



## Board of Directors

Wednesday, February 25, 2009

8:00 a.m. – 9:30 a.m.

Kent County Commission Chambers  
300 Monroe, NW – Grand Rapids, MI

### A G E N D A

**I. Call to Order**

**II. Reappointment of Board Member**

**III. Approval of January 28, 2009, Minutes**

Action

**IV. Committee Reports**

**A. Operations Committee**

Information

**i. CVB Report**

Information

**B. Finance Committee**

**i. SMG January 2009 Financial Statements -  
DeVos Place® and Van Andel Arena®**

Action

**ii. CAA January 2009 Financial Statements**

Action

**iii. Mid-Year FY 2009 Budget Adjustment**

Action

**iv. December 31, 2008 Consolidated Financial Statements**

Information

**V. Wine & Food Festival Financial Report**

Information

**VI. SMG Report and Facilities Calendars**

Information

**VII. Public Comment**

**VIII. Closed Session to Consult with Legal Counsel Regarding  
Trial or Settlement Strategy in Connection with the  
Delta Turner Litigation**

Action

- Closed Session will be held in Room 311

**IX. Adjournment**

**Next Meeting Date: Wednesday, March 25, 2009**



Van Andel Arena®  
130 Fulton West  
Grand Rapids, MI 49503-2601  
616.742.6600  
Fax 616.742.6197

**DEVOS PLACE**

DeVos Place®  
303 Monroe Ave. NW  
Grand Rapids, MI 49503-2233  
616.742.6500  
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**MINUTES OF THE GRAND RAPIDS-KENT COUNTY  
CONVENTION/ARENA AUTHORITY  
BOARD OF DIRECTORS MEETING  
Wednesday, January 28, 2009**

**I. Call to Order**

Steven R. Heacock, Chairperson, called the meeting to order at 8:05 a.m. Susan Waddell recorded the meeting minutes in the absence of Secretary/Treasurer, Birgit Klohs.

**Attendance**

**Members Present:** Steve Heacock, Chairperson  
Lew Chamberlin  
Clif Charles  
Gary McInerney

**Members Absent:** George Heartwell  
Birgit Klohs  
Joseph Tomaselli

<b>Staff/Others:</b>	David Czurak	<i>Grand Rapids Business Journal</i>
	Chris Knape	<i>The Grand Rapids Press</i>
	Chris Machuta	SMG
	Rich MacKeigan	SMG
	Susan Waddell	CAA
	Jana Wallace	City of Grand Rapids
	Jim Watt	SMG
	Richard Wendt	Dickinson Wright

**II. Minutes of Prior Meeting**

*Motion: Mr. McInerney, supported by Mr. Chamberlin, moved to approve the Minutes of the December 10, 2008, meeting of the Grand Rapids-Kent County Convention/Arena Authority. The motion carried unanimously.*

**III. Committee Reports**

**a. Operations Committee**

Mr. Chamberlin presented the Operations Committee report.

- Mr. Watt recommended that several projects, including Van Andel Arena® removable seating, the northwest concourse expansion, and upper bowl curtain system be deferred for consideration as part of the Fiscal Year 2010 capital improvement/replacement budget. The Committee concurred with the recommendation.
- A public circulation study for the northwest concourse is underway by Progressive AE.
- DeVos Place® has initiated a new co-mingle single stream recycling system.

- The CVB report focused on the RCMA convention, the preparations leading up to the convention and training the frontline service personnel about diversity training and customer service.

b. Finance Committee.

Jana Wallace presented the Finance Committee report.

i. SMG Financial Statements for DeVos Place® and Van Andel Arena®

*Motion: Mr. Charles, supported by Mr. McInerney, moved to approve the SMG Financial Statements for DeVos Place® and the Van Andel Arena® for the periods ended November 30 and December 31, 2008. After review and discussion, the motion carried unanimously.*

ii. CAA Financial Statements

*Motion: Mr. Charles, supported by Mr. McInerney, moved to approve the CAA Financial Statements for the periods ended November 30 and December 31, 2008. After review and discussion, the motion carried unanimously.*

V. Diversity Initiative Update

Mr. Charles reported that the Diversity Committee meets on a monthly basis to continue the CAA's diversity efforts. The Committee includes Clif Charles, Rich MacKeigan, Joe Jones, Eddie Tadlock, Darius Quinn, Susan Waddell, and Skot Welch. Over the past year, the Diversity Committee has gathered information and input from various community groups to focus on areas, such as staff diversity training, that may foster an appreciation of the racial and ethnic differences of minority groups in the area and thereby increase the participation of a more diverse population in events and activities at the three venues. The Diversity Committee has developed relationships in the broader community to raise the visibility of the CAA and the three venues and has disseminated information regarding job opportunities to an ethnically diverse group of community organizations. SMG has developed paid, college internships that have potential to develop into sustainable career tracks. SMG was a participant in the West Michigan Hispanic Chamber of Commerce Expo. SMG has hired an event receptionist who is bilingual, and the customer service area now has a bilingual person at most events. A Diversity Statement was presented to the CAA Board in August for review and comment. After receiving feedback, the Diversity Committee finalized the Diversity Statement and Mr. Charles recommended its adoption.

*Motion: Mr. Charles, supported by Mr. Chamberlin, moved to adopt the Diversity Statement. After review and discussion, the motion carried unanimously.*

VI. SMG Report and Facilities Calendar

Mr. MacKeigan presented a summary of the upcoming events that will be held at DeVos Place® and the Van Andel Arena®.

VII. Reappointment of Board Members

Sonya Dean performed the oath of office for Lew Chamberlin, who was reappointed to a four-year term expiring December 31, 2012.

VIII. Public Comment

None.

IX. Next Meeting Date

The date for next CAA Board meeting is Wednesday, February 25, 2009, in the Kent County Commission Chambers, Kent County Administration Building, 300 Monroe Avenue, NW.

IX. Adjournment

There being no other business, the meeting adjourned at 8:45 a.m.

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Susan M. Waddell, Recording Secretary

# DEVOS PLACE

## DE VOS PLACE

**FINANCIAL STATEMENT  
FOR THE PERIOD ENDED JANUARY 31, 2009**

**Distribution:**

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

**Robert White**

**Bob McClintock**

**Lewis Dawley**

**Gary McAneney**

**Howard Feldman**

**Richard MacKeigan**

**Chris Machuta**



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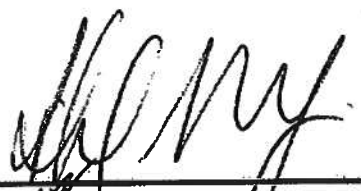
*An SMG Managed Facility*

DE VOS PLACE  
ROLLING FORECAST  
FISCAL YEAR ENDING JUNE 30, 2009

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	314	238	552	569	(17)
ATTENDANCE	253,905	338,684	592,589	668,975	(76,386)
DIRECT EVENT REVENUE	1,113,075	1,386,067	2,499,142	2,640,634	(141,492)
ANCILLARY REVENUE	1,040,006	1,190,201	2,230,207	2,386,332	(156,125)
TOTAL EVENT REVENUE	2,153,081	2,576,268	4,729,349	5,026,966	(297,617)
TOTAL OTHER REVENUE	102,725	91,456	194,181	210,500	(16,319)
TOTAL OPERATING REVENUE	2,255,806	2,667,724	4,923,530	5,237,466	(313,936)
INDIRECT EXPENSES					
EXECUTIVE	87,249	68,381	155,630	175,762	20,132
FINANCE	132,615	85,167	217,782	222,301	4,519
MARKETING	36,663	38,346	75,009	105,811	30,802
OPERATIONS	781,594	689,487	1,471,081	1,468,414	(2,667)
EVENT SERVICES	590,909	396,192	987,101	965,170	(21,931)
BOX OFFICE	46,227	39,015	85,242	77,626	(7,616)
SALES	169,385	156,677	326,062	347,026	20,964
OVERHEAD	1,097,052	1,078,277	2,175,329	2,254,332	79,003
TOTAL OPERATING EXP.	2,941,695	2,551,542	5,493,236	5,616,442	123,206
NET REVENUE ABOVE EXPENSES	(685,889)	116,182	(569,706)	(378,976)	(190,730)
INCENTIVE FEE		158,672	158,672	157,899	773
NET OPERATING REVENUE OVER OPERATING EXPENSES	(685,889)	(42,490)	(728,378)	(536,875)	(191,503)

Comments:

January performed just short of budget overall, and consistent with the revised forecast. The trend has continued with Direct Event Income being fairly consistent with budget with most of the shortfall coming in ancillary spending. The next couple of months will be key as the facility will be in the heart of its public show season.

  
General Manager

  
Financial Director

**DE VOS PLACE  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED JANUARY 31, 2009**

The following schedule summarizes operating results for the current month ending January 31, 2009 and the YTD ending June 30, 2009, compared to budget and to the prior year:

<b>MONTH</b>	<b>January Actual</b>	<b>January Budget</b>	<b>January FY 2008</b>
Number of Events	41	47	33
Attendance	58,666	76,850	54,622
Direct Event Income	\$247,658	\$266,116	\$219,300
Ancillary Income	179,686	226,500	136,332
Other Income	10,274	17,541	11,621
Indirect Expenses	(491,130)	(532,281)	(517,423)
Net Income	(\$53,511)	(\$22,123)	(\$150,170)

<b>YTD</b>	<b>YTD 2009 Actual</b>	<b>YTD 2009 Budget</b>	<b>YTD 2008 Prior Year</b>
Number of Events	314	325	319
Attendance	253,905	335,275	297,499
Direct Event Income	\$1,113,075	\$1,198,834	\$1,288,639
Ancillary Income	1,040,006	1,275,227	1,182,542
Other Income	102,725	122,792	108,785
Indirect Expenses	(2,941,695)	(3,209,531)	(3,008,808)
Net Income	(\$685,889)	(\$612,678)	(\$428,842)

**EVENT INCOME**

Event income came in consistent with budget overall. The Michigan Music Conference and Larry the Cable Guy events came in higher than expected which helped offset a cancelled event.

**ANCILLARY INCOME**

Ancillary income came in short of budget as it has for much of the fiscal year. As the trend continues to be, the usage of the facility is there as evidenced by Direct Event Income, however, the spending at the event has decreased.

**INDIRECT EXPENSES**

Indirect expenses came in under budget for the month. Payroll was higher for the month, however, consistent overall for the fiscal year. Utilities continue to come in favorably and has shown nice savings year to date.

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**DeVos Place**  
**Income Statement**  
**For the Seven Months Ending January 31, 2009**

	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	\$312,857	\$303,375	\$9,482	\$239,886	\$1,242,781	\$1,358,775	(\$115,984)	\$1,427,171
Service Revenue	118,494	21,850	96,644	87,781	1,073,577	149,950	923,627	1,077,933
Service Expenses	(183,692)	(69,109)	(124,583)	(108,448)	(1,203,283)	(308,891)	(893,402)	(1,218,465)
<b>Total Direct Event Income</b>	<b>247,659</b>	<b>266,116</b>	<b>(18,457)</b>	<b>219,301</b>	<b>1,113,075</b>	<b>1,198,834</b>	<b>(85,759)</b>	<b>1,286,639</b>
<b>Ancillary Income</b>								
F&B Concession	20,428	17,168	3,262	18,781	46,474	58,284	(11,790)	58,621
F&B Catering	33,572	50,488	(16,914)	22,791	382,500	504,678	(122,178)	414,473
Novelty Sales	2,546	2,428	118	260	6,491	10,873	(4,382)	5,813
Booth Cleaning	30,474	45,385	(14,911)	30,529	93,838	203,269	(109,431)	144,311
Telephone/Long Distance	1,568	300	1,268	0	10,875	2,100	8,775	0
Electrical Services	52,238	53,093	(855)	42,129	234,704	237,899	(3,195)	266,438
Audio Visual	28,212	37,919	(9,707)	14,431	180,799	169,800	10,999	180,239
Internet Services	2,213	0	2,213	1,550	3,219	0	3,219	23,500
Equipment Rental	8,435	19,723	(11,288)	5,880	81,108	88,344	(7,236)	89,147
<b>Total Ancillary Income</b>	<b>179,688</b>	<b>226,500</b>	<b>(46,814)</b>	<b>136,331</b>	<b>1,040,006</b>	<b>1,275,227</b>	<b>(235,221)</b>	<b>1,182,542</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	7,841	12,083	(4,242)	7,614	79,674	84,583	(4,909)	74,974
<b>Total Other Event Income</b>	<b>7,841</b>	<b>12,083</b>	<b>(4,242)</b>	<b>7,614</b>	<b>79,674</b>	<b>84,583</b>	<b>(4,909)</b>	<b>74,974</b>
<b>Total Event Income</b>	<b>435,186</b>	<b>504,699</b>	<b>(69,513)</b>	<b>363,246</b>	<b>2,232,755</b>	<b>2,658,644</b>	<b>(325,889)</b>	<b>2,546,155</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	1,733	3,187	(1,434)	2,600	17,333	22,167	(4,834)	20,800
Other Income	700	2,282	(1,592)	1,407	5,718	18,042	(10,324)	13,211
<b>Total Other Operating Income</b>	<b>2,433</b>	<b>5,469</b>	<b>(3,026)</b>	<b>4,007</b>	<b>23,051</b>	<b>38,209</b>	<b>(15,158)</b>	<b>33,811</b>
<b>Adjusted Gross Income</b>	<b>437,619</b>	<b>510,158</b>	<b>(72,539)</b>	<b>367,253</b>	<b>2,255,806</b>	<b>2,596,853</b>	<b>(341,047)</b>	<b>2,579,966</b>
<b>Operating Expenses</b>								
Salaries and Wages	245,342	223,208	22,134	158,943	1,593,888	1,562,453	31,435	1,457,189
Payroll Taxes and Benefits	69,131	57,800	11,531	57,144	455,332	403,202	52,130	444,463
Labor Allocations to Events	(92,911)	(115,821)	22,910	(61,731)	(894,065)	(810,749)	(83,316)	(881,134)
<b>Net Salaries and Benefits</b>	<b>221,562</b>	<b>164,987</b>	<b>56,575</b>	<b>154,356</b>	<b>1,155,155</b>	<b>1,154,906</b>	<b>249</b>	<b>1,020,518</b>
Contracted Services	33,359	21,200	12,159	25,083	208,847	148,400	58,447	186,953
General and Administrative	17,668	27,100	(9,432)	20,553	193,666	191,200	2,466	148,020
Operations	5,537	4,500	1,037	4,370	48,890	70,995	(22,105)	85,619
Repair and Maintenance	35,981	41,941	(5,960)	52,057	298,812	293,586	5,226	341,290
Operational Supplies	1,444	26,333	(24,889)	42,340	82,720	184,333	(101,613)	132,774
Insurance	19,368	24,062	(4,694)	18,689	110,813	128,803	(17,990)	116,140
Utilities	143,008	209,000	(65,992)	187,137	752,234	945,200	(192,966)	907,631
SMG Management Fees	13,223	13,158	65	12,838	92,558	92,108	450	88,863
<b>Total Operating Expenses</b>	<b>491,130</b>	<b>532,281</b>	<b>(41,151)</b>	<b>617,423</b>	<b>2,941,695</b>	<b>3,209,531</b>	<b>(267,836)</b>	<b>3,008,808</b>
<b>Net Income(Loss) From Operatic</b>	<b>(53,511)</b>	<b>(22,123)</b>	<b>(31,388)</b>	<b>(150,170)</b>	<b>(685,889)</b>	<b>(612,678)</b>	<b>(73,211)</b>	<b>(428,842)</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>(53,511)</b>	<b>(22,123)</b>	<b>(31,388)</b>	<b>(150,170)</b>	<b>(685,889)</b>	<b>(612,678)</b>	<b>(73,211)</b>	<b>(428,842)</b>



**SMG DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Year to Date Event Summary Report**  
**For Month Ended January 31, 2009**

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	81	90	78,525	104,650	953,819	1,163,154
Consumer/Gated Shows	22	37	44,115	75,325	257,256	410,889
Devos Performance Hall	82	63	85,158	77,800	421,083	393,147
Banquets	24	36	15,258	36,900	164,775	212,452
Meetings	83	90	18,869	32,000	208,441	258,764
Other	22	9	11,980	8,600	147,707	35,655
<b>GRAND TOTALS</b>	<b>314</b>	<b>325</b>	<b>253,905</b>	<b>335,275</b>	<b>2,153,081</b>	<b>2,474,061</b>

**As Percentage of Overall**

Convention/Trade Shows	25.80%	27.69%	30.93%	31.21%	44.30%	47.01%
Consumer/Gated Shows	7.01%	11.38%	17.37%	22.47%	11.95%	16.61%
Devos Performance Hall	26.11%	19.38%	33.54%	23.20%	19.56%	15.89%
Ballroom Exclusive	7.64%	11.08%	6.01%	11.01%	7.65%	8.59%
Meetings	26.43%	27.69%	7.43%	9.54%	9.68%	10.46%
Other	7.01%	2.77%	4.72%	2.57%	6.86%	1.44%

**DeVos Place**  
**Balance Sheet**  
**For the Seven Months Ending January 31, 2009**

**ASSETS**

<b>Current Assets</b>		
Cash	1,001,251	
Account Receivable	237,441	
Prepaid Expenses	107,829	
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<b>Total Current Assets</b>		<b>\$1,346,521</b>
<b>Total Assets</b>		<b>\$1,346,521</b>
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**LIABILITIES AND EQUITY**

<b>Current Liabilities</b>		
Accounts Payable	56,059	
Accrued Expenses	244,732	
Deferred Income	66,299	
Advanced Ticket Sales & Deposits	651,574	
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<b>Total Current Liabilities</b>		<b>\$1,018,664</b>
<b>Other Liabilities</b>		
<b>Equity</b>		
CY Exp. Paid Directly by City	704,873	
Beginning Balance Equity	313,539	
Current Year Equity	(690,555)	
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<b>Total Equity</b>		<b>\$327,857</b>
<b>Total Liabilities and Equity</b>		<b>\$1,346,521</b>
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**SMG - DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**For Month Ended January 31, 2009**

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<b>Current - Under 30 Days</b>	
Food & Beverage	54,000
Ticketing	63,425
Merchandise	3,397
Decorating	30,474
Audio/Visual	29,528
Van Andel Arena	(217,318)
Operating	208,441
<b>Over 30 Days</b>	<b>37,560</b>
<b>Over 60 Days</b>	<b>12,800</b>
<b>Over 90 Days</b>	
Donnell Productions	5,736
Paragon Leather	2,110
Saigon Entertainment	5,002
Grinder Promotions	2,286
<b>Total Accounts Receivable</b>	<b>237,441</b>

**SMG - Van Andel Arena & DeVos Place  
Grand Rapids - Kent County Convention/Arena Authority  
Management Fee Summary  
Fiscal Year Ending June 30, 2009**

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**MANAGEMENT FEE SUMMARY**

	<u>Arena Estimate</u>	<u>DeVos Place Estimate</u>	<u>Total Estimate</u>	<u>FY 2008 Actual</u>
Net Revenue above Expenses	1,332,926	(569,706)	763,220	1,104,394
Benchmark			700,000	700,000
Excess	1,332,926	(569,706)	63,220	404,394

**Incentive Fee Calculation (Only if above greater than zero)**

	<u>Arena Estimate</u>	<u>DeVos Place Estimate</u>	<u>Total Estimate</u>	<u>Total Estimate</u>
Base Fee	158,672	158,672	317,343	308,100
Incentive Fee				
Revenue	5,224,892	4,923,530	10,148,422	10,589,568
Benchmark Revenue	4,700,000	4,100,000	8,800,000	8,700,000
Revenue Excess	524,892	823,530	1,348,422	1,889,568
Incentive Fee **	158,672	158,672	317,343	308,100
Total SMG Management Fee	<u>317,343</u>	<u>317,343</u>	<u>634,686</u>	<u>616,200</u>

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



# **VAN ANDEL ARENA**

**FINANCIAL STATEMENT  
FOR THE PERIOD ENDED JANUARY 31, 2009**

**Distribution:**

**Grand Rapids – Kent County Convention / Arena Authority**  
**Robert White**  
**Bob McClintock**  
**Lewis Dawley**  
**Gary McAneney**  
**Howard Feldman**  
**Richard MacKeigan**  
**Chris Machuta**



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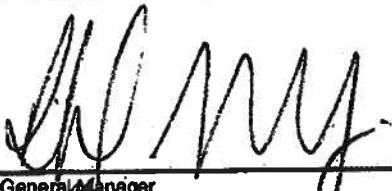
*An SMG Managed Facility*


**VAN ANDEL ARENA  
ROLLING FORECAST  
FISCAL YEAR ENDING JUNE 30, 2009**

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
<b>NO. EVENTS</b>	69	40	109	118	(9)
<b>ATTENDANCE</b>	337,518	200,040	537,558	666,000	(128,442)
<b>DIRECT EVENT INCOME</b>	1,006,110	205,985	1,214,095	1,279,191	(65,096)
<b>ANCILLARY INCOME</b>	678,204	763,894	1,442,098	1,598,019	(155,921)
<b>TOTAL EVENT INCOME</b>	1,686,314	969,879	2,656,193	2,877,210	(221,017)
<b>TOTAL OTHER INCOME</b>	1,325,862	1,243,037	2,568,699	2,450,000	118,699
<b>TOTAL INCOME</b>	3,011,976	2,212,916	5,224,892	5,327,210	(102,318)
<b>INDIRECT EXPENSES</b>					
EXECUTIVE	123,255	101,132	224,387	171,498	(52,889)
FINANCE	119,505	81,698	201,203	212,561	11,358
MARKETING	143,952	94,157	238,109	275,958	37,849
OPERATIONS	934,603	644,203	1,578,806	1,573,301	(5,505)
BOX OFFICE	80,592	41,160	121,752	120,377	(1,375)
LUXURY SEATING	47,060	43,472	90,532	117,298	26,766
SKYWALK ADMIN	27,538	18,292	45,830	39,856	(5,974)
OVERHEAD	782,015	609,332	1,391,347	1,402,650	11,303
<b>TOTAL INDIRECT EXP.</b>	2,258,521	1,633,446	3,891,966	3,913,499	21,533
<b>NET REVENUE ABOVE EXPENSES</b>	753,455	579,470	1,332,926	1,413,711	(80,785)
<b>LESS INCENTIVE FEE</b>		158,672	158,672	157,899	(773)
<b>NET REVENUE ABOVE EXPENSES AFTER INCENTIVE</b>	753,455	420,798	1,174,254	1,255,812	(81,558)

**Comments:**

The Arena performed below budget, however, consistent with the revised forecast overall. February should be a strong month for the Arena, and then the balance of the fiscal year will be weak with potential Griffins playoff games being the biggest unknown.

  
General Manager

  
Director of Finance

**VAN ANDEL ARENA  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED JANUARY 31, 2009**

The following schedule summarizes operating results for the current month ending January 31, 2009 and the YTD ending June 30, 2009 compared to budget and to the prior year:

<b>MONTH</b>	<b>January Actual</b>	<b>January Budget</b>	<b>January FY 2008</b>
Number of Events	16	15	14
Attendance	72,460	74,000	63,325
Direct Event Income	\$97,972	\$81,360	\$138,005
Ancillary Income	144,523	185,421	119,935
Other Income	166,093	201,000	167,367
Indirect Expenses	(377,744)	(351,636)	(336,188)
Net Income	\$30,844	\$116,145	\$89,119

<b>YTD</b>	<b>YTD 2009 Actual</b>	<b>YTD 2009 Budget</b>	<b>YTD 2008 Prior Year</b>
Number of Events	69	66	58
Attendance	337,518	350,000	298,039
Direct Event Income	\$1,008,110	\$714,330	\$715,514
Ancillary Income	678,204	941,054	733,041
Other Income	1,325,662	1,407,000	1,362,865
Indirect Expenses	(2,258,521)	(2,230,148)	(2,031,983)
Net Income	\$753,455	\$832,236	\$779,437

**EVENT INCOME**

Event income came in ahead of budget on the strength of the Harlem Globetrotters and the unbudgeted Volleyball events.

**ANCILLARY INCOME**

Ancillary income fell below budget for the month as the concert hosted (Chris Tomlin) was not the type of artist that has strong ancillary spending.

**INDIRECT EXPENSES**

Indirect expenses came in a little over budget for the month. Payroll was up, however, will balance back out by the end of the fiscal year. Utility savings that we have seen at DeVos has not translated to the Arena as of yet.

**Van Andel Arena**  
**Income Statement**  
**For the Seven Months Ending January 31, 2009**

	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	\$210,340	\$219,600	\$29,102	\$198,684	\$1,388,056	\$1,160,200	\$227,856	\$965,548
Service Revenue	101,871	87,501	14,370	116,406	1,265,451	781,774	483,677	1,014,870
Service Expenses	(214,239)	(225,741)	11,502	(177,085)	(1,645,397)	(1,227,844)	(417,753)	(1,264,904)
<b>Total Direct Event Income</b>	<b>97,972</b>	<b>81,360</b>	<b>16,612</b>	<b>138,005</b>	<b>1,008,110</b>	<b>714,330</b>	<b>293,780</b>	<b>715,514</b>
<b>Ancillary Income</b>								
F&B Concession	121,767	147,525	(25,758)	98,491	533,337	710,275	(176,938)	580,582
F&B Catering	8,620	11,841	(3,221)	7,138	64,862	71,554	(6,692)	48,437
Novelty Sales	9,426	19,125	(9,699)	10,956	60,668	140,165	(79,497)	98,285
Booth Cleaning	0	0	0	0	247	0	247	157
Other Ancillary	4,710	6,930	(2,220)	3,350	19,090	19,080	30	25,580
<b>Total Ancillary Income</b>	<b>144,523</b>	<b>185,421</b>	<b>(40,898)</b>	<b>119,935</b>	<b>678,204</b>	<b>941,054</b>	<b>(262,850)</b>	<b>733,041</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	14,742	42,083	(27,341)	17,649	230,864	294,583	(63,719)	235,796
<b>Total Other Event Income</b>	<b>14,742</b>	<b>42,083</b>	<b>(27,341)</b>	<b>17,649</b>	<b>230,864</b>	<b>294,583</b>	<b>(63,719)</b>	<b>235,796</b>
<b>Total Event Income</b>	<b>257,237</b>	<b>308,864</b>	<b>(51,627)</b>	<b>275,589</b>	<b>1,917,178</b>	<b>1,949,967</b>	<b>(32,789)</b>	<b>1,684,351</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	94,668	96,833	(2,165)	86,245	689,551	677,833	11,718	670,880
Advertising	46,500	51,667	(5,167)	52,500	355,625	361,667	(6,042)	372,126
Other Income	10,183	10,417	(234)	10,973	49,622	72,917	(23,295)	84,064
<b>Total Other Operating Income</b>	<b>151,351</b>	<b>158,917</b>	<b>(7,566)</b>	<b>149,718</b>	<b>1,094,798</b>	<b>1,112,417</b>	<b>(17,619)</b>	<b>1,127,069</b>
<b>Adjusted Gross Income</b>	<b>408,588</b>	<b>467,781</b>	<b>(59,193)</b>	<b>425,307</b>	<b>3,011,976</b>	<b>3,062,384</b>	<b>(50,408)</b>	<b>2,811,420</b>
<b>Operating Expenses</b>								
Salaries and Wages	182,176	150,447	31,729	127,364	1,176,109	1,053,131	122,978	1,036,617
Payroll Taxes and Benefits	46,908	44,854	2,054	42,248	317,209	313,980	3,229	245,567
Labor Allocations to Events	(57,758)	(72,236)	14,478	(57,160)	(542,072)	(505,655)	(36,417)	(528,080)
<b>Net Salaries and Benefits</b>	<b>171,326</b>	<b>123,065</b>	<b>48,261</b>	<b>112,452</b>	<b>951,246</b>	<b>861,456</b>	<b>89,790</b>	<b>754,104</b>
Contracted Services	26,437	23,800	2,637	24,505	187,706	166,600	21,106	204,032
General and Administrative	21,129	28,750	(7,621)	19,604	203,712	201,250	2,462	148,321
Operations	17,616	2,933	14,683	4,525	34,441	38,533	(4,092)	32,622
Repair and Maintenance	3,907	18,667	(14,760)	16,568	110,647	130,667	(20,020)	92,385
Operational Supplies	5,031	18,342	(13,311)	18,885	80,504	128,392	(47,888)	113,296
Insurance	14,888	14,604	284	13,707	69,568	78,525	(8,957)	66,675
Utilities	104,207	108,317	(4,110)	113,104	528,139	532,619	(4,480)	530,685
SMG Management Fees	13,223	13,158	65	12,838	92,558	92,106	452	89,663
<b>Total Operating Expenses</b>	<b>377,744</b>	<b>351,636</b>	<b>26,108</b>	<b>336,188</b>	<b>2,268,621</b>	<b>2,230,148</b>	<b>28,373</b>	<b>2,031,883</b>
<b>Net Income(Loss) From Operati</b>	<b>30,844</b>	<b>116,145</b>	<b>(85,301)</b>	<b>89,119</b>	<b>753,455</b>	<b>832,236</b>	<b>(78,781)</b>	<b>779,437</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>30,844</b>	<b>116,145</b>	<b>(85,301)</b>	<b>89,119</b>	<b>753,455</b>	<b>832,236</b>	<b>(78,781)</b>	<b>779,437</b>



**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Event Summary**  
**Month Ending January 31, 2009**

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show	15	12	51,203	36,000	312,765	114,347
Sporting Event	9	9	35,906	50,000	296,132	300,769
Concert	12	13	81,698	108,000	790,307	1,179,136
Team Home Games	27	28	148,132	140,000	309,402	286,216
Other	6	4	20,579	16,000	208,572	69,499
<b>GRAND TOTALS</b>	<b>69</b>	<b>66</b>	<b>337,518</b>	<b>350,000</b>	<b>1,917,178</b>	<b>1,949,967</b>

**As Percentage of Overall**

Family Show	21.74%	18.18%	15.17%	10.29%	16.31%	5.86%
Sporting Event	13.04%	13.64%	10.64%	14.29%	15.45%	15.42%
Concert	17.39%	19.70%	24.21%	30.86%	41.22%	60.47%
Team Home Games	39.13%	42.42%	43.89%	40.00%	16.14%	14.68%
Other	8.70%	6.06%	6.10%	4.57%	10.88%	3.56%

**Van Andel Arena**  
**Balance Sheet**  
**For the Seven Months Ending January 31, 2009**

**ASSETS**

<b>Current Assets</b>		
Cash	3,291,136	
Account Receivable	1,387,462	
Prepaid Expenses	193,811	
	<hr/>	
<b>Total Current Assets</b>		<b>\$4,872,409</b>
<b>Total Assets</b>		<hr/> <b>\$4,872,409</b> <hr/>

**LIABILITIES AND EQUITY**

<b>Current Liabilities</b>		
Accounts Payable	243,644	
Accrued Expenses	893,474	
Deferred Income	1,671,333	
Advanced Ticket Sales & Deposits	1,674,256	
	<hr/>	
<b>Total Current Liabilities</b>		<b>\$4,482,707</b>
<b>Other Liabilities</b>		
<b>Equity</b>		
CY Funds Remitted to SEA	(1,250,000)	
CY Exp. Paid Directly by City	487,769	
Beginning Balance Equity	398,478	
Current Year Equity	753,455	
	<hr/>	
<b>Total Equity</b>		<b>\$389,702</b>
<b>Total Liabilities and Equity</b>		<hr/> <b>\$4,872,409</b> <hr/>

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**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**Month Ending January 31, 2009**

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Current - Under 30 Days	
Food & Beverage	251,741
Ticketing	362,588
Merchandise	13,178
Permanent Advertising	105,678
DeVos Place	217,318
Operating	301,579
 Over 30 Days	 102,980
 Over 60 Days	 32,400
 Over 90 Days	
 Total Accounts Receivable	 1,387,462

**SMG - Van Andel Arena & DeVos Place  
Grand Rapids - Kent County Convention/Arena Authority  
Management Fee Summary  
Fiscal Year Ending June 30, 2009**

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**MANAGEMENT FEE SUMMARY**

	<u>Arena Estimate</u>	<u>DeVos Place Estimate</u>	<u>Total Estimate</u>	<u>FY 2008 Actual</u>
Net Revenue above Expenses	1,332,926	(569,706)	763,220	1,104,394
Benchmark			700,000	700,000
Excess	1,332,926	(569,706)	63,220	404,394
Incentive Fee Calculation (Only if above greater than zero)				
	<u>Arena Estimate</u>	<u>DeVos Place Estimate</u>	<u>Total Estimate</u>	<u>Total Estimate</u>
Base Fee	158,672	158,672	317,343	308,100
Incentive Fee				
Revenue	5,224,892	4,923,530	10,148,422	10,589,568
Benchmark Revenue	4,700,000	4,100,000	8,800,000	8,700,000
Revenue Excess	524,892	823,530	1,348,422	1,889,568
Incentive Fee **	158,672	158,672	317,343	308,100
Total SMG Management Fee	317,343	317,343	634,686	616,200

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



## Memorandum

**To:** CAA Board Members

**From:** Susan Waddell, Administrative Manager

**Date:** February 20, 2009

**Re:** CAA Financial Statements

The following is a summary of financial activity in the two operating accounts as of January 31, 2008:

	<i>1050: Operations</i>	<i>1070: Kent County Operating</i>
Beginning Balance	\$ 90,160.43	\$22,064,013.52
Cleared Transactions	- 25,336.64	<u>122,378.10</u>
Cleared Balance	64,823.79	22,186,391.62
Uncleared Transactions	<u>279.89</u>	<u>-000.00</u>
Register Balance	<u>\$ 65,103.68</u>	<u>\$22,186,391.62</u>

- Interest earnings fell below budget due to declining rates.
- Land lease revenue exceeds budget because of previous years' catch-up payments.
- Expenses for pedestrian safety and parking management are below budget due to timing

If you have any questions or would like additional information, please contact me at 742-6594 or [swaddell@smggr.com](mailto:swaddell@smggr.com). Thank you.



Van Andel Arena®  
130 Fulton West  
Grand Rapids, MI 49503-2601  
616.742.6600  
Fax 616.742.6197

**DEVOS PLACE**

DeVos Place®  
303 Monroe Ave. NW  
Grand Rapids, MI 49503-2233  
616.742.6500  
Fax 616.742.6590



3:10 PM  
02/10/09  
Accrual Basis

**Grand Rapids-Kent County Convention/Arena Authority**  
**Balance Sheet**  
**As of January 31, 2009**

	<u>Jan 31, 09</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1040 · Cash - Operations - SMG	4,319,835.10
1050 · Operations - Cash	65,103.68
<b>Total Checking/Savings</b>	<u>4,384,938.78</u>
<b>Other Current Assets</b>	
1070 · Kent County - Operating	22,186,391.62
1200 · Accounts Receivable	1,227,456.17
1300 · Prepaid Expenses	189,100.35
1600 · Advances/Deposits Receivable	-1,050,000.07
<b>Total Other Current Assets</b>	<u>22,552,948.07</u>
<b>Total Current Assets</b>	<u>26,937,886.85</u>
<b>Fixed Assets</b>	
Buildings & Structures	238,873.62
Equip	380,986.07
Vehicles	43,914.30
<b>Total Fixed Assets</b>	<u>663,773.99</u>
<b>TOTAL ASSETS</b>	<u><b>27,601,660.84</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	191,836.71
2005 · Accounts payable - SMG	665,803.17
<b>Total Accounts Payable</b>	<u>857,639.88</u>
<b>Other Current Liabilities</b>	
2200 · Accrued Expenses	1,097,477.61
2210 · Advance Ticket Sales	1,882,333.73
2220 · Advance deposits	291,472.00
2500 · Deferred facility income	1,077,282.74
<b>Total Other Current Liabilities</b>	<u>4,348,566.08</u>
<b>Total Current Liabilities</b>	<u>5,206,205.96</u>
<b>Total Liabilities</b>	<u>5,206,205.96</u>
<b>Equity</b>	
3000 · Opening Bal Equity	37,035,584.45
3900 · Retained Earnings	-13,430,836.02
Net Income	-1,209,293.55
<b>Total Equity</b>	<u>22,395,454.88</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>27,601,660.84</b></u>

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02/10/09

Accrual Basis

**Grand Rapids-Kent County Convention/Arena Authority**  
**Profit & Loss Budget vs. Actual**  
**July 2008 through January 2009**

	Jul '08 - Jan 09	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4500 · Interest on Investments	381,458.92	432,831.00	-51,372.08	88.1%
4540 · Land Lease	107,076.35	82,376.00	24,700.35	130.0%
4545 · Parking Revenues	396,201.25	541,450.00	-145,248.75	73.2%
4550 · Miscellaneous Revenue	105,143.00			
<b>Total Income</b>	<b>989,879.52</b>	<b>1,056,657.00</b>	<b>-66,777.48</b>	<b>93.7%</b>
<b>Expense</b>				
6000 · Professional Services				
6001 · Accounting/Auditing Services	24,157.14	22,162.00	1,995.14	109.0%
6040 · Legal Services	56,899.40	20,412.00	36,487.40	278.8%
<b>Total 6000 · Professional Services</b>	<b>81,056.54</b>	<b>42,574.00</b>	<b>38,482.54</b>	<b>190.4%</b>
6060 · Other Contractual Services	57,830.78	168,581.00	-110,750.22	34.3%
6065 · Pedestrian Safety	35,094.05	50,883.00	-15,788.95	69.0%
6068 · Parking Management	106,806.00	164,199.00	-57,393.00	65.0%
6100 · Other Supplies & Expenses				
6010 · Bank Fees	210.18			
6020 · Computer Services	46.98			
6030 · Insurance-Property/Liability	20,673.00	22,000.00	-1,327.00	94.0%
6101 · Advertising/Promo/Publicity	1,690.00			
6110 · Meeting Expense	8,089.79	5,831.00	2,258.79	138.7%
6120 · Supplies	3,274.76	2,912.00	362.76	112.5%
<b>Total 6100 · Other Supplies &amp; Expenses</b>	<b>33,984.71</b>	<b>30,743.00</b>	<b>3,241.71</b>	<b>110.5%</b>
6160 · Facility Repair and Maintenance	0.00	17,912.00	-17,912.00	0.0%
6200 · Capital Replacement Projects	311,151.30	1,075,725.00	-764,573.70	28.9%
6210 · F&B Repair & Maintenance	8,132.02	26,250.00	-18,117.98	31.0%
6300 · Utilities Expense				
6301 · Electricity	709,414.98	700,995.00	8,419.98	101.2%
6310 · Natural Gas	8,732.09	7,748.00	984.09	112.7%
6320 · Steam	371,354.18	626,875.00	-255,520.82	59.2%
6340 · Water & Sewer	57,317.68	65,625.00	-8,307.32	87.3%
<b>Total 6300 · Utilities Expense</b>	<b>1,146,818.93</b>	<b>1,401,243.00</b>	<b>-254,424.07</b>	<b>81.8%</b>
6500 · DID Assessment	53,138.59	52,900.00	238.59	100.5%
6600 · SMG Incentive Fees	308,100.00			
8000 · Personal Services				
8001 · Employee Wages	49,055.31	23,681.00	25,374.31	207.2%
8030 · Employee Benefits	8,004.84	11,935.00	-3,930.16	67.1%
<b>Total 8000 · Personal Services</b>	<b>57,060.15</b>	<b>35,616.00</b>	<b>21,444.15</b>	<b>160.2%</b>
<b>Total Expense</b>	<b>2,199,173.07</b>	<b>3,066,626.00</b>	<b>-867,452.93</b>	<b>71.7%</b>
<b>Net Income</b>	<b>-1,209,293.55</b>	<b>-2,009,969.00</b>	<b>800,675.45</b>	<b>60.2%</b>

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02/10/09  
Accrual Basis

**Grand Rapids-Kent County Convention/Arena Authority**  
**Profit & Loss Prev Year Comparison**  
**July 2008 through January 2009**

	Jul '08 - Jan 09	Jul '07 - Jan 08	\$ Change	% Change
<b>Income</b>				
4500 · Interest on Investments	381,458.92	525,070.88	-143,611.96	-27.4%
4540 · Land Lease	107,076.35	54,317.20	52,759.15	97.1%
4545 · Parking Revenues	396,201.25	432,830.00	-36,628.75	-8.5%
4550 · Miscellaneous Revenue	105,143.00	0.00	105,143.00	100.0%
<b>Total Income</b>	<b>989,879.52</b>	<b>1,012,218.08</b>	<b>-22,338.56</b>	<b>-2.2%</b>
<b>Expense</b>				
6000 · Professional Services				
6001 · Accounting/Auditing Services	24,157.14	23,515.30	641.84	2.7%
6040 · Legal Services	56,899.40	4,615.60	52,283.80	1,132.8%
<b>Total 6000 · Professional Services</b>	<b>81,056.54</b>	<b>28,130.90</b>	<b>52,925.64</b>	<b>188.1%</b>
6060 · Other Contractual Services	57,830.78	47,312.07	10,518.71	22.2%
6065 · Pedestrian Safety	35,094.05	17,303.09	17,790.96	102.8%
6068 · Parking Management	106,806.00	168,638.43	-61,832.43	-36.7%
6100 · Other Supplies & Expenses				
6010 · Bank Fees	210.18	499.09	-288.91	-57.9%
6020 · Computer Services	46.98	0.00	46.98	100.0%
6030 · Insurance-Property/Liability	20,673.00	20,258.00	415.00	2.1%
6101 · Advertising/Promo/Publicity	1,690.00	0.00	1,690.00	100.0%
6110 · Meeting Expense	8,089.79	267.45	7,822.34	2,924.8%
6120 · Supplies	3,274.76	300.94	2,973.82	988.2%
<b>Total 6100 · Other Supplies &amp; Expenses</b>	<b>33,984.71</b>	<b>21,325.48</b>	<b>12,659.23</b>	<b>59.4%</b>
6160 · Facility Repair and Maintenance	0.00	4,219.20	-4,219.20	-100.0%
6200 · Capital Replacement Projects	311,151.30	471,781.04	-160,629.74	-34.1%
6210 · F&B Repair & Maintenance	8,132.02	13,045.38	-4,913.36	-37.7%
6300 · Utilities Expense				
6301 · Electricity	709,414.98	662,175.18	47,239.80	7.1%
6310 · Natural Gas	8,732.09	4,686.46	4,045.63	86.3%
6320 · Steam	371,354.18	572,180.28	-200,826.10	-35.1%
6340 · Water & Sewer	57,317.68	77,214.22	-19,896.54	-25.8%
<b>Total 6300 · Utilities Expense</b>	<b>1,146,818.93</b>	<b>1,316,256.14</b>	<b>-169,437.21</b>	<b>-12.9%</b>
6500 · DID Assessment	53,138.59	51,350.58	1,788.01	3.5%
6600 · SMG Incentive Fees	308,100.00	300,000.00	8,100.00	2.7%
8000 · Personal Services				
8001 · Employee Wages	49,055.31	44,554.05	4,501.26	10.1%
8030 · Employee Benefits	8,004.84	11,601.16	-3,596.32	-31.0%
<b>Total 8000 · Personal Services</b>	<b>57,060.15</b>	<b>56,155.21</b>	<b>904.94</b>	<b>1.6%</b>
<b>Total Expense</b>	<b>2,199,173.07</b>	<b>2,495,517.52</b>	<b>-296,344.45</b>	<b>-11.9%</b>
<b>Net Income</b>	<b>-1,209,293.55</b>	<b>-1,483,299.44</b>	<b>274,005.89</b>	<b>18.5%</b>





## Memorandum

**To:** CAA Board Members

**From:** Robert J. White, Director  
Kent County Fiscal Services Department

**Re:** Convention/Arena Authority  
FY 2009 Budget Adjustment

**Date:** February 20, 2009

Convention  
Arena  
Authority

Steven Heacock,  
Chairman  
Birgit Klohs  
Clif Charles  
Gary McInerney  
George Heartwell  
Joseph Tomaselli  
Lew Chamberlin

The Fiscal Year 2009 budget (year beginning July 1, 2008) was adopted by the Board of Directors on June 25, 2008. The original budget forecasted operating revenues of \$11.6 million, with interest income of \$0.8 million. Operating budget appropriation of \$10.8 million was supplemented by a capital appropriation request of \$1.8 million. Total sources of revenue and expense left a projected draw on net assets (unrestricted) of \$.2 million.

Subsequent to adoption of the original budget, for the current fiscal year, several actions and/or changes in trends have occurred which suggest amendments to several budgetary accounts. The recommended changes, and basis for same, are explained as follows:

- SMG facilities management budgets
  - Rich MacKeigan and Chris Machuta reported on the second quarter “roll” of the operating budget with an updated forecast of operating revenues for the facilities written down by \$416,254. This revenue write-down was partially offset by a decrease in forecasted expenditures of \$143,194, leaving a net reduction in projected operating income of \$273,060.
  - The originally-adopted capital improvement/replacement budget totaled \$1,844,100. It is now recommended by SMG staff that several of those projects including Van Andel Arena® removable seating, northwest concourse expansion, and upper bowl curtain system be deferred for consideration as part of the Fiscal Year 2010 capital improvement/replacement budget. In addition, a total of \$38,860 in savings was achieved from closeout of remaining available balances on completed capital improvement/replacement projects.



Van Andel Arena®  
130 Fulton West  
Grand Rapids, MI 49503-2601  
616.742.6600  
Fax 616.742.6197

DEVOS PLACE

DeVos Place®  
303 Monroe Ave. NW  
Grand Rapids, MI 49503-2233  
616.742.6500  
Fax 616.742.6590



- CAA administrative activities
  - The parking revenue estimate is recommended for a reduction of \$152,416. The first five months of the current fiscal year activity at the DeVos Place® parking facility has been reduced by 10.7%. The updated revenue forecast assumes continuation of this trend for the balance of the fiscal year.
  - The line item for legal services is recommended to be increased from the original budgetary allowance of \$35,000 to a revised full-year budget allowance of \$90,000. Increased legal services have been provided in response to the filing of a lawsuit by Delta Turner.
  - In November, 2008, the Grand Rapids-Parking Services Department notified the Authority of its intent to replace four fee computers in the parking booths at DeVos Place®. Under the terms of the operating/maintenance agreement with the City, the Authority is responsible for the cost of this new equipment installation.
  - The original budget utilized an assumed interest earnings rate of 3.5%. Assuming an average interest rate of 2.0% for the remainder of the current fiscal year, suggests a write-down in the revenue estimate of \$167,000. For comparison purposes, the County Treasurer's pooled investment account paid 3.29% interest for the month of November, 2008. New certificate of deposits are being placed in the range of 1.50%-1.75%.
  - The original budget included an assumed contribution from the Rampage football franchise in the amount of \$80,000, whereas with suspension of play for the 2009 season, this revenue estimate will be removed from the budget.
  - The updated revenue estimate includes a one-time payment of \$100,000 for sale of an easement to the current owners of property located at 201 Monroe NW.

Additional details supporting and summarizing the recommended budgetary changes noted above have been compiled and are included with this correspondence. These documents include:

- Consolidated statement of revenues, expenses and changes in net assets (unrestricted)
- Administrative expenses – detail
- FY 2009 capital improvement/replacement budget

**Grand Rapids-Kent County Convention/Arena Authority**  
**Consolidated Statement of Revenues, Expenses and Changes**  
**in Net Assets (Unrestricted)**

Item	FY 2007 Audit	FY 2008 Audit	FY 2009		As Amended
			Adopted Budget	Amendments	
<b>Operating Revenues:</b>					
Facilities - SMG	\$ 10,538,941	\$ 10,589,569	\$ 10,564,676	(\$416,254)	\$10,148,422
Parking	1,024,127	1,026,080	1,069,416	(152,416)	917,000 <sup>(5)</sup>
	<u>11,563,068</u>	<u>11,615,649</u>	<u>11,634,092</u>	<u>(568,670)</u>	<u>11,065,422</u>
<b>Operating Expenses:</b>					
Facility Operations	9,037,505	9,177,074	9,214,143	(146,284)	9,067,859
Management Fee	600,000	616,200	631,596	3,090	634,686
Major Repair/Replacements	364,311	232,135	-	-	-
Administration	311,052	364,591	465,962	55,000 <sup>(3)</sup>	520,962
Parking	348,896	327,042	306,495	40,400 <sup>(4)</sup>	346,895
Pedestrian Safety	83,781	95,493	87,234	-	87,234
Landscaping	-	-	120,000	-	120,000
	<u>10,745,545</u>	<u>10,812,535</u>	<u>10,825,430</u>	<u>(47,794)</u>	<u>10,777,636</u>
<b>Operating Income (Loss)</b>	817,523	803,114	808,662	(520,876)	287,786
<b>Non-Operating Income</b>					
Investment Income/Miscellaneous	1,069,805	1,055,630	822,000	(2)	675,000 <sup>(6)</sup>
Transfer (to) from Capital Acct.	(1,331,750)	(317,703)	(1,844,100)	953,260	(890,840)
	<u>555,578</u>	<u>1,541,041</u>	<u>(213,438)</u>	<u>285,384</u>	<u>71,946</u>
<b>Net Assets (Unrestricted) Beg of Yr</b>	<u>20,844,355</u>	<u>21,399,933</u>	<u>22,940,974</u>		<u>22,940,974</u>
<b>Net Assets (Unrestricted) End of Yr</b>	<u>\$ 21,399,933</u>	<u>\$ 22,940,974</u>	<u>\$ 22,727,536</u>		<u>\$ 23,012,920</u>

**Notes:**

<sup>(1)</sup> Includes \$25,000 allowance for maintenance (SMG).

<sup>(2)</sup> Includes \$80,000 in capital contribution from Rampage.

<sup>(3)</sup> Additional legal fees.

<sup>(4)</sup> Cost of four replacement parking fee computers.

<sup>(5)</sup> First five months down from prior year by 10.7% - assume continuation for balance of fiscal year.

<sup>(6)</sup> Remaining 7 months @ 2.00% (November, 2008 @ 3.29%) and no contribution from Rampage (budgeted - \$80,000).

Add \$100,000 for sale of easement to 201 Monroe N.W.

**Grand Rapids-Kent County Convention/Arena Authority  
Administrative Expenses - Detail**

Line Item	FY 2007 Audit	FY 2008 Audit	FY 2009	
			Budget	Amendment As Amended
Wages	\$69,647	\$56,109	\$68,595 <sup>(1)</sup>	\$0 \$68,595
Benefits	21,527	25,238	20,467	0 20,467
Accounting/Audit	27,730	32,485	38,000	0 38,000
Legal Services	24,242	42,093	35,000	55,000 90,000
DID Assessment	50,299	51,351	52,900	0 52,900
Insurance	19,197	20,258	22,000	0 22,000
Marketing				
- CVB	0	50,000	75,000	0 75,000
- Sports Commission	0	25,000	25,000	0 25,000
Repairs - F&B	52,993	28,059	45,000	0 45,000
Diversity Initiative	16,146	8,952	29,000	0 29,000
Wine & Food Festival	0	19,235	0	0 0
Other	16,648	1,150	40,000 <sup>(2)</sup>	0 40,000
Meeting/Supplies/Misc.	12,623	4,661	15,000	0 15,000
	<u>\$311,052</u>	<u>\$364,591</u>	<u>\$465,962</u>	<u>\$55,000 \$520,962</u>

**NOTES:**

<sup>(1)</sup> Net of \$20,000 per annum paid by Kent County Parks Foundation for administrative expenses.

<sup>(2)</sup> FY 2009 budget anticipates continuing requirements for consulting assistance.

**Grand Rapids-Kent County Convention/Arena Authority  
FY 2009 Capital Improvement/Replacement Budget**

		<u>Adopted Budget</u>	<u>Amendments</u>	<u>As Amended</u>	<u>Comment</u>
FY 2008 Carryover Projects:					
Removable Seating	VAA	\$300,000	(\$269,400)	\$30,600	Balance Deferred
Fall Arrest System	VAA	60,000	(1,700)	58,300	Complete
		<u>360,000</u>	<u>(271,100)</u>	<u>88,900</u>	
FY 2009 Eligible Projects:					
Theater concrete repair	DVP	\$65,000	(5,002)	59,998	Estimate
WI FI equipment upgrades	DVP	50,000	(1,000)	49,000	Estimate
Public circulation furniture	DVP	30,000	(520)	29,480	Complete
Snow melt system	DVP	170,000	0	170,000	Estimate
Theater fire curtain	DVP	250,000	0	250,000	Estimate
Theater lighting instruments	DVP	50,000	(3,309)	46,691	Complete
Upgrade telecom system		90,000	(19,000)	71,000	Estimate
Total DVP Request		<u>705,000</u>	<u>(28,831)</u>	<u>676,169</u>	
Variable frequency drives	VAA	30,000	(1,400)	28,600	Complete
NW concourse expansion	VAA	450,000	(420,000)	30,000	Balance Deferred
Security concourse cameras	VAA	50,000	(5,270)	44,730	Complete
Ice edger	VAA	8,000	(1,659)	6,341	Complete
Upper bowl curtain system	VAA	225,000	(225,000)	0	Deferred
Total VAA Request		<u>763,000</u>	<u>(653,329)</u>	<u>109,671</u>	
Smallwares	F&B	6,000	0	6,000	No Change
POS terminal	F&B	1,500	0	1,500	No Change
2 thermal printers	F&B	1,600	0	1,600	No Change
Uniforms	F&B	1,500	0	1,500	No Change
Radios	F&B	5,000	0	5,000	No Change
Concession table drapes	F&B	500	0	500	No Change
Total F&B Request		<u>16,100</u>	<u>0</u>	<u>16,100</u>	
		<u>\$1,844,100</u>	<u>(\$953,260)</u>	<u>\$890,840</u>	

# Memo

**To:** Sue Waddell, Administrative Manager, Grand Rapids-Kent  
County Convention/Arena Authority

**From:** Cheri McConomy

**Date:** February 10, 2009

**Re:** Consolidated Statements for the Six-Month Periods ended  
December 31, 2007 and 2008

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## Transmittal

Per the direction of the Finance Committee, please accept the attached consolidated statements for inclusion on the next Finance Committee agenda.

Please note that these statements were prepared for both six-month periods ended December 31, 2007 and 2008, respectively and include the operations of DeVos Place and the Van Andel Arena as reported by Chris Machuta of SMG, as well as the administrative operations of the Grand Rapids-Kent County Convention/Arena Authority. Certain eliminations and adjustments have been included to help readers compare results of operations between fiscal periods, however typical year-end accrual and capitalization entries were not analyzed or completed for these consolidated statements. Draft statements were reviewed by Robert White, Rich MacKeigan and Chris Machuta for reasonableness. Questions regarding the preparation of the attached can be directed to me via my email address: [cheri@mcconomyproperties.com](mailto:cheri@mcconomyproperties.com)



# Grand Rapids - Kent County Convention/Arena Authority

## Consolidated Statements of Net Assets

<i>December 31,</i>	<b>2007</b>	<b>2008</b>
<b>Assets</b>		
Current assets:		
Cash and cash equivalents	\$ 4,663,578	\$ 4,074,049
Investments	20,878,043	22,186,392
Accounts receivable, net (Note 2)	1,831,293	2,423,229
Prepaid expenses	221,782	271,412
<b>Total current assets</b>	<b>27,594,696</b>	<b>28,955,082</b>
Capital assets:		
Buildings and structures	322,431	322,431
Equipment	1,013,151	1,107,831
Less: accumulated depreciation	(631,075)	(766,488)
<b>Net capital assets</b>	<b>704,507</b>	<b>663,774</b>
<b>Total Assets</b>	<b>28,299,203</b>	<b>29,618,856</b>
<b>Liabilities</b>		
Current liabilities:		
Accounts payable (Note 3)	676,442	1,042,076
Accrued expenses (Note 3)	602,281	1,107,098
Advance ticket sales	2,327,223	1,304,323
Advance deposits	268,694	547,136
Deferred revenue	1,970,397	1,838,650
<b>Total Liabilities</b>	<b>5,845,037</b>	<b>5,839,283</b>
<b>Net Assets</b>		
Invested in capital assets	704,507	663,774
Restricted – entertainment equipment reserve		80,000
Unrestricted	21,749,659	23,035,799
<b>Total Net Assets</b>	<b>\$ 22,454,166</b>	<b>\$ 23,779,573</b>

*See accompanying notes to consolidated statements.*

# Grand Rapids - Kent County Convention/Arena Authority

## Consolidated Statements of Revenues, Expenses and Changes in Net Assets

<i>Six month period ended December 31,</i>	2007	2008
<b>Operating Revenues, Facilities</b>	<b>\$ 4,933,853</b>	<b>\$ 4,727,879</b>
<b>Operating Expenses</b>		
Personnel services	1,539,817	1,758,629
Utilities	952,413	755,418
Supplies and expenses	648,054	492,096
Contractual services	1,579,081	1,613,710
Repairs and maintenance	436,110	376,805
Professional services	67,888	149,533
<b>Total Operating Expenses</b>	<b>5,223,363</b>	<b>5,146,191</b>
<b>Operating Loss</b>	<b>(289,510)</b>	<b>(418,312)</b>
<b>Nonoperating Revenues</b>		
Investment income	575,178	401,258
Miscellaneous	64,058	191,879
<b>Total Nonoperating Revenues</b>	<b>639,236</b>	<b>593,137</b>
<b>Increase in Net Assets</b>	<b>349,726</b>	<b>174,825</b>
<b>Net Assets, beginning of the period</b>	<b>22,104,440</b>	<b>23,604,748</b>
<b>Net Assets, end of the period</b>	<b>\$ 22,454,166</b>	<b>\$ 23,779,573</b>

*See accompanying notes to consolidated statements.*



# Grand Rapids - Kent County Convention/Arena Authority

## Consolidated Statements of Cash Flows

<i>Six month period ended December 31,</i>	<b>2007</b>	<b>2008</b>
<b>Cash From (for) Operating Activities</b>		
Cash received from facility operations	\$ 5,627,963	\$ 4,021,470
Payments to employees	(1,643,234)	(1,817,759)
Payments to suppliers and contractors	(3,659,578)	(3,247,777)
<b>Net Cash From (for) Operating Activities</b>	<b>325,151</b>	<b>(1,044,066)</b>
<b>Net Cash From Capital and Related Financing Activities</b>	<b>64,058</b>	<b>191,879</b>
<b>Cash From (for) Investing Activities</b>		
Interest and dividends	575,178	401,258
Proceeds from investment maturities	-	50,000
Purchases of investments	(518,544)	(380,166)
<b>Net Cash From Investing Activities</b>	<b>56,634</b>	<b>71,092</b>
<b>Net Increase (decrease) in Cash</b>	<b>445,843</b>	<b>(781,095)</b>
<b>Cash and Cash Equivalents, beginning of the period</b>	<b>4,217,735</b>	<b>4,855,144</b>
<b>Cash and Cash Equivalents, end of the period</b>	<b>\$ 4,663,578</b>	<b>\$ 4,074,049</b>
<b>Reconciliation of Operating Income (Loss) to Net Cash From (for) Operating Activities</b>		
Operating income (loss)	\$ (289,510)	\$ (418,312)
Changes in assets and liabilities:		
Receivables, net	(490,867)	(1,336,294)
Prepaid expense	(18,562)	(82,312)
Accounts payable	60,466	492,146
Accrued expense	(307,439)	(134,049)
Advance ticket sales	333,996	(578,011)
Advance deposits	(22,511)	255,664
Compensated absences	(4,263)	(4,265)
Deferred revenues	1,063,841	761,367
<b>Net Cash From (for) Operating Activities</b>	<b>\$ 325,151</b>	<b>\$ (1,044,066)</b>

*See accompanying notes to consolidated statements.*

# **Grand Rapids - Kent County Convention/Arena Authority**

## **Notes to Consolidated Statements**

### **1. Summary of Significant Accounting Policies**

#### ***Basis of Presentation***

The Authority is a special-purpose entity that uses proprietary fund reporting. Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary fund's principal ongoing operations. The principal operating revenues of the Authority's proprietary funds are charges to customers for sales and services. Operating expenses include the cost of sales and services and administrative expenses. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

#### ***Assets, Liabilities and Fund Equity***

##### ***Cash and Equivalents***

The Authority considers cash and all highly liquid investments with a maturity of three months or less to be cash equivalents for the statement of cash flows.

##### ***Investments***

The Authority participates in the Kent County Investment Pool which is managed by the County Treasurer. Investments underlying the Kent County Investment Pool consist primarily of certificates of deposit and U.S. Treasury notes, which are carried at fair value. The fair value of the Authority's position in the pool is the same as the value of the pool shares.

##### ***Capital Assets***

In general, capital assets having a useful life in excess of one year and whose costs exceed \$10,000 are capitalized. Expenditures meeting such criteria for the six-month periods ended December 31, 2007 and 2008 have not been capitalized for these consolidated statements. All capitalized assets are reported at historical cost except for donated assets which are recorded at fair value. Depreciation and amortization are computed by the straight-line method based on the estimated useful lives of the related assets, however it has not been computed or recorded for the six-month periods ended December 31, 2007 and 2008. Expenditures for maintenance and repairs are charged to expense as incurred.

##### ***Revenue, Expenditures and Expense***

# Grand Rapids - Kent County Convention/Arena Authority

## Notes to Consolidated Statements

### *Revenues*

The Authority records facilities revenue upon completion of the event at the DeVos Place or the Arena. Accordingly, amounts received for advance ticket sales or deposits are recorded as deferred revenue until that time. Costs incurred prior to an event are recorded as prepaid expenses and charged to expense upon completion of the event.

### 2. Accounts Receivable

Accounts receivable at December 31, 2007 and 2008 were as follows:

	2007	2008
Facility customers/events	\$ 1,794,729	\$ 2,337,240
Ancillary revenues	130,515	179,940
Allowance	(93,951)	(93,951)
	<u>\$ 1,831,293</u>	<u>\$ 2,423,229</u>

### 3. Accounts Payable and Accrued Expenses

Accounts payable at December 31, 2007 and 2008 were as follows:

	2007	2008
Professional services	\$ 1,738	\$ 23,253
Facility customers	204,457	607,994
Vendors	470,247	410,829
	<u>\$ 676,442</u>	<u>\$ 1,042,076</u>

Accrued expenses at December 31, 2007 and 2008 were as follows:

	2007	2008
Vendors	\$ 395,854	\$ 865,252
Salaries and benefits	206,427	241,846
	<u>\$ 602,281</u>	<u>\$ 1,107,098</u>



**Memorandum**

**To:** CAA Board Members

**From:** Rich MacKeigan, Executive Director

**Date:** February 20, 2009

**Re:** 2008 Wine and Food Festival

---

Attached you will find a copy of the final ShowSpan/CAA Income Statement for the Wine and Food Festival. One item of note, the event expenses include a repayment of \$7,000 to the CAA for Development Expenses. The CAA will receive a check from ShowSpan for this amount. This will be done for the next two years as well for a total of \$20,000. SMG has reviewed the event file with ShowSpan and is comfortable that the numbers are accurate.

While the event itself lost money, both ShowSpan and SMG agree this event was a success for a first year endeavor. ShowSpan continues to receive very positive comments from exhibitors, sponsors and attendees.

We will meet with ShowSpan in April to confirm plans for the 2009 Wine Festival, to be held Thursday-Saturday, November 12-14. I anticipate returning to the board with a request to extend the contract with ShowSpan for another year allowing us to secure dates through 2011 soon after that meeting.

As always, I am available should there be any questions or comments. You may reach me at 742-6189 or by email: [rmackeigan@smggr.com](mailto:rmackeigan@smggr.com).

# Wine & Food Festival Profit & Loss 2008

	GRW Budgeted 09	GRW Actual 09
<b>INCOME</b>		
BOOTH SPACE, SPONSORSHIPS		
ADMISSION TICKETS	\$248,750.00	\$203,928.00
<b>OPERATING EXPENSES</b>		
STAFFING, DECORATING, RENT		
ENTERTAINMENT/SEMINARS	\$49,400.00	\$56,795.00
<b>PRODUCTION EXPENSES</b>		
BOX OFFICE, LIGHTING, RENTALS		
TRAVEL AND LODGING		
GLASSES, PLATES, PRINTING		
BANNERS, STAFF MEALS		
AUDIO VISUAL, ELECTRIC	\$48,700.00	\$51,400.00
<b>MARKETING/ADVERTISING</b>		
MEDIA, PRODUCTION		
MANAGEMENT FEE,		
DEVELOPMENT COSTS	\$121,950.00	\$126,247.00
<b>TOTAL EXPENSES</b>	\$220,050.00	\$234,442.00
<b>EVENT TOTAL INCOME (LOSS)</b>	\$28,700.00	-\$30,514.00
<b>CAA SHARE (50%)</b>	\$14,350.00	-\$15,257.00

DATE	EVENT	EC	MOD	ROOM	TIME	FUNCTION
Tue, Feb 17	Available					
Wed, Feb 18	Dave Ramsey	GC		Concourse	4:30 PM	Merchandise load-in
Thur, Feb 19	Dave Ramsey	GC	JIM	Arena	7:00 AM 2:00 PM 3:30 PM 4P-5:30P 4:30 PM 6P-7:50P 7:50P-8:10P 8:10P-9:30P 9:30 PM 11:00 PM	Load-in Volunteers arrive Sound check Platinum lunch Doors 1 <sup>st</sup> half of show Intermission 2 <sup>nd</sup> half of show Load-out Show load-out
Fri, Feb 20	Griffins vs Manitoba	GC	ROD	Arena	10A-12:30P 6:00 PM 7P-9:30P	Teams practice Doors Hockey game
		MJD		Banquet C	6P-7P	Team strip giveaway
	Home Building Association			Banquet B	6P-7P	Banquet
	Scott Bradfield			Banquet D	3:50P-5P	BPA Event
	BCBS			East Nest	6P-9:30P	Banquet
	Northwest Airlines			West Nest	6P-9:30P	Banquet
	Michigan Group			Talsma Terrace	6P-9:30P	Banquet
	Douglas J			North Tunnel	6P-9:30P	Banquet
	Barnes & Thornburg			Suite 101A	6P-9:30P	Banquet
Sat, Feb 21	Griffins vs Lake Erie	RS	KATHY	Arena	10A-12:30P 6:00 PM 7P-9:30P	Teams practice Doors Hockey game
		MJD		Banquet B/C	6P-7P	Jack Morris autograph session
	Lake Michigan Credit Union			East Nest	6P-9:30P	Banquet
	Grandville Eyecare P.C.			West Nest	6P-9:30P	Banquet
	Summit Training Source			Talsma Terrace	6P-9:30P	Banquet
	Dance Team			North Tunnel	6P-9:30P	Staging area
	Action Mold & Machining			Suite 101A	6P-9:30P	Banquet
Sun, Feb 22	Griffins vs San Antonio	RS	KATHY	Arena	10A-11:30A 3:00 PM 4P-6:30P 6:30P-6:50P 6:50P-7:15P	Teams practice Doors Hockey game Post-game autographs Post-game skate
	March of Dimes	MJD		East Nest	3P-7:15P	Banquet
	Chemist Shoppe			West Nest	3P-7:15P	Banquet
	Talsma Furniture			Talsma Terrace	3P-7:15P	Banquet
	Scott Miedema			Suite 101A	3P-7:15P	Banquet
Mon, Feb 23	Available					
Tue, Feb 24	Disney on Ice	GC		Arena	8:00 AM	Load-in
Wed, Feb 25	Disney on Ice	GC		Arena	8:00 AM	Load-in
Thur, Feb 26	Disney on Ice	GC	EDDIE	Arena	7:00 PM	Performance
Fri, Feb 27	Disney on Ice	GC	LYNNE	Arena	7:00 PM	Performance
Sat, Feb 28	Disney on Ice	RS	LYNNE	Arena	11:00 AM 3:00 PM 7:00 PM	Performance Performance Performance
Sun, Mar 1	Disney on Ice	GC		Arena	2:00 PM	Performance
Mon, Mar 2	Available					
Tue, Mar 3	Available					

Wed, Mar 4	Griffins vs Rockford	RS		Arena	10A-12:30P 6:00 PM 7P-9:30P	Teams practice Doors Hockey game
		MJD		Banquet All		Job Fair
	Anderson Brothers Steamatic			East Nest	6P-9:30P	Banquet
	Bagel Beanery			West Nest	6P-9:30P	Banquet
	Daymon Worldwide			Talsma Terrace	6P-9:30P	Banquet
	Barnes & Thornburg			Suite 101A	6P-9:30P	Banquet
Thur, Mar 5	Monster Trucks	RS		Arena	8A-5P	Load-in
Fri, Mar 6	Monster Trucks	RS		Arena	7:30 PM	Performance
Sat, Mar 7	Monster Trucks	RS		Arena	2:00 PM 7:30 PM	Performance Performance
Sun, Mar 8	Monster Trucks	RS		Arena	2:00 PM	Performance
Mon, Mar 9	SMG			Arena		Ice maintenance
Tue, Mar 10	SMG			Arena		Ice maintenance
Wed, Mar 11	Available					
Thur, Mar 12	Winter Jam	GC		Arena	7:00 PM	Performance
Fri, Mar 13	Griffins vs Peoria	RS		Arena	10A-12:30P 6:00 PM 7P-9:30P	Teams practice Doors Hockey game
	Axios	MJD		East Nest	6P-9:30P	Banquet
	Jack Link's			West Nest	6P-9:30P	Banquet
	MMPC			Talsma Terrace	6P-9:30P	Banquet
	Dance Team			North Tunnel	6P-9:30P	Staging area
	Barnes & Thornburg			Suite 101A	6P-9:30P	Banquet
Sat, Mar 14	Griffins vs Peoria	GC		Arena	10A-11:30A 6:00 PM 7P-9:30P 9:30P-9:50P	Teams practice Doors Hockey game Post-game skate
	Amber Greeley	MJD		Banquet B	3P-6:50P	Banquet
	John Koryto			Banquet C	3P-6:50P	Banquet
	Barbara Dillon			East Nest	3P-6:50P	Birthday party
	Cintas			West Nest/ Talsma Terrace	3P-6:50P	Banquet
	Appletree Christian Learning			North Tunnel	3P-6:50P	Banquet
	Bethany Christian Services			Suite 101A	3P-6:50P	Banquet
	Barnes & Thornburg			Suite 101B	3P-6:50P	Banquet
Sun, Mar 15	Griffins vs Milwaukee	RS		Arena	10A-12:30P 3:00 PM 4P-6:30P	Teams practice Doors Hockey game
		MJD		Banquet D	3P-4P	Mascot Mania
	Independent Bank			East Nest	3P-4P	Banquet
	Bill Oystering			West Nest	3P-4P	Birthday party
	A.K. Riks			Talsma Terrace	3P-4P	Banquet
Mon, Mar 16	Available					
Tue, Mar 17	Available					
Wed, Mar 18	Big Daddy's Doo Wop Sh'Bop	GC		Arena	8:00 AM	Load-in
Thur, Mar 19	Big Daddy's Doo Wop Sh'Bop	GC		Arena	5:30 PM 8:00 PM	Pre-show dinner Performance
Fri, Mar 20	Griffins vs Toronto	RS		Arena	10A-12:30P 6:00 PM 7P-9:30P	Teams practice Doors Hockey game
	American Diabetes Association	MJD		Banquet B	6P-7P	Banquet
	Borgman Ford			East Nest	6P-9:30P	Banquet
	Northwest Airlines			West Nest	6P-9:30P	Banquet
	Frontier Truck Parts			Talsma Terrace	6P-9:30P	Banquet
	Metro Health			North Tunnel	6P-9:30P	Banquet
	Jim Wyett			Suite 101A	6P-9:30P	Banquet

Sat, Mar 21	Griffins vs Peoria	GC		Arena	10A-11:30A 6:00 PM 7P-9:30P 9:30P-9:50P	Teams practice Doors Hockey game Post-game skate	
		MJD		Banquet B	6P-7P	Bobblehead giveaway	
	Banquet C-D			6P-7P	Star Wars night		
	Lakeshore Safety Service Group			East Nest	6P-9:50P	Banquet	
	Star Tickets			West Nest	6P-9:50P	Banquet	
	Rogers Printing			Talsma Terrace	6P-9:50P	Banquet	
	Dance Team			North Tunnel	6P-9:50P	Staging area	
	Suzanne Dahlstedt			Suite 101A	6P-9:50P	Banquet	
Sun, Mar 22	Stars on Ice	RS		Arena	3:00 PM	Performance	



# March 2009

DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
SUN. MAR 1	WEST MICHIGAN MOTORCYCLE & ORV SHOW	EH A	8:00AM-11:59PM	EXHIBIT					
	W. MICHIGAN HOME & GARDEN SHOW	EH B-C		SETUP	RC	None	None	None	TBD
	GRAND RPAIDS YOUTH SYMPHONY AND CLASSICAL ORCHESTRA	DPH	9AM-12AM 1:00PM-2:40PM 3PM-5PM 5PM-7PM	MOVE IN REHEARSAL PERFORMANCE MOVE OUT	AK	STAFF AS NEEDED 1:30P-5:30P	2 EMT 1:30P-5:30P	2 TRAFFIC 2P-5:30P	1 SD 11:30A-6P 1 FOH 1:30P-5:30P
MON. MAR 2	W. MICHIGAN HOME & GARDEN SHOW	GO A-H G A-F EH A-C		SETUP SETUP SETUP	RC	None	None	None	TBD
TUES. MAR 3	ICSC WEST MICHIGAN ALLIANCE	BALL C	8:00AM-11:59PM	MEETING					
	W. MICHIGAN HOME & GARDEN SHOW	GO A-H G A-F EH A-C		BREAKOUT ROOM BREAKOUT ROOM EXHIBIT	RC	None	None	None	TBD
WED. MAR 4	W. MICHIGAN HOME & GARDEN SHOW	GO A-H G A-F EH A-C		BREAKOUT ROOM BREAKOUT ROOM EXHIBIT	RC	None	None	None	TBD
THURS. MAR 5	MFA CONVENTION & TRADESHOW	BALL A-B SECCHIA LOBBY RECITAL HALL	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP SETUP					
	W. MICHIGAN HOME & GARDEN SHOW	GO A-H G A-F EH A-C	SHOW 3PM - 9:30PM	BREAKOUT ROOM BREAKOUT ROOM EXHIBIT	RC	5 ticket takers 1 supervisor 1 coat check	2:30p-10p 2 EMTS	3:00p-9:30p 2 crosswalk	Grand Gallery MI Dock Overnight Emer. Exits Supervisor Box Office Secchia Additional TBD
	LOVE OVERBOARD	DPH	12P-5P 7:30P-10P 10P-1A	MOVE IN PERFORMANCE MOVE OUT	AK	STAFF AS NEEDED 6P-10P	2 EMT 6P-10:30P	2 TRAFFIC 6:30P-10:30P	SD, DOCK, FOH
FRI. MAR 6	MFA CONVENTION & TRADESHOW	RO A-F RECITAL HALL SECCHIA LOBBY BALL A-B	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP REGISTRATION EXHIBIT					
	W. MICHIGAN HOME & GARDEN SHOW	GO A-H G A-F EH A-C MON A-D	SHOW 12PM - 9:30PM	BREAKOUT ROOM BREAKOUT ROOM EXHIBIT SETUP	RC	5 ticket takers 1 supervisor 1 coat check	11:30a-10p 2 EMTS	12:p-9:30p 2 crosswalk	MI Dock Supervisor Grand Gallery Overnight Emer. Exits Box Office Secchia Additional TBD
	TOMMY JAMES AND THE SHONDELLS, THE GRASS ROOTS, MID-LIFE CRISIS	DPH	10AM - 2PM 7PM-9:30PM 9:30PM-12A	MOVE IN PERFORMANCE MOVE OUT	AK	STAFF AS NEEDED 5:30P-9:30P	3 EMT 5:30P-10P	2 TRAFFIC 6P-10P	SD, DOCK, FOH
SAT. MAR 7	MFA CONVENTION & TRADESHOW	BALL A-B SECCHIA LOBBY RO A-F RECITAL HALL	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	EXHIBIT REGISTRATION BREAKOUT ROOMS SETUP					
	W. MICHIGAN HOME & GARDEN SHOW	GO A-H G A-F		BREAKOUT ROOM BREAKOUT ROOM	RC	5 ticket takers, 1 supervisor	9:30am - 10:00pm	10am - 9:30pm	Lyon Dock Supervisor

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DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMTS	POLICE	SECURITY
		EH A-C MON A-D	SHOW 10AM - 9:30PM	EXHIBIT BREAKOUT ROOM		1 coat check	2 EMTS	2 crosswalk guards	MI Dock Monroe Firedoors (4) GG West Box Office Secchia Overnight Host Desk
SUN. MAR 8	MFA CONVENTION & TRADESHOW	BALL A-B SECCHIA LOBBY RO A-F RECITAL HALL	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	EXHIBIT REGISTRATION BREAKOUT ROOM SETUP					
	W. MICHIGAN HOME & GARDEN SHOW	GO A-H G A-F EH A-C		BREAKOUT ROOM BREAKOUT ROOM EXHIBIT	RC	5 ticket takers, 1 supervisor 1 coat check	10:30am - 6:30pm 2 EMTS	11am - 6:00pm 2 crosswalk guards (outside)	Supervisor MI Dock (3) Firedoor (4) GG West (2) Box Office Secchia Lobby Host Desk Inside Overhead (2) Michigan Street Freight Elevator Service Elevator Overnight
MON. MAR 9	MICH. ASSOC. OF BROADCASTERS	BALL B-D BOARDROOM	8:00AM-11:59PM 12:00PM-11:59P	SETUP SETUP					
	HOPE COLLEGE SHOWCASE	DPH	10A-2P 5P-6:45P 8P-9:30P 9:30P-11:30P	MOVE IN REHEARSAL PERFORMANCE MOVE OUT	AK	STAFF AS NEEDED 6:30P-10P	2 EMT 6:30P-10:30P	2 TRAFFIC 7P-10P	SD, FOH
	HOPE COLLEGE RECEPTION	MON A-D	6:30P-7:45P	RECEPTION	AK	0	0	0	0
	W. MICHIGAN HOME & GARDEN SHOW	GO A-H G A-F EH A-C		TEAR DOWN TEAR DOWN TEAR DOWN	RC	None	None	None	MI Dock (3) Grand Gallery Inside Overhead (2) MI Street Freight Elevator Service Elevator Scribner
TUES. MAR 10	MICH. ASSOC. OF BROADCASTERS	BALL A BALL B-D RO A-F BOARDROOM	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP EXHIBIT BREAKOUT ROOM BREAKOUT ROOM					
	GRAND RAPIDS SYMPHONY CLASSICAL 7: SOULS UPLIFTED	DPH	8AM-12PM 7:30P-10P	MOVE IN REHEARSAL	AK	0	0	0	1 SD 6P-10:30P
WED. MAR 11	MICH. ASSOC. OF BROADCASTERS	BALL A BALL B-D RO A-F BOARDROOM GO D-H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	GENERAL SESSION EXHIBIT BREAKOUT ROOM BREAKOUT ROOM BREAKOUT ROOM					
	GRAND RAPIDS SYMPHONY CLASSICAL 7: SOULS UPLIFTED	DPH	3:30P-6P 7:30P-10P	REHEARSAL REHEARSAL	AK	0	0	0	1 SD 2P-10:30P

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DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
THURS. MAR 12	MICH. ASSOC. OF BROADCASTERS	BOARDROOM	8:00AM-12:00PM	TEAR DOWN					
	GRAND RAPIDS SYMPHONY CLASSICAL 7: SOULS UPLIFTED	DPH	3:30P-5:30P 7:00P-10P	REHEARSAL REHEARSAL	AK	0	0	0	1 SD 2P-10:30P
	ONE STOP, INC.	BALL B-D	8:00AM-11:59PM	SETUP					
	WEST MICHIGAN WOMEN'S EXPO	EH A-B	7:00am - 7pm	SETUP	RC	None	None	None	Supervisor MI Dock (3) Host Desk Freight Elevator
FRI. MAR 13	ONE STOP, INC.	BALL C-D RO A-F BOARDROOM	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	BREAKOUT ROOM BREAKOUT ROOM BREAKOUT ROOM					
	GRAND RAPIDS SYMPHONY CLASSICAL 7: SOULS UPLIFTED	RECITAL HALL DPH	7P-7:30P 8P-10P	UPBEAT PERFORMANCE	AK	STAFF AS NEEDED 6:30P-10:30P	2 EMT 6:30P-10:30P	2 TRAFFIC 7P-10:30P	1 SD 6:30P-11P 1 FOH 6:30P-10:30P
	MICHIGAN READING ASSOCIATION	EH C BOARDROOM RO E-F GO A-H GG A-F BALL A-D	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP SETUP SETUP SETUP SETUP					
	WEST MICHIGAN WOMEN'S EXPO & SPRING BRIDAL SHOW	EH A-B EH A-B	7:30am - 9:00am 10am - 8:00pm	SETUP EXHIBIT	RC	9:30am - 7:30pm ticket takers (3) supervisor	2 EMT's 9:30am - 8:30pm	2 Crosswalk 10am - 8pm	Supervisor MI Dock Badge Checker (2) Box Office Host Desk Airwall (2) Firedoor (2)
SAT. MAR 14	WEST MICHIGAN WOMEN'S EXPO & SPRING BRIDAL SHOW	EH A-B	10am - 8pm	EXHIBIT	RC	9:30am - 7:30pm ticket takers (3) supervisor	2 EMT's 9:30am - 8:30pm	2 Crosswalk 10am - 8pm	Supervisor MI Dock Badge Checker (2) Box Office Host Desk Airwall (2) Firedoor (2)
	GRAND RAPIDS SYMPHONY CLASSICAL 7: SOULS UPLIFTED	RECITAL HALL DPH	7P-7:30P 8P-10P 10P-12A	UPBEAT PERFORMANCE MOVE OUT	AK	STAFF AS NEEDED 6:30P-10:30P	2 EMT 6:30P-10:30P	2 TRAFFIC 7P-10:30P	1 SD 6:30P-11P 1 FOH 6:30P-10:30P
	MICHIGAN READING ASSOCIATION	GO A-H BOARDROOM RO A-F EH C BALL A-D GG A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	BREAKOUT ROOM BREAKOUT ROOM BREAKOUT ROOM EXHIBIT GENERAL SESSION BREAKOUT ROOM					
SUN. MAR 15	WEST MICHIGAN WOMEN'S EXPO & SPRING BRIDAL SHOW	EH A-B	11am - 5pm 5:15pm - 8pm	EXHIBIT LOAD OUT	RC	10:30am - 4:30pm ticket takers (3) supervisor	2 EMT's 10:30am - 5:30pm	2 Crosswalk 11am - 5pm	Supervisor MI Dock (3) Freight Elevator Badge Checker (2) Box Office

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DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
									Host Desk Airwall (2) Firedoor (2)
	PLAYHOUSE DISNEY LIVE!	DPH	8A-1P 1:30P-3P 4:30P-6P 6P-10P	MOVE IN PERFORMANCE PERFORMANCE MOVE OUT	AK	STAFF AS NEEDED 12P-6P	2 EMT 12P-6:30P	2 TRAFFIC 12:30P-6P	SD, DOCK, FOH
	MICHIGAN READING ASSOCIATION	BOARDROOM RO A-F GO A-H EH C GG A-F BALL A-D	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	BREAKOUT ROOM BREAKOUT ROOM BREAKOUT ROOM EXHIBIT BREAKOUT ROOM GENERAL SESSION					
MON. MAR 16	MICHIGAN READING ASSOCIATION	BOARDROOM RO A-F GO A-H EH C GG A-F BALL A-D	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	BREAKOUT ROOM BREAKOUT ROOM BREAKOUT ROOM EXHIBIT BREAKOUT ROOM GENERAL SESSION					
TUES. MAR 17									
WED. MAR 18	MAKE-A-WISH FOUNDATION OF MI	BALL A	8:00AM-11:59PM	SETUP	RC	None	None	None	Lyon dock
	ASSOCIATION FOR CORPORATE GROWTH	BALL C-D	12:00PM-11:59P	DINNER					
THURS. MAR 19	MAKE-A-WISH FOUNDATION OF MI	BALL A	8:00AM-11:59PM	DINNER	RC	None	None	None	Welsh Lobby Lyon Dock Grand Gallery
	GRAND RAPIDS SYMPHONY POPS 5: NATALIE McMASTER	DPH	8A-1P 7P-10P	MOVE IN REHEARSAL	AK	0	0	0	1 SD 5:30P-10:30P
FRI. MAR 20	MAKE-A-WISH FOUNDATION OF MI	BALL A	6:00AM-12:00PM	TEAR DOWN	RC	None	None	None	Lyon Dock
	GRAND RAPIDS SYMPHONY POPS 5: NATALIE McMASTER	DPH	8P-10P	PERFORMANCE	AK	STAFF AS NEEDED 6:30P-10:30P	2 EMT 6:30P-10:30P	2 TRAFFIC 7P-10:30P	1 SD 6:30P-11P 1 FOH 6:30P-10:30P
	BPA ANNUAL STATE LEADERSHIP CONFERENCE	BALL A-D	12:00PM-5:00pm 5:00PM 6:00PM 6:30PM - 7:00PM 7:30PM - 9:00PM	Load in/Set up Rehearsal Early seating Business meeting Opening Session	TJ	none	none	none	(2)5p-9:30p
SAT. MAR 21	BPA ANNUAL STATE LEADERSHIP CONFERENCE	BALL A-D	8:00AM - 3:00PM 4:00PM 5:00PM 6:00PM 6:30PM - 8:45PM 8:45PM - 9:30PM 9:30PM - 12:00AM	Open Event Testing Corporate Sound/LA Rehearsal Doors for Dinner Session Dinner Session Ops Removes Tables DANCE /Aaron Livers Edge	TJ	none	none	none	(1)7am-12am (1)5:30p-12am
	GRAND RAPIDS SYMPHONY POPS 5: NATALIE McMASTER	DPH	8P-10P	PERFORMANCE	AK	STAFF AS NEEDED 6:30P-10:30P	2 EMT 6:30P-10:30P	2 TRAFFIC 7P-10:30P	1 SD 6:30P-11P 1 FOH 6:30P-10:30P
SUN. MAR 22	BPA ANNUAL STATE LEADERSHIP CONFERENCE	BALL A-D	7:00AM 7:30AM	Corporate Sound/LA Rehearsal	TJ	none	none	none	(1)7:30a-1:30p (1)8am-1:30p

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DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
			9AM - 12:00PM 12PM - 3:00PM	Award Session Move out					
	GRAND RAPIDS SYMPHONY POPS 5: NATALIE McMASTER	DPH	3P-5P 5P-8P	PERFORMANCE MOVE OUT	AK	STAFF AS NEEDED 1:30P-5:30P	2 EMT 1:30P-5:30P	2 TRAFFIC 2P-5:30P	1 SD 1:30P-6P 1 FOH 1:30P-5:30P
MON. MAR 23	GRAND RAPIDS BALLET CO. COPPELLIA	DPH	8A-6P 7P-10P	MOVE IN REHEARSAL	AK	0	0	0	1 SD
TUES. MAR 24	GRAND RAPIDS BALLET CO. COPPELLIA	DPH	8A-6P 7P-10P	FOCUS/CUES REHEARSAL	AK	0	0	0	1 SD
WED. MAR 25	LAKEFRONT & COTTAGE LIVING SHOW	EH A-B GO A-B	8:00AM-11:59PM 8:00AM-11:59PM	SETUP SHOW OFFICE	RC	None	None	None	MI Dock Grand Gallery TBD
	MIAEYC ANNUAL CONFERENCE	BALL A-D	8:00AM-11:59PM	SETUP					
	GRAND RAPIDS BALLET CO. COPPELLIA	DPH	8A-6P 7P-10P	FOCUS/CUES REHEARSAL	AK	0	0	0	1 SD
THURS. MAR 26	LAKEFRONT & COTTAGE LIVING SHOW	EH A-B GO A-B	8:00AM-11:59PM 8:00AM-11:59PM	SETUP SHOW OFFICE	RC	None	None	None	MI Dock Grand Gallery TBD
	GRAND RAPIDS BALLET CO. COPPELLIA	DPH	8A-6P 7P-10P	FOCUS/CUES REHEARSAL	AK	0	0	0	1 SD
	MIAEYC ANNUAL CONFERENCE	BALL A-D G A-F GO C-H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	GENERAL SESSION BREAKOUT ROOMS BREAKOUT ROOMS					
FRI. MAR 27	LAKEFRONT & COTTAGE LIVING SHOW	EH A-B GO A-B	Show 3pm - 9pm	EXHIBIT SHOW OFFICE	RC	3 ticket takers plus supervisor	2 EMTS 2:30PM - 9:30PM	Crosswalk team 3pm - 9pm	TBD
	MIAEYC ANNUAL CONFERENCE	BALL A-D G A-F GO C-H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	GENERAL SESSION BREAKOUT ROOMS BREAKOUT ROOMS					
	GRAND RAPIDS BALLET CO. COPPELLIA	DPH	8A-6P 7:30P-9:30P	FOCUS/CUES PERFORMANCE	AK	STAFF AS NEEDED 6P-10P	2 EMT 6P-10P	2 TRAFFIC 6:30P-10P	1 SD 1 FOH
SAT. MAR 28	LAKEFRONT & COTTAGE LIVING SHOW	EH A-B GO A-B	Show 10am - 9pm	EXHIBIT SHOW OFFICE	RC	3 ticket takers plus supervisor	2 EMTS 9:30AM - 9:30PM	Crosswalk team 10am - 9pm	TBD
	MIAEYC ANNUAL CONFERENCE	BALL A-D G A-F GO C-H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	GENERAL SESSION BREAKOUT ROOMS BREAKOUT ROOMS					
	GRAND RAPIDS BALLET CO. COPPELLIA	DPH	7:30P-9:30P	PERFORMANCE	AK	STAFF AS NEEDED 6P-10P	2 EMT 6P-10P	2 TRAFFIC 6:30P-10P	1 SD 1 FOH
SUN. MAR 29	LAKEFRONT & COTTAGE LIVING SHOW	EH A-B GO A-B	Show 11am - 5pm	EXHIBIT SHOW OFFICE	RC	3 ticket takers plus supervisor	2EMTS 10:30AM - 5:30PM	Crosswalk team 11am - 5pm	TBD
	GRAND RAPIDS BALLET CO. COPPELLIA	DPH	2P-4P 4P-8P	PERFORMANCE MOVE OUT	AK	STAFF AS NEEDED 12:30P-4:30P	2 EMT 12:30P-4:30P	2 TRAFFIC 12:30P-4:30P	1 SD 1 FOH
MON. MAR 30	LAKEFRONT & COTTAGE LIVING SHOW	EH A-B GO A-B		TEAR DOWN SHOW OFFICE	RC	None	None	None	MI Dock Grand Gallery TBD

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DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
TUES. MAR 31	2009 NACAC SPRING COLLEGE FAIR	EH A GO A-F	5:00AM-11:59PM 8:00AM-11:59PM	EXHIBIT BREAKOUT ROOM					
	BOY SCOUTS OF AMERICA	BALL A-B CHASE BROOM RO A	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	DINNER RECEPTION MEETING					
	MICHIGAN PETROLEUM ASSOC. ANNUAL CONVENTION	EH A-C EH B-C EH AB GRAND GALLERY GG AB GRAND GALLERY GRAND GALLERY GG A-F DPH	7:30AM 8:00AM 8:00AM-5:00PM 10:00AM 12:00PM-5:00PM 2:00PM-4:30PM 5:00PM-7:00PM 5:00PM 7:00PM 7:00PM 8AM-12PM 3:30P-6P 7:30P-10P	CLIENT ON-SITE TRUCKS ARRIVE MOVE IN thru hall A MOVE IN CLOSE AIRWALL BETWEEN A&B REGISTRATION OPEN BOARD OF DIRECTORS MEETING WELCOME RECEPTION LOCK DOWN EXHIBIT HALL STRIKE GG RECEPTION CHANGEOVER FOR WEDNESDAY'S SET MOVE IN REHEARSAL REHEARSAL	TJ				
	GRAND RAPIDS SYMPHONY CLASSICAL 8: HARP CONCERTO				AK	0	0	0	1 SD 2P-10:30P