

**PEORIA TRIBE OF INDIANS OF OKLAHOMA
BUSINESS COMMITTEE MEETING**

March 1, 2022

MINUTES

CALL TO ORDER/INVOCATION:

Chief Craig Harper called the meeting to order. Carolyn Ritchey gave the Invocation.

DECLARATION OF QUORUM:

Secretary Tonya Mathews declared a quorum with all members present.

APPROVAL OF AGENDA:

Motion was made by Carolyn Ritchey and seconded by Hank Downum to approve the agenda as presented. Motion passed.

APPROVAL OF MINUTES:

Motion was made by Hank Downum and seconded by Rosanna Dobbs to approve the Minutes of the Regular Meeting, held on February 1, 2022. Motion passed.

MONTHLY TRIBAL/PROGRAM REPORTS:

Financial Reports

Motion was made by Carolyn Ritchey and seconded by Kara North to approve the Financial Reports for January 2022 as presented. Motion passed.

Enterprise Reports

Patrick Browne, CEO of Buffalo Run Casino & Resort, began his report by speaking about the new items on the menu at Coal Creek. Mr. Browne then introduced Milton Hale, Superintendent of Peoria Ridge Golf Course.

Mr. Hale began his report by providing an overview of his maintenance report for the Peoria Ridge Golf Course. He gave a report on the following list of projects:

- Completed tree trimming of key trees on the course
- Greens aerification in process – delayed due to weather
- Equipment repairs completed and ready to go
- Sand trap work scheduled for March
- Sod work on greens fringes & greens scheduled for March and April
- Pre-emergent herbicide applications completed on front 9 – working on back 9 currently

Following his report, Mr. Hale introduced Austin Shipman, Manager of Peoria Ridge Golf Course.

Mr. Shipman began his report by informing the Business Committee that the month of January showed a decrease in revenue due to being closed for 13 days because of the weather. He then stated that February was also a slow month due to poor weather. He informed the Business Committee that the Clubhouse will reopen on Mondays, beginning on March 8th. He further stated that the Pro Shop is starting to receive its Spring orders and that the first golf tournament is planned for March 26th, 2022. He then began discussing the Financials for the Golf Course, by stating that there was a 9% increase YTD over this time last year and even though there was a decrease in sales for January compared to last year, the overall sales were up 7%. Golf rounds showed a decrease in both month-to-month comparisons as well as year-to-date – which is primarily due to the poor weather. Mr. Shipman ended his report by informing the Business Committee that he will be leaving Peoria Ridge Golf Course in mid-March to pursue other ventures. Following that announcement, Mr. Browne thanked Mr. Shipman for his dedication, hard work, & leadership. Mr. Browne then introduced Brian Estep, Director of Facilities for Buffalo Run Casino & Resort.

Mr. Estep began his report by listing the accomplishments for the last month, as well as initiatives moving forward.

Top highlights included:

- New ATM machines were installed at Buffalo Run Hotel and Peoria Ridge Golf Course.
- Motion lights were added in the hotel's first floor hallway, public restrooms, and gym to provide energy savings.
- Placed a new security ambassador podium in the Casino front entrance, this leads to a much nicer greeting area for guests entering the casino.

Top initiatives included:

- Remodeling the Employee's dining room to add a soup/salad bar. This offers a healthier option for the employees, and it was a much-needed update.
- Moved Security/Dispatch to the front entrance area.
- Adding electric vehicle charging stations to better serve guests (rates charged by the minute).
- New flooring to be installed in the Employee entrance area.

In closing, Mr. Estep introduced Katherine VanStavern, Hotel Manager of Buffalo Run Hotel.

Ms. VanStavern began her report by listing the recent improvements completed at the hotel. These improvements included:

- Indoor pool area has been repainted (walls and pool interior).
- Created a training checklist and a step-by-step SOP for both the Front Desk and Trucker's Lounge employees.
- New washers, dryers, and ironer have brought back a 3-day PAR for towels and washcloths, as well as provided assistance to the Food & Beverage team at the Casino with their linen needs.
- Began using Expedia in February 2022 - this has already proven to be a success as nine reservations were made the first day.
- Searching for a new phone system and updated hardware.

- New locking systems will be RFID that will track activity in and out plus will not demagnetize credit cards.
- For the upcoming Annual Tribal Meeting, 27 of the 35 rooms blocked for Tribal members have been booked to date. Five additional rooms added to accommodate last minute bookings.
- Looking into possibility of adding baby cribs as an option to add to a room upon request.

Ms. Van Stavern then began discussing the Financials for the Hotel by stating the following:

- YTD comparisons show a 48% increase in revenue;
- Room revenue showed a 47% increase compared to last year;
- Grab-N-Go revenue showed an impressive 95% increase from last year.

In closing, Ms. Van Stavern introduced Nate Dowling, Director of Surveillance, Security, and IT for Buffalo Run Casino & Resort.

Mr. Dowling began his report by listing the current projects, as well as accomplishments his departments have made, which include the following:

- Network and Security systems are 80% complete at both the ERC and Woodland Academy (still waiting on a few parts to complete this project).
- Completed the new phone system conversion and new card access system at the Tribal Headquarters.
- Installed an internet bridge at the Golf Course which will save money for the Tribe by cutting the cost in half.
- Currently remodeling office which should be completed in 60 days.
- New CIP software (Reporting program for Security & Surveillance) is being installed and is currently 50% complete.
- Replaced Key Pro key system.

Mr. Dowling then reported on the current initiatives for the Casino, which include the following:

- Full phone system upgrade in the Hotel;
- IT office remodel project;
- Surveillance system upgrade for Table Games;
- New Licensing Software for the Gaming Commission.

In conclusion, Mr. Dowling then introduced Brian Favreau, Director of Casino Operations for Buffalo Run Casino & Resort.

Mr. Favreau began his report by listing some accomplishments from his departments, which include the following:

- Converted/swapped out 20 games - Analytics were used to check the game's performance. (The goal is to bring in the most popular games in the U.S.)
- Promoted two hourly employees to salaried positions.

- Conducted guest satisfaction/mystery shopper surveys: Results showed that 7/10 employees scored 100%. The overall score was rated at 85%. New goal is to increase this number into the 90s. Will be performing these every other month for the next year.

Mr. Favreau then reported on the current initiatives for the Casino, which include the following:

- Adding a new game: Three Card Poker with the Six Card Bonus.
- Convert/Swap out 30 games.
- Installing 4 additional automatic shufflers on Table Games (will cut down wasted playtime without dealer shuffling).

Mr. Favreau then began discussing the Financials for Slots and Table Games by stating the following:

- For Slots, there was a 11% decrease in coin-in due to the poor weather, but there was still a 16% increase from last year and a 21% increase in Slot-Win YTD.
- For Table Games, there was a 17% decrease in Drop due to poor weather, but there was still a 37% last year and a 34% increase YTD in Table Games Win.

In closing, Mr. Favreau re-introduced Patrick Browne, CEO of Buffalo Run Casino and Resort.

Mr. Browne then discussed Tribal Distribution for the Casino by reporting the following:

- There was a 7% decrease for the month compared to last year, however there are still two months left to improve the overall YTD Tribal Distribution.

Mr. Browne concluded his report by stating that the Casino continues to forecast year-end distribution to exceed \$10 million.

ADMINISTRATIVE REPORT:

Chief Harper provided a summary of his written report, highlighting the following:

- The office held an all-staff development training for two days. Tyler Haase, Director of Human Resources, gave an overview of the training and stated that a post training survey was sent out with the overall feedback being positive. The training provided good leadership strategies.
- Trip to Choctaw Headquarters and Museum
- Trip to Dallas – EDA Grant
- Continuing to hold bi-weekly Director’s meetings
- General Council – the entire team is working hard to prepare for this
- Developing budgets for next year
- Prep for the Campus ribbon cutting
- “Vote your Values” Campaign

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

Discussion/Approval Buffalo Run Casino Contract: Tonya Mathews, Secretary, recommended verbiage be modified to include the correct business names for all parties involved. Motion was made by Isabella Burrell and seconded by Carolyn Ritchey to approve the Buffalo Run Casino contract with the amended verbiage. Motion passed.

Resolution R-03-01-22-A, “Authorization for the Peoria Tribe of Indians of Oklahoma, Tribal Participation in a Nationwide Elder Needs Assessment “Identifying Our Needs: A Survey of Elders” Native elder social and health needs assessment”: Motion was made by Isabella Burrell and seconded by Hank Downum to approve Resolution R-03-01-22-A as presented. Motion passed.

Resolution R-03-01-22-B, “Authorization and Signatures with First National Bank and Trust Company Entitled Peoria Ridge Golf Course Operating Account”: Motion was made by Carolyn Ritchey and seconded by Hank Downum to approve Resolution R-03-01-22-B as presented. Motion passed.

Resolution R-03-01-22-C, “Authorization and Signatures with First National Bank and Trust Company of Miami, Oklahoma for Accounts Entitled Buffalo Run Casino”: Motion was made by Kara North and seconded by Isabella Burrell to approve Resolution R-03-01-22-C as presented. Motion passed.

Resolution R-03-01-22-D, “Authorization and Signatures with First National Bank and Trust Company of Miami, Oklahoma for Accounts Entitled Buffalo Run Hotel”: Motion was made by Isabella Burrell and seconded by Rosanna Dobbs to approve Resolution R-03-01-22-D as presented. Motion passed.

Resolution R-03-01-22-E, “Resolution Authorizing Submittal of Application to the Bureau of Indian Affairs for Living Language Grant Program”: Motion was made by Kara North and seconded by Hank Downum to approve Resolution R-03-01-22-E as presented. Motion passed.

Discussion/Approval Tribal Programs Budget for FY 2023: (Discussion held in Executive Session). Motion was made by Hand Downum and seconded by Kara North to approve the Tribal Programs Budget for FY 2023. Motion passed.

Discussion/Approval Peoria Tribe of Indians of Oklahoma change in Personnel Policy handbook: Tyler Haase, Director of Human Resources, spoke briefly regarding the change in verbiage made in the handbook. Motion was made by Rosanna Dobbs and seconded by Kara North to approve the change in the Personnel Policy. Motion passed.

Discussion/Approval of Budget Modification: Motion was made by Isabella Burrell and seconded by Hank Downum to approve the Budget Modification as presented. Motion passed.

Discussion/Approval of ARPA Application: (Discussion held in Executive Session). No action taken.

Discussion/Approval to Support “Vote Your Values” Campaign: (Discussion held in Executive Session). Motion was made by Carolyn Ritchey and seconded by Kara North to approve the “Vote Your Values” Campaign as presented. Motion passed.

Discussion/Approval for Employee Wage Change Recommendations: (Discussion held in Executive Session.) Motion was made by Rosanna Dobbs and seconded by Carolyn Ritchey to approve the employee wage changes as presented. Motion passed. Tonya Mathews abstained.

PUBLIC COMMENTS:

Chief Harper began “Public Comments” by stating that he would like to go around the room so that each Tribal Citizen has the opportunity to address the Business Committee or ask questions:

- Tribal Citizen, Tabitha Sixkiller, inquired about the citizen’s hotel rate at Buffalo Run Casino & Resort. The Business Committee replied that it is a flat rate of \$59.00 with availability.
- Tribal Citizen, Cheyenne Lasiter thanked the Tribal staff and Business Committee for their hard work and success.
- Tribal Citizen, Axle Farless, thanked the Tribal staff and Business Committee for their hard work.
- Tribal Citizen, Nick Hargrove, inquired about Zoom. Chief Harper stated that Korie Payton has been working on it but is out on Maternity Leave until next week.
- Tribal Citizen, Roberta Lindsley, thanked the Tribal staff and Business Committee for their hard work and dedication. She then further stated that Tribal citizens are finally coming back to visit our Enterprises because of the improvements that have been made.
- Tribal Citizen, Stacy Lindsley, thanked the Tribal staff and Business Committee for their hard work & stated she was proud to be Peoria.

EXECUTIVE SESSION:

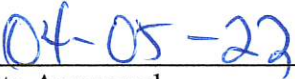
Motion was made by Hank Downum and seconded by Kara North to move into Executive Session at 7:08 pm. Motion passed.

Motion was made by Isabella Burrell and seconded by Carolyn Ritchey to come out of Executive Session at 9:29 pm. Motion passed.

ADJOURNMENT:

Motion to adjourn was made by Carolyn Ritchey and seconded by Isabella Burrell. Motion carried unanimously and the meeting was adjourned at 9:33 pm.


Authorized Signature


Date Approved