Downstream Authority of the Quapaw Tribe of Oklahoma Regular Meeting May 22, 2015

Meeting Called to Order: 10:00 am

ROLL CALL: John Berrey, Chairman Present

Larry Ramsey, Secretary Present
Ranny McWatters, Treasurer Present
Marilyn Rogers, Member Present
Tamara Reeves, Member Absent

DECLARATION OF QUORUM: announced by Larry Ramsey

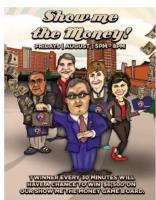
Jani/Alan/Kathy

Newsletter

- July 2015
- Approved as presented (see attached)

August Artwork

- Show me the Money
 - o 5 options presented (see attached)



- \circ
- Whirl N Win
 - 4 options presented



Sept/Oct Promotions

- Sept
 - Hot Stuff
 - Play and earn, Tuesdays
 - Mugs and soup bowls
 - House of Cards
 - Sundays
 - Seasons of Winning
 - Invite Only
 - Sat Sept 15
 - o \$10 QPlay
 - Larry the Cable Guy
- October
 - o Bustin Loose
 - Wednesdays
 - Qplay 5-50
 - o Countchpcula
 - Box of chocolates play and earn
 - Prizes inside
 - 125 points
 - Sweet Dreams
 - Blanket play and earn
 - Win It Again
 - Sept jackpots invited back
 - Cash giveaways
 - o You had me at Vacation
 - PD Event
 - Outside company to give away trips (no cost to DCR)
 - Money Maze
 - Saturdays
 - 4-9pm
 - 12 picks –moves

10:48am - break

1:17pm – Resume

- Executive retreat update
 - o Branson Sept 13-16
 - Big Cedar Lodge
- Dan Cook
 - Charity event request, wants to do during concert
 - Consensus of the DDA not to be held during concert
- Entertainment
 - Commodores no interest
- Performance based bonuses
 - See attached breakdown
 - Company goals
 - Personal goals
- Ebay account
 - Proposal DRAFT Downstream Casino Resort eBay Account
 The purpose of this document is to outline the benefit of creating an eBay account for DSCR and the needs and responsibilities of all involved.
 Creating an eBay account for DSCR would assist with recouping funds from various departmental surplus, out of date equipment, etc. DSCR has sold items for way belong value just to "dump" items out of inventory, just one way to say it. We have also sent items that may be valuable to someone to eWaste or other recycling type entities.

Many departments have items that are end of life, outdated, or just surplus from various events. Some items that can be included are inventory surplus from the Holiday Sale, banquet items after departmental refresh, end of life computer equipment, surplus marketing trinkets, etc.

There needs to be an organized process and responsible parties to make this a success. Below is a listing of what has been discussed to this point.

- eBay Account Administrator(s) This can be an individual or a group of individuals that would setup the eBay listing then monitor the eBay listing for bids, questions, and subsequent shipping.
- Selling Department responsibilities:
 - Pictures, Descriptions, and Pricing of items will be submitted to the eBay Account Administrator from the department after item is packaged. This eliminates the last minute packing that may delay shipping
 - Packing of the items each department submitting an item will properly pack the item (be sure to take pictures first)
- PayPal account this is a widely used payment option on eBay, consider setting up an account

- Staging location procure an area for staging items that have been listed that is readily available to the eBay Account Admins to process to shipping
- Consensus of the DDA to move forward

Wallpaper sample

- half wall in Pavilion pre-function area facing wall of windows
- sample presented approved by DDA

New Positions

- Executive Room chef
 - Red Oak/Buffet
- Banquet Chef
- Legend's Manager

Motion by DDA Treasurer Ranny McWatters to approve new positions as presented. Seconded by DDA Secretary Larry Ramsey. VOTE: JB: yes; RM: yes; LR: yes; MR: yes; TR: absent. (4 yes, 0 no, 1 absent) motion carries

Spa

NEE SPA COMMISSIONS, GRATUITY, AND SERVICE CHARGES

- Currently, The Salon & Spa purchase all product for associates and therapists so we can maintain a consistency in quality and pricing. Team Members do not have to provide anything out of pocket.
- Spa Commission
 - Currently, 20% commission is the amount earned by massage therapists, estheticians and/or salon staff, from the cost of each provided service.
- Spa Gratuities
 - Currently, this is the 15% of the 20% Service Charge that is received by the massage therapists, estheticians and cosmetologists.
- Spa Service Charges
 - This is the 4% of the 20% Service Charge that is split between the Spa attendants who help the therapists and estheticians by bringing the guests to the locker rooms, showing them the amenities, getting their robe and slippers and escorting them to the relaxation rooms. It is also received by the Salon Staff since they don't require an attendant to prep their customers. This means that the Salon Staff receives 15% + 4% or a total of 19% of the 20% service charge. The house currently receives 1% of the service charge.

Proposed:

- Take away the 15% spa gratuities and the 4% service charge from everyone other than the spa attendants.
 - Using spa gratuities from 2014 personnel, this total was \$75,895.40 that would return to the Spa bottom line. The spa service charge received by the salon staff totaled \$6,779.59 which would also return to the bottom line.

- Spa & Salon staff would continue to receive the Spa Commission (\$86,994.76 in 2014) plus any individual gratuity provided by the guest (typically cash tip).
- Currently, spa staff works an average of 68.75 hours per pay period which is 11.5 hours short of the 80 scheduled hours.
 - Average hourly rate of spa staff is \$10.71/hour
 - By working the additional 11.5 hours per pay period x \$10.71/hour = \$123.16 additional income per pay period x 26 pay period = \$3,202.00 additional income. Added to this will be cash gratuities AND additional commission on services and products due to the additional hours worked.
 - Working the additional hours, will mean that fewer appointment cancellations will be necessary. The cancellations and rescheduling of appointments is an issue for guests and spa reputation.
- This proposal will return approximately \$82,695 to the spa's bottom line + the additional 16% of all future spa gratuities.
- Recommend six weeks lead time before initiating these changes so team members are prepared to work the full 80 hours scheduled and to prepare for adjustment in income.
- Also recommend taking out the two pedicure chairs in salon and replacing them with a 4 chair unit which will fit in that room and water can be connected to the entire unit through one connection. This will bring in additional revenue as we are currently turning away pedicure appointments due to lack of chairs.

Consensus of the DDA to move forward

WNBD

- New seat cushions
- Options presented
- Choice Avant (stinson)

GRA & KUW Wages

 On hold while HR continues to meet with the departments to review issues and suggestions.

Website Companies

- 6 companies interviewed by Marketing
 - House Edge
 - Catalyst
 - o Pavlov
 - Buffalo Nickel Creative
 - SMP Communications/Hitachi Consulting
 - The Nerdery
- See attached review
- Catalyst is group recommended by Marketing
- Consensus of the DDA to go with group recommended by Marketing

MMA Fight Proposal

John Fernandez

- Discussed stats on crowds
- Excitefight (see attached documents)
- At the Venue
 - Sanctioned in Kansas
 - o Tent, \$2,000 attendees
 - o \$25-\$50 a ticket
 - o 8-10 fights in a night
- Consensus of the DDA to move forward

Donations – Monetary

- Seneca/McWatters Golf tournament
 - o \$41,000 request
 - \$20,000 Seneca Golf
 - o \$20,000 McWatters Golf
 - \$1,000 Swing for Seneca
 - \$45,000 approved
 - 3/1/1 vote JB: yes, RM: abstain, LR: yes; MR: yes; TR: absent
- Wyandotte Pow Wow Guide
 - o \$250 ad
- Raising Arkansas
 - o NO
- Robert Woolery Pow Wow
 - o \$200 ad
- Missouri State EMS
 - More information needed
- Mary Moore Charity Event
 - o \$600 team and hole
- Second Chance Pet Rescue
 - o \$1,000 car show sponsor
- Arkansas Sports Hall of Fame
 - o \$1600 golf tournament team
- NABI
 - o No
- Home of Hope
 - o NO
- OKC Indian Clinic
 - o NO
- Historic Arkansas Museum Candlelight Gala
 - o \$15,000

JULY 2015 G COMES NATURALLY e at downstream Fun in the Sun Happy 7th Anniversary **Downstream!** DRAWING at 7 pm

DOWNSTREAM CASINO RESORT

PICK YOUR DAY FOR A
FREE BUFFET
AT SPRING RIVER BUFFET
AVAILABLE TWICE IN JULY

SEE KIOSK TO REDEEM

Tribal Spotlight

GAH-APT

The Quapaw Tribe has held an annual pow wow for 143 years strong!

We are the oldest celebrated pow wow in the state of Oklahoma and the second oldest pow wow in the United States.

Originally the pow wow was held at Devil's Promenade, but eventually it was moved to where it is now, down by Beaver Springs located behind the Quapaw Tribal Complex at 5681 South 630 Road, Quapaw, Oklahoma. This year's celebration will be held July 2nd - 5th. It was started as a "homecoming" for the Quapaw people to come together to celebrate and also in conjunction with conducting tribal business, such as election of officials and passing of Tribal policy concerning the tribe as a whole.

The pow wow features contest dancing in men's and women's categories, arts and crafts vendors and food vendors from all over the United States. We invite everyone to come and join us in celebration of 143 years of connecting with our culture through dance and fellowship!



Fun in the Sun

Drawing on August 2, 2015 at 7PM

2015 TRACKER PONTOON BOAT

See calendar or Q Club for more details







THE OUTDOOR VENUE AT OWNSTREAM 2015 SUMMER CONCERT SERIES



Gates open at 6PM | Shows starts at 8PM Receive \$10 in Q Play after show with ticket | One per person downstreamcasino.com | 918-919-6099 | Heckaton Gift Shop

* Gates open at 6PM | Show starts at 7PM



4TH

SEPTEMBER

FRIDAY,

IOSH ABBOTT

*** WITH SPECIAL GUESTS * * *



PAT GREEN





STH SEPTEMBER SATURDAY,

ELI YOUNG BAND

OOO STRUBBLEBURGE HIT







WATERLOO REVIVAL

* GATES OPEN AT 5PM * SHOWS START AT 6PM *

* * * RECEIVE S10 IN Q PLAY AFTER THE FINAL SHOW EACH DAY WITH TICKET ONE PER PERSON * * *

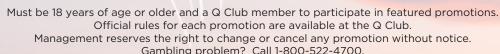
FOR MORE INFORMATION OR TO PURCHASE TICKETS VISIT DOWNSTREAMCASINO.COM, THE HECKATON GIFT SHOP OR CALL 918-919-6099



DOWNSTREAM CASINO RESORT JULY PROMOTIONS

MONDAY **SUNDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY** 2 3 INDEPENDENCE DAY Fun in the Sun TRACE ADKINS SPRING RIVER YOUNG BUFFET AT THE VENUE ATHEART **EARN 100 POINTS TO RECEIVE:** WEDNESDAY DINNER **FIREWORKS 4PM - 9PM** SLOT TOURNAMENT **MONDAYS & WEDNESDAYS - 30 ADDITIONAL ENTRIES** AFTER CONCERT \$17.95 **TUESDAYS & THURSDAYS - 20 ADDITIONAL ENTRIES** FRIDAYS, SATURDAYS & SUNDAYS - 10 ADDITIONAL ENTRIES LIVE ENTERTAINMENT 9 10 11 6 STATE OF THE PERSON **DOWNSTREAM CASINO RESORT SPRING RIVER SPRING RIVER SPRING RIVER SPRING RIVER SPRING RIVER 7TH ANNIVERSARY** MONDAY FRIDAY BEST OF THE BUFFET BUFFET BUFFET YOUNG **BUY ONE GET ONE BUFFET DINNER** WEDNESDAY DINNER **PRIME RIB NIGHT SEAFOOD NIGHT** ATHEART FREE **4PM - 10PM 4PM - 9PM 4PM - 9PM 4PM - 9PM** SLOT TOURNAMENT \$19.95 **4PM - 9PM** \$17.95 \$19.95 \$20.95 \$17.95 LIVE ENTERTAINMENT 18 15 16 17 12 13 **SPRING RIVER SPRING RIVER** MONDAY HERE COMES THE FRIDAY BEST OF THE YOUNG ATHEART **BUY ONE GET ONE** DOUBLE DIP **BUFFET DINNER** DOUBLE DIP :{0|0|4 FREE **4PM - 10PM** PICK 6 May & Carn SLOT TOURNAMENT **4PM - 9PM** \$19.95 \$17.95 LIVE ENTERTAINMENT THE BEACH BOYS 19 20 21 22 23 241 25 **SPRING RIVER SPRING RIVER SPRING RIVER SPRING RIVER SPRING RIVER** BUFFET MONDAY **FRIDAY BEST OF THE** BUFFET BUFFET YOUNG ATHEART PRIME RIB NIGHT **BUY ONE GET ONE BUFFET DINNER** WEDNESDAY DINNER SEAFOOD NIGHT **4PM - 9PM** FREE **4PM - 10PM** PICK 6 4PM - 9PM **4PM - 9PM** SLOT TOURNAMENT \$19.95 **4PM - 9PM** \$19.95 \$17.95 \$20.95 \$17.95 LIVE ENTERTAINMENT 27 26 28 29 30 31 **SPRING RIVER SPRING RIVER SPRING RIVER** MONDAY TRAVIS TRITT YOUNG BUFFET BUFFET **BUY ONE GET ONE & TANYA TUCKER** ベHEA℟⅌ **SEAFOOD NIGHT** WEDNESDAY DINNER FREE AT THE VENUE PICK 6 SLOT TOURNAMENT **4PM - 9PM 4PM - 9PM 4PM - 9PM** \$20.95 \$17.95 \$17.95











SATURDAY, JULY 18 7PM

Present your TRACE ADKINS Tickets at the O Club after the concert to receive your entry into the July 18th drawings where you could win between \$100 - \$250 Q Play AND VIP Tickets to see THE BEACH BOYS or TANYA TUCKER AND TRAVIS TRITT at The Venue at Downstream Casino Resort

See Q Club for details. Must be 18 years of age One entry/ticket per person.





EARN 250 POINTS

Pick up items between 9AM Tuesday, July 14

and 9PM Wednesday, July 15

One cet per great While repolicy last

One set per guest. While supplies last.

See Q. Glub for details. "Item depicted are for representational purposes only. Actual appearance may vary.



Signature Nee Scrub

with feathering techniques

A stimulating yet gentle exfoliation to leave the skin nourished and hydrated. The scrub is an infused crystal powder

that imparts minerals deep into the skin to detoxify, purify and smooth. The finale – a rich body butter massage. As a final touch a feathering technique will be applied. The massage incorporates a light feathering motion which awakens the nervous system and brings energy to the spine. Nerve receptors are stimulated and open up to receive the oils and transport them through your entire system, making this technique a great therapy and detoxifier for the entire body. **Call 918-919-6350 to schedule your appointment today.**

50 min for only \$80

(\$20 off original price | Other offers not valid)







Now Featuring A New Menu **Bud and Bud Light Bottles | \$2.50**

Offered during any televised Cardinals or Royals baseball game **Beer Sampler Bucket | \$10.00**

bottle each of Miller Lite, Coors Lite, Coors Original, Red's Apple Ale and Blue Moon. During any televised NASCAR race.

Jim Beam Red Stag with any mixer | \$2.50 John Daly Raspberry, Peach or Sweet Tea | \$2.50 QCC Prime New York Strip Steak Sandwich

with french fries \$10.95



Add 1 shot of any flavor for free with purchase of a Bill's Lemonade

DADED ON YOUR CARD AND KEADY TO PLAY.

NO NEED TO WAIT IN LINE AT THE Q CLUB.

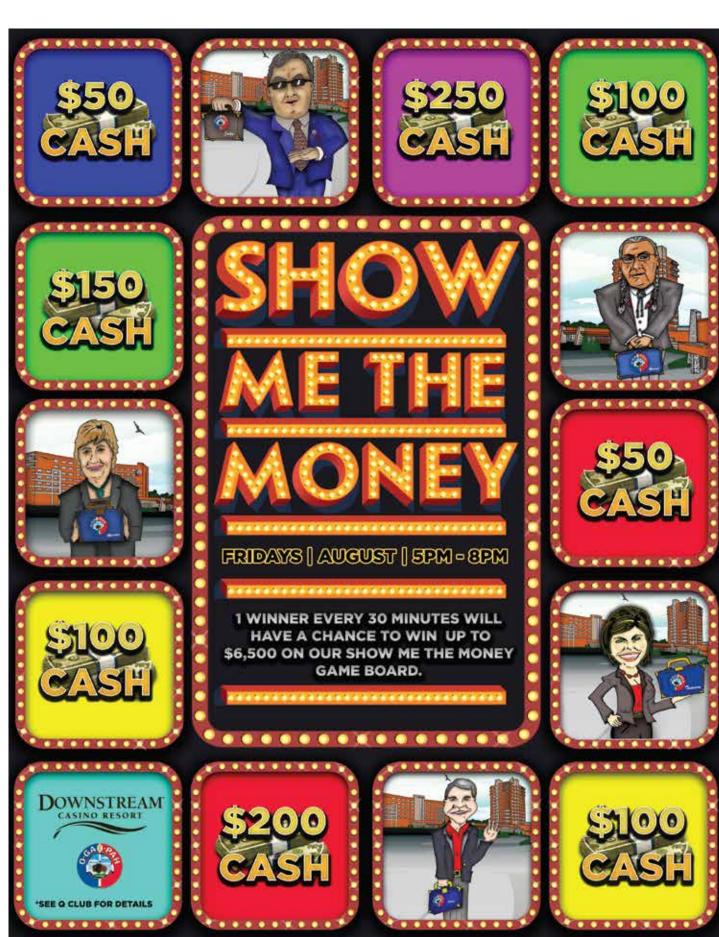
VALID FOR Q PLAY ONLY ON LISTED DATES. MUSHAVE VALID PHOTO ID TO PARTICIPATE. NO CASHIVALUE. PIN # REQUIRED FROM Q CLUB. REDEEM PLAY OFFER BY INSERTING Q CLUB CARD IN SLOW MACHINE AND ENTERING PIN #. INSERT A SLOT TICL OR CASH TO RECEIVE CREDITED PLAY ON MACHIND ON CASH TO RECEIVE CREDITED PLAY ON MACHIND ON TALLID ON ALL MACHINES. MANAGEMENT

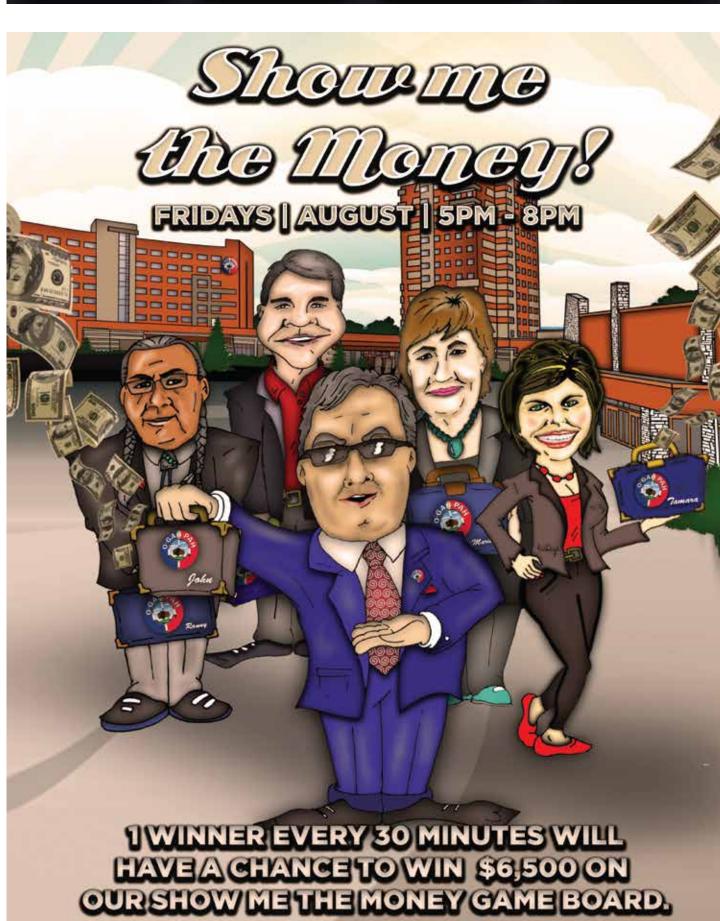
EACLUGES HOLLDAYS AND CARNOT BE COMBINED WITH ANY OTHER OFFER. VALID DURING NORMAL BUSINESS HOURS SUNDAY THROUGH SATURDAY.

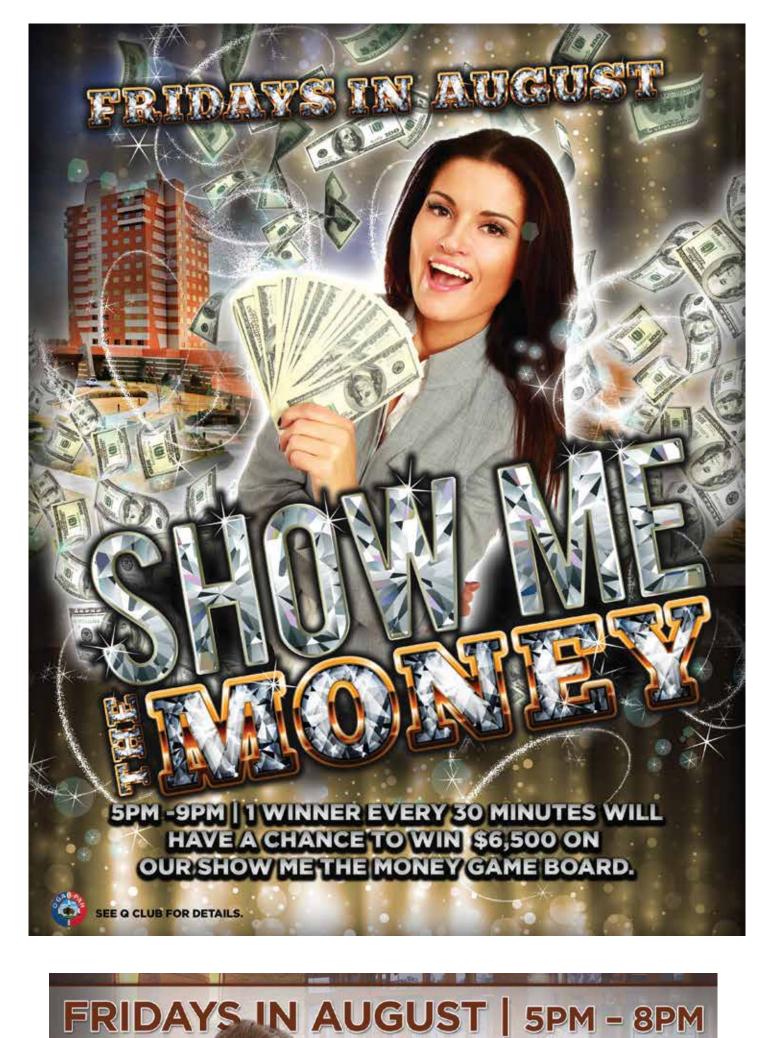
OFFER IS NON-TRANSFERABLE.

NO CASH VALUE. GRATUITY NOT INCLUDED.

MUST HAVE A VALID PHOTO ID. MANAGEMEINT RESERVES THE RIGHT TO CHANGE OR CANCEL.

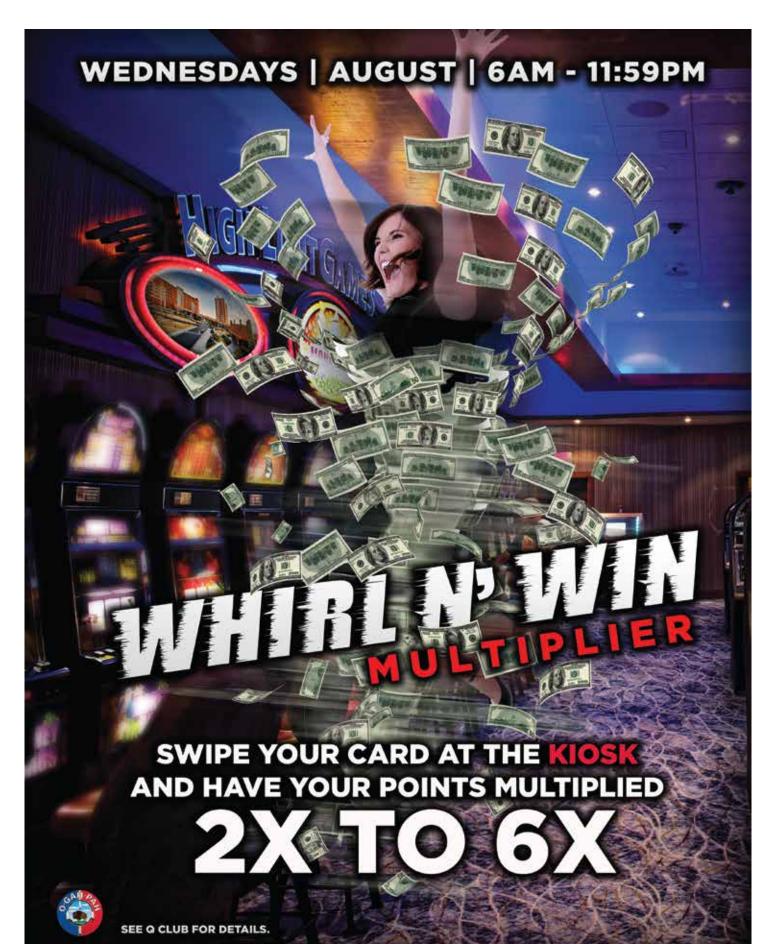




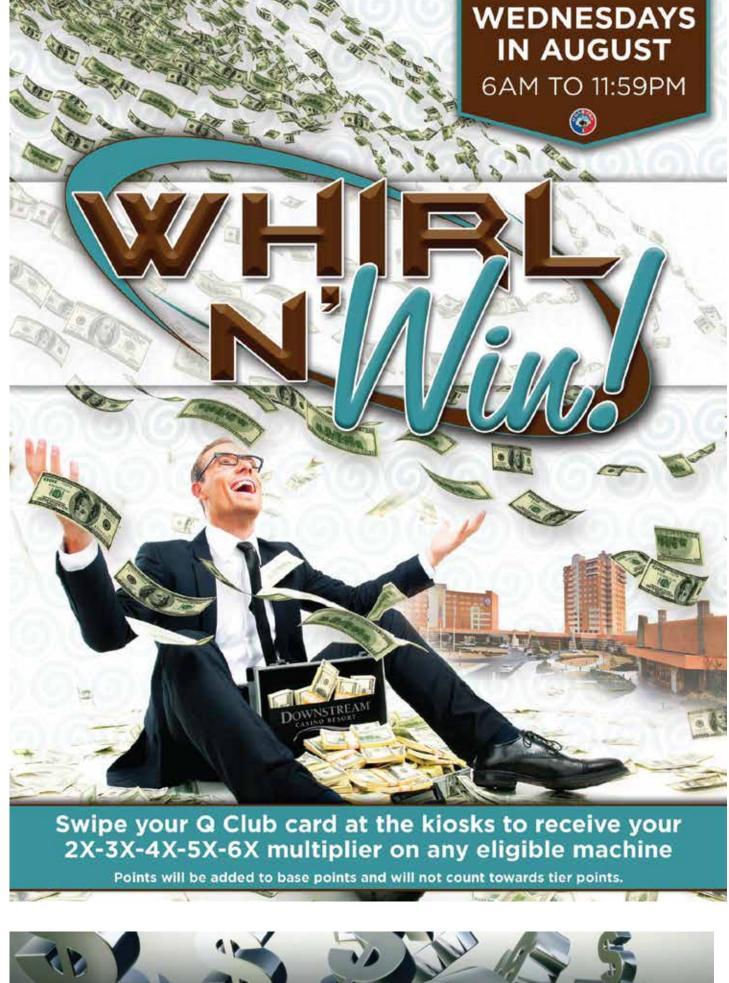


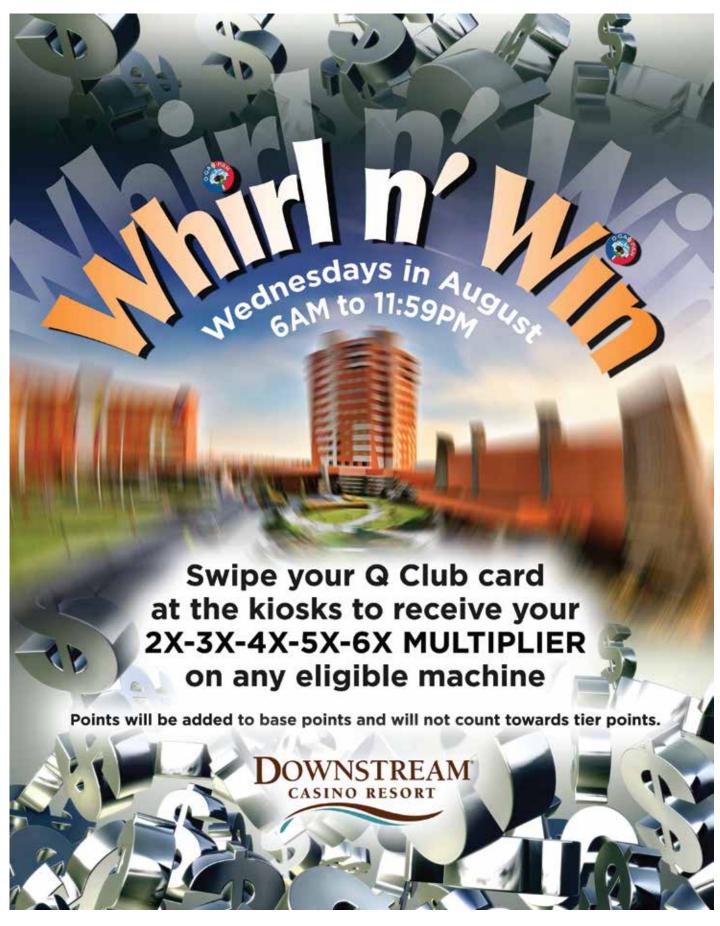












PERFORMANCE BASED BONUS

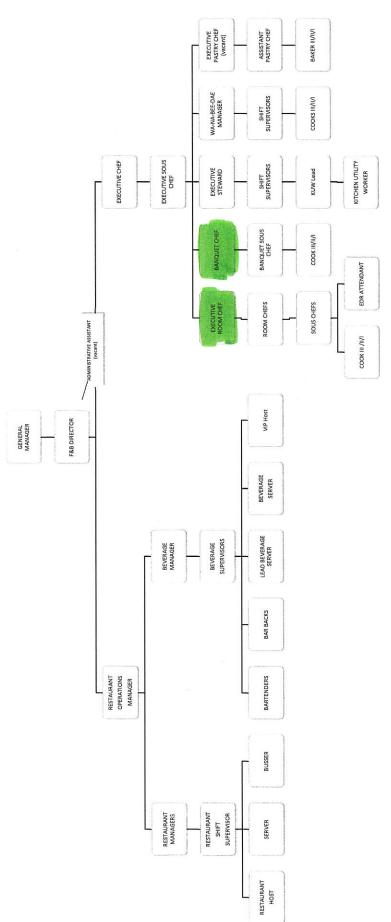
COMPANY PERFORMANCE GOALS 2016

- 1. Increase coin in by 3.5 4% year over year (3/31/15 coin in \$2,545,461,955.00 with new target \$2,647,280,433.20) (Max 5)
- 2. Increase GGR by 3.5 4% year over year (3/31/15 GGR \$141,554,877 with new target \$147,217,072) (Max 5)
- 3. Increase EBITDA by 3.5 4% year over year (3/31/15 EBITDA \$60,720,245 with new target \$63,149,054) Maintain at least 37% EBITDA Margin. (Max 10)
- 4. Salaries & Wages excluding BONUS accrual currently \$27,019,401 Target not to exceed 4% increase over current run rate or \$28,100,177. (Max 10)
- 5. Makes active and realistic efforts to reduce unnecessary labor costs/overtime. Practices creative scheduling, staggered start times. (Max 10)
- 6. Improves efficiency with department by reducing waste, cost of sales, maintenance and upkeep within department without sacrificing safety or customer service. (Max 20)
- 7. Practices safety and provides/requests appropriate training in areas of responsibility within department (Max 5)
- 8. Communicates up, down & across all shifts as well as with other departments. (Max 8)
- 9. Offers suggestions to improve guest service, guest retention and to drive profit. (Max 7)
- 10. Understands Downstream/Tribe's goals, vision, and aligns with them. (Max 20)

PERFORMANCE BASED BONUS PLAN

INDIVIDUAL PERFORMANCE GOALS

- 1. Communicates to Team regularly invites feedback and questions (Max 10)
- 2. Communicates with other Departments in an open, clear method in a timely manner. (Max 8)
- 3. Visibility Participates in department and in Downstream functions. Interacts with both team members and guests. (Max 7)
- 4. Displays professional courtesy to team and to peers. (Max 10)
- 5. Contributes professionally and personally shares articles of interest, personal experience, volunteers personal time and attendance. (Max 7)
- Is approachable welcomes suggestions, feedback, constructive criticism, maintains confidence.
 (Max 10)
- 7. Rewards and recognizes own team members/other team members (Max 10)
- 8. Motivates team shares knowledge mentors role models leadership and ethics (Max 15)
- 9. Treats people fairly; non-judgemental, coaches up as well as down. (Max 15)
- 10. Is a Team Player willing to pitch in and help other departments, assist with working events, takes on additional responsibilities when needed. (Max 8)



*Dependent on experience & education

Downstream Casino Resort JOB DESCRIPTION

POSITION:

Executive Room Chef

DEPARTMENT:

Food & Beverage

REPORTS TO:

Executive Sous Chef

GAMING LICENSE RANK:

PROJECTED EMPLOYEES:

Multiple

JOB SALARY GRADE:

JOB SUMMARY

Maintaining control and performance standards in a fine dining steakhouse kitchen. All functions will be performed within the guidelines of the Downstream Casino Resort policies and procedures, Internal Control Standards and objectives.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

- Maintain a consistent high level of food quality and guest service, maintaining food, labor, and other expenses at budgeted levels
- Supervises and coordinates activities of cooks and other workers engaged in preparing & cooking food items. Must be a hands-on chef with a passion for food.
- Responsible for the overall direction, coordination & evaluation of personnel in their daily activities.
- Carries out supervisory responsibilities in accordance with the company's policies and procedures, adheres to all laws and follows guidelines established by the Executive Sous Chef, Executive Chef and Food and Beverage Director.
- Interview, hire, train, coach employees, planning, scheduling, assigning and directing work, appraising performance, counseling, addressing complaints and resolving problems.
- Ensure proper receiving, storage & rotation of food products so as to comply with health department regulations. Also rotate food product in order to keep spoilage & waste to a minimum.
- Visually inspect appearances of all food for proper overall presentation to maintain appeal.
- Observes workers engaged in preparing, portioning & garnishing foods to ensure methods of cooking & garnish & sizes of portions are as prescribed.
- Give instructions to cooking personnel in fine points of cooking.
- Cooks & carves meats, and prepares dishes, such as sauces, etc.
- Creative cooking skills
- Prepares requisitions for supplies and food items for production in work stations.
- Promotes outstanding guest relations.
- Thorough knowledge of food products, standard, recipes & proper preparation.
- Language skills: ability to read & interpret documents such as safety rules, operating & maintenance instructions, procedure manuals. Ability to write routine reports & to speak effectively to customers and employees. Ability to effectively present information & respond to questions from managers and the general public.
- Ability to apply common sense, understanding to carry out instructions furnished in written, oral
 or diagram form. Ability to deal with problems involving several variables in standardized
 situations.
- Ability to calculate figures and amounts such as discounts, proportions, percentages and volume.
- Ability to determine cost of skills.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift//move up to 100 pounds.

The Downstream Casino Resort reserves the right to make changes to the above job description whenever necessary. 03/20/09

- Must be positive, upbeat, professional and a team player
- Maintain cleanliness and sanitation of all back of the house areas
- Keep equipment in proper working order
- Complete financial analysis and reports as assigned
- Develop and maintain a positive work environment throughout the back of the steakhouse kitchen areas
- Communicate and work closely with front of the house management to ensure a quality employee-guest experience
- Provide adequate training and tools for employees so they may effectively perform necessary job duties
- Meet the attendance guidelines of the job and adhering to departmental and company policies.
- Adheres to regulatory, departmental, and company policies in an ethical manner
- Outstanding example of and a credit to Downstream Casino Resort
- Provides exceptional customer service to all patrons and communicates in a pleasant, friendly, and professional manner at all times. Maintains a professional work environment with supervisors and staff.
- Attends all necessary training meetings.
- Assist in other projects, as directed.
- Duties, responsibilities, requirements and expectations pertaining to this job are subject to change as needed. Hours are determined by 24-hour schedule.

QUALIFICATIONS/REQUIREMENTS

The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities satisfactorily.

- Must be a minimum of 18 years of age or older upon employment.
- High school diploma or its equivalency required.
- Two-year Culinary Arts School or equivalent technical training in Food & Beverage
- Five years of restaurant industry work, including two to three years progressive supervisory experience in food production in a Fine Dining environment and upscale Buffet environment.
- Knowledge of high grade beef including correct preparation
- Seasonal menu development for a fine dining steakhouse and upscale buffet.
- Knowledge of restaurant layout and design for optimal usage.
- Knowledge of food and labor costs
- Budget and P&L knowledge and experience
- Proven performance in implementing and maintaining food production operational standards.
- Familiarity with MS Word, Excel, and Outlook is a plus
- Team Player
- Must present a well-groomed and professional appearance.
- Must possess excellent communication skills.
- Must be able to read, write, speak and understand English. Must be able to respond to visual and oral cues.
- Ability to write routine correspondence and to speak effectively to the public, employees and customers.
- Must have the ability to deal effectively and interact well with the customers and employees.
- Must have the ability to resolve problems/conflicts in a diplomatic and tactful manner.
- Must be able to be approved for and maintain a valid gaming license.
- Work nights, weekends and holidays as required.
- Employment is contingent upon a favorable outcome of a background investigation and drug screening

PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must be physically mobile with reasonable accommodations and be able to maneuver to all areas of the casino.
- Must be able to tolerate areas containing secondary smoke, high noise levels, bright lights and dust.
- Respond to visual and oral cues
- Operate in mentally and physically stressful situations
- Able to operate the following equipment: cutting boards, mixers, pourers, knives, and other necessary equipment
- Maintain physical stamina and proper mental attitude to work under pressure in a fast-paced, casino environment and effectively deal with customers, management, employees, and members of the business community in all situations.

The Downstream Casino Resort Adheres to all applicable Resolutions of the Quapaw Tribe of Oklahoma. Native American Preference policy does apply.

Downstream Casino Resort JOB DESCRIPTION

POSITION:

Banquet Chef

DEPARTMENT:

Food & Beverage

REPORTS TO:

Executive Sous Chef

GAMING LICENSE RANK:

PROJECTED EMPLOYEES:

Multiple

JOB SALARY GRADE:

JOB SUMMARY

Maintaining control and performance standards in an upscale casino banquet department. All functions will be performed within the guidelines of the Downstream Casino Resort policies and procedures, Internal Control Standards and objectives.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

- Maintain a consistent high level of food quality and guest service, maintaining food, labor, and other expenses at budgeted levels
- Work with the banquet sales department and management team on all party requirements and communicate any issues and/or needs with them accordingly.
- Supervises and coordinates activities of cooks and other workers engaged in preparing & cooking food items. Must be a hands-on chef with a passion for food.
- Responsible for the overall direction, coordination & evaluation of personnel in their daily activities.
- Carries out supervisory responsibilities in accordance with the company's policies and procedures, adheres to all laws and follows guidelines established by the Executive Sous Chef, Executive Chef and Food and Beverage Director.
- Interview, hire, train, coach employees, planning, scheduling, assigning and directing work, appraising performance, counseling, addressing complaints and resolving problems.
- Ensure proper receiving, storage & rotation of food products so as to comply with health department regulations. Also rotate food product in order to keep spoilage & waste to a minimum.
- Visually inspect appearances of all food for proper overall presentation to maintain appeal.
- Observes workers engaged in preparing, portioning & garnishing foods to ensure methods of cooking & garnish & sizes of portions are as prescribed.
- Give instructions to cooking personnel in fine points of cooking.
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- Ability to calculate figures and amounts such as discounts, proportions, percentages and volume.

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- Ability to determine cost of skills.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift//move up to 100 pounds.
- Must be positive, upbeat, professional and a team player
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- Keep equipment in proper working order
- Complete financial analysis and reports as assigned
- Develop and maintain a positive work environment throughout the back of the steakhouse kitchen areas
- Communicate and work closely with front of the house management to ensure a quality employee-guest experience
- Provide adequate training and tools for employees so they may effectively perform necessary job duties
- Meet the attendance guidelines of the job and adhering to departmental and company policies.
- Adheres to regulatory, departmental, and company policies in an ethical manner
- Outstanding example of and a credit to Downstream Casino Resort
- Provides exceptional customer service to all patrons and communicates in a pleasant, friendly, and professional manner at all times. Maintains a professional work environment with supervisors and staff.
- Attends all necessary training meetings.
- Assist in other projects, as directed.
- Duties, responsibilities, requirements and expectations pertaining to this job are subject to change as needed. Hours are determined by 24-hour schedule.

QUALIFICATIONS/REQUIREMENTS

The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities satisfactorily.

- Must be a minimum of 18 years of age or older upon employment.
- High school diploma or its equivalency required.
- Two-year Culinary Arts School or equivalent technical training in Food & Beverage
- Five years of restaurant industry work, including two to three years progressive supervisory experience in food production in a banquet environment.
- Knowledge of high grade beef including correct preparation
- Banquet menu development skills.
- Knowledge of food and labor costs
- Budget and P&L knowledge and experience
- Proven performance in implementing and maintaining food production operational standards.
- Familiarity with MS Word, Excel, and Outlook is a plus
- Team Player
- Must present a well-groomed and professional appearance.
- Must possess excellent communication skills.
- Must be able to read, write, speak and understand English. Must be able to respond to visual and oral cues.
- Ability to write routine correspondence and to speak effectively to the public, employees and customers.
- Must have the ability to deal effectively and interact well with the customers and employees.
- Must have the ability to resolve problems/conflicts in a diplomatic and tactful manner.
- Must be able to be approved for and maintain a valid gaming license.
- Work nights, weekends and holidays as required.
- Employment is contingent upon a favorable outcome of a background investigation and drug screening

PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must be physically mobile with reasonable accommodations and be able to maneuver to all areas of the casino.
- Must be able to tolerate areas containing secondary smoke, high noise levels, bright lights and dust.
- Respond to visual and oral cues
- Operate in mentally and physically stressful situations
- Able to operate the following equipment: cutting boards, mixers, pourers, knives, and other necessary equipment
- Maintain physical stamina and proper mental attitude to work under pressure in a fast-paced, casino environment and effectively deal with customers, management, employees, and members of the business community in all situations.

The Downstream Casino Resort Adheres to all applicable Resolutions of the Quapaw Tribe of Oklahoma. Native American Preference policy does apply.

House Edge

Website Development Fees: \$26,750

Requirements of RFP met: Yes

Training Fees included: Yes

 $\textbf{Monthly Hosting \& Maintenance Fees: } \$1130/\text{month (Hosting is at no cost for } 1^{\text{st}} \text{ year and based}$

on traffic after that –approximately \$80-\$100/month) (SEO - \$1200/month)

Previous Casino website built: Yes. Casino Del Sol & The Point Casino

Interaction with company contact: Contact was very personable. Seemed to be team oriented.

Comments: House Edge was very informative and talked as though they wanted to work together as a team to complete a site that is both attractive and user friendly. In my opinion, they could handle the scope of work that we are requiring. The proposal price is low, but the re-occurring monthly fees are high.

Catalyst

Website Development Fees: \$41,950

Requirements of RFP met: Yes

Training Fees included: Yes

Monthly Hosting & Maintenance Fees: \$715/month (\$600/month for SEO)

Previous Casino website built: Yes. Table Mountain Casino

Interaction with company contact: Contact was very personable. Seemed to be team oriented.

Comments: Catalyst was very informative and talked as though they wanted to work together as a team to complete a site that is both attractive and user friendly. In my opinion, they could handle the scope of work that we are requiring. Proposal price is middle of the road and re-occurring monthly fees are the lowest of all the proposals.

In addition to the monthly fees, there are few ideologies that stand out with this proposal.

- Develop communication initiatives that increase visitor awareness, preference, loyalty, and gaming.
- Build a website to entice new and returning visitors.

- Make our casino "come alive" through our website.
- > Design a site with "a call to action" to attract gamers to Downstream.

PAVLOV

Website Development Fees: \$64,500

Requirements of RFP met: Yes

Training Fees included: WebEx or Conference Call

Monthly Hosting & Maintenance Fees: \$1630/month (\$4,000/year for secure lock & license

renewal - \$718/month for SEO)

Previous Casino website built: Yes. Shooting Star Casino, Choctaw Casinos/ Rt. 66 Casino

Interaction with company contact: Contact was very personable. Seemed to be team oriented.

Comments: PAVLOV was very informative and talked as though they wanted to work together as a team to complete a site that is both attractive and user friendly. In my opinion, they could handle the scope of work that we are requiring. Proposal price is on the high end and re-occurring monthly fees are high.

Buffalo Nickel Creative

Website Development Fees: \$24,000

Requirements of RFP met: No

Training Fees included: \$125/hour

Monthly Hosting & Maintenance Fees: \$69/month depending on traffic needs (\$3,500/month –

SEO)

Previous Casino website built: No

Interaction with company contact: Only communicated via email.

Comments: Buffalo Nickel Creative's proposal was missing over half of the requirements that we sent on the RFP. Judging by their proposal, they are not qualified to handle a casino website build of the magnitude we are asking for. Lowest proposal price and unknown monthly fees because it depends on traffic needs.

SMP Communications/Hitachi Consulting

Website Development Fees: \$85,000

Requirements of RFP met: No

Training Fees included: No

Monthly Hosting & Maintenance Fees: No

Previous Casino website built: No

Interaction with company contact: Only communicated via email.

Comments: SMP consultant requested an extension for them to turn their proposal in. The consultant is very pushy about setting up a meeting with DCR and his team ASAP. The proposal indicates that they can't handle the scope of this project. High proposal price and unknown monthly fees.

The Nerdery

Website Development Fees: Option A - \$195,108 / Option B - \$96,560 / Option C - \$64,468

Requirements of RFP met: Option A – Yes / Option B – No / Option C - No

Training Fees included: Via webex, email or phone only

Monthly Hosting & Maintenance Fees: They do not offer hosting.

Previous Casino website built: No

Interaction with company contact: Conference call with 4 people asking different questions about the look, feel and technical side of the site.

Comments: In my opinion, The Nerdery is overpriced for what they can offer us. The lowest fee doesn't include even half of the requirements we put in the RFP. The do not offer hosting so we would have to find another company once the site is complete. Their sites are built to be compatible with Apple products only, therefore, not all of our guests would have the correct view on their cell phones or tablets.

Excitefight at Downstream	Resort Cas	ino			
Category	Estimated Quantity	Estimated Cost per Unit	Estimated Subtotal	Notes	
Communications/Advertising/					
Promotions					
Promotional Internet Videos and pictures	1	\$1,200.00	\$1,200.00		
Fight training footage for main event	1	\$500.00	\$500.00		
Web promotions on ExciteFight.com	1	\$300.00	\$300.00	5 11 11	
Television Newspapers	1	\$0.00 \$0.00		Provided by venue Provided by venue	
Billboards	1	\$0.00		Provided by venue	
Radio	1	\$0.00		Provided by venue	
				,	
Communications Costs Total			\$2,000.00		
Event Number of attendees	35			For Fightors and Porseand	
Meal (breakfast, lunch, or dinner)	35			For Fighters and Personnel Provided by venue	
Food		\$0.00	\$0.00	Approx. 100 meal vouchers	
Tax (10%)		\$0.00	\$0.00	·	
Food and beverage gratuity (20%)		\$0.00	\$0.00		
Meal Costs Subtotal			\$0.00		
List Services					
Professional Fighters	1	\$15,000.00	\$15,000.00	Number of fighters will vary	
UFC Fighter Appearance	1	\$5,000.00	\$5,000.00	Top Level Fighter in attendance promotes fight.	
Fight Announcer	1	\$900.00	\$900.00		
Cageside Doctor and personnel	1	\$500.00	\$500.00		
Judges, Referees, Timekeeper, etc	1	\$500.00	\$500.00		
Event Organizer	1	\$1,500.00	\$1,500.00		
Fight Promoters	1	\$8,000.00	\$8,000.00		
Matchmaker	1	\$1,000.00	\$1,000.00		
Fighter travel costs	1	\$1,000.00	\$1,000.00	Number of fighters will vary	
List Service Costs Subtotal			\$33,400.00		
Audio/Visual Services					
Basic PA system	1	\$0.00		Venue	
Screen	1	\$0.00		Venue	
Power strips Extension cords	1	\$0.00	· · · · · · · · · · · · · · · · · · ·	Venue	
Extension cords Microphone	1	\$0.00 \$0.00		Venue Venue	
Audio/Visual Services Subtotal	1	φυ.υυ	\$0.00	venue	
			70.00		
Additional Costs					
Event liability coverage		\$500.00	\$500.00		
Fighter medical insurance		\$2,500.00	\$2,500.00		

MMA Cage, Personnel, Transportation		\$3,900.00	\$3,900.00		
Additional Costs Subtotal			\$6,900.00		
Emergency Response/Security					
EMTs	1	\$0.00	\$0.00	Venue	
Security	1	\$0.00	\$0.00	Venue	
Ambulance	1	\$0.00	\$0.00	Venue	
Subtotal			\$0.00		
Event Costs Total			\$40,300.00		



ENTERTAINMENT CONTRACT

Agreement made as of July 1, 2015 between the parties identified below.

In consideration of the following covenants, conditions and promises, the **Downstream Casino Resort** hereinafter referred to as PURCHASER agrees to contract **Sik Jitsu LLC** (Excitefight), hereinafter referred to as ARTIST to perform at the **Downstream Casino Resort** (or alternative site as determined by PURCHASER), hereinafter referred to as VENUE. ARTIST agrees to provide the following services as an independent contractor.

Date: To be Determined (TBD)

Load In: TBD

Doors: 6:00pm

Artist Payment: \$40,300US

Meals: Venue Pro

Show Time: 7:00pmArtist Payment: \$40,300USMeals: Venue ProvidesSound/Lighting: Venue ProvidesRooms: Venue ProvidesLighting: Venue ProvidesPaid To: Sik Jitsu LLCTax #: 26-1422209Transportation: Artist ProvidesTechs: Venue ProvidesVenue: Downstream Casino Resort Fight Ring: Artist Provides

Due: Half of total due no more than 30 days prior to day of event and remaining balance the day of the

performance.

Security: PURCHASER will provide sufficient security so that no unauthorized persons will have access to the stage area or backstage area. Only ARTIST, staff and crew with official venue security badges will have access to the stage and backstage areas.

Transcription: No performance shall be recorded, videotaped, reproduced, transmitted or disseminated in or from the place of engagement in any manner or by any means without a specific written agreement with ARTIST and PURCHASER.

Promotion and Advertising: PURCHASER shall be responsible for all matters pertaining to the promotion, advertising and production of the scheduled event. ARTIST will provide high-resolution promotional photos for print, online and in-house promotion.

Insurance: ARTIST agrees to retain any and all necessary personal injury or property damage liability insurance with respect to the activities of ARTIST while performing the terms of this Agreement. The PURCHASER will not be held liable for any lost or stolen equipment.

Independent Contractor: It is mutually agreed and understood that ARTIST shall furnish the foregoing described services as an independent contractor and not as an employee. It is specifically agreed that the relationship of the Downstream Casino Resort and Independent Contractor shall not be deemed to constitute the relationship of master-servant or any relationship other than independent contractor.

Modification or Cancellation of Agreement: No modification, amendment, waiver, termination or discharge of this contract or any provision thereof shall be binding unless confirmed by a written instrument signed by the parties. No waiver of any provision of or default under this contract shall affect either party's right thereafter to enforce such provision or to exercise any right or remedy in the event of any other similar or dissimilar default. All notices to be given and communications to be addressed to Performer in connection with this agreement and concert shall be in writing, and addressed to the ARTIST or the ARTIST's agent. This contract may be cancelled by the PURCHASER or its authorized agent only upon thirty (30) days written cancellation. In the event of a material breach to any part of this contract the breaching party shall pay the Attorneys fees to the prevailing party. In the event that PURCHASER cancels any performance less than two (2) weeks prior to the date of such performance, PURCHASER will pay ARTIST as liquidated damages, the full guaranteed fee agreed to be paid for such performance.

Inability to perform: Neither party shall be liable for compensation, loss or damage claims resulting from ARTIST'S failure to appear or perform by reason of or due to illness or physical disability of performer, acts or regulations of public authorities, labor strike, civil unrest, or any other cause beyond the reasonable control of performer.

Effect of Partial Invalidity: The invalidity of any portion of this agreement will not be deemed to affect the validity of any other provision.

No Recording: The event to be given under and pursuant to this agreement shall not be broadcast or recorded in any manner or form whatsoever, without the prior, express, and written consent of ARTIST or ARTIST'S agent.

Governing Law: It is agreed that this agreement shall be governed by, construed, and enforced in accordance with the laws of the Quapaw Tribe of Oklahoma.

Entire Agreement: This agreement, including the Rider if applicable, shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this agreement shall not be binding upon either party except to the extent incorporated in this agreement.

Indemnification: The ARTIST hereby agrees to indemnify and hold harmless the Downstream Casino Resort against any and all liability, claims, suits, losses, costs and legal fees cause by, arising out of, or resulting from any negligent act of the ARTIST. The PURCHASER hereby agrees to indemnify and hold harmless the ARTIST against any and all claims, suits, losses, costs and legal fees cause by, arising out of, or resulting from any negligent act of the PURCHASER.

The parties hereto promise to abide by the terms of this agreement and intend to be legally bound thereby. In witness whereof, each party to this agreement has caused it to be executed at Downstream Casino Resort on the date indicated below.

Data

Dato

^	Date X Date							
Rick	Little/Sik Jitsu LLC/Artist Downstream Casino Resort/Purchaser							
ARTIST	T PROVIDES							
	Provide a professional MMA cage, including all delivery, setup and strike.							
	Provide matchmaking of fighters for all fights to take place (mixed pro-am card).							
	Provide professional licensed staff including referees, judges, doctors and medical personnel.							
	Provide all talent needed for the event including fighters, announcers, timekeepers and ring girls.							
	Provide insurance for all fighters and staff.							
	Coordinate and pay for all necessary travel for the fighters, trainers, and managers.							
•	Coordinate and fulfill all obligations required by the governing commission, agency or sanctioning body to ensure event operates within Quapaw Tribe of Oklahoma law.							
Purcha	aser PROVIDES							
	Provide professional licensed staff including referees, judges, doctors and medical personnel.							
	Coordinate and pay for all necessary travel for the judges, commissioners, and sanctioning organizations and any and all pertinent regulatory licenses and fees.							

EXCITEFICHT_{EST. 2006}



EXCITEFIGHT IS ONE OF THE LONGEST RUNNING PROMOTIONS IN THE MIXED MARTIAL ARTS (MMA) BUSINESS. IT HAS SURVIVED BY BUILDING ITS LOCAL TALENT AND STAYING PRIMARILY IN THE PACIFIC NORTHWEST. OVER THE YEARS, OUR TALENT HAS GROWN TO THE POINT NOW THAT MANY OF THE FIGHTERS WHICH HAVE APPEARED ON EXCITEFIGHT CARDS ARE IN THE ULTIMATE FIGHTING CHAMPIONSHIP CUFC) CIRCUIT - WHICH IS EQUAL TO MLB, NFL, NHL, ETC. AS IT RELATES TO THE CALIBER OF EACH RESPECTIVE SPORT.



EXCITEFIGHT HAS BUILT ITS REPUTATION ON THREE SPECIFIC PRINCIPLES

- SAFETY
- CELEBRITY
- AFFORDABILITY



OUR SAFETY RECORD IS IMPECCABLE WITH NO MAJOR INJURIES TO DATE. FIGHTER SAFETY IS AS IMPORTANT AS CASINO PROFITABILITY DURING EACH EVENT, NOBODY TAKES MORE PRIDE IN THE CARE AND SAFETY OF ITS CONTRACTED FIGHTERS THAN WE DO. EVERY SINGLE FIGHTER ON EVERY FIGHT CARD IS INSURED.

OUR REFEREE HAS OVER 15 YEARS OF EXPERIENCE.

OUR DOCTOR IS A M.D. AND PERSONALLY EXAMINES EVERY FIGHTER PRE AND POST-FIGHT.



NO OTHER MMA SHOW, OTHER THAN THE UFC, CAN BOAST THE LEVEL OF STARS THAT WE BRING TO YOUR VENUE. URIJAH FABER, MATT HUGHES, JULIANNA PENA, MICHAEL CHIESA AND MANY MORE MMA STARS ARE REGULARS AT EXCITEFIGHT EVENTS.

ALSO INCLUDED ARE 'MEET & GREET' INSIDE THE CASINO AFTER THE EVENT TO ENHANCE GAMING. PROFITABILITY. AND CUSTOMER EXPERIENCE.

WE PRICE OUR SHOWS AT A RATE THAT ALLOWS YOU TO MAKE MONEY FROM TICKET SALES ALONE, ADD CONCESSIONS AND GAMBLING AND THIS WILL BE ONE OF THE MOST PROFITABLE SHOWS ON YOUR ROSTER.



CONTACT: RICK LITTLE (509) 879-0880 MICHAEL FINLEY (509) 631-4887 EXCITEFIGHT.COM

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"I FOUGHT FOR THE UFC IN BRAZIL, THE UFC IN JAPAN AND THE USA. I WILL ONLY FIGHT FOR DANA WHITE (UFC PRESIDENT) AND RICK LITTLE (EXCITEFIGHT OWNER)," SAM SICILIA, UFC FIGHTER



"I'M REALLY VERY THANKFUL TO COME TO AN EVENT LIKE EXCITEFIGHT. I'VE FOUGHT ALL ACROSS THE WORLD, JAPAN SEVERAL TIMES, ABU-DUBAI, VEGAS SEVERAL TIMES, AND TO COME HERE TO A PLACE LIKE TULALIP AND SEE THAT THEY'VE REALLY GOT IT GOING ON THE WAY IT SHOULD,"

MATT HUGHES, UFC HALL OF FAME MEMBER & 9X WORLD CHAMPION

CLIENT CONTACTS:



CONTACT: JUSTIN KOBLUK ENTERTAINMENT DIRECTOR JKOBLUK@NORTHERNQUEST.COM



CONTACT: GEORGE HALDERMAN VICE PRESIDENT OF MARKETING GEORGEH@TULALIPRESORT.COM

