470,105)

**Comments:**

The first half of the fiscal year for the Arena was very slow with only 5 concerts hosted. While the second half of the fiscal year is anticipated to be busier, total number of concerts hosted looks to fall well short of budget and historical averages. Some of the shows originally thought to be falling in the 4th quarter of the fiscal year now look to be taking place late summer /fall pushing them to 1st quarter FY 2015.

  
General Manager

  
Director of Finance

**VAN ANDEL ARENA  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED DECEMBER 31, 2013**

The following schedule summarizes operating results for both the current month and Year to Date as compared to budget and prior year:

<b>MONTH</b>	<b>December Actual</b>	<b>December Budget</b>	<b>December FY 2013</b>
Number of Events	10	11	13
Attendance	66,976	74,800	82,158
Direct Event Income	\$155,046	\$180,239	\$218,568
Ancillary Income	124,413	133,213	143,896
Other Event Income	46,703	40,200	51,638
Other Operating Income	190,347	186,104	190,997
Indirect Expenses	(342,907)	(334,727)	(301,112)
Net Income	<u>\$173,602</u>	<u>\$205,029</u>	<u>\$303,987</u>

<b>YTD</b>	<b>YTD 2014 Actual</b>	<b>YTD 2014 Budget</b>	<b>YTD 2013 Prior Year</b>
Number of Events	36	36	49
Attendance	166,250	182,500	226,353
Direct Event Income	\$325,652	\$333,229	\$563,207
Ancillary Income	344,134	378,980	495,527
Other Event Income	121,116	120,500	199,525
Other Operating Income	974,175	968,882	1,030,443
Indirect Expenses	(1,893,117)	(2,008,362)	(1,805,485)
Net Income	<u>(\$128,040)</u>	<u>(\$206,771)</u>	<u>\$483,217</u>

**EVENT INCOME**

Event income fell short of budget overall as one additional concert was expected to be hosted during the month.

**ANCILLARY INCOME**

Ancillary income fell below expectations, however, per cap spending on food & beverage helped offset the one less concert.

**INDIRECT EXPENSES**

Indirect expenses came in at expected levels for the month.

**Van Andel Arena**  
**Income Statement**  
**For the Six Months Ending December 31, 2013**

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
<b>Event Income</b>								
<b>Direct Event Income</b>								
Rental Income	\$198,750	\$221,600	(22,850)	\$270,084	\$543,225	\$543,000	225	\$801,076
Service Revenue	127,505	149,007	(21,502)	164,593	326,031	318,655	7,376	618,192
Service Expenses	(171,209)	(190,368)	19,159	(216,109)	(543,604)	(528,426)	(15,178)	(856,061)
<b>Total Direct Event Income</b>	<b>155,046</b>	<b>180,239</b>	<b>(25,193)</b>	<b>218,568</b>	<b>325,652</b>	<b>333,229</b>	<b>(7,577)</b>	<b>563,207</b>
<b>Ancillary Income</b>								
F&B Concession	108,247	119,056	(10,809)	127,656	301,958	338,559	(36,601)	425,246
F&B Catering	14,009	8,529	5,480	12,089	32,928	20,539	12,389	35,589
Novelty Sales	1,812	5,628	(3,816)	4,151	8,903	19,882	(10,979)	33,821
Booth Cleaning	345	0	345	0	345	0	345	871
<b>Total Ancillary Income</b>	<b>124,413</b>	<b>133,213</b>	<b>(8,800)</b>	<b>143,896</b>	<b>344,134</b>	<b>378,980</b>	<b>(34,846)</b>	<b>495,527</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	46,703	40,200	6,503	51,638	121,116	120,500	616	199,525
<b>Total Other Event Income</b>	<b>46,703</b>	<b>40,200</b>	<b>6,503</b>	<b>51,638</b>	<b>121,116</b>	<b>120,500</b>	<b>616</b>	<b>199,525</b>
<b>Total Event Income</b>	<b>326,162</b>	<b>353,652</b>	<b>(27,490)</b>	<b>414,102</b>	<b>790,902</b>	<b>832,709</b>	<b>(41,807)</b>	<b>1,258,259</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	137,268	127,105	10,163	127,075	638,875	626,548	12,327	672,688
Advertising	52,136	52,083	53	54,000	314,682	312,502	2,180	324,000
Other Income	943	6,916	(5,973)	9,922	20,618	29,832	(9,214)	33,755
<b>Total Other Operating Income</b>	<b>190,347</b>	<b>186,104</b>	<b>4,243</b>	<b>190,997</b>	<b>974,175</b>	<b>968,882</b>	<b>5,293</b>	<b>1,030,443</b>
<b>Adjusted Gross Income</b>	<b>516,509</b>	<b>539,756</b>	<b>(23,247)</b>	<b>605,099</b>	<b>1,765,077</b>	<b>1,801,591</b>	<b>(36,514)</b>	<b>2,288,702</b>
<b>Operating Expenses</b>								
Salaries and Wages	152,524	169,319	(16,795)	163,211	907,681	1,015,914	(108,233)	977,410
Payroll Taxes and Benefits	45,509	47,535	(2,026)	50,147	210,645	285,210	(74,565)	244,179
Labor Allocations to Events	(80,423)	(70,483)	(9,940)	(91,001)	(308,408)	(422,898)	114,490	(430,821)
<b>Net Salaries and Benefits</b>	<b>117,610</b>	<b>146,371</b>	<b>(28,761)</b>	<b>122,357</b>	<b>809,918</b>	<b>878,226</b>	<b>(68,308)</b>	<b>790,768</b>
Contracted Services	22,119	20,928	1,191	19,228	110,431	125,568	(15,137)	111,366
General and Administrative	39,560	22,535	17,025	34,883	190,838	135,210	55,628	146,614
Operations	5,474	6,800	(1,326)	5,716	15,471	40,800	(25,329)	25,012
Repair and Maintenance	18,962	21,417	(2,455)	4,320	119,278	128,502	(9,224)	91,837
Operational Supplies	25,503	15,417	10,086	9,103	93,354	92,502	852	90,016
Insurance	14,546	10,251	4,295	20,314	45,138	61,506	(16,368)	60,528
Utilities	85,113	77,030	8,083	71,419	424,570	462,180	(37,610)	406,713
SMG Management Fees	14,020	13,978	42	13,772	84,119	83,868	251	82,631
<b>Total Operating Expenses</b>	<b>342,907</b>	<b>334,727</b>	<b>8,180</b>	<b>301,112</b>	<b>1,893,117</b>	<b>2,008,362</b>	<b>(115,245)</b>	<b>1,805,485</b>
<b>Net Income(Loss) From Operations</b>	<b>173,602</b>	<b>205,029</b>	<b>(31,427)</b>	<b>303,987</b>	<b>(128,040)</b>	<b>(206,771)</b>	<b>78,731</b>	<b>483,217</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>173,602</b>	<b>205,029</b>	<b>(31,427)</b>	<b>303,987</b>	<b>(128,040)</b>	<b>(206,771)</b>	<b>78,731</b>	<b>483,217</b>

**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Event Summary**  
**For the Six Months Ended December 31, 2013**

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show	12	12	25,811	25,000	56,374	62,391
Sporting Event	2	2	7,932	10,000	93,854	84,900
Concert	5	6	38,356	54,000	389,933	455,273
Team Home Games	15	15	86,826	88,500	233,406	216,015
Other	2	1	7,325	5,000	17,337	14,130
GRAND TOTALS	36	36	166,250	182,500	790,902	832,709

**As Percentage of Overall**

Family Show	33.33%	33.33%	15.53%	13.70%	7.13%	7.49%
Sporting Event	5.56%	5.56%	4.77%	5.48%	11.87%	10.20%
Concert	13.89%	16.67%	23.07%	29.59%	49.30%	54.67%
Team Home Games	41.67%	41.67%	52.23%	48.49%	29.51%	25.94%
Other	5.56%	2.78%	4.41%	2.74%	2.19%	1.70%



**Van Andel Arena  
Balance Sheet  
As of December 31, 2013**

**ASSETS**

**Current Assets**

Cash	1,367,638
Account Receivable	1,312,898
Prepaid Expenses	79,708

**Total Current Assets**

-----  
**\$2,760,244**

**Total Assets**

-----  
**\$2,760,244**  
=====

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	28,740
Accrued Expenses	480,791
Deferred Income	1,996,906
Advanced Ticket Sales & Deposits	935,915

**Total Current Liabilities**

-----  
**\$3,442,353**

**Other Liabilities**

**Equity**

Funds Remitted to CAA	(1,786,055)
Expenses Paid Direct by CAA	399,666
Beginning Balance Equity	832,318
Current Year Equity	(128,038)

**Total Equity**

-----  
**(\$682,109)**

**Total Liabilities and Equity**

-----  
**\$2,760,244**  
=====

5

**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**As of December 31, 2013**

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Current - Under 30 Days	
Food & Beverage	280,421
Ticketing	193,708
Merchandise	-
Permanent Advertising	633,091
DeVos Place	(77,839)
Operating	147,039
 Over 30 Days	 102,978
 Over 60 Days	 33,500
 Over 90 Days	
 Total Accounts Receivable	 1,312,898

**SMG - Van Andel Arena & DeVos Place  
Grand Rapids - Kent County Convention/Arena Authority  
Management Fee Summary  
Fiscal Year Ending June 30, 2014**

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**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2013 Actual
Net Revenue above Expenses	516,447	(170,077)	346,370	1,743,309
Benchmark ++			750,000	750,000
Excess	516,447	(170,077)	(403,630)	993,309

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	167,741	167,741	335,482	330,525
Incentive Fee				
Revenue	4,459,884	5,506,107	9,965,991	11,289,192
Benchmark Revenue	4,950,000	4,350,000	9,300,000	9,200,000
Revenue Excess	(490,116)	1,156,107	665,991	2,089,192
Incentive Fee **	-	-	-	330,525
Total SMG Management Fee	167,741	167,741	335,482	661,050

\*\* Incentive fee is 25% of the first \$500,000 in excess, 30% of remaining capped at base fee amount.

++ If net revenues above expenses exceeds \$700,000, SMG is eligible for 75% of the incentive fee.



## Memorandum

**To:** CAA Board Members

**From:** Robert J. White

**Subject:** February 2014 Financial Statements

**Date:** March 31, 2014

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The attached interim Balance Sheet, Administrative Income Statement, and Consolidated Income Statement are formatted to provide information concerning the Convention/Arena Authority administrative accounts.

These statements are prepared on a cash basis. The Balance Sheet includes a two-year comparative financial position at February 28 for Fiscal Years 2013 and 2014. The Administrative Income Statement provides a line item comparison of accounts for the current fiscal year as compared to a similar period in the prior fiscal year. In addition, the Administrative Income Statement provides a comparison of current year budget to prior year (FY 2013). It will allow the reader to compare expenditure trends with full-year budgetary allowances. The Consolidated Income Statement is formatted by functional area. The columnar format is the same as in the Administrative Income Statement.

Items of interest in the three financial statements are explained as follows:

### Balance Sheet (Unconsolidated):

- The cash and investments position decreased by \$1.3 million from June 30, 2013. This is generally in line with the budget forecast, with no summer activity at the Arena and a significantly increased capital program.
- Fund balance unrestricted decreased by \$1.9 million from the June 30, 2013 level.

### February Administrative Revenue/Expense:

- Utilities (electric) are significantly increased due to a “stuck” meter in the prior year. This trend will continue to run over budget until year-end when a prior year catch-up payment will bring the trend in line with budget. Also, steam expenses are up 51% (+\$209,000) over prior year.
- DID Assessment - On September 16+23, \$38,990 in payments were made to Grand Rapids. A \$36,124 payment was made (prior year) on May 2, 2013.

- Consulting Services is already over budget for the year. This account normally includes the SMG Addendum contract expense. This year's expenses also include \$4,000 for a restroom study and \$27,863 YTD for a VAA Parking Feasibility Study. The "Supplies/Other" account budget, of \$60,000, includes a Contingent allowance of \$40,000 which is sufficient to cover the overage.
- Capital R/R/C - Spending for the first eight months has totaled \$2.1 million compared to \$.4 million in the prior fiscal year.
- Overall Expense - Activity picked up in the eighth month. Spending totaled 69.4% of annual operating budget. Operating expenses are budgeted at a 7.8% annual increase. For the current fiscal year, actual operating expenses totaled a 33.9% increase from prior year.

**Consolidated Income Statement (eight months):**

- The Van Andel Arena® budget forecast a current year "Net Proceeds" decrease of (37.6%). For the current fiscal year, "Net Proceeds" are reported at a decline of (56.3%) from prior-year performance.
- The DeVos Place® budget forecast a current year "Net Proceeds" decrease of (68.4%). For the current fiscal year, "Net Proceeds" are reported at a decline of (81.9%) from prior-year performance.
- Total operating "Net Proceeds" are down by (\$1,268,724) from a like period in the prior fiscal year. The budget forecast a full year decline of (\$1,218,364).

These reports are intended to provide a summary analysis of administrative activities over the course of the fiscal year.

**Grand Rapids-Kent County Convention/Arena Authority**  
**Preliminary Year-End Balance Sheet (Unconsolidated)**  
**February 28, 2014**

		<u>2/28/2013</u>	<u>2/28/2014</u>
<b><u>Assets</u></b>			
Cash	- Operating	\$ 231,472	\$ 51,152
Investments	- Kent County	21,109,267	19,976,849
Capital Assets (Net)		<u>1,586,656</u>	<u>1,400,394</u>
Total Assets		<u><u>\$ 22,927,395</u></u>	<u><u>\$ 21,428,395</u></u>
<b><u>Liabilities &amp; Fund Balance</u></b>			
Accounts Payable		\$ 69,346	\$ 106,809
Fund Balance		<u>22,858,049</u>	<u>21,321,586</u>
Total Liabilities & Fund Balance		<u><u>\$ 22,927,395</u></u>	<u><u>\$ 21,428,395</u></u>

**Grand Rapids-Kent County Convention/Arena Authority**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Year Ending June 30, 2014**

	Annual			Year-To-Date		
	FY 2013 Final	FY 2014 Budget	Percentage Change	FY 2013 7/1 - 2/28	FY 2014 7/1 - 2/28	Percentage Change
Revenues:						
Transfers from SMG	\$ 3,789,062	\$ 2,819,566	(25.6)	\$ 1,800,000	\$ 3,027,996	68.2
Parking	1,059,579	1,072,066	1.2	542,239	624,273	15.1
Interest	92,900	84,000	(9.6)	54,866	46,764	(14.8)
Miscellaneous	108,301	100,300	(7.4)	50,301	28,687	(43.0)
Total Revenues	<u>5,049,842</u>	<u>4,075,932</u>	<u>(19.3)</u>	<u>2,447,406</u>	<u>3,727,720</u>	<u>52.3</u>
Expenditures:						
Operations						
- Utilities	2,300,543	2,339,808	1.7	1,314,965	1,806,647	37.4
- Parking Management	155,665	186,700	19.9	49,707	70,045	40.9
- Pedestrian Safety	147,128	132,653	(9.8)	72,399	58,233	(19.6)
- Marketing - CVB/Sports	100,000	125,000	25.0	100,000	125,000	25.0
- DID Assessment	38,124	60,000	57.4	-	38,990	+100.0
- Landscaping	20,100	30,000	49.3	16,487	16,487	-
- Food & Beverage Repairs	33,026	40,000	21.1	-	3,554	+100.0
Administration						
- Wages/Benefits	112,519	114,339	1.6	60,418	67,915	12.4
- Consulting Services	35,688	31,004	(13.1)	12,678	47,393	273.8
- Professional Services	48,360	61,000	26.1	37,219	27,003	(27.4)
- Diversity Initiative	59,383	125,000	110.5	24,024	24,697	2.8
- Procurement of Art	17,554	30,000	70.9	16,343	15,901	(2.7)
- Insurance	25,303	26,500	4.7	25,303	23,775	(6.0)
- Supplies/Other	24,157	60,000	148.4	14,127	9,140	(35.3)
Operating Expenditures	<u>3,117,550</u>	<u>3,362,004</u>	<u>7.8</u>	<u>1,743,670</u>	<u>2,334,780</u>	<u>33.9</u>
Capital R/R/A						
Total Expenditures	<u>962,205</u>	<u>3,329,000</u>	<u>246.2</u>	<u>384,629</u>	<u>2,101,884</u>	<u>446.5</u>
Excess (Deficiency) of Revenues	<u>4,079,755</u>	<u>6,691,004</u>		<u>2,128,299</u>	<u>4,436,664</u>	
Over Expenditures	<u>970,087</u>	<u>(2,615,072)</u>	<u>(269.6)</u>	<u>\$ 319,107</u>	<u>\$ (708,944)</u>	<u>(322.2)</u>
' Balance, beginning of period	<u>22,233,705</u>	<u>23,203,792</u>				
' Balance, end of period	<u>\$ 23,203,792</u>	<u>\$ 20,588,720</u>				

**Grand Rapids-Kent County Convention/Arena Authority**  
**Budget Summary by Facility/Other**  
**Financial Trends for Year Ending June 30, 2014**

	Annual			Year-To-Date		
	FY 2013 Final	FY 2014 Budget	Percentage Change	FY 2013 7/1 - 2/28	FY 2014 7/1 - 2/28	Percentage Change
<b>Van Andel Arena</b>						
Operating - Revenues	\$5,538,964	\$5,023,466	(9.3)	\$3,544,826	\$3,029,696	(14.5)
- Expenses - Facilities	(3,632,692)	(3,848,986)	6.0	(2,298,217)	(2,480,660)	7.9
- Base Management Fees	(165,262)	(167,741)	1.5	(110,175)	(112,158)	1.8
- Incentive Fee	(96,020)	(20,187)	(79.0)	-	-	-
Net Operating Income (Loss)	1,644,990	986,552	(40.0)	1,136,434	436,878	(61.6)
Parking	145,088	160,066	10.3	92,040	119,358	29.7
Pedestrian Safety	(93,420)	(87,767)	(6.1)	(44,478)	(38,500)	(13.4)
Net Proceeds (Cost) of VAA	1,696,658	1,058,851	(37.6)	1,183,996	517,736	(56.3)
<b>DeVos Place Convention Center</b>						
Operating - Revenues	5,860,533	5,268,030	(10.1)	3,676,904	3,733,899	1.6
- Expenses - Facilities	(5,617,236)	(5,354,821)	(4.7)	(3,385,022)	(3,936,800)	16.3
- Base Management Fees	(165,263)	(167,741)	1.5	(110,175)	(112,158)	1.8
- Incentive Fee	(234,505)	(252,262)	7.6	-	-	-
Net Operating Loss	(156,471)	(506,794)	(223.9)	181,707	(315,059)	(273.4)
Parking	758,826	725,300	(4.4)	400,492	434,870	8.6
Pedestrian Safety	(53,708)	(44,886)	(16.4)	(27,922)	(19,723)	(29.4)
Net Proceeds (Cost) of DVP	548,647	173,620	(68.4)	554,277	100,088	(81.9)
<b>Other</b>						
Revenues	201,201	184,300	(8.4)	105,167	75,451	(28.3)
Expenses	(514,214)	(702,843)	36.7	(281,296)	(399,855)	42.1
Net Other	(313,013)	(518,543)	(65.7)	(176,129)	(324,404)	(84.2)
Total Net Proceeds/Operating	1,932,292	713,928		1,562,144	293,420	
Capital Expenditures	(962,205)	(3,329,000)		(384,629)	(2,101,884)	
Results Net of Capital Expenditures	\$ 970,087	\$ (2,615,072)		\$ 1,177,515	\$ (1,808,464)	



# DEVOS PLACE

## DE VOS PLACE

**FINANCIAL STATEMENT  
FOR THE PERIOD ENDED FEBRUARY 28, 2014**

**Distribution:**

Grand Rapids – Kent County Convention / Arena Authority  
Robert White  
Joe Romano  
Gary McAneney  
John Szudzik  
Richard MacKeigan  
Chris Machuta



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*An SMG Managed Facility*

**DE VOS PLACE  
ROLLING FORECAST  
FISCAL YEAR ENDING JUNE 30, 2014**

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	313	203	516	507	9
ATTENDANCE	339,217	149,313	488,530	498,100	(9,570)
DIRECT EVENT REVENUE	1,962,936	980,950	2,943,886	2,918,040	25,846
ANCILLARY REVENUE	1,545,325	685,344	2,230,669	2,105,540	125,129
<b>TOTAL EVENT REVENUE</b>	<b>3,508,261</b>	<b>1,666,294</b>	<b>5,174,555</b>	<b>5,023,580</b>	<b>150,975</b>
<b>TOTAL OTHER REVENUE</b>	<b>225,638</b>	<b>105,914</b>	<b>331,552</b>	<b>244,450</b>	<b>87,102</b>
<b>TOTAL OPERATING REVENUE</b>	<b>3,733,899</b>	<b>1,772,208</b>	<b>5,506,107</b>	<b>5,268,030</b>	<b>238,077</b>
<b>INDIRECT EXPENSES</b>					
EXECUTIVE	123,306	61,591	184,897	189,482	4,585
FINANCE	162,598	83,340	245,938	253,687	7,749
MARKETING	64,608	49,518	114,126	111,149	(2,977)
OPERATIONS	966,529	459,880	1,426,409	1,449,354	22,945
EVENT SERVICES	650,641	355,582	1,006,223	1,034,281	28,058
BOX OFFICE	84,650	34,976	119,626	90,712	(28,914)
SALES	246,464	151,608	398,072	387,351	(10,721)
OVERHEAD	1,750,164	430,729	2,180,893	2,006,541	(174,352)
<b>TOTAL OPERATING EXP.</b>	<b>4,048,958</b>	<b>1,627,224</b>	<b>5,676,184</b>	<b>5,522,557</b>	<b>(153,627)</b>
<b>NET REVENUE ABOVE EXPENSES</b>	<b>(315,059)</b>	<b>144,984</b>	<b>(170,077)</b>	<b>(254,527)</b>	<b>84,450</b>
<b>INCENTIVE FEE</b>			0	252,261	(252,261)
<b>NET OPERATING REVENUE OVER OPERATING EXPENSES</b>	<b>(315,059)</b>	<b>144,984</b>	<b>(170,077)</b>	<b>(506,788)</b>	<b>336,711</b>

**Comments:**

February was another strong month for DeVos Place as event income came in ahead of both budget and forecast overall, however, unfortunately was offset by much higher than budgeted heating expenses with the temperatures continuing to be lower than seasonal average.

  
General Manager

  
Finance Director

**DE VOS PLACE  
FINANCIAL STATEMENT HIGHLIGHTS  
FISCAL YEAR ENDING JUNE 30, 2014**

The following schedule summarizes operating results for both the current month and Year to Date as compared to budget and prior year:

<b>MONTH</b>	<b>February Actual</b>	<b>February Budget</b>	<b>February FY 2013</b>
Number of Events	51	51	46
Attendance	101,486	86,756	90,943
Direct Event Income	\$506,907	\$467,134	\$395,213
Ancillary Income	279,089	217,339	272,665
Other Event Income	23,190	40,678	6,106
Other Operating Income	2,564	2,666	2,644
Indirect Expenses	(670,773)	(460,212)	(486,035)
Net Income	<u>\$140,977</u>	<u>\$267,605</u>	<u>\$190,593</u>

<b>YTD</b>	<b>YTD 2014 Actual</b>	<b>YTD 2014 Budget</b>	<b>YTD 2013 Prior Year</b>
Number of Events	313	310	328
Attendance	339,217	331,049	368,363
Direct Event Income	\$1,962,936	\$1,868,840	\$1,901,640
Ancillary Income	1,545,325	1,283,531	1,611,728
Other Event Income	204,045	146,356	143,770
Other Operating Income	21,593	21,328	19,766
Indirect Expenses	(4,048,958)	(3,681,696)	(3,495,197)
Net Income	<u>(\$315,059)</u>	<u>(\$361,641)</u>	<u>\$181,707</u>

**EVENT INCOME**

Event income came in higher than budget overall as usage of the facility was very strong. The CIG initiative showed good returns during February with 2 performances of Shen Yun and an Eddie Griffin show that in both cases will be leading to additional business in the future.

**ANCILLARY INCOME**

Ancillary income came in ahead of budget overall as spending in all areas continues to meet or exceed budgeted expectations.

**INDIRECT EXPENSES**

Indirect expenses came in well above budget and forecast for the month as Steam/Heat bills showed a large increase over both expectations and prior year. This is expected to continue over the next couple of months until some of the consumables pricing comes back down to traditional levels.

**DeVos Place**  
**Income Statement**  
**For the Eight Months Ending February 28, 2014**

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
<b>Event Income</b>								
<b>Direct Event Income</b>								
Rental Income	\$462,420	\$457,570	\$4,850	\$402,029	\$1,944,071	\$1,919,500	\$24,571	\$1,980,386
Service Revenue	285,280	263,899	21,381	210,778	1,609,415	1,274,740	334,675	1,544,307
Service Expenses	(240,793)	(254,335)	13,542	(217,594)	(1,590,550)	(1,325,400)	(265,150)	(1,623,053)
<b>Total Direct Event Income</b>	<b>506,907</b>	<b>467,134</b>	<b>39,773</b>	<b>395,213</b>	<b>1,962,936</b>	<b>1,868,840</b>	<b>94,096</b>	<b>1,901,640</b>
<b>Ancillary Income</b>								
F&B Concession	38,650	38,518	132	35,727	113,005	96,741	16,264	123,232
F&B Catering	50,885	35,090	15,795	50,624	467,722	390,456	77,266	482,022
Novelty Sales	216	2,829	(2,613)	345	4,578	7,740	(3,162)	6,852
Booth Cleaning	79,686	49,383	30,303	77,935	205,222	167,606	37,616	209,380
Telephone/Long Distance	563	0	563	900	1,800	0	1,800	1,238
Electrical Services	60,062	54,085	5,977	61,369	289,347	260,480	28,867	332,923
Audio Visual	23,020	16,756	6,264	18,392	269,268	206,045	63,223	257,195
Internet Services	7,240	7,568	(328)	10,405	72,813	56,836	15,977	76,016
Equipment Rental	18,767	13,110	5,657	16,968	121,570	97,627	23,943	122,870
<b>Total Ancillary Income</b>	<b>279,089</b>	<b>217,339</b>	<b>61,750</b>	<b>272,665</b>	<b>1,545,325</b>	<b>1,283,531</b>	<b>261,794</b>	<b>1,611,728</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	23,190	40,678	(17,488)	6,106	204,045	146,356	57,689	143,770
<b>Total Other Event Income</b>	<b>23,190</b>	<b>40,678</b>	<b>(17,488)</b>	<b>6,106</b>	<b>204,045</b>	<b>146,356</b>	<b>57,689</b>	<b>143,770</b>
<b>Total Event Income</b>	<b>809,186</b>	<b>725,151</b>	<b>84,035</b>	<b>673,984</b>	<b>3,712,306</b>	<b>3,298,727</b>	<b>413,579</b>	<b>3,657,138</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	1,341	1,333	8	1,320	11,357	10,664	693	9,621
Other Income	1,223	1,333	(110)	1,324	10,236	10,664	(428)	10,145
<b>Total Other Operating Income</b>	<b>2,564</b>	<b>2,666</b>	<b>(102)</b>	<b>2,644</b>	<b>21,593</b>	<b>21,328</b>	<b>265</b>	<b>19,766</b>
<b>Adjusted Gross Income</b>	<b>811,750</b>	<b>727,817</b>	<b>83,933</b>	<b>676,628</b>	<b>3,733,899</b>	<b>3,320,055</b>	<b>413,844</b>	<b>3,676,904</b>
<b>Operating Expenses</b>								
Salaries and Wages	269,032	258,942	10,090	243,024	2,009,694	2,071,536	(61,842)	1,946,179
Payroll Taxes and Benefits	133,631	74,362	59,269	88,011	648,623	594,896	53,727	608,657
Labor Allocations to Events	(171,504)	(147,870)	(23,634)	(130,811)	(1,150,598)	(1,182,960)	32,362	(1,130,406)
<b>Net Salaries and Benefits</b>	<b>231,159</b>	<b>185,434</b>	<b>45,725</b>	<b>200,224</b>	<b>1,507,719</b>	<b>1,483,472</b>	<b>24,247</b>	<b>1,424,430</b>
Contracted Services	23,731	20,718	3,013	28,989	242,843	165,744	77,099	222,896
General and Administrative	30,427	28,110	2,317	30,993	214,930	224,880	(9,950)	220,281
Operations	3,977	9,771	(5,794)	4,220	65,108	78,168	(13,060)	70,465
Repair and Maintenance	33,617	41,645	(8,028)	31,230	313,677	333,160	(19,483)	271,329
Operational Supplies	23,441	20,908	2,533	12,842	127,001	167,264	(40,263)	135,249
Insurance	26,579	16,248	10,331	25,890	147,416	129,984	17,432	138,998
Utilities	283,822	123,400	160,422	137,875	1,318,106	987,200	330,906	901,374
SMG Management Fees	14,020	13,978	42	13,772	112,158	111,824	334	110,175
<b>Total Operating Expenses</b>	<b>670,773</b>	<b>460,212</b>	<b>210,561</b>	<b>486,035</b>	<b>4,048,958</b>	<b>3,681,696</b>	<b>367,262</b>	<b>3,495,197</b>
<b>Net Income(Loss) From Operations</b>	<b>140,977</b>	<b>267,605</b>	<b>(126,628)</b>	<b>190,593</b>	<b>(315,059)</b>	<b>(361,641)</b>	<b>46,582</b>	<b>181,707</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>140,977</b>	<b>267,605</b>	<b>(126,628)</b>	<b>190,593</b>	<b>(315,059)</b>	<b>(361,641)</b>	<b>46,582</b>	<b>181,707</b>

3

**SMG DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Year to Date Event Summary Report**  
**For the Eight Months ended February 28, 2014**

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	70	70	70,520	67,200	1,407,780	1,105,860
Consumer/Gated Shows	34	34	101,543	98,674	744,579	772,294
DeVos Performance Hall	97	94	117,022	114,000	841,420	673,222
Banquets	25	25	19,819	16,250	194,530	201,425
Meetings	65	65	15,533	25,025	344,808	359,320
Other	22	22	14,780	9,900	179,188	186,604
GRAND TOTALS	313	310	339,217	331,049	3,712,306	3,298,727

**As Percentage of Overall**

Convention/Trade Shows	22.36%	22.58%	20.79%	20.30%	37.92%	33.52%
Consumer/Gated Shows	10.86%	10.97%	29.93%	29.81%	20.06%	23.41%
Devos Performance Hall	30.99%	30.32%	34.50%	34.44%	22.67%	20.41%
Ballroom Exclusive	7.99%	8.06%	5.84%	4.91%	5.24%	6.11%
Meetings	20.77%	20.97%	4.58%	7.56%	9.29%	10.89%
Other	7.03%	7.10%	4.36%	2.99%	4.83%	5.66%

**DeVos Place  
Balance Sheet  
As of February 28, 2014**

**ASSETS**

**Current Assets**

Cash	2,210,136
Account Receivable	1,049,812
Prepaid Expenses	117,131

**Total Current Assets**

-----  
**\$3,377,079**

**Total Assets**

-----  
**\$3,377,079**  
=====

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	3,241
Accrued Expenses	155,725
Deferred Income	110,951
Advanced Ticket Sales & Deposits	1,796,251

**Total Current Liabilities**

-----  
**\$2,066,168**

**Other Liabilities**

**Equity**

Funds Remitted to CAA	(1,144,945)
Expenses Paid Direct by CAA	1,210,092
Beginning Balance Equity	1,560,825
Current Year Equity	(315,062)

**Total Equity**

-----  
**\$1,310,911**

**Total Liabilities and Equity**

-----  
**\$3,377,079**  
=====

5

**SMG - DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**As of February 28, 2014**

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Current - Under 30 Days	
Food & Beverage	89,372
Ticketing	359,854
Merchandise	-
Decorating	79,686
Audio/Visual	22,166
Van Andel Arena	167,271
Operating	255,708
 Over 30 Days	 57,068
 Over 60 Days	 18,687
 Over 90 Days	
 Total Accounts Receivable	 1,049,812

**SMG - Van Andel Arena & DeVos Place  
Grand Rapids - Kent County Convention/Arena Authority  
Management Fee Summary  
Fiscal Year Ending June 30, 2014**

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**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2013 Actual
Net Revenue above Expenses	516,447	(170,077)	346,370	1,743,309
Benchmark ++			750,000	750,000
Excess	516,447	(170,077)	(403,630)	993,309

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	167,741	167,741	335,482	330,525
Incentive Fee				
Revenue	4,459,884	5,506,107	9,965,991	11,289,192
Benchmark Revenue	4,950,000	4,350,000	9,300,000	9,200,000
Revenue Excess	(490,116)	1,156,107	665,991	2,089,192
Incentive Fee **	-	-	-	330,525
Total SMG Management Fee	167,741	167,741	335,482	661,050

\*\* Incentive fee is 25% of the first \$500,000 in excess, 30% of remaining capped at base fee amount.

++ If net revenues above expenses exceeds \$700,000, SMG is eligible for 75% of the incentive fee.





## **VAN ANDEL ARENA**

### **FINANCIAL STATEMENT FOR THE PERIOD ENDED FEBRUARY 28, 2014**

**PROUD HOME OF THE GRAND RAPIDS GRIFFINS – 2013 CALDER CUP CHAMPIONS**



**Distribution:**

Grand Rapids – Kent County Convention / Arena Authority  
Robert White  
Joe Romano  
Gary McAneney  
John Szudzik  
Richard MacKeigan  
Chris Machuta



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*An SMG Managed Facility*

VAN ANDEL ARENA  
ROLLING FORECAST  
FISCAL YEAR ENDING JUNE 30, 2014

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	58	32	90	96	(6)
ATTENDANCE	307,275	177,175	484,450	543,200	(58,750)
DIRECT EVENT INCOME	643,703	303,648	947,351	1,262,321	(314,970)
ANCILLARY INCOME	750,709	311,270	1,061,979	1,231,195	(169,216)
TOTAL EVENT INCOME	1,394,412	614,918	2,009,330	2,493,516	(484,186)
TOTAL OTHER INCOME	1,635,284	815,270	2,450,554	2,529,950	(79,396)
TOTAL INCOME	3,029,696	1,430,188	4,459,884	5,023,466	(563,582)
INDIRECT EXPENSES					
EXECUTIVE	134,366	55,457	189,823	179,481	(10,342)
FINANCE	132,075	84,556	216,631	228,498	11,867
MARKETING	167,812	122,978	290,790	321,483	30,693
OPERATIONS	1,080,356	534,491	1,614,847	1,672,500	57,653
BOX OFFICE	63,977	61,883	125,860	145,951	20,091
LUXURY SEATING	35,432	38,804	74,236	93,292	19,056
SKYWALK ADMIN	31,518	2,237	33,755	19,960	(13,795)
OVERHEAD	947,281	450,214	1,397,495	1,355,562	(41,933)
TOTAL INDIRECT EXP.	2,592,818	1,350,620	3,943,437	4,016,727	73,290
NET REVENUE ABOVE EXPENSES	436,878	79,568	516,447	1,006,739	(490,292)
LESS INCENTIVE FEE		-	0	20,187	20,187
NET REVENUE ABOVE EXPENSES AFTER INCENTIVE	436,878	79,568	516,447	986,552	(470,105)

Comments:

February was a good month for the Arena on the continued strength of home Griffins games and very strong selling Lady Antebellum and Jason Aldean shows.

Indirect expenses came in higher due to utilities, however, the Arena is not seeing the larger utility increase as DeVos Place.

  
General Manager

  
Director of Finance

**VAN ANDEL ARENA  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED FEBRUARY 28, 2014**

The following schedule summarizes operating results for both the current month and Year to Date as compared to budget and prior year:

<b>MONTH</b>	<b>February Actual</b>	<b>February Budget</b>	<b>February FY 2013</b>
Number of Events	8	9	11
Attendance	59,969	58,500	87,504
Direct Event Income	\$128,246	\$134,337	\$313,180
Ancillary Income	183,704	151,038	253,429
Other Event Income	58,088	60,300	129,069
Other Operating Income	226,871	190,274	114,277
Indirect Expenses	(368,432)	(334,727)	(297,670)
Net Income	<u>\$228,477</u>	<u>\$201,222</u>	<u>\$512,285</u>

<b>YTD</b>	<b>YTD 2014 Actual</b>	<b>YTD 2014 Budget</b>	<b>YTD 2013 Prior Year</b>
Number of Events	58	59	74
Attendance	307,275	317,700	363,849
Direct Event Income	\$643,703	\$597,813	\$945,594
Ancillary Income	750,709	718,103	862,052
Other Event Income	234,091	227,500	342,631
Other Operating Income	1,401,193	1,398,984	1,394,549
Indirect Expenses	(2,592,818)	(2,677,816)	(2,408,392)
Net Income	<u>\$436,878</u>	<u>\$264,584</u>	<u>\$1,136,434</u>

**EVENT INCOME**

Event income came in at budgeted levels for the month as one less concert was hosted, however, offset by the strong performance of the two hosted.

**ANCILLARY INCOME**

Ancillary income came in higher than budget for the month. F&B per caps for Jason Aldean were one of the strongest shows in history of the venue.

**INDIRECT EXPENSES**

Indirect expenses came in higher than budget due to utility increases.

**Van Andel Arena**  
**Income Statement**  
**For the Eight Months Ending February 28, 2014**

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
<b>Event Income</b>								
<b>Direct Event Income</b>								
Rental Income	\$168,834	\$172,011	(3,177)	\$351,399	\$1,001,580	\$929,185	72,395	\$1,286,576
Service Revenue	111,172	146,868	(35,696)	243,756	696,291	597,170	99,121	901,900
Service Expenses	(151,760)	(184,542)	32,782	(281,975)	(1,054,168)	(928,542)	(125,626)	(1,242,882)
<b>Total Direct Event Income</b>	<b>128,246</b>	<b>134,337</b>	<b>(6,091)</b>	<b>313,180</b>	<b>643,703</b>	<b>597,813</b>	<b>45,890</b>	<b>945,594</b>
<b>Ancillary Income</b>								
F&B Concession	158,819	131,118	27,701	207,533	649,240	635,279	13,961	738,361
F&B Catering	16,072	9,066	7,006	18,713	67,108	38,612	28,496	61,316
Novelty Sales	8,813	10,854	(2,041)	27,183	34,016	43,712	(9,696)	61,004
Booth Cleaning	0	0	0	0	345	500	(155)	871
Other Ancillary	0	0	0	0	0	0	0	500
<b>Total Ancillary Income</b>	<b>183,704</b>	<b>151,038</b>	<b>32,666</b>	<b>253,429</b>	<b>750,709</b>	<b>718,103</b>	<b>32,606</b>	<b>862,052</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	58,088	60,300	(2,212)	129,069	234,091	227,500	6,591	342,631
<b>Total Other Event Income</b>	<b>58,088</b>	<b>60,300</b>	<b>(2,212)</b>	<b>129,069</b>	<b>234,091</b>	<b>227,500</b>	<b>6,591</b>	<b>342,631</b>
<b>Total Event Income</b>	<b>370,038</b>	<b>345,675</b>	<b>24,363</b>	<b>695,678</b>	<b>1,628,503</b>	<b>1,543,416</b>	<b>85,087</b>	<b>2,150,277</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	169,973	131,275	76,755	54,000	949,942	935,740	14,202	918,126
Advertising	52,136	52,083	53	54,000	418,955	416,664	2,291	432,000
Other Income	4,762	6,916	(2,154)	6,277	32,296	46,580	(14,284)	44,423
<b>Total Other Operating Income</b>	<b>226,871</b>	<b>190,274</b>	<b>36,597</b>	<b>114,277</b>	<b>1,401,193</b>	<b>1,398,984</b>	<b>2,209</b>	<b>1,394,549</b>
<b>Adjusted Gross Income</b>	<b>596,909</b>	<b>535,949</b>	<b>60,960</b>	<b>809,955</b>	<b>3,029,696</b>	<b>2,942,400</b>	<b>87,296</b>	<b>3,544,826</b>
<b>Operating Expenses</b>								
Salaries and Wages	151,618	169,319	(17,701)	191,649	1,284,854	1,354,552	(69,698)	1,290,994
Payroll Taxes and Benefits	73,685	47,535	26,150	59,491	348,851	380,280	(31,429)	342,379
Labor Allocations to Events	(75,773)	(70,483)	(5,290)	(121,879)	(561,737)	(563,864)	2,127	(586,896)
<b>Net Salaries and Benefits</b>	<b>149,530</b>	<b>146,371</b>	<b>3,159</b>	<b>129,261</b>	<b>1,071,968</b>	<b>1,170,968</b>	<b>(99,000)</b>	<b>1,046,477</b>
Contracted Services	16,889	20,928	(4,039)	12,655	144,557	167,424	(22,867)	136,845
General and Administrative	19,692	22,535	(2,843)	19,231	240,792	180,280	60,512	184,290
Operations	4,180	6,800	(2,620)	768	22,984	54,400	(31,416)	28,132
Repair and Maintenance	15,222	21,417	(6,195)	5,257	149,971	171,336	(21,365)	105,348
Operational Supplies	11,837	15,417	(3,580)	13,044	124,472	123,336	1,136	125,921
Insurance	14,846	10,251	4,595	17,924	77,262	82,008	(4,746)	96,128
Utilities	122,216	77,030	45,186	85,758	648,654	616,240	32,414	575,076
SMG Management Fees	14,020	13,978	42	13,772	112,158	111,824	334	110,175
<b>Total Operating Expenses</b>	<b>368,432</b>	<b>334,727</b>	<b>33,705</b>	<b>297,670</b>	<b>2,592,818</b>	<b>2,677,816</b>	<b>(84,998)</b>	<b>2,408,392</b>
<b>Net Income(Loss) From Operations</b>	<b>228,477</b>	<b>201,222</b>	<b>27,255</b>	<b>512,285</b>	<b>436,878</b>	<b>264,584</b>	<b>172,294</b>	<b>1,136,434</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>228,477</b>	<b>201,222</b>	<b>27,255</b>	<b>512,285</b>	<b>436,878</b>	<b>264,584</b>	<b>172,294</b>	<b>1,136,434</b>

3

**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Event Summary**  
**For the Eight Months Ended February 28, 2014**

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show	13	13	31,862	29,500	130,471	111,722
Sporting Event	5	5	17,759	18,000	224,825	112,547
Concert	9	11	72,403	96,500	773,524	887,388
Team Home Games	29	29	177,926	171,100	482,347	417,629
Other	2	1	7,325	5,000	17,337	14,130
GRAND TOTALS	58	59	307,275	320,100	1,628,503	1,543,416

As Percentage of Overall

Family Show	22.41%	22.03%	10.37%	9.22%	8.01%	7.24%
Sporting Event	8.62%	8.47%	5.78%	5.62%	13.81%	7.29%
Concert	15.52%	18.64%	23.56%	30.15%	47.50%	57.50%
Team Home Games	50.00%	49.15%	57.90%	53.45%	29.62%	27.06%
Other	3.45%	1.69%	2.38%	1.56%	1.06%	0.92%

**Van Andel Arena  
Balance Sheet  
As of February 28, 2014**

**ASSETS**

**Current Assets**

Cash	4,596,208
Account Receivable	1,135,090
Prepaid Expenses	69,847

<b>Total Current Assets</b>	<b>\$5,801,145</b>	
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<b>Total Assets</b>	<b>\$5,801,145</b>	
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**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	141,670
Accrued Expenses	755,508
Deferred Income	1,848,152
Advanced Ticket Sales & Deposits	2,959,589

Total Current Liabilities	\$5,704,920	
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**Other Liabilities**

**Equity**

Funds Remitted to CAA	(1,786,055)
Expenses Paid Direct by CAA	613,084
Beginning Balance Equity	832,318
Current Year Equity	436,878

Total Equity	\$96,225	
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<b>Total Liabilities and Equity</b>	<b>\$5,801,145</b>	
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5

**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**As of February 28, 2014**

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Current - Under 30 Days	
Food & Beverage	582,193
Ticketing	460,512
Merchandise	-
Permanent Advertising	-
DeVos Place	(167,271)
Operating	168,487
 Over 30 Days	 57,669
 Over 60 Days	 33,500
 Over 90 Days	
 Total Accounts Receivable	 1,135,090

**SMG - Van Andel Arena & DeVos Place  
Grand Rapids - Kent County Convention/Arena Authority  
Management Fee Summary  
Fiscal Year Ending June 30, 2014**

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**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2013 Actual
Net Revenue above Expenses	516,447	(170,077)	346,370	1,743,309
Benchmark ++			750,000	750,000
Excess	516,447	(170,077)	(403,630)	993,309

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	167,741	167,741	335,482	330,525
Incentive Fee				
Revenue	4,459,884	5,506,107	9,965,991	11,289,192
Benchmark Revenue	4,950,000	4,350,000	9,300,000	9,200,000
Revenue Excess	(490,116)	1,156,107	665,991	2,089,192
Incentive Fee **	-	-	-	330,525
Total SMG Management Fee	167,741	167,741	335,482	661,050

\*\* Incentive fee is 25% of the first \$500,000 in excess, 30% of remaining capped at base fee amount.

++ If net revenues above expenses exceeds \$700,000, SMG is eligible for 75% of the incentive fee.



## REVISED WEEKLY – 2014

DATE	EVENT NAME
FRI, APR 4	2014 MIAEYC
	West Michigan Mom's Sale
SAT, APR 5	2014 MIAEYC
	West Michigan Mom's Sale
SUN, APR 6	
MON, APR 7	Red Green: <i>How to do Everything</i> Tour
THU, APR 10	NCEES ENGINEERING EXAMS
	42ND ANNUAL STATE LEADERSHIP AND SKILLS CONFERENCE
FRI, APR 11	NCEES ENGINEERING EXAMS
	42ND ANNUAL STATE LEADERSHIP AND SKILLS CONFERENCE
	NABBA NORTH AMERICAN BRASS BAND ASSOCIATION
SAT, APR 12	NCEES ENGINEERING EXAMS
	42ND ANNUAL STATE LEADERSHIP AND SKILLS CONFERENCE
	42ND ANNUAL STATE LEADERSHIP AND SKILLS CONFERENCE
	NABBA NORTH AMERICAN BRASS BAND ASSOCIATION
	THE NEW MERCY HEALTH LEADERSHIP TEAM
	THE NEW MERCY HEALTH LEADERSHIP TEAM
TUE, APR 15	THE NEW MERCY HEALTH LEADERSHIP TEAM
WED, APR 16	SPECTRUM HEALTH – SPRING SPECTRUM LEADERSHIP CONFERENCE
THU, APR 17	SPECTRUM HEALTH – SPRING SPECTRUM LEADERSHIP CONFERENCE
FRI, APR 18	SPECTRUM HEALTH FOUNDATION GALA
SAT, APR 19	SPECTRUM HEALTH FOUNDATION GALA
	2014 JUMP JAM COMPETITION
MON, APR 21	STUDENT ADVANCEMENT FOUNDATION MINDSHARE 2014
	BGR: ANDREW LLOYD WEBBER'S WIZARD OF OZ
TUE, APR 22	GRAND RAPIDS MEDICAL EDUCATION PARTNERS RESEARCH DAY
	STUDENT ADVANCEMENT FOUNDATION MINDSHARE 2014
	BGR: ANDREW LLOYD WEBBER'S WIZARD OF OZ
WED, APR 23	GRAND RAPIDS MEDICAL EDUCATION PARTNERS RESEARCH DAY
	GVSU COLLEGE OF EDUCATION SPRING CONVOCATION
	BGR: ANDREW LLOYD WEBBER'S WIZARD OF OZ
THU, APR 24	MI ASSOC OF AMBULANCE SERVICES 2014 EMS EXPO
	CIG COMMUNITY ENGAGEMENT
	BGR: ANDREW LLOYD WEBBER'S WIZARD OF OZ
FRI, APR 25	MI ASSOC OF AMBULANCE SERVICES 2014 EMS EXPO
	BGR: ANDREW LLOYD WEBBER'S WIZARD OF OZ

## REVISED WEEKLY – 2014

SAT, APR 26	MI ASSOC OF AMBULANCE SERVICES 2014 EMS EXPO
	BGR: ANDREW LLOYD WEBBER'S WIZARD OF OZ
SUN, APR 27	WIZARD OF OZ- GIRL SCOUTS
	BGR: ANDREW LLOYD WEBBER'S WIZARD OF OZ
TUE, APR 29	MI DENTAL ASSOC – ANNUAL CONVENTION
	WIC CONFERENCE
WED, APR 30	MI DENTAL ASSOC – ANNUAL CONVENTION
	WIC CONFERENCE
	GRS CLASSICAL: BRILLIANT BEETHOVEN- GILMORE FESTIVAL CONCERT

# VAN ANDEL ARENA® WEEKLY

DATE '14	EVENT	EC	MOD	ROOM	TIME	FUNCTION
Thur, Apr 3	Available					
Fri, Apr 4	Griffins vs. Hamilton Bulldogs	KP		Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey Game
				Crease Club	6P-9P	Drumline
		AK		Banquet D	9:30P-10:30P	Post-game meal
	Next Gen United Way			Banquet B	6P-7P	Banquet
	Griffins			Banquet C/D	6P-7P	Sport Business event
	Gilson	KS		West Nest	6P-9:30P	Banquet
	Play N Trade			East Nest	6P-9:30P	Banquet
	Springthrough			MOS Corner Office	6P-9:30P	Banquet
	Nestle Purina Pet Care			Suite 101A	6P-9:30P	Banquet
	Mike Demeter			Suite 101B	6P-9:30P	Banquet
	Professional Media Mgmt			Suite 316	6P-9:30P	Banquet
Sat, Apr 5	Griffins vs. Hamilton Bulldogs	KP		Arena	10A-12:30P 6:00 PM 7P-9:30P 9:30P-10:10P	Team practice Doors Hockey Game Post-game autographs
				Crease Club	6P-9P	Drumline
				Section A	6P-8P	Guaranteed giveaway
	Autism Alliance	AK		Banquet C	6P-7P	Banquet
	Darryl Hagedorn	KS		West Nest	6P-10:10P	Banquet
	Grand Rapids Harley			East Nest	6P-10:10P	Banquet
	Siegel Jewelers			MOS Corner Office	6P-10:10P	Banquet
	Amway			Suite 101A	6P-10:10P	Banquet
	Van Andel Institute			Suite 101B	6P-10:10P	Banquet
	Grand Rapids Metrology			Suite 120A	6P-10:10P	Banquet
Sun, Apr 6	Available					
Mon, Apr 7	Available					
Tue, Apr 8	Griffins	KA		Arena	6P-7:30P	Select-A-Seat Event
Wed, Apr 9	Available					
Thur, Apr 10	Available					
Fri, Apr 11	Available					
Sat, Apr 12	Available					
Sun, Apr 13	Available					
Mon, Apr 14	Available					
Tue, Apr 15	Available					
Wed, Apr 16	Available					
Thur, Apr 17	Available					
Fri, Apr 18	Griffins vs. Lake Erie Monsters	KP		Arena	10A-12:30P 6:00 PM 7P-9:30P 9:30P-10:10P	Team practice Doors Hockey Game Post-game skate
				Crease Club	6:30P-9P	Drumline
		AK		Banquet D	9:30P-10:30P	Post-game meal
	Calvin College Sports Bus Grp			Banquet C	6:30P-7:30P	Banquet
	FIRST Robotics	KS		Section A	6:30P-8:30P	Banquet
	All Phase Electric			West Nest	6:30P-10:10P	Banquet
	West Side Beer			East Nest	6:30P-10:10P	Banquet
	Courtyard Marriott			MOS Corner Office	6:30P-10:10P	Banquet
	Huntington Bank			Suite 101A	6:30P-10:10P	Banquet
	IBM			Suite 101B	6:30P-10:10P	Banquet

	Artex Label & Graphics			Suite 316	6:30P-10:10P	Banquet
Sat, Apr 19	Available					
Sun, Apr 20	Available					
Mon, Apr 21	Available					
Tue, Apr 22	Available					
Wed, Apr 23	Available					
Thur, Apr 24	Available					
Fri, Apr 25	Grand Valley State University	KP		Arena	8:00 AM	Load-in
Sat, Apr 26	Grand Valley State University	KP		Arena	10:00 AM 3:00 PM	Commencement ceremony Commencement ceremony
Sun, Apr 27	Davenport University	KP		Arena	2:00 PM	Commencement ceremony