

Downstream Authority of the Quapaw Tribe of Oklahoma Regular Meeting
April 14, 2010

Meeting Called to Order: 10:37 am

ROLL CALL:	John Berrey, Chairman	Present
	J R Mathews, Vice-Chairman	absent
	Larry Ramsey, Secretary	Present
	Ranny McWatters, Treasurer	Present
	Marilyn Rogers, Member	Present

DECLARATION OF QUORUM: announced by Larry Ramsey

Meeting with Minnie Francis and Melissa Gains

Minnie

- Offered position in cage by Maddie then retracted by Shane
- Offered host position in Buffalo Grille – PT as needed, needs a full time position
- Wanted to apply for a bartender, but was told no by Shane
- Will be able to come back to work after 4/25
 - Wants to be in the Cage

Melissa

- Must do 90 consecutive, drama free days at the golf course
- Wants to be a house keeping supervisor in the hotel
 - Has to start at a lower position and work her way up

Both complained of issues with Shane.

Break - 10:59 am

Return to Meeting 1:00 pm

Prayer led by Marilyn Rogers

Department reviews

Finance

- Kent and Casey
- 43% EBITA year to date
- 27.9 million
- March has been the best month year to date
- Funded interest payment today
- 7 million already in the bank for October payment
- Asset tagging project is on going
- Begin the 2011 budget process on 4/28/10
- Jerri Montgomery has been promoted to Purchasing Manager
- Credit program is live
 - Approx 6-12 people so far are signed up
- Kronos continues, should have the majority complete by the end of the month
- Eggheart will be on site at the end of the month to begin internal audit for the year.

GM Updates

- Training room – discussion on color for the partition that is being added. Consensus of the DDA to use a color that closest matched used in the area.
- Discussion on Baffling at Legends

Hotel

- Occupancy up for the second quarter
- 81% is budget goal for April
 - currently at 85% for the month

- New “Gem Car” shuttles are in use
 - Positive comments from the guests
 - Shed for housing is complete
- New Employees
 - Horticulturalist
 - Going well so far
 - Has been signing in and out as requested
- Gun Safe
 - Chief Lewis and Bill Goodwin have sent the information to S. Ward, waiting on response from legal
- Gift Shop
 - Presented a proposed new layout
 - Consensus of the DDA to keep moving forward with the Coffee/Gift shop project

Human Resources

- Update on **Wellness Program** – Currently in partnership with
 - Joplin Y
 - Miami Gym
 - Carthage Y
 - Powerhouse
 - Envy
 - Currently we have over 250 team members participating in the Wellness Program (roughly ¼ of our workforce)
- **PTO Bank** – Excellent response from team members – we are working on building the PTO pool and have received a poor initial response regarding donations. We will man a table at the upcoming Health & Wellness Fair to drive additional donation of hours.
- **Record Retention Program** – Draft was prepared utilizing requirements from the Federal website and was presented to GM for review and approval. This is a “housekeeping” item which we currently follow but do not have a formal program in place.
- **Ethics Point** – Letter & Link is on the Kronos Self Service page. We have the posters ready and would like to kick off this program as soon as possible. I will draft a “Notice” and attach the Chairman’s letter which is on the portal if you are all in agreement to get this off the ground.
- **NIGA Spring Conference** – A huge THANK YOU to the DDA and Steven for allowing me the opportunity to attend and participate in the conference. I was extremely proud of our panel and cumulative presentation and was honored to see the wide representation of Tribal gaming representatives, Tribal elected officials and Tribal government employees in our audience. The feedback from attendees was heartwarming and we have honored approximately ten requests for copies of our powerpoint presentation. This was also a wonderful chance to reconnect with some pioneers in Native Gaming and to network with a number of gaming people and share resources.
- **DMV backgrounding** – We have partnered with Info Cubic to background DMV on Downstream team members responsible for driving shuttles, valet, security vehicles, warehouse vehicles, etc. We were given substantial discounts on OK (23%), KS (29%) and MO (26%) cost of running MVR reports due to the volume that we anticipate. This has worked out extremely well with reports being returned within an average of 10 seconds of submitting our request for information.
- **Health & Wellness Fair** – April 28 & 29 in Downstream Pavilion – Working with Tribal Government and Quapaw Casino for a well rounded health/wellness fair with all Tribal employees invited to participate. In addition to the highest volume of participating vendors, we have added demonstrations throughout both days of the fair as well as healthy cooking options which will be demonstrated by our own Downstream room chefs with these items also being offered in the Buffet, Buffalo Grille and Wa Na Bee Dea during April 28 & 29th. Most of our wellness screenings are being provided free or for the cost of a \$20 copay. Tribal Elders were invited to man a table where they can sell their crafts and we have assorted prizes keeping with our health & fitness theme which will be incentives to drive participation at our fair. Top prize is a BOWFLEX! Please join us for a terrific event...
- **Perfect Attendance Program** –
 - 1st Quarter Awards – 206 team members - \$4,730
 - 2nd Quarter Awards – 144 team members (so far) - \$3,370.00

- **Tribal Shadowing/Career Development Program** – Received seven (7) applications for the Shadowing Program which is a mandatory pre-requisite to participating in the Career Development Program.
 - Janet Kelly – Hotel Houseperson (Interested in shadowing Facilities, Hotel, Wardrobe, Tech II, Supervisor (set up to work with Kathy Thornton)
 - Carol Green – new H.R. Recruiter
 - Interested in shadowing Marketing Players Club
 - Patricia Davis – Hotel Supervisor
 - Interested in shadowing Hotel Front Desk Manager & Desk Agent
 - Charles Harvey – Facilities Tech I
 - Interested in shadowing Facilities Supervisor & Chief Engineer
 - Mary Gray – Hotel Guest Service Valet
 - Interested in shadowing Transportation Manager
 - Joseph Byrd – Marketing Bus Coordinator (In progress)
 - Interested in shadowing Marketing Advertising Manager
 - Cassandra Mayfield – Casino Host (In progress)
 - Interested in shadowing Director of Marketing & Advertising Manager
- Also – working with Shane on a Tribal “family” dinner arrangements, (cost to who? \$3,500 for Wes Studi appearance plus dinner); finding “good fits” for Tribal members seeking employment and counseling existing Tribal team members with attendance or behavior issues. We have one Tribal team member who was a mandatory Employee Assistance referral for failure to pass a breath alcohol test at work but he has made no contact with the counselor. This is a direct violation of the Handbook policy on alcohol/drugs.
- *Alfred “Cricket” Rice* – matched up with Table Games Dual Rate Supervisor – started work 4/13
- *Alford Giveswater* – matched up with Poker Host – started work last week
- *Catherine Smith* – matched up with Q Club Representative (part time swing) – started work last week.
- *Minnie Hawk* – set up interview as Buffalo Grille Host but she declined. Minnie just advised us that due to the car accident last week, she won’t be available to work until after April 26th.
- *Melissa* – Pool Bar interview conducted – didn’t go well – this position REQUIRES the individual to be on time or we can’t open the pool bar – also – doesn’t become available until late May when the pool opens – Melissa cannot qualify for a key license – Don’t know how to fix this issue since she refuses to return to the Golf Course. Up to 71 Quapaw Tribal members currently employed at Downstream.
- **Grievance & Appeals Process** – We are working on a formal procedure.
- **Union Awareness Training** – Training Program has been drafted and reviewed by Legal. Will have final draft to present to GM and DDA within the next 30 days.
- **Picnic** – July 26 & 27 at Eagle Creek – Have selected “Mike’s Amusements” as primary vendor. Vendors are donating much of the food – Anticipate up to 3,000 people - Working on our 2nd annual Tee Shirt for the picnic – will add some fun items for the kids involved – i.e., Slip & Slide, Pony rides, ice cream truck, mini ferris wheel & mini octopus.

Entertainment

- Phone conference with Tony DiNizo of ARD
- Review of concert series line up
 - May 31 – Gregg Allman – confirmed
 - June 18 – America with Christopher Cross – confirmed
 - July 4 – still looking - possibilities:
 - The Guess Who
 - Three Dog Night
 - Grand Funk
 - War
 - Would like to do a package of classic rock
 - July 30 – Leann Womack - confirmed
 - Aug 13 – Blake Shelton
 - Will make offer for \$55-60K
 - Sept 5 – still open – looking for options.

Adjourn 3:45pm