

**PEORIA TRIBE OF INDIANS OF OKLAHOMA
BUSINESS COMMITTEE MEETING
November 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, except for Treasurer Hank Downum. Treasurer Downum notified the Committee of his absence prior to the meeting.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Motion was made by Kara North and seconded by Carolyn Ritchey to approve the Minutes of the Regular Meeting, held on October 4, 2022. Motion passed.

MONTHLY TRIBAL/PROGRAM REPORTS:

Financial Reports

Motion was made by Rosanna Dobbs and seconded by Kara North to approve the Financial Reports for September 2022 as presented. Motion passed.

Enterprise Reports

Patrick Browne, CEO of Buffalo Run Casino & Resort, introduced himself and began his report by informing the Committee that the Casino was six months into its fiscal year. Mr. Browne then introduced Milton Hale, Superintendent, and Jeremy Weiss, Manager, both with Peoria Ridge Golf Course, to give their reports.

Mr. Hale began his report by giving an overview of “*Golf Course Beautification*”, which included:

- Fall projects:
 - Fairway and tee fertilization has been completed
 - Greens aerification completed
 - Seeded fescue under bare tree areas
- Upcoming Winter projects:
 - Tree trimming
 - Equipment reel grinding
 - Bush-hog of native areas
 - Numerous irrigation projects

Mr. Hale then introduced Jeremy Weiss, Manager of Peoria Ridge Golf Course. Mr. Weiss began his report, which included:

Golf Updates

- Rate changes per round will be increased in 2023, as well as, making Friday part of the weekend. Both changes should increase revenue by approximately \$100,000.
- New business hours for 2023 beginning in May and continuing through August with a 7:00 am start time. This change will allow an increase in daily rounds – as the first hours of the morning are the busiest.
- All changes are projected to bring in around 2,500 in additional rounds.
- Currently, rounds are split equally between members and non-members.
- New Golf Course record – Topped 3,000 rounds for four consecutive months! (Previously, PRGC had only hit 3,000 rounds once.)
- September was the second-highest month for rounds – finishing at 3,232.
- New Goal: To achieve 30,000 rounds/year within next five years.
- PRGC is on pace to increase rounds by 11% over the prior year's performance.

Golf Financials

- 12% increase in revenue from September 2021 to September 2022
- 25% increase in golf rounds from September 2021 to September 2022

Mr. Weiss ended his report by asking the Business Committee if there were any questions. He then introduced Katherine VanStavern, Manager of Buffalo Run Hotel.

Ms. VanStavern began her report, which included:

Hotel Accomplishments

- The hotel had a record month in room revenue during the month of July – ending as the largest revenue month in the hotel's history.
- Currently upgrading the suite bedding in all suites.
- Working on updating the look and experience for our guests.
- Focusing on decreasing hotel expenses by negotiating pricing for laundry, food, and operating supplies.
- Hotel conference room has been remodeled to match the lobby.
- Upgraded televisions in larger rooms to 55”.

Hotel Initiatives

- New pillows for hotel rooms.
- Deep cleaning in all hotel rooms to include running ozone equipment to eliminate any odors.
- During deep cleaning inspections, lists are being made to highlight areas of concern.

Hotel Financials

- Hotel revenue showed an increase of 5% from September 2021 to September 2022 with a 6% increase YTD
- Room revenue showed an increase of 3% from September 2021 to September 2022 with a 7% increase YTD
- Grab-n-Go revenue showed an increase of 43% from September 2021 to September 2022 with a -8% *decrease* YTD
- Since adding Expedia, there has been an average of 7-10 rooms booked per night.
- There has been a steady increase in room revenue over the last 3 years.

Ms. VanStavern ended her report and introduced Brian Estep, Director of Facilities for Buffalo Run Casino & Resort.

Mr. Estep began his report, which included:

Facilities Update

- Capital Projects (2022 & 2023)
 - Hotel:
 - Garbage Bin Area
 - Expansion = Total Cost: \$10,000.00
 - Fencing = Total Cost: \$25,000.00
 - TOTAL PROJECT COST: \$35,000.00
 - Casino:
 - Bistro Update
 - Construction = Total Cost: \$222,048.00
 - Hoods/Vents = Total Cost: \$16,000.00
 - Equipment = Total Cost: \$156,293.00
 - TOTAL PROJECT COST: \$394,341.00
 - Showplace
 - Construction = Total Cost: TBD
 - Bleachers = Total Cost: \$167,990.00
 - Bar Equipment = Total Cost: \$83,783.00
 - TOTAL PROJECT COST: TBD
 - Trucker's Parking
 - Lot Repair = Total Cost: \$79,392.00
 - Food & Beverage
 - Outdoor Storage = Total Cost: \$15,000.00
 - Other
 - EV Charging Stations = Total Cost: \$14,000.00
 - To help with the project expenses, the casino has been saving approximately \$40,000 per month to put towards such improvements.
 - The Showplace project for bleachers is expected to be added in the 4th quarter of 2023 and will increase the total seating to over 1400.
 - Repairs to the trucker's parking lot/drive are imperative – as truckers contribute greatly to monthly coin-in.
 - Golf Course:
 - Repair 14 Sand Traps = Total Cost: \$200,000.00
 - Replace Green Fencing = Total Cost: \$168,000.00
 - Stain/Polish Clubhouse Flooring = Total Cost: \$40,000.00
 - Front of Clubhouse Repairs = Total Cost: \$7,500.00
 - TOTAL PROJECT COST: \$415,500.00

Mr. Estep ended his report by announcing to the Committee that he had given his resignation to the Casino to take a different route with his career. He thanked Chief Harper & the Business Committee, the Tribe, and the Casino for the opportunity to be employed. The Committee wished him well on his new endeavor.

Mr. Browne thanked Mr. Estep for his employment then began passing out a copy of the guest satisfaction reviews to the Committee. He then introduced Angela Gosney, Director of Finance for Buffalo Run Casino and Resort.

Ms. Gosney began her report, which included:

Slot Financials

- Coin-in was down 2% from September 2021 to September 2022 with a 13% *decrease* YTD
- Slot win was down 6% from September 2021 to September 2022 with a 17% *decrease* YTD

2023 Casino Distribution

- Distribution was down 23% from September FY2022 to September FY2023 with a 96% *decrease* YTD; However, the casino is only halfway through the FY & continuing to work towards the nine million dollar goal and is currently down by two million.

Ms. Gosney ended her report with the “Casino Distribution” and was followed by Mr. Browne speaking to conclude the Enterprise reports. He discussed the possibility of purchasing slot machines and showed the Committee a breakdown of what it would cost to purchase vs lease new slot machines. Mr. Browne ended the discussion by stating that 30-50% of all casinos own their own slot machines and that our goal is to own 240 of the 600 machines that the casino currently leases.

ADMINISTRATIVE REPORT:

Chief Harper gave a recap of his written report, the highlights included:

- Attended the NIEA (National Indian Education Association) Convention
- Continuing to hold bi-weekly Director’s meetings, as well as one-on-one meetings with each Director
- Visit from Judge Bigler
- Attended Intertribal Council Meeting
- Dine for the Wild benefit dinner – held at Buffalo Run
- River Bottom Sportsmen – The Great Deer Hunt
- Toured the ITC Food Distribution Center
- Signed contracts on:
 - Cemetery Master Plan
 - Food Distribution Center
 - Wellness Center

Chief Harper ended his report by reminding the Committee and Citizens to remember to vote on November 8th. Chief Harper then introduced Charla Echohawk, Director of Cultural Preservation, to begin her report.

Ms. EchoHawk began her report with a slideshow that included:

Where We Were, Last Quarter (Cultural Preservation):

- The Cultural Preservation department physically moved to new office spaces at the ERC building - 1815 Cleveland Avenue.
- All new: Departmental organization structure, furniture, hardware, learning/workspaces, conference room, and technology
- Painted Hides workshop and ongoing cultural enrichment effort with the Miami Nation
- First ever Peoria language class launched a 10-week course with 66 students
- Five Moons Dance Festival honoring Peoria tribal citizen Moscelyne Larkin

Where We Are, This Quarter (Cultural Preservation):

- First Peoria language class successfully implemented & completed
- “Lessons Learned” are underway immediately following the Tribe’s first language installment
- New job description was created and posted for an Archive Specialist as well as a Historic Preservation Specialist
- Foundational engineering for all work under Cultural Preservation
- Planning and implementation of Veterans Day Tribute and 2nd Annual Veterans Day Dance, November 11-12, 2022
- Begin acquisition of Veterans status (active, retired, rank, branch, medal recipients, etc) for all tribal members

Where We Are Going, Next Quarter (Cultural Preservation):

- Positions for an Archive Specialist and a Historic Preservation Specialist to be filled
- New position for a Repatriation Specialist created and the job description posted
- Launch “Beginning Peoria” and “Beginning Peoria 2” language classes
- Prepare for General Council and Annual Stomp Dance
- Begin preparation for the 2023 Annual Peoria Powwow
- Evaluate new funding sources for additional Cultural Preservation resources
- Develop cemetery software and finalize policy language
- Finalize and acquire federal designation status as a Tribal Historic Preservation Office (THPO)

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

The Committee reviewed the documents presented for “New Members Recommended for Approval by the Enrollment Committee on 10/13/22 Tentatively to be Approved by the Business Committee on 11/01/22 or at the Next Regularly Scheduled or Special Meeting”. No questions were asked by the Committee. Motion to approve the recommendations was made by Isabella Clifford and seconded by Carolyn Ritchey. Motion passed.

Resolution R-11-01-22-A, “Approval for Changes to the Peoria Tribal Membership Roll”: Motion was made by Rosanna Dobbs and seconded by Kara North to approve Resolution R-11-01-22-A as presented. Motion passed.

Resolution R-11-01-22-B, “Resolution for Continued Support of the Title VI Part A- Supportive and Nutritional Services for Older Native Americans and for Support of Part C- Native American Caregiver Support Program”: Motion was made by Isabella Clifford and seconded by Kara North to approve Resolution R-11-01-22-B as presented. Motion passed.

Resolution R-11-01-22-C, “Resolution Approving and Authorizing Amendments to Appendix (A) of the General Revenue and Taxation Act and Rules and Regulations of the Peoria Tribe of Indians of Oklahoma”: Motion was made by Kara North and seconded by Rosanna Dobbs to approve Resolution R-11-01-22-C as presented. Motion passed.

Resolution R-11-01-22-D, “Resolution Approving and Authorizing a Noncriminal Justice Agency Agreement and Memorandum of Understanding and Federal Bureau of Investigation Criminal Justice Information Services Security Addendum”: Motion was made by Isabella Clifford and seconded by Carolyn Ritchey to approve Resolution R-11-01-22-D as presented. Motion passed.

Resolution R-11-01-22-E, “Authorization and Signatures with First National Bank and Trust Company of Miami, Oklahoma for Accounts Entitled Buffalo Run Casino”: Motion was made by Rosanna Dobbs and seconded by Carolyn Ritchey to approve Resolution R-11-01-22-E as presented. Motion passed.

Resolution R-11-01-22-F, “Authorization and Signatures with Security Bank and Trust Company of Miami, Oklahoma for Accounts Entitled Buffalo Run Casino”: Motion was made by Rosanna Dobbs and seconded by Carolyn Ritchey to approve Resolution R-11-01-22-F as presented. Motion passed.

Resolution R-11-01-22-G, “Authorization and Signatures with First National Bank and Trust Company of Miami, Oklahoma for Accounts Entitled Buffalo Run Hotel”: Motion was made by Rosanna Dobbs and seconded by Carolyn Ritchey to approve Resolution R-11-01-22-G as presented. Motion passed.

Resolution R-11-01-22-H, “Authorization and Signatures with First National Bank and Trust Company for Accounts Entitled Peoria Ridge Golf Course Operating Account”: Motion was made by Rosanna Dobbs and seconded by Carolyn Ritchey to approve Resolution R-11-01-22-H as presented. Motion passed.

2022 Rose Rock Audit Presentation and Approval: Mr. Ryan Harris, CPA with Rose Rock CPAs, presented the audit data to the Business Committee. No findings in internal control and no modifications were made. No comments from the Audit Committee members present. Motion was made by Isabella Clifford and seconded by Rosanna Dobbs to approve the audit as presented. Motion passed.

Continued Discussion of ARPA Funds: No feedback from the Committee. No action taken.

PUBLIC COMMENTS:

Chief Harper began “Public Comments” by asking if there were any questions so that each Tribal Citizen had the opportunity to address the Business Committee or ask questions.

No comments were received from the public.

EXECUTIVE SESSION:

Motion was made by Kara North and seconded by Carolyn Ritchey to move into Executive Session at 7:53 pm. Motion passed.

Motion was made Rosanna Dobbs and seconded by Isabella Clifford to come out of Executive Session at 8:49 pm. Motion passed.

ADJOURNMENT:

Motion to adjourn was made by Carolyn Ritchey and seconded by Rosanna Dobbs. Motion carried unanimously and the meeting was adjourned at 8:51 pm.


Authorized Signature

12-06-22
Date Approved