



Agenda

Board of Directors

Friday, September 7, 2012
Following CAA Finance Committee Meeting
Kent County Commission Chambers
300 Monroe, NW – Grand Rapids, MI

- | | | |
|----|---|-------------------|
| 1. | Call to Order | Steven R. Heacock |
| 2. | Minutes of August 3, 2012 | Action |
| 3. | Committee Reports | |
| | A. Operations Committee | |
| | i. Experience Grand Rapids Report | Information |
| | B. Finance Committee | |
| | i. Acceptance of CAA July 2012 Financial Statements | Action |
| | ii. Acceptance of SMG July 2012 Financial Statements | Action |
| 4. | Directors & Officers Insurance Renewal | Action |
| 5. | Resolution Approving Summary of Relevant Revised/New Terms of Lease Agreement with West Michigan Hockey, Inc. and Authorizing the Preparation and Execution of a Lease Agreement Consistent with Such Terms | Action |
| 6. | FY 2012 Audit Plan | Information |
| 7. | SMG Report and Facilities Calendars | Information |
| 8. | Public Comment | |
| 9. | Adjournment | |

Next Meeting Date: Friday, October 5, 2012,
Following the CAA Operations Meeting

**MINUTES OF THE GRAND RAPIDS-KENT COUNTY
CONVENTION/ARENA AUTHORITY
BOARD OF DIRECTORS MEETING
Friday, August 3, 2012**

1. Call to Order

Steve Heacock, Chairperson, called the meeting to order at 8:20 a.m. Secretary/Treasurer Birgit Klohs recorded the meeting minutes.

Attendance

Members Present: Steve Heacock, Chair
Lew Chamberlin
Birgit Klohs
Charlie Secchia

Members Absent: George Heartwell
Joe Tomaselli
Floyd Wilson, Jr.

Staff/Others:	David Czurak	<i>Grand Rapids Business Journal</i>
	Daryl Delabbio	Kent County
	Brian Dykema	Interested Citizen
	Jim Harger	<i>MLive</i>
	George Helmstead	Experience Grand Rapids
	Rich MacKeigan	SMG
	Todd Roesler	Riverfront Hotel
	Greg Sundstrom	City of Grand Rapids
	Eddie Tadlock	SMG
	Susan Waddell	CAA
	Jim Watt	SMG
	Richard Wendt	Dickinson Wright
	Steve Wilson	Frey Foundation

2. Minutes of Prior Meeting

Motion by Mr. Chamberlin, support by Ms. Klohs, to approve the June 1, 2012, Minutes. Motion carried.

3. Committee Reports

a. Operations Committee

Mr. Chamberlin stated that the Operations Committee unanimously approved the FY 2013 budget amendment and application to Liquor Control Commission for special license, and recommends Board approval.

i. FY 2013 Capital Budget Amendment

Motion: Mr. Chamberlin, supported by Ms. Klohs, moved to approve an amendment to the FY 2013 capital budget, in an amount not to exceed \$60,000, for the purpose of repairing an emergency generator that is located in DeVos Place®. The motion carried unanimously.

ii. Application to Liquor Control Commission for Special License

Motion: Mr. Chamberlin, supported by Ms. Klohs, moved the approval to submit an application to the Michigan Liquor Control Commission for a special liquor license. The motion carried unanimously.

b. Finance Committee

i. CAA June 2012 Financial Statements

Motion: Ms. Klohs, supported by Mr. Secchia, moved to accept the CAA Financial Statements for the period ended June 30, 2012. The motion carried unanimously.

ii. SMG June 2012 Financial Statements

Motion: Ms. Klohs, supported by Mr. Chamber, moved to accept the SMG Financial Statements for DeVos Place® and the Van Andel Arena® for the period ended June 30, 2012. The motion carried unanimously.

4. SMG Report

Mr. MacKeigan reported that SMG has been able to increase income from electrical services eight-fold. When DeVos Place® opened, those services were subcontracted to a decorator but have been brought in-house. The auditors begin field work the week of August 13. Mr. Heacock commented that DeVos Place® is getting more utilization during the summer months. Mr. MacKeigan attributes the uptick in business to regional and national groups that want to visit Grand Rapids in the summer.

5. Public Comment

None.

6. Adjournment

The meeting adjourned at 8:40 a.m.

The date for next CAA Board meeting is Friday September 7, 2012, in the Kent County Commission Chambers, Kent County Administration Building, 300 Monroe Avenue, NW, immediately following the CAA Finance Committee meeting.

Birgit M. Klohs, Recording Secretary



Memorandum

To: CAA Finance Committee

From: Robert J. White

Subject: July 2012 Financial Statements

Date: August 28, 2012

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 July 31 for Fiscal Years 2012 (subject to audit) and 2013. 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 2012). 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 million from June 30, 2012. This is generally in line with the budget forecast.
- Fund balance decreased by \$.2 million from the June 30, 2012 level.

July Administrative Revenue/Expense:

- Overall Expense. Very limited activity occurred in the month of July. Operating expenses are budgeted at a 10.2% annual increase. For the current fiscal year, actual operating expenses totaled a (14.4%) decrease from prior year.

Consolidated Income Statement (one month):

- The Van Andel Arena® budget forecast a current year “Net Proceeds” increase of +12.3%. For the current fiscal year, “Net Proceeds” are reported at a decline of (147.7%) from prior-year performance.
- The DeVos Place® budget forecast a current year “Net Proceeds” decrease of (59.2%). For the current fiscal year, “Net Proceeds” are reported at 88.4% ahead of prior-year performance.
- Total operating “Net Proceeds” are down slightly, by \$18,002, from a like period in the prior fiscal year.

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
Balance Sheet (Unconsolidated)
July 31, 2012

		<u>7/31/2011</u>	<u>7/31/2012</u>
<u>Assets</u>			
Cash	- Operating	\$ 1,594	\$ 20,492
Investments	- Kent County	21,160,074	20,904,400
Capital Assets (Net)		<u>1,611,131</u>	<u>1,611,131</u>
Total Assets		<u><u>\$ 22,772,799</u></u>	<u><u>\$ 22,536,023</u></u>
<u>Liabilities & Fund Balance</u>			
Accounts Payable		\$ 111,078	\$ 75,902
Fund Balance		<u>22,661,721</u>	<u>22,460,121</u>
Total Liabilities & Fund Balance		<u><u>\$ 22,772,799</u></u>	<u><u>\$ 22,536,023</u></u>

Grand Rapids-Kent County Convention/Arena Authority
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year Ending June 30, 2013

	Annual			Year-To-Date			
	FY 2012	FY 2013	Percentage	FY 2012	FY 2013	Percentage	Change
	<u>Final</u>	<u>Budget</u>	<u>Change</u>	<u>7/1 - 7/31</u>	<u>7/1 - 7/31</u>	<u>Change</u>	
Revenues:							
Transfers from SMG	\$ 2,500,000	\$ 2,813,838	12.6	\$ -	\$ -	-	
Parking	1,040,602	1,116,829	7.3	18,959	25,916	36.7	
Interest	123,835	106,000	(14.4)	13,736	9,227	(32.8)	
Miscellaneous	32,455	81,000	149.6	-	-	-	
Total Revenues	<u>3,696,892</u>	<u>4,117,667</u>	<u>11.4</u>	<u>32,695</u>	<u>35,143</u>	<u>7.5</u>	
Expenditures:							
Operations							
- Utilities	2,155,952	2,404,804	11.5	105,216	84,289	(19.9)	
- Parking Management	218,043	198,000	(9.2)	-	-	-	
- Pedestrian Safety	109,173	121,510	11.3	-	-	-	
- Marketing - CVB/Sports	100,000	100,000	-	-	-	-	
- DID Assessment	38,398	60,000	56.3	-	-	-	
- Landscaping	17,091	30,000	78.5	-	3,516	100+	
- Food & Beverage Repairs	-	40,000	100+	-	-	-	
Administration							
- Wages/Benefits	105,426	114,677	8.8	4,307	4,300	(0.2)	
- Consulting Services	160,594	35,900	(77.6)	-	-	-	
- Professional Services	49,641	72,000	45.0	89	70	(21.3)	
- Diversity Initiative	62,032	100,000	61.2	396	2,785	703.3	
- Procurement of Art	18,368	30,000	63.3	-	-	-	
- Insurance	27,502	28,600	4.0	-	-	-	
- Supplies/Other	20,313	60,000	195.4	1,136	171	(84.9)	
Operating Expenditures	<u>3,082,533</u>	<u>3,395,491</u>	<u>10.2</u>	<u>111,144</u>	<u>95,131</u>	<u>(14.4)</u>	
Capital R/R/A ⁽²⁾	656,650	1,843,000	180.7	37,654	23,850	(36.7)	
Total Expenditures	<u>3,739,183</u>	<u>5,238,491</u>		<u>148,798</u>	<u>118,981</u>		
Excess (Deficiency) of Revenues	<u>(42,291)</u>	<u>(1,120,824)</u>	<u>2,549.7</u>	<u>\$ (116,103)</u>	<u>\$ (83,838)</u>	<u>(27.8)</u>	
Over Expenditures							
Balance, beginning of period	<u>22,065,862</u>	<u>22,023,571</u>					
Balance, end of period	<u>\$ 22,023,571</u>	<u>\$ 20,902,747</u>					

NOTES:

(1) Subject to Audit

(2) R/R/A - Repair/Replacement/Additions

Grand Rapids-Kent County Convention/Arena Authority
Budget Summary by Facility/Other
One-Month Preliminary Financial Trends for Period Ended July 31, 2012

	Annual			Year-To-Date		
	FY 2012	FY 2013	Percentage	FY 2012	FY 2013	Percentage
	Final	Budget	Change	7/1 - 7/31	7/1 - 7/31	Change
Van Andel Arena						
Operating - Revenues	\$4,528,825	\$4,997,896	10.4	\$ 379,743	\$226,336	(40.4)
- Expenses - Facilities	(3,464,708)	(3,818,869)	10.2	\$ (280,771)	(261,388)	6.9
- Base Management Fees	(162,674)	(167,375)	2.9	\$ (13,542)	(13,542)	0.0
Net Operating Income (Loss)	901,443	1,011,652	12.2	85,430	(48,594)	(156.9)
Parking	144,454	166,829	15.5	6,875	4,605	(33.0)
Pedestrian Safety	(65,018)	(76,970)	18.4	-	-	0.0
Net Proceeds (Cost) of VAA	980,879	1,101,511	12.3	92,305	(43,989)	(147.7)
DeVos Place Convention Center						
Operating - Revenues	5,058,250	4,838,806	(4.3)	204,663	361,484	76.6
- Expenses - Facilities	(5,272,436)	(5,274,049)	0.1	(347,851)	(376,783)	(8.3)
- Base Management Fees	(162,501)	(167,375)	3.0	(13,368)	(13,542)	(1.3)
Net Operating Loss	(376,687)	(602,618)	(60.0)	(156,556)	(28,841)	81.6
Parking	678,105	752,000	10.9	12,084	12,084	0.0
Pedestrian Safety	(44,155)	(44,540)	0.9	-	-	-
Net Proceeds (Cost) of DVP	257,263	104,842	(59.2)	(144,472)	(16,757)	88.4
Other						
Revenues						
Interest/Capital Contribution	123,835	156,000		13,736	9,227	
Miscellaneous	32,455	31,000				
	156,290	187,000	19.6	13,736	9,227	(40.0)
Expenses						
Administration	(582,274)	(601,177)		(5,928)	(7,326)	
Other Operating	(17,091)	(70,000)			(3,516)	
	(599,365)	(671,177)	12.0	(5,928)	(10,842)	82.9
Net Other	(443,075)	(484,177)	(9.3)	7,808	(1,615)	(120.7)
Total Net Proceeds/Operating	795,067	722,176		(44,359)	(62,361)	
Capital Expenditures	(656,650)	(1,843,000)		(37,654)	(23,850)	
Results Net of Capital Expenditures	\$ 138,417	\$ (1,120,824)		\$ (82,013)	\$ (86,211)	

NOTES:

⁽¹⁾ Subject to Audit

DEVOS PLACE

DE VOS PLACE

**FINANCIAL STATEMENT
FOR THE PERIOD ENDED JULY 31, 2012**

Distribution:

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



An SMG Managed Facility

DE VOS PLACE
ROLLING FORECAST
FISCAL YEAR ENDING JUNE 30, 2013

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	30	467	497	497	-
ATTENDANCE	22,666	490,334	513,000	513,000	-
DIRECT EVENT REVENUE	137,439	2,513,301	2,650,740	2,650,740	-
ANCILLARY REVENUE	216,010	1,758,606	1,974,616	1,974,616	-
TOTAL EVENT REVENUE	353,449	4,271,907	4,625,356	4,625,356	-
TOTAL OTHER REVENUE	8,035	205,415	213,450	213,450	-
TOTAL OPERATING REVENUE	361,484	4,477,322	4,838,806	4,838,806	-
INDIRECT EXPENSES					
EXECUTIVE	14,343	160,172	174,515	174,515	-
FINANCE	17,826	220,728	238,554	238,554	-
MARKETING	5,994	78,066	84,060	84,060	-
OPERATIONS	80,893	1,400,360	1,481,253	1,481,253	-
EVENT SERVICES	63,501	835,213	898,714	898,714	-
BOX OFFICE	9,594	76,627	86,221	86,221	-
SALES	26,746	353,440	380,186	380,186	-
OVERHEAD	171,430	1,926,491	2,097,921	2,097,921	-
TOTAL OPERATING EXP.	390,325	5,051,097	5,441,424	5,441,424	-
NET REVENUE ABOVE EXPENSES	(28,841)	(573,775)	(602,618)	(602,618)	-
INCENTIVE FEE			-	0	-
NET OPERATING REVENUE OVER OPERATING EXPENSES	(28,841)	(573,775)	(602,618)	(602,618)	-

Comments:

DeVos Place starts out a new fiscal year a little behind budget overall, however, ahead of prior year comparison. This continues a successful period for the facility that looks to continue with strong bookings through the first half of the fiscal year.


General Manager


Finance Director

**DE VOS PLACE
FINANCIAL STATEMENT HIGHLIGHTS
FOR MONTH ENDED JULY 31, 2012**

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

MONTH	July Actual	July Budget	July FY 2011
Number of Events	30	30	28
Attendance	22,666	34,740	20,099
Direct Event Income	\$137,439	\$186,912	\$84,866
Ancillary Income	216,010	207,800	117,904
Other Income	8,035	10,250	1,893
Indirect Expenses	(390,325)	(453,452)	(361,219)
Net Income	(\$28,841)	(\$48,490)	(\$156,556)

YTD	YTD 2013 Actual	YTD 2013 Budget	YTD 2012 Prior Year
Number of Events	30	30	28
Attendance	22,666	34,740	20,099
Direct Event Income	\$137,439	\$186,912	\$84,866
Ancillary Income	216,010	207,800	117,904
Other Income	8,035	10,250	1,893
Indirect Expenses	(390,325)	(453,452)	(361,219)
Net Income	(\$28,841)	(\$48,490)	(\$156,556)

EVENT INCOME

Event income came in below budget for the month, due more to how the events compared to category averages as the events hosted were very successful and lead to year over year growth.

ANCILLARY INCOME

Ancillary income was very strong with the average spending continuing to come in higher than expected.

INDIRECT EXPENSES

Indirect expenses, while favorable to budget, came in at anticipated levels considering the activity going on in the facility.

DeVos Place
Income Statement
For the Month Ending July 31, 2012

	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
Event Income								
Direct Event Income								
Rental Income	\$155,911	\$200,700	(\$44,789)	\$120,876	\$155,911	\$200,700	(\$44,789)	\$120,876
Service Revenue	126,331	126,582	(251)	50,075	126,331	126,582	(251)	50,075
Service Expenses	(144,803)	(140,370)	(4,433)	(86,085)	(144,803)	(140,370)	(4,433)	(86,085)
Total Direct Event Income	137,439	186,912	(49,473)	84,866	137,439	186,912	(49,473)	84,866
Ancillary Income								
F&B Concession	10,166	7,586	2,580	5,014	10,166	7,586	2,580	5,014
F&B Catering	80,499	54,926	25,573	37,225	80,499	54,926	25,573	37,225
Novelty Sales	1,040	850	190	0	1,040	850	190	0
Booth Cleaning	13,918	31,304	(17,386)	634	13,918	31,304	(17,386)	634
Electrical Services	36,741	57,200	(20,459)	21,994	36,741	57,200	(20,459)	21,994
Audio Visual	47,716	39,080	8,656	28,367	47,716	39,080	8,656	28,367
Internet Services	13,309	5,304	8,005	13,027	13,309	5,304	8,005	13,027
Equipment Rental	12,621	11,570	1,051	11,643	12,621	11,570	1,051	11,643
Total Ancillary Income	216,010	207,800	8,210	117,904	216,010	207,800	8,210	117,904
Other Event Income								
Ticket Rebates(Per Event)	4,753	7,584	(2,831)	60	4,753	7,584	(2,831)	60
Total Other Event Income	4,753	7,584	(2,831)	60	4,753	7,584	(2,831)	60
Total Event Income	358,202	402,296	(44,094)	202,830	358,202	402,296	(44,094)	202,830
Other Operating Income								
Luxury Box Agreements	1,186	1,333	(147)	1,357	1,186	1,333	(147)	1,357
Other Income	2,096	1,333	763	476	2,096	1,333	763	476
Total Other Operating Income	3,282	2,666	616	1,833	3,282	2,666	616	1,833
Adjusted Gross Income	361,484	404,962	(43,478)	204,663	361,484	404,962	(43,478)	204,663
Operating Expenses								
Salaries and Wages	189,687	231,518	(41,831)	149,921	189,687	231,518	(41,831)	149,921
Payroll Taxes and Benefits	55,050	60,501	(5,451)	32,141	55,050	60,501	(5,451)	32,141
Labor Allocations to Events	(99,334)	(121,634)	22,300	(63,752)	(99,334)	(121,634)	22,300	(63,752)
Net Salaries and Benefits	145,403	170,385	(24,982)	118,310	145,403	170,385	(24,982)	118,310
Contracted Services	23,443	20,718	2,725	24,434	23,443	20,718	2,725	24,434
General and Administrative	30,863	26,952	3,911	17,313	30,863	26,952	3,911	17,313
Operations	3,351	9,905	(6,554)	2,709	3,351	9,905	(6,554)	2,709
Repair and Maintenance	24,746	43,417	(18,671)	34,921	24,746	43,417	(18,671)	34,921
Operational Supplies	8,364	21,242	(12,878)	7,362	8,364	21,242	(12,878)	7,362
Insurance	12,712	16,402	(3,690)	15,813	12,712	16,402	(3,690)	15,813
Utilities	127,901	130,483	(2,582)	126,989	127,901	130,483	(2,582)	126,989
SMG Management Fees	13,542	13,948	(406)	13,368	13,542	13,948	(406)	13,368
Total Operating Expenses	390,325	453,452	(63,127)	361,219	390,325	453,452	(63,127)	361,219
Net Income(Loss) From Operations	(28,841)	(48,490)	19,649	(156,556)	(28,841)	(48,490)	19,649	(156,556)
Other Non-Operating Expenses								
Adjusted Net Income(Loss)	(28,841)	(48,490)	19,649	(156,556)	(28,841)	(48,490)	19,649	(156,556)

3

SMG DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Year to Date Event Summary Report
For the One Month Ended July 31, 2012

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	26	26	19,940	30,160	338,188	371,228
Consumer/Gated Shows						
DeVos Performance Hall	4	4	2,726	4,580	20,013	31,068
Banquets						
Meetings						
Other						
GRAND TOTALS	30	30	22,666	34,740	358,202	402,296
As Percentage of Overall						
Convention/Trade Shows	86.67%	86.67%	87.97%	86.82%	94.41%	92.28%
Consumer/Gated Shows	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Devos Performance Hall	13.33%	13.33%	12.03%	13.18%	5.59%	7.72%
Ballroom Exclusive	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Meetings	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Other	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

**DeVos Place
Balance Sheet
As of July 31, 2012**

ASSETS

Current Assets

Cash	678,237
Account Receivable	848,986
Prepaid Expenses	24,096

Total Current Assets		\$1,551,319
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Total Assets		\$1,551,319
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LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	49,433
Accrued Expenses	109,467
Deferred Income	57,983
Advanced Ticket Sales & Deposits	221,449

Total Current Liabilities		\$438,332
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Other Liabilities

Equity

Funds Remitted to CAA	0
Expenses Paid Direct by CAA	122,196
Beginning Balance Equity	1,019,634
Current Year Equity	(28,843)

Total Equity		\$1,112,987
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Total Liabilities and Equity		\$1,551,319
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\$0

5

SMG - DeVos Place
Grand Rapids - Kent County Convention/Arèna Authority
Summary of Accounts Receivable
As of July 31, 2012

Current - Under 30 Days	
Food & Beverage	89,921
Ticketing	6,136
Merchandise	2,495
Decorating	13,917
Audio/Visual	47,716
Van Andel Arena	163,833
Operating	322,078
 Over 30 Days	 167,440
 Over 60 Days	 35,450
 Over 90 Days	
 Total Accounts Receivable	 848,986

**SMG - Van Andel Arena & DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Management Fee Summary
Fiscal Year Ending June 30, 2013**

MANAGEMENT FEE SUMMARY

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2012 Estimate
Net Revenue above Expenses	1,011,652	(602,618)	409,034	511,215
Benchmark ++			750,000	750,000
Excess	1,011,652	(602,618)	(340,966)	(238,785)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	167,375	167,375	334,750	325,000
Incentive Fee				
Revenue	4,997,896	4,838,806	9,836,702	9,587,075
Benchmark Revenue	4,900,000	4,300,000	9,200,000	9,200,000
Revenue Excess	97,896	538,806	636,702	387,075
Incentive Fee **	-	-	-	-
Total SMG Management Fee	167,375	167,375	334,750	325,000

** 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 JULY 31, 2012**

Distribution:

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Bob McClintock

Lewis Dawley

Gary McAneney

John Szudzik

Richard MacKeigan

Chris Machuta



An SMG Managed Facility


VAN ANDEL ARENA
ROLLING FORECAST
FISCAL YEAR ENDING JUNE 30, 2013

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	5	96	101	101	-
ATTENDANCE	7,209	557,991	565,200	565,200	-
DIRECT EVENT INCOME	86,233	1,227,288	1,313,521	1,313,521	-
ANCILLARY INCOME	3,044	1,131,891	1,134,935	1,134,935	-
TOTAL EVENT INCOME	89,277	2,359,179	2,448,456	2,448,456	-
TOTAL OTHER INCOME	137,059	2,412,381	2,549,440	2,549,440	-
TOTAL INCOME	226,336	4,771,560	4,997,896	4,997,896	-
INDIRECT EXPENSES					
EXECUTIVE	14,959	154,557	169,516	169,516	-
FINANCE	13,558	227,076	240,634	240,634	-
MARKETING	17,762	270,346	288,108	288,108	-
OPERATIONS	112,919	1,496,980	1,609,899	1,609,899	-
BOX OFFICE	8,606	129,581	138,187	138,187	-
LUXURY SEATING	2,498	94,911	97,409	97,409	-
SKYWALK ADMIN	1,775	24,566	26,341	26,341	-
OVERHEAD	102,853	1,313,297	1,416,150	1,416,150	-
TOTAL INDIRECT EXP.	274,930	3,711,314	3,986,244	3,986,244	-
NET REVENUE ABOVE EXPENSES	(48,594)	1,060,246	1,011,652	1,011,652	-
LESS INCENTIVE FEE					-
NET REVENUE ABOVE EXPENSES AFTER INCENTIVE	(48,594)	1,060,246	1,011,652	1,011,652	-

Comments:

Van Andel Arena started a little slower than originally hoped as a scheduled concert ended up not taking place when Van Halen cancelled the balance of their tour.

Concert activity looks to be strong in the 2nd quarter, which should offset this slower start.


General Manager


Director of Finance

**VAN ANDEL ARENA
FINANCIAL STATEMENT HIGHLIGHTS
FOR MONTH ENDED JULY 31, 2012**

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

MONTH

	July Actual	July Budget	July FY 2012
Number of Events	5	5	2
Attendance	7,209	20,500	18,428
Direct Event Income	\$86,233	\$119,449	\$114,309
Ancillary Income	3,044	33,974	51,633
Other Income	137,059	181,345	213,801
Indirect Expenses	(274,930)	(332,188)	(294,313)
Net Income	(\$48,594)	\$2,580	\$85,430

YTD

	YTD 2013 Actual	YTD 2013 Budget	YTD 2012 Prior Year
Number of Events	5	5	2
Attendance	7,209	20,500	18,428
Direct Event Income	\$86,233	\$119,449	\$114,309
Ancillary Income	3,044	33,974	51,633
Other Income	137,059	181,345	213,801
Indirect Expenses	(274,930)	(332,188)	(294,313)
Net Income	(\$48,594)	\$2,580	\$85,430

EVENT INCOME

Event income fell below expectations with the cancellation of the Van Halen Concert

ANCILLARY INCOME

Ancillary income fell below expectations due to the cancelled concert and the Rainbow Girls convention having smaller attendance and not being structured the way it was budgeted leading to limited sales opportunities.

INDIRECT EXPENSES

Indirect expenses came in at expected levels for the month.

Van Andel Arena
Income Statement
For the Month Ending July 31, 2012

	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
Event Income								
Direct Event Income								
Rental Income	\$87,638	\$116,737	(29,099)	\$94,818	\$87,638	\$116,737	(29,099)	\$94,818
Service Revenue	25,015	46,426	(21,411)	137,579	25,015	46,426	(21,411)	137,579
Service Expenses	(26,420)	(43,714)	17,294	(118,088)	(26,420)	(43,714)	17,294	(118,088)
Total Direct Event Income	86,233	119,449	(33,216)	114,309	86,233	119,449	(33,216)	114,309
Ancillary Income								
F&B Concession	1,120	28,699	(27,579)	36,345	1,120	28,699	(27,579)	36,345
F&B Catering	1,289	1,657	(368)	5,780	1,289	1,657	(368)	5,780
Novelty Sales	0	3,618	(3,618)	9,508	0	3,618	(3,618)	9,508
Booth Cleaning	635	0	635	0	635	0	635	0
Total Ancillary Income	3,044	33,974	(30,930)	51,633	3,044	33,974	(30,930)	51,633
Other Event Income								
Ticket Rebates(Per Event)	0	17,587	(17,587)	27,855	0	17,587	(17,587)	27,855
Total Other Event Income	0	17,587	(17,587)	27,855	0	17,587	(17,587)	27,855
Total Event Income	89,277	171,010	(81,733)	193,797	89,277	171,010	(81,733)	193,797
Other Operating Income								
Luxury Box Agreements	82,778	107,675	(24,897)	138,216	82,778	107,675	(24,897)	138,216
Advertising	54,000	52,083	1,917	44,000	54,000	52,083	1,917	44,000
Other Income	281	4,000	(3,719)	3,730	281	4,000	(3,719)	3,730
Total Other Operating Income	137,059	163,758	(26,699)	185,946	137,059	163,758	(26,699)	185,946
Adjusted Gross Income	226,336	334,768	(108,432)	379,743	226,336	334,768	(108,432)	379,743
Operating Expenses								
Salaries and Wages	106,000	163,268	(57,268)	173,641	106,000	163,268	(57,268)	173,641
Payroll Taxes and Benefits	33,770	44,551	(10,781)	39,728	33,770	44,551	(10,781)	39,728
Labor Allocations to Events	(33,264)	(67,454)	34,190	(82,414)	(33,264)	(67,454)	34,190	(82,414)
Net Salaries and Benefits	106,506	140,365	(33,859)	130,955	106,506	140,365	(33,859)	130,955
Contracted Services	16,655	20,928	(4,273)	24,776	16,655	20,928	(4,273)	24,776
General and Administrative	30,456	21,527	8,929	18,827	30,456	21,527	8,929	18,827
Operations	13,863	7,057	6,806	915	13,863	7,057	6,806	915
Repair and Maintenance	15,845	19,648	(3,803)	12,112	15,845	19,648	(3,803)	12,112
Operational Supplies	4,701	15,375	(10,674)	(2,803)	4,701	15,375	(10,674)	(2,803)
Insurance	4,084	10,573	(6,489)	9,644	4,084	10,573	(6,489)	9,644
Utilities	69,278	82,767	(13,489)	86,345	69,278	82,767	(13,489)	86,345
SMG Management Fees	13,542	13,948	(406)	13,542	13,542	13,948	(406)	13,542
Total Operating Expenses	274,930	332,188	(57,258)	294,313	274,930	332,188	(57,258)	294,313
Net Income(Loss) From Operations	(48,594)	2,580	(51,174)	85,430	(48,594)	2,580	(51,174)	85,430
Other Non-Operating Expenses								
Adjusted Net Income(Loss)	(48,594)	2,580	(51,174)	85,430	(48,594)	2,580	(51,174)	85,430

SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Event Summary
For the One Month Ended July 31, 2012

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show						
Sporting Event						
Concert	-	1	-	8,500	-	78,290
Team Home Games						
Other	5	4	7,209	12,000	89,277	92,720
GRAND TOTALS	5	5	7,209	20,500	89,277	171,010
As Percentage of Overall						
Family Show	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sporting Event	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Concert	0.00%	20.00%	0.00%	41.46%	0.00%	45.78%
Team Home Games	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Other	100.00%	80.00%	100.00%	58.54%	100.00%	54.22%

**Van Andel Arena
Balance Sheet
As of July 31, 2012**

ASSETS

Current Assets

Cash	3,068,769
Account Receivable	709,321
Prepaid Expenses	(38)

Total Current Assets		\$3,778,052
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Total Assets		\$3,778,052
		=====

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	62,639
Accrued Expenses	633,470
Deferred Income	1,553,808
Advanced Ticket Sales & Deposits	1,114,363

Total Current Liabilities		\$3,364,280
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Other Liabilities

Equity

Funds Remitted to CAA	0
Expenses Paid Direct by CAA	63,168
Beginning Balance Equity	399,197
Current Year Equity	(48,593)

Total Equity		\$413,772
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Total Liabilities and Equity		\$3,778,052
		=====

5

SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Summary of Accounts Receivable
As of July 31, 2012

Current - Under 30 Days	
Food & Beverage	2,410
Ticketing	24,449
Merchandise	-
Permanent Advertising	693,263
DeVos Place	(163,833)
Operating	67,153
Over 30 Days	52,879
Over 60 Days	33,000
Over 90 Days	
Total Accounts Receivable	709,321

**SMG - Van Andel Arena & DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Management Fee Summary
Fiscal Year Ending June 30, 2013**

MANAGEMENT FEE SUMMARY

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2012 Estimate
Net Revenue above Expenses	1,011,652	(602,618)	409,034	511,215
Benchmark ++			750,000	750,000
Excess	1,011,652	(602,618)	(340,966)	(238,785)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	167,375	167,375	334,750	325,000
Incentive Fee				
Revenue	4,997,896	4,838,806	9,836,702	9,587,075
Benchmark Revenue	4,900,000	4,300,000	9,200,000	9,200,000
Revenue Excess	97,896	538,806	636,702	387,075
Incentive Fee **	-	-	-	-
Total SMG Management Fee	167,375	167,375	334,750	325,000

** 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.

Grand Rapids-Kent County Convention/Arena Authority

MMRMA Insurance policy

Effective: 8-23-12 to 8-23-13

Premium: \$20,934

Deductible: Liability \$ 0

Auto physical damage \$250

Property \$1,000

Coverage

General Liability	limit \$15,000,000 (bodily injury, personal injury & property damage)
Directors & Officers	limit \$15,000,000 (wrongful acts, errors & omissions etc.)
Motor vehicle liability	limit - statutory (2006 Ford pickup & 2004 Chevy pickup)
Property insurance	limit \$10,927 (misc. office equipment)
Blanket Faithful Performance Bond	limit \$1,000,000
Medical payments	limit \$2,000 emergency first aid within 24 hours of accident
Volunteer injury	limit \$ 25,000 for bodily injury per volunteer

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY COVERAGE PROPOSAL

Member:	Grand Rapids / Kent Convention Authority	Proposal No: Q000000266
Date of Original Membership:	August 23, 2006	
Proposal Effective Dates:	August 23, 2012 To August 23, 2013	
Member Representative:	Phil Van Dyke	Telephone #: (616) 632-7668
Regional Risk Manager:	Ibex Insurance Agency	Telephone #: (248) 538-0470

A. Introduction

The Michigan Municipal Risk Management Authority (hereinafter "MMRMA") is created by authority granted by the laws of the State of Michigan to provide risk financing and risk management services to eligible Michigan local governments. MMRMA is a separate legal and administrative entity as permitted by Michigan laws. **Grand Rapids / Kent Convention Authority** (hereinafter "Member") is eligible to be a Member of MMRMA. **Grand Rapids / Kent Convention Authority** agrees to be a Member of MMRMA and to avail itself of the benefits of membership.

Grand Rapids / Kent Convention Authority is aware of and agrees that it will be bound by all of the provisions of the Joint Powers Agreement, Coverage Documents, MMRMA rules, regulations, and administrative procedures.

This Coverage Proposal summarizes certain obligations of MMRMA and the Member. Except for specific coverage limits, attached addenda, and the Member's Self Insured Retention (SIR) and deductibles contained in this Coverage Proposal, the provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations, and administrative procedures shall prevail in any dispute. The Member agrees that any dispute between the Member and MMRMA will be resolved in the manner stated in the Joint Powers Agreement and MMRMA rules.

B. Member Obligation - Deductibles and Self Insured Retentions

Grand Rapids / Kent Convention Authority is responsible to pay all costs, including damages, indemnification, and allocated loss adjustment expenses for each occurrence that is within the Member's Self Insured Retention (hereinafter the "SIR"). **Grand Rapids / Kent Convention Authority's** SIR and deductibles are as follows:

Table I
Member Deductibles and Self Insured Retentions

COVERAGE	DEDUCTIBLE	SELF INSURED RETENTION
Liability	N/A	State Pool Member
Vehicle Physical Damage	\$250 / Vehicle	State Pool Member
Property and Crime	\$1,000 / Occurrence	None
Sewage System Overflow	None	None

The member must satisfy all deductibles before any payments are made from the Member's SIR or by MMRMA.

The **Grand Rapids / Kent Convention Authority** is afforded all coverages provided by MMRMA, except as listed below:

1. Sewage System Overflow

All costs including damages and allocated loss adjustment expenses are on an occurrence basis and must be paid first from the Member's SIR. The Member's SIR and deductibles must be satisfied fully before MMRMA will be responsible for any payments. The most MMRMA will pay is the difference between the Member's SIR and the Limits of Coverage stated in the Coverage Overview.

Grand Rapids / Kent Convention Authority agrees to maintain, at all times, on account with MMRMA, sufficient funds to pay its SIR obligations. The Member agrees to abide by all MMRMA rules, regulations, and administrative procedures pertaining to the Member's SIR.

C. MMRMA Obligations - Payments and Limits of Coverage

After the Member's SIR and deductibles have been satisfied, MMRMA will be responsible for paying all remaining costs, including damages, indemnification, and allocated loss adjustment expenses to the Limits of Coverage stated in Table II. The Limits of Coverage include the Member's SIR payments.

The most MMRMA will pay, under any circumstances, which includes payments from the Member's SIR, per occurrence, is shown in the Limits of Coverage column in Table II. The Limits of Coverage includes allocated loss adjustment expenses.

Table II
Limits of Coverage

Liability and Motor Vehicle Physical Damage	Limits of Coverage Per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
1 Liability	15,000,000	N/A	N/A	N/A
2 Judicial Tenure	100,000	N/A	N/A	N/A
3 Sewage System Overflows	0	N/A	0	N/A
4 Volunteer Medical Payments	25,000	N/A	N/A	N/A
5 First Aid	2,000	N/A	N/A	N/A
6 Vehicle Physical Damage	1,500,000	N/A	N/A	N/A
7 Uninsured/Underinsured Motorist Coverage (per person)	100,000	N/A	N/A	N/A
Uninsured/Underinsured Motorist Coverage	250,000	N/A	N/A	N/A
8 Michigan No-Fault	Per Statute	N/A	N/A	N/A
9 Terrorism	5,000,000	N/A	N/A	5,000,000

Property and Crime	Limits of Coverage Per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
1 Buildings and Personal Property	1,011,255	350,000,000	N/A	N/A
2 Personal Property in Transit	1,000,000	N/A	N/A	N/A
3 Unreported Property	5,000,000	N/A	N/A	N/A
4 Member's Newly Acquired or Constructed Property	5,000,000	N/A	N/A	N/A
5 Fine Arts	1,000,000	N/A	N/A	N/A
6 Debris Removal (25% of Insured direct loss plus)	25,000	N/A	N/A	N/A
7 Money and Securities	1,000,000	N/A	N/A	N/A
8 Accounts Receivable	1,000,000	N/A	N/A	N/A
9 Fire Protection Vehicles, Emergency Vehicles, and Mobile Equipment (Per Unit)	0	10,000,000	N/A	N/A
10 Fire and Emergency Vehicle Rental (12 week limit)	0 per week	N/A	N/A	N/A
11 Structures Other Than a Building	5,000,000	N/A	N/A	N/A
12 Storm or Sanitary Sewer Back-Up	1,000,000	N/A	N/A	N/A
13 Marine Property	250,000	N/A	N/A	N/A
14 Other Covered Property	10,000	N/A	N/A	N/A
15 Income and Extra Expense	1,000,000	N/A	N/A	N/A
16 Blanket Employee Fidelity	1,000,000	N/A	N/A	N/A
17 Earthquake	5,000,000	N/A	5,000,000	100,000,000
18 Flood	5,000,000	N/A	5,000,000	100,000,000
19 Terrorism	50,000,000	50,000,000	N/A	N/A

D. Contribution for MMRMA Participation

Grand Rapids / Kent Convention Authority

Period: August 23, 2012 To August 23, 2013

Coverages per Member Coverage Overview: \$20,934

TOTAL ANNUAL CONTRIBUTIONS: \$20,934

E. List of Addenda

This document is for the purpose of quotation only and does not bind coverage in the Michigan Municipal Risk Management Authority, unless accepted and signed by both the authorized Member Representative and MMRMA Representative below.

Accepted By:

Grand Rapids / Kent Convention Authority

Proposal No:

Q000000266

MMRMA

Member Representative

Date



MMRMA Representative

8-24-12

Date

GRAND RAPIDS-KENT COUNTY CONVENTION/ARENA AUTHORITY

RESOLUTION APPROVING SUMMARY OF RELEVANT REVISED/NEW TERMS OF LEASE AGREEMENT WITH WEST MICHIGAN HOCKEY, INC. AND AUTHORIZING THE PREPARATION AND EXECUTION OF A LEASE AGREEMENT CONSISTENT WITH SUCH TERMS

Boardmember _____, supported by Boardmember _____,

moved the adoption of the following resolution:

WHEREAS, West Michigan Hockey, Inc. (“WMH”) and the Downtown Development Authority of the City of Grand Rapids (the “DDA”) entered into a Lease Agreement dated October 11, 1995 (the “Original Lease”), for use of the Van Andel Arena (the “Arena”) by the Grand Rapids Griffins (the “Griffins”); and

WHEREAS, the DDA subsequently assigned its interest in the Original Lease to the Grand Rapids-Kent County Convention/Arena Authority; and

WHEREAS, the Original Lease term, including renewal terms, expired August 31, 2011; and

WHEREAS, WMH and the CAA desire to enter into a new lease agreement for use of the Arena by the Griffins upon terms similar to those in the Original Lease as modified by the “Summary of Relevant Revised/New Terms of Lease Agreement between West Michigan Hockey, Inc. and the Grand Rapids-Kent County Convention/Arena Authority” presented at this meeting (the “Summary of Revised/New Terms”).

RESOLVED:

1. That the Summary of Revised/New Terms is hereby approved and the General Manager of the Arena (the “GM”) along with CAA legal counsel are hereby authorized to finalize the new lease agreement (the “New Lease”) incorporating the provisions in the Summary

of Revised/New Terms along with relevant provisions of the Original Lease with such modifications not materially adverse to the CAA approved as to content by the GM and as to form by CAA legal counsel.

2. That the CAA Chairman is authorized and directed to execute the approved New Lease for and on behalf of the CAA.

3. That all resolutions and parts of resolutions in conflict herewith shall be, and the same are hereby, rescinded to the extent of such conflict.

YEAS: Boardmembers _____

NAYS: Boardmembers _____

ABSTAIN: Boardmembers _____

ABSENT: Boardmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: August 3, 2012

Susan M. Waddell
Administrative Manager/Recording Secretary

CERTIFICATION

I, the undersigned duly qualified and acting Administrative Manager/Recording Secretary of the Grand Rapids-Kent County Convention/Arena Authority (the "CAA"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the CAA Board at a regular meeting held on August 3, 2012, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: August 3, 2012

Susan M. Waddell
Administrative Manager/Recording Secretary

**SUMMARY OF RELEVANT REVISED/NEW TERMS OF LEASE
AGREEMENT BETWEEN WEST MICHIGAN HOCKEY, INC. AND
GRAND RAPIDS-KENT COUNTY CONVENTION/ARENA AUTHORITY**

- Initial term of ten years commencing September 1, 2011, and three five-year renewal terms.
- Leased Premises additionally includes the banquet spaces on the Arena level, the two terrace areas on the south end of the Arena, the north tunnel of the Arena, the space behind the food court on the northeast side of the Arena and the two spaces on the concourse level of the southern end of the Arena.
- Allows as an Exhibition Game one preseason game or intrasquad scrimmage involving the Griffins' NHL affiliate, the Detroit Red Wings.
- Unless located more than a 50-mile radius of the Arena, all Exhibition Games must be held at the Arena.
- One regular Season Game per Season may be played in an outdoor venue and is not covered by the terms of the Lease Agreement.
- Griffins and CAA will share equally the cost of upgrades, improvements or modifications of the Arena Hockey Equipment and Facilities required by the hockey league with which the Griffins are affiliated (AHL).
- Rent for Home Games is \$9,583.00 for attendance up to 5,000 and \$10,266.00 for attendance over 5,000 adjusted annually for CPI.
- Griffins will lease certain office space for \$2,725.67 per month and retail store/space for \$654.50, both with annual CPI adjustments.
- The Scheduling of Griffins Exhibition Games, regular Season Games and Playoff Games, as well as other Arena events held at the same time, is a collaborative effort between the General Manager (SMG) and the Griffins with a recognition of the requirements of the league with which the Griffins are affiliated (AHL).
- Permits conservation of utilities at Arena during times of reduced or non-use.
- The same appearance and conduct standards applicable to employees of the Arena and the Griffins shall apply to volunteers.
- At least 1,200 public Parking Spaces shall be available within two blocks of the Arena for Arena events. Griffins shall be provided 50 designated Parking Spaces (selected by the Griffins) at no charge for Home Games. 44 Parking Spaces shall be provided in Area 2 south and adjacent to the Arena for Griffins employees at per spot cost incurred by CAA.

- The Arena will pay the Griffins a percentage of annual Concession Revenues as follows: (a) 15% of the first \$968,084.00; (b) 35% in excess of \$968,084.00 if total Revenue is less than \$1,448,832.00; and (c) 40% in excess of \$968,084.00 if total Revenue is at least \$1,448,832.00.
- The percentage of concession sales the Arena receives from Arena concessionaires for Griffins Home Games shall be the same percentage as the Arena receives from Arena concessionaires for other Arena events.
- CAA shall retain 100% of all permanent advertising up to \$557,118 per year; thereafter, Griffins shall begin receiving 60% in excess of \$557,118. Benchmark number shall no longer be subject to CPI adjustment. (Griffins and SMG continue to discuss a slight change in calculation to include non-permanent advertising revenues that will result in an addendum to the new Lease.)
- Reduces the number of required suites from 44 to 40 to permit some larger suite configurations.
- One suite is reserved for the Arena (CAA) for its use; one suite is reserved for the Griffins for its use; and the Arena shall have the use of one suite as a "house suite" which may be leased to third parties or the Griffins on a game basis.
- Of the base annual suite fee of \$25,000.00 and annual Arena Club Seat fee of \$250.00, the Griffins will receive 20% if average annual Season Games attendance in such year is 5,000 or less and 25% if average annual Season Games attendance in such year exceeds 5,000. Griffins will also receive 50% of fees above such base fee amounts.
- The new lease agreement contains certain financial improvements for the Griffins compared with the original 1995 lease agreement including rent savings, parking costs, concession revenue, Building Advertising Inventory revenue, press room telephone charges and certain other expense savings as estimated in Attachment I attached. For the first 16 years of the lease term (including renewals), the financial improvements will be capped at \$178,000.00 per year; thereafter, the cap will be \$228,000.00 per year.
- If the lease agreement term (including renewals) should be voluntarily terminated by the Griffins before the expiration of 20 years or the Griffins shall not exercise its options to renew the lease in order that it have a term of at least 20 years, the Griffins are required to repay a pro rata portion of the financial improvement it received up to termination or non-renewal (Example: If Griffins terminate lease agreement voluntarily on the tenth anniversary, Griffins would be required to repay 50% of the financial improvement it received for the first ten years of the lease term).

Grand Rapids - Kent County
Convention/Arena Authority

PLANNING

June 30, 2012

This presentation was prepared as part of our audit, has consequential limitations, is restricted to those charged with governance and, if appropriate, management, and is not intended and should not be used by anyone other than these specified parties.

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200 Ottawa Avenue NW, Suite 300
Grand Rapids, MI 49503

June 27, 2012

Members of the Finance Committee
Grand Rapids-Kent County Convention/Arena Authority
Grand Rapids, Michigan

Professional standards require us to communicate with you regarding matters related to the financial statement audit that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. The following documents various matters with respect to the planned scope and timing of the audit of the annual financial statements of Grand Rapids - Kent County Convention/Arena Authority (the Authority) as of and for the year ending June 30, 2012.

Should you desire further information concerning these matters, we will be happy to meet with you at your convenience.

Very truly yours,

BDO USA, LLP

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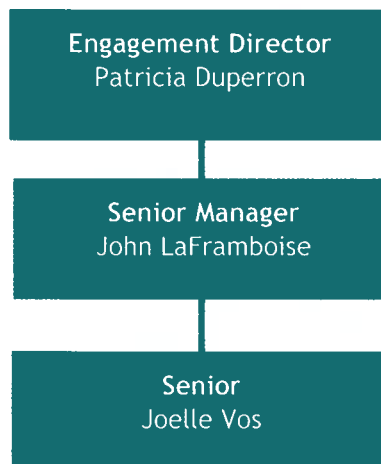
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Introduction and Client Service Team

We are pleased to be of service to the Authority. The following report describes our plan for the audit of the financial statements of the Authority for the year ending June 30, 2012, and discusses other services provided to the Authority.

This report is designed to provide you with a summary of our overall objectives for the audit, the nature and scope of the planned audit work.

Our engagement team members for this year's audit are listed in the organizational chart below. As a matter of policy at BDO, we attempt to provide continuity of service to our clients to the greatest extent possible.



Engagement Objectives

The following documents our objectives with respect to the audit of the annual financial statements of the Authority as of and for the year ending June 30, 2012.

- Plan and perform an audit to obtain reasonable assurance about whether the financial statements are free of material misstatements, whether caused by error or fraud. An audit in accordance with auditing standards generally accepted in the United States of America does not provide absolute assurance relative to or any guarantee of the accuracy of the financial statements and is subject to the inherent risk that errors or fraud, if they exist, may not be detected.
- Professional standards also require that we obtain a sufficient understanding of the Authority's internal control to plan the audit of the financial statements. However, such understanding is required for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.
- Communicate to management and those charged with governance significant deficiencies and material weaknesses identified during our audit.
- Consult regarding accounting and reporting matters as needed throughout the year.
- Work with management toward timely issuance of financial statements.
- Bring our Firm's resources to bear as needed throughout the year.
- Ensure that the Finance Committee is kept appropriately informed of the Authority's financial reporting matters.

Audit Strategy - Planned Scope and Timing

Overall, our audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit. Our goals include:

- Focus resources on higher risk areas and other areas of concern for management and those charged with governance.
- Develop and continue to evaluate materiality thresholds throughout the year based upon consideration of qualitative and quantitative factors specific to the Authority.
- Place reliance on internal controls, where appropriate, in determining the degree of detailed testing required.

Our audit strategy includes consideration of:

- Inherent risk within the Authority - i.e., the susceptibility of the financial statements to material error or fraud, before recognizing the effectiveness of the control systems.
- The control environment and the possibility that the control systems and procedures may fail to prevent or detect a material error or fraud.
- Information about systems and the computer environment in which financial records and related systems operate.
- Recent results of operations and significant current year events.

Based upon our initial assessment, our audit will entail a combination of testing controls for reliance and substantive testing. The primary areas of focus in our overall audit effort will include:

- Cash and investments
- Revenue and receivables
- Capital assets
- Accrued liabilities and expenses
- Analytical procedures

Overall Audit Timeline

The following represents our anticipated schedule with regard to our audit of the annual financial statements of the Authority:

	June	July	Aug	Sep	Oct
Understand the Business	✓	✓	✓		
Planning Meeting	✓				
Assess Overall Controls		✓			
Determine Nature and Extent of Testing		✓			
Develop Audit Plans		✓			
Substantive Testing (Interim and Final Phases)					✓
Review of Draft Financial Statements					✓
Release of Final Financial Statements and Opinion					✓

Independence Communication

Our engagement letter to you dated June 21, 2012 describes our responsibilities in accordance with professional standards and certain regulatory authorities with regard to independence and the performance of our services. This letter also stipulates the responsibilities of the Authority with respect to independence as agreed to by the Authority. Please refer to that letter for further information.

BDO Resources

BDO is a national professional services firm providing assurance, tax, financial advisory and consulting services to a wide range of publicly traded and privately held companies. Guided by core values including competence, honesty and integrity, professionalism, dedication, responsibility and accountability for 100 years, we have provided quality service and leadership through the active involvement of our most experienced and committed professionals.

The firm serves clients through 40 offices and more than 400 independent alliance firm locations nationwide. As an independent Member Firm of BDO International Limited, BDO serves multi-national clients through a global network of 1,082 offices in 119 countries. BDO USA, LLP, a Delaware limited liability partnership, is the U.S. member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. BDO is the brand name for the BDO network and for each of the BDO Member Firms. For further information, please refer to <http://www.bdo.com/about/>.

Below is a summary of just some of the many resources BDO makes available at no additional charge to our clients. To subscribe to BDO publications, please use our RSS (Really Simple Syndication) Feeds or complete registration at BDO's Subscription Center at <https://subscriptions.bdo.com/>.

BDO KNOWS FINANCIAL REPORTING LETTERS AND FLASH REPORTS

Our *BDO Knows* financial reporting newsletters address significant financial reporting developments, relating to both public and private businesses, that occur throughout the year. In addition, our Flash reports are intended to highlight certain financial reporting developments in a timely and brief "flash" format.

TAX ALERTS AND NEWSLETTERS

BDO's National Tax Organization (NTO) provides a multitude of alerts and newsletters spanning considerations involving expatriate, federal, state and local jurisdictions and includes such areas as compensation and benefits, and credits and incentives. NTO further provides Tax Seminars/Webinars on a variety of topics, whose archives are readily available to clients and contacts.

INDUSTRY PUBLICATIONS

BDO's industry publications are numerous and span the sectors of technology, finance, insurance, health care, retail and consumer products, not-for-profit and real estate, among many others.

For a complete listing of services, publications, archives of various webinars and events and other information regarding BDO, please visit <http://www.bdo.com/> for further information.

Why BDO?

BDO challenges the market model to provide a distinctly different option for clients. As companies work to adapt and thrive in today's regulatory environment, service quality and service independence are paramount. Also important is the right fit in terms of service scope and capabilities, geographic coverage, client service philosophy and client profile. These trends have sent organizations of all sizes in search of a service alternative.

With BDO, you find a distinct choice. We're the U.S. Member Firm of BDO International, the fifth-largest global accounting and consulting network. In a market where one size certainly does not fit all, organizations are increasingly turning to BDO for our:

- Personal, responsive service
- Streamlined, accessible organizational structure
- Professional, dedicated culture
- Attention of highly experienced senior professionals
- Open, candid communication philosophy
- Varied, focused capabilities
- Access to a cohesive and collaborative global network

BDO offers a sophisticated array of services and access to global capabilities combined with local presence and the personal attention of senior-level professionals. This innovative approach and our unique position in the marketplace distinguish us in our ability to address your needs.

INDUSTRY EXPERIENCE

Industry experience has emerged at the top of the list of what businesses need and expect from their accountants and advisors. The power of industry experience is perspective - perspective BDO brings to help you best leverage your own capabilities and resources.

BDO's industry focus is part of who we are and how we serve our clients and has been for over a century. We demonstrate our experience through knowledgeable professionals, relevant client work and participation in the industries we serve.

Whether in the field with our clients - from oil rigs in the Gulf of Mexico to manufacturing plants around the world - authoring articles on salient issues, speaking at industry conferences, or commenting on breaking news, our industry practices bring perspective on trends, opportunities, issues and regulations that frame our services and approach to address your needs and your industry.

For further information on the following BDO industries, please visit

<http://www.bdo.com./industries/>.

- | | |
|--|--------------------------------|
| • Construction | • Manufacturing & Distribution |
| • Financial Institutions & Specialty Finance | • Natural Resources |
| • Financial Services | • Nonprofit & Education |
| • Gaming, Hospitality & Leisure | • Private Equity |
| • Government | • Real Estate |
| • Health Care | • Retail & Consumer Products |
| • Insurance | • Technology & Life Sciences |

VAN ANDEL ARENA® WEEKLY
(Revised)

Item 7

DATE '12	EVENT	EC	MOD	ROOM	TIME	FUNCTION
Thur, Aug 23	Savor	JW		5/3 Bank Vault	6:30P-8:30P	Concessions Meeting & Training
Fri, Aug 24	Available					
Sat, Aug 25	Available					
Sun, Aug 26	Savor	AK		5/3 Bank Vault	4P-6P	Staff Meeting
Mon, Aug 27	Available					
Tue, Aug 28	Available					
Wed, Aug 29	Savor	JW		5/3 Bank Vault	6P-8P	Training session
Thur, Aug 30	Available					
Fri, Aug 31	Available					
Sat, Sep 1	Available					
Sun, Sep 2	Available					
Mon, Sep 3	Closed – Labor Day Holiday					
Tue, Sep 4	Available					
Wed, Sep 5	Savor	JW		5/3 Bank Vault	6P-8P	Charity Group Training
Thur, Sep 6	Available					
Fri, Sep 7	Available					
Sat, Sep 8	Available					
Sun, Sep 9	Big Time Rush	BF	CHRIS	Arena	7:00 PM	Performance
Mon, Sep 10	Available					
Tue, Sep 11	Available					
Wed, Sep 12	Available					
Thur, Sep 13	Available					
Fri, Sep 14	Available					
Sat, Sep 15	Available					
Sun, Sep 16	Savor	AK		5/3 Bank Vault	4P-6P	Staff Meeting
Mon, Sep 17	Available					
Tue, Sep 18	Ringling Bros. Circus	BF		Arena	8:00 AM	Load-in
Wed, Sep 19	Ringling Bros. Circus	BF		Arena	8:00 AM	Load-in/Rehearsals
Thur, Sep 20	Ringling Bros. Circus	BF	LYNNE	Arena	7:00 PM	Performance
Fri, Sep 21	Ringling Bros. Circus	BF	CHRIS	Arena	7:00 PM	
Sat, Sep 22	Ringling Bros. Circus	BF	EDDIE	Arena	11:00 AM 3:00 PM 5:00 PM	Performance Performance Performance
Sun, Sep 23	Ringling Bros. Circus	BF	LYNNE	Arena	1:00 PM 5:00 PM	Performance Performance

DEVOSPLACE

REVISED WEEKLY - 2012

DATE	EVENT NAME	ROOMS IN USE	TIME	DETAILS	EC	EST. ATTEND.
MON. AUG 27	AMWAY NEW PLATINUM CONFERENCE	Ballroom AB Pre-Function Ballroom AB Pre-Function/Patio Ballroom AB Ballroom AB	5:00pm 5:00pm-7:00pm 7:00pm-11:00pm 11:00pm	Recognition Photos Reception Celebration Dinner Tables/Chairs removed	CJ	1200
	PARTNER COMMUNITY COUNCIL CONFERENCE	Ballroom CD Prefunction Ballroom D Grand Gallery Overlook GH Ballroom C Ballroom CD Prefunction Ballroom C Ballroom D Ballroom D Ballroom C, GGO A Ballroom D Ballroom CD Prefunc, GGO Lobby Ballroom C, GGO AB Ballroom C Ballroom D Ballroom D Ballroom D	6:00a 6:30a 7:00a-5:30p 7:15a-7:50a 8:00a-5:00p 8:00a-10:00a 10:00a-10:20a 10:20a-12:10p 11:30a 12:10p-1:25p 1:25p-2:40p 1:30p 2:40p-3:00p 3:00p-4:15p 4:25p-5:40p 6:00p 6:00p-8:00p 8:00p 8:30p	Client Arrival Attendee Arrival Registration Breakfast Pop-up Meeting Room Speakers Break Speakers Demo Sponsor Tables Open Lunch Task Force Breakouts Demo Sponsor Tables Close Break Task Force Breakout Demo Sponsor Tables Open Dinner Reception by VDS Demo Sponsor Tables Close Doors Closed	MR	300
	SMG	DVPH	8:00AM-11:59PM	ELEVATOR V16 AND V17 INSPECTION		
	SMG	DVP	8:00AM-11:59PM	SPIDER TREATMENTS AND WINDOW WASHING		
	SMG	EH A	8:00AM-11:59PM	ARTCRAFT CARPET CLEANING		
TUES. AUG 28	AMWAY NEW PLATINUM CONFERENCE	OFFSITE	OFFSITE	OFFSITE	CJ	
	MMSDC CONFERENCE	MI Dock/Exhibit Hall B/ GGO Exhibit Hall C	8:00am-12:00pm 12:00pm-4:00pm	Furniture Load In AV Load In	DA	
	PARTNER COMMUNITY COUNCIL CONFERENCE	Ballroom CD Prefunction Ballroom D Grand Gallery Overlook GH Ballroom C Ballroom CD Prefunc, GGO Lobby Ballroom C Ballroom D Ballroom D Ballroom D Grand Gallery Meeting F Ballroom C, GGO AB/CD/EF Ballroom C Ballroom CD Prefunc, GGO Lobby Ballroom C, GGO AB/CD/EF Ballroom C, GGO AB/CD/EF	6:00a 6:30a 7:00a-5:30p 7:15a-7:50a 8:00a-5:00p 8:00a-9:25a 9:25a-9:45a 9:45a-11:45a 11:30a 11:45a-1:00p 11:45a-1:00p 1:00p-2:15p 1:30p 2:15p-2:35p 2:35p-3:50p 4:00p-5:15p	Client Arrival Attendee Arrival Registration Breakfast Pop-up Meeting room Speakers Break Speakers Demo Sponsor Tables Open Lunch Lunch- ESC and Aways Executives Task Force Breakout Demo Sponsor Tables Close Break Task Force Breakout Task Force Breakout	MR	300

EH A-C = Exhibit Halls A-C
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GGO A-H = Overlook Meeting Rooms A-H
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		Ballroom D Ballroom D Ballroom D	6:00p 6:00p-8:00p 8:00p 8:30p	Demo Sponsor Tables Open Dinner Reception by PCC Demo Sponsor Tables Close Doors Closed		
	SMG	EH A	8:00AM-11:59PM	ARTCRAFT CARPET CLEANING		
	SMG	DVP	8:00AM-11:59PM	SPIDER TREATMENTS AND WINDOW WASHING		
WED. AUG 29	AMWAY NEW PLATINUM CONFERENCE	Ballroom AB Armway River Overlook A, B, C, D, E, F Ballroom AB Ballroom AB Ballroom AB	8:30am-12:00pm 12:00pm-1:30pm 1:30pm-5:00pm 1:30pm-5:00pm After 5:00pm 11:00pm	Business Meeting Lunch Sales Breakouts Sales Breakouts Operations changeover Tables/Chairs brought in	CJ	1200
	MMSDC CONFERENCE	Grand Gallery Grand Gallery Exhibit Hall C Exhibit Hall C Exhibit Hall C Exhibit Hall B Exhibit Hall C Exhibit Hall B	6:00am 7:00am-9:00am 7:30am-9:00am 9:00am-10:30am 10:30am-11:15am 11:15am-3:30pm 11:30am 3:30pm-6:00pm	Client Arrival Registration Breakfast Summit Presentations Closing Session Summit Networking AV Load Out Furniture Load Out	DA	
	PARTNER COMMUNITY COUNCIL CONFERENCE	Ballroom CD Prefunction Ballroom D Grand Gallery/Overlook GH GG D-F, GGO AB/CD/EF Ballroom CD Prefunc. GGO Lobby GG D-F, GGO AB/CD/EF Ballroom D GG D-F, GGO AB/CD/EF Ballroom D Ballroom D Ballroom D GG D-F, GGO AB/CD/EF Ballroom CD Prefunc. GGO Lobby GG D-F, GGO AB/CD/EF GG D-F, GGO AB/CD/EF	6:30a 7:00a-5:30p 7:15a-7:50a 8:00a-5:00p 8:00a-9:15a 9:15a-9:35a 9:35a-10:50a 10:30a 11:00a-12:15p 12:15-1:30p 1:30p 1:30p-2:45p 2:45p-3:05p 3:05p-4:20p 4:30p-5:45p 6:30p	Client Arrival/ Attendee Arrival Registration Breakfast Pop-up Meeting room Task Force Breakout Break Task Force Breakout Demo Sponsor Tables Open Task Force Breakout Lunch Demo Sponsor Tables Close Task Force Breakout Task Force Breakout Task Force Breakout Task Force Breakout Doors Closed	MR	300
	SMG	EH A	8:00AM-11:59PM	ARTCRAFT CARPET CLEANING		
	SMG	DVP	8:00AM-11:59PM	SPIDER TREATMENTS AND WINDOW WASHING		
THURS. AUG 30	AMWAY NEW PLATINUM CONFERENCE	Ballroom AB Pre-Function Ballroom AB Pre-Func/Patio Ballroom AB Ballroom AB	5:00pm 5:00pm-7:00pm 7:00pm-11:00pm 11:00pm	Recognition Photos Reception Celebration Dinner Tables/Chairs removed	CJ	1200
	PARTNER COMMUNITY COUNCIL CONFERENCE	East Grand Gallery Grand Gallery BC Grand Gallery Overlook GH Grand Gallery D-F, GGO AB/CD/EF	6:30a 7:00a-5:30p 7:15a-7:50a 8:00a-5:00p 8:00a-9:15a	Client Arrival/ Attendee Arrival Registration Breakfast Pop-up Meeting room Task Force Breakout	MR	300

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DEVOSPLACE

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	SMG-2012 FREQUENT USERS MEETING	West Grand Gallery, GGO Lobby Grand Gallery D-F, GGO AB/CD/EF Grand Gallery D-F, GGO AB/CD/EF Grand Gallery BC Grand Gallery D-F, GGO AB/CD West Grand Gallery Grand Gallery D-F East Grand Gallery Grand Gallery BC	9:15a-9:35a 9:35a-10:50a 11:00a-12:15p 12:15p-1:15p 1:15p-2:30p 2:30p-2:50p 2:50p-4:00p 5:30p-7:00p 7:00p-9:00p 11:30p	Break Task Force Breakout Task Force Breakout Lunch Task Force Breakout Break Closing Sessions Reception by PCC Dinner by Avaya Client Departure		
	SMG	SMG BOARDROOM	9:00AM - TBD	2012 FREQUENT USERS MEETING		
	SMG	EH A-C	8:00AM-11:59PM	ARTCRAFT CARPET CLEANING		
	SMG	DVP	8:00AM-11:59PM	SPIDER TREATMENTS AND WINDOW WASHING		
FRI. AUG 31	ROBINSON/WEAVER WEDDING & RECEPTION	Ballroom C Pre-Function	5:00 pm-6:30 pm	Rehearsal and Client Set-up	JD	30
	SMG	EH A-C	8:00AM-11:59PM	ARTCRAFT CARPET CLEANING		
	SMG	DVP	8:00AM-11:59PM	SPIDER TREATMENTS AND WINDOW WASHING		
SAT. SEPT 1	ROBINSON/WEAVER WEDDING & RECEPTION	Ballroom C Pre-Function Ballroom C Pre-Function Ballroom C Pre-Function Ballroom C	8:00 am 8:00 am-10:45 am 11:30 am 12:30 pm- 1:30 pm 2:00 pm- 6:00 pm 6:00 pm	Building Unlocked Bridal Party Arrival/Pictures Guest Arrival Ceremony Reception Bridal Party and Guest Departure	JD	136
	SMG	EH A-C	8:00AM-11:59PM	ARTCRAFT CARPET CLEANING		
	SMG	DVP	8:00AM-11:59PM	SPIDER TREATMENTS AND WINDOW WASHING		
SUN. SEPT 2	SMG	EH A-C	8:00AM-11:59PM	ARTCRAFT CARPET CLEANING		
	SMG	DVP	8:00AM-11:59PM	SPIDER TREATMENTS AND WINDOW WASHING		
MON. SEPT 3	SMG	EH A-C	8:00AM-11:59PM	ARTCRAFT CARPET CLEANING		
TUES. SEPT 4	GFS GENERAL SALES MEETING	BALL CD	12:00 pm 1:00 pm 6:00 pm	Client Arrival AV Set Up Rehearsal/Sound Check	MR	
	WXXM FOX17 PROMO SHOOT	DVP	8:00AM-11:59PM	PROMO SHOOT IN AFTERNOON		
	SMG	EH A-C	8:00AM-11:59PM	ARTCRAFT CARPET CLEANING		

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WED. SEPT 5	GFS GENERAL SALES MEETING	Grand Gallery EF Ballroom CD Ballroom CD Grand Gallery A-F, GGO C-H	6:00 am 6:30 am 8:00 am- 11:05 am 11:35 am 12:00 pm 1:15 pm- 4:45 pm 5:00 pm	Client Arrival Meeting General Session Lunch A/V Load In General Session Meeting Ends					
	HISPANIC FESTIVAL SPONSOR RECEPTION	Grand Gallery Overlook AB	2:00p 2:00p-5:30p 5:30p-8:00p 8:00-9:00p 9:00p	Client Arrival Set up Reception Tear Down Client Departure					
	SMG	EH A-C	8:00AM-11:59PM	ARTCRAFT CARPET CLEANING					
	SMG- KITCHEN KOSHERING	KITCHEN	8:00AM-11:59PM	KITCHEN KOSHERING- Wedding use only.					
THURS. SEPT 6	GFS GENERAL SALES MEETING	Ballroom CD Ballroom CD Grand Gallery A-F, GG OL C-H Ballroom CD Ballroom CD Ballroom CD, GG A-F, GG OL C-H Ballroom CD	6:00 am 7:00 am 8:00 am- 11:00 am 11:00 am 12:00 pm 1:00 pm- 3:00 pm 3:00 pm- 4:00 pm 4:00 pm 4:00 pm	Client Arrival Breakfast General Session Breakout Session 1 Lunch Breakout Session 2 and 3 General Session Meeting Adjourns A/V Load Out					
	SMG- KITCHEN KOSHERING	KITCHEN	8:00AM-11:59PM	KITCHEN KOSHERING- Wedding use only.					
FRI. SEPT 7	MIREPUBLICAN PARTY FALL CONVENTION	BALL A-D EH A-C GG A-F GGO A-H MON A-D RO A-C	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			DA		
	CELEBRATION OF THE GRAND- BRIDAL PARTY RECEPTION	CHASE	8:00AM-11:59PM	RECEPTION			MR		
	RASHEWSKY/DESIN RHEARSAL DINNER	RECITAL	8:00AM-11:59PM	BANQUET					
	SMG- KITCHEN KOSHERING	KITCHEN	8:00AM-11:59PM	KITCHEN KOSHERING- Wedding use only.					
SAT. SEPT 8	MIREPUBLICAN PARTY FALL CONVENTION	BALL A-D EH A-C GG A-F GGO A-H MON A-D RO A-C	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION			DA		
	SMG- KITCHEN KOSHERING	KITCHEN	8:00AM-11:59PM	KITCHEN KOSHERING- Wedding use only.					

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DEYOSPLACE

REVISED WEEKLY - 2012

SUN. SEPT 9	2012 HCAM/MCAL ANNUAL CONFERENCE	Grand Gallery A-F, Ballrooms A-D Grand Gallery West Grand Gallery Secchia Lobby/Ballrooms CD Grand Gallery A-F Ballroom B BALLROOM B Grand Gallery A-F Ballroom C, Ballroom D Exhibit Hall C OFF SITE Ballroom B Ballroom B Ballroom B BALLROOM B	6:00 am 6:30 am 9:00 am-5:00 pm 9:00 am-10:00 am 10:00 am-12:45 pm 12:45 pm-1:30 pm 1:30PM 1:30 pm-3:45 pm 4:00 pm-5:00 pm 4:00 pm-9:00 pm 5:00 pm-7:30 pm 6:00 pm-7:30 pm 7:30 pm-10:45 pm 9:30 pm 10:45 PM	Production Load In Client Arrival, Walk Through, Set Up Registration Open Continental Breakfast and Networking Concurrent Breakout Sessions Lunch OPPS CHANGEOVER TO PM DIAGRAM Concurrent Breakout Sessions Concurrent Breakout Sessions Vendor Load In Dinner Band/DJ Load In and Sound Check Vendor Appreciation Celebration Band/DJ Load Out OPPS CHANGEOVER TO 9/10 AM DIAGRAM	JD	500
	ARTS MIDWEAST CONFERENCE	GGO AB	8:00AM-11:59PM	MOVE IN	CJ	
	HUNTINGTON BANCSHARES PROGRAM	CHASE RO F	8:00AM-11:59PM 8:00AM-11:59PM	SETUP WAR ROOM	MR	
	SMG- KITCHEN KOSHERING	KITCHEN	8:00AM-11:59PM	KITCHEN KOSHERING- Wedding use only.		
MON. SEPT 10	2012 HCAM/MCAL ANNUAL CONFERENCE	Grand Gallery West Grand Gallery Secchia Lobby/Ballroom B Grand Gallery F Exhibit Hall C Ballroom B Ballroom C, Ballroom D Secchia Lobby Grand Gallery/Exhibit Hall C Exhibit Hall C Ballroom D Pre-Function Exhibit Hall C Grand Gallery A-F Ballroom D Grand Gallery A-F Ballroom D Secchia Lobby Ballroom A Ballroom A BALLROOM A OFF SITE	6:00 am 7:30 am-5:00 pm 8:00 am-8:30 am 8:30 am-10:30 am 8:00 am-11:30 am 8:30 am-10:30 am 10:45 am-12:15 pm 12:00 pm 12:15 pm-2:30 pm 12:15 pm-2:30 pm 12:15 pm-2:30 pm 2:30 pm-5:00 pm 2:45 pm-3:45 pm 2:45 pm-3:45 pm 4:00 pm-5:00 pm 4:00 pm-5:00 pm 6:00 pm-7:15 pm 6:45 pm 7:15 pm-9:00 pm 9:00 PM 9:00 pm-10:30 pm	Client Arrival Registration Open Breakfast and Networking Vendor Breakfast Vendor Load In Welcome and Keynote Concurrent Breakout Sessions Piano Tuning Provided Lunch Expo Open HCAM and MCAL Credentialing Vendor Load Out Concurrent Breakout Sessions MCAL General Membership Meeting Concurrent Breakout Sessions HCAM General Membership Meeting Chairs Happy Hour Doors Open Chairs Banquet OPPS TO ADD TABLES TO STAGE Chair's After Glow	JD	500
	ARTS MIDWEAST CONFERENCE	GGO AB	8:00AM-11:59PM	MOVE IN	CJ	
	HUNTINGTON BANCSHARES PROGRAM	CHASE RO E RO F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP LUNCH WAR ROOM	MR	
	SMG- KITCHEN KOSHERING	KITCHEN	8:00AM-11:59PM	KITCHEN KOSHERING- Wedding use only.		

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TUES. SEPT 11	ARTS MIDWEST CONFERENCE	EH C GGO AB	8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP	CJ	500
	2012 HCAM/MCAL ANNUAL CONFERENCE	Grand Gallery West Grand Gallery Secchia Lobby/Ballroom B Grand Gallery A-F Ballroom C, Ballroom D Ballroom A Ballroom B Ballroom C, D	6:15 am 7:30 am- 4:00 pm 7:45 am- 8:30 am 8:45 am- 11:00 am 11:15 am- 12:15 pm 12:25 pm- 2:15 pm 2:25 pm- 3:55 pm 4:00 pm- 5:00 pm 4:00 pm- 6:00pm 5:00 pm	Client Arrival Registration Breakfast and Networking Concurrent Sessions Concurrent Sessions Awards and Recognition Luncheon Plenary Session Concurrent Breakout Client Load Out Event Concludes		
	HUNTINGTON BANCSHARES PROGRAM	CHASE RO E RO F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP LUNCH WAR ROOM	MR	
	FORD LUMP SUM OPTION- FINANCIAL AND TAX EDUCATION GROUP SESSION	MON A-D	8:00AM-11:59PM	MEETING	CJ	
WED. SEPT 12	ARTS MIDWEST CONFERENCE	BALL A-D EH C GGO A-F GGO A-H DVPH	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 9:00AM-6:00PM	BANQUET EXHIBIT CONFERENCE CONFERENCE MOVE IN	CJ	
	HUNTINGTON BANCSHARES PROGRAM	CHASE RO E RO F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP LUNCH WAR ROOM	MR	
THURS. SEPT 13	ARTS MIDWEST CONFERENCE	BALL A-D EH C GGO A-F GGO A-H DVPH DVPH DVPH	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:30AM-5:00PM 6:30PM – 9:30PM 9:30PM-12:00AM	BANQUET EXHIBIT CONFERENCE CONFERENCE SOUND CHECKS PERFORMANCES (9) CHANGEOVER	CJ	
	SMG- 2012 BLOOD-BORNE PATHOGEN CLASS	MON B	8:00AM-11:59PM	MEETING	CJ	
FRI. SEPT 14	ARTS MIDWEST CONFERENCE	BALL A-D EH C GG A-F GGO A-H DVPH DVPH DVPH DVPH	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:30AM-5:00PM 6:30PM – 9:30PM 9:30PM-1:00AM	BANQUET EXHIBIT CONFERENCE CONFERENCE SOUND CHECKS PERFORMANCES (9) MOVE OUT	CJ	
	CITY MANAGERS MEETING	MON A	8:00AM-11:59PM	MEETING	DA	
	WEST MI MOM'S SALE	EH A	8:00AM-11:59PM	SET UP	DA	
SAT. SEPT 15	ARTS MIDWEST CONFERENCE	BALL A-D EH C	8:00AM-11:59PM 8:00AM-11:59PM	BANQUET EXHIBIT	CJ	

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DVPH = DeVos Performance Hall

DEVOS PLACE

REVISED WEEKLY - 2012

		GG A-F GGO A-H EH A	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONFERENCE CONFERENCE PUBLIC SHOW	DA	
SUN. SEPT 16	AVON COME HOME FOR THE HOLIDAYS	BALL CD CD PRE-FUNC BUS CNTR	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	PRESENTATION REGISTRATION OFFICE	JD	
MON. SEPT 17	FOX MOTORS TRAINING	DVPH MON A-D RECITAL	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	PERFORMANCE BANQUET BANQUET	JH	
TUES. SEPT 18	GRAND RAPIDS SYMPHONY: CLASSICAL 1-OPENING NIGHT SPECTACULAR!	DVPH	8AM - 1PM 3:30PM-6PM 7:30PM-10PM	MOVE IN REHEARSAL REHEARSAL	JH	
WED. SEPT 19	STATE BAR OF MICHIGAN 2012 ANNUAL MEETING	GG BALL C-D PRE BALL A BALL C-D GGA-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SET UP SET UP SET UP SET UP SET UP	DA	
	GRAND RAPIDS SYMPHONY: CLASSICAL 1-OPENING NIGHT SPECTACULAR!	DVPH	3:30PM-6PM 7:30PM-10PM	REHEARSAL REHEARSAL	JH	
THURS. SEPT 20	SPE THERMOFORMING DIVISION CONVENTION	EH B EH BC EH C	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	STORAGE SET UP STORAGE	JD	
	STATE BAR OF MICHIGAN 2012 ANNUAL MEETING	GG BAL C-D PRE BALL A BALL B BALL C-D GG A-F GGO A-H RO AF CHASE BRDRM	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	REGISTRATION LOBBY MEETING MEALS EXHIBITS BREAKOUT ROOMS BREAKOUT ROOMS BREAKOUT ROOMS BREAKOUT ROOMS	DA	
	GRAND RAPIDS SYMPHONY: CLASSICAL 1-OPENING NIGHT SPECTACULAR!	DVPH	7:30PM-10PM	REHEARSAL	JH	
FRI. SEPT 21	SPE THERMOFORMING DIVISION CONVENTION	EH B EH BC EH C	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SET UP SET UP STORAGE	JD	
	STATE BAR OF MICHIGAN 2012 ANNUAL MEETING	GG BAL C-D PRE BALL A BALL B BALL C-D GG A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	REGISTRATION LOBBY MEETING MEALS EXHIBITS BREAKOUT ROOMS	DA	

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REVISED WEEKLY – 2012

	BRIDAL SHOW OF WEST MI	GGO A-H RO AF	8:00AM-11:59PM 8:00AM-11:59PM	BREAKOUT ROOMS BREAKOUT ROOMS SETUP/EXHIBITS	CJ	
	GRAND RAPIDS SYMPHONY: CLASSICAL 1-OPENING NIGHT SPECTACULAR!	RECITAL HALL DVPH	7PM-7:30PM 8PM-10PM	UPBEAT PERFORMANCE	JH	
SAT. SEPT 22	SPE THERMOFORMING DIVISION CONVENTION	EH B EH BC EH C GG GG D-F GGO H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	STORAGE SET UP/RECEPTION STORAGE REGISTRATION MEETING SPEAKER ROOM	JD	
	METRO HEALTH HOSPITAL DINNER	BALL A-D MON D RO AB RO LOBBY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	BANQUET BANQUET BANQUET BANQUET	DA	
	BRIDAL SHOW OF WEST MI	EH A	8:00AM-11:59PM	EXHIBIT/TEARDOWN	CJ	
	GRAND RAPIDS SYMPHONY: CLASSICAL 1-OPENING NIGHT SPECTACULAR!	RECITAL HALL DVPH	7PM-7:30PM 8PM-10PM 10PM-12AM	UPBEAT PERFORMANCE MOVE OUT	JH	
SUN. SEPT 23	SPE THERMOFORMING DIVISION CONVENTION	EH B EH BC EH C GG GGA-F GGO H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	STORAGE EXHIBIT STORAGE REGISTRATION MEETING ROOMS SPEAKER ROOM	JD	
MON. SEPT 24	SPE THERMOFORMING DIVISION CONVENTION	EH B EH BC EH C GG GGA-F GGO H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	STORAGE EXHIBITS STORAGE REGISTRATION MEETING ROOMS SPEAKER ROOM	JD	

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