

**COLLINSVILLE METROPOLITAN EXPOSITION
AUDITORIUM AND OFFICE BUILDING AUTHORITY
GATEWAY CENTER
January 21, 2010
Regular Board Meeting – 7:00pm**

Call to Order:

The January 21, 2010, Regular Board Meeting of the Collinsville Metropolitan Exposition Auditorium and Office Building Authority was called to order at 7:00pm by John Bitzer

Attendance:

MEMBERS:

Present: John Bitzer, Jim Ferris, Gene Forneris, Mike Keefe, Bob Kinamore, Frank Klostermann, Chuck Tennant, and Mike Wenos.

Excused Absence: Ginger Trucano

Also present: Cynthia Warke, Executive Director; Kim Jones, Director of Finance; and Tracy Graul, Office Manager

Approval of Minutes:

Regular Board Meeting, December 17, 2009

A **MOTION** was made by Forneris and seconded by Ferris to approve the December 17, 2009, Regular Board Meeting minutes. All were in favor. **MOTION** carried.

Finance:

Gateway Center:

A **MOTION** was made by Kinamore and seconded by Ferris to approve the monthly operating expenses of Authority for the month of December 2009 in the amount of \$135,241.11.

The following transfers were approved:

Revenue Deposit – To Operating Account - \$135,241.11

Revenue– To Principal & Interest - \$50,789.72

Regions Credit Card – To Principal & Interest - \$8,525.41

All were in favor. **MOTION** carried.

Kinamore pointed out that catering is at 90% for the year.

Jones briefed the board in regard to the outstanding balance the Pool and Spa Show owes to Gateway Center. She also informed the board in regard to three local restaurants that are delinquent in paying their food and beverage tax. Paul Welch, City Attorney, is aware of the situation and is taking steps to get the owners to bring their payments current.

Warke asked Jones to study the historical information on file related to the food and beverage tax generated at Fairmount Park Racetrack.

Jones explained to the board that the racetrack is cutting back on the amount of races held throughout the year. Jones stated we could potentially lose \$9,000 in food and beverage income annually.

Building/Capital Purchases/Site/Vehicle

Warke informed the board that a Building Committee Meeting would be held on Thursday, January 28, 2010, to discuss proposed capital expenditure items for FY'11 Operating Budget.

Personnel/Benefit/Retirement/Grievance/By-Law

Personnel matters will be discussed in executive session.

Tennant updated the board in regard to Graul's request to offer services provided by AFLAC to the full-time staff through payroll deduction. The employer would not be responsible for the cost associated with this matter if an employee elects to utilize services furnished by AFLAC. After a brief discussion the board had no objections to Graul proceeding with her proposal.

Insurance

Wenos informed the board that during the bidding process we secured several coverage amounts for Employee Dishonesty Insurance. We currently have \$25,000 in coverage, and pay \$260.00 annually for this policy. In order to secure higher coverage in the amount of \$100,000 they are requiring a separation of duties. The separation of duties entails that the person who reconciles the bank statements cannot be authorized to deposit or withdraw. The cost of this additional insurance would be \$647.00 annually. After a brief discussion the consensus of the board was our staff is not large enough to separate duties in order to accommodate this request.

Kinamore inquired about Gateway Center's automobile insurance coverage amount.

Wenos stated the limits are set at \$1,000,000.

Wenos stated he is currently looking into Business Interruption insurance. This coverage would cover the following:

- Loss of revenue for 12 months
- Payroll for employee retainage
- On-going expenses

Wenos will report back to the board in the near future in regard to this pending matter.

Marketing/Public Relations

Warke updated the board that Anderson Hospital Auxiliary was contacted in regard to being selected as the recipient for the 2011 Festival of Trees. She went on to say that Ginger Trucano was gracious enough to agree to serve as the Chairperson of the 2011 event.

Warke reported that a 2009 Festival of Trees Recap Meeting would be held at Noon on January 27, 2010.

Directors Report

Event Related Matters

Warke briefed the board in regard to financial matters related to facility user YTB, and American Shetland Sheepdog Association.

Warke also advised the board that Gateway Center's existing lease agreement does not allow Gateway Center the ability to deny service for future contracts of a user, if the terms and conditions of another contract with the user are not satisfied. Warke plans to have legal counsel prepare a contract provision that will give Gateway Center the legal right to do so.

Land Acquisition

Warke simply advised that Dwight Taylor, legal counsel for Gateway Center, has made several attempts to reach the attorney representing the seller but has been unsuccessful in reaching him.

Employee Training Sessions

Warke shared with the board that a mock-armed robbery drill was held at the Gateway Center. Participants included box-office, part-time and a large percentage of the full-time employees. This exercise was facilitated and executed by the Collinsville Police Department. She added representatives of the Collinsville PD did an excellent job conducting the training exercise. Our staff found the mock-armed robbery drill both valuable and realistic. The purpose of the drill was not only to heighten employee's awareness about the importance of adhering to our security and operating procedures but also to convey helpful information to them should they be involved in a circumstance such as a robbery. Warke said she plans to send a thank you letter to the Police Department.

Warke also shared that the operations staff attended Sound System & Equipment Training on Monday, January 18, 2010. She feels sound system training needs to be conducted on a more frequent basis until each and every employee masters all critical operating areas.

Coalition of Civic Centers / Capital Funding Bill

Warke informed the board that there is still no word when the capital bill funding would be released to the Illinois Department of Economic Opportunity. In the meantime, the Coalition is exploring other possible capital funding sources.

As a point of interest, Warke informed the board that the Center has realized a savings of \$27,000 between May 2009 and December 2009 as a result of refinancing the 2004 Revenue Bond Series. The Center is anticipated to save approximately \$220,000 over the course of the life of the debt.

Unfinished Business - None

New Business - None

Executive Session - A **MOTION** was made by Tennant and seconded by Wenos to move to Executive Session at 7:56 p.m. for the purpose of discussing personnel matters. All were in favor. **MOTION** carried.

A **MOTION** was made by Tennant and seconded by Forneris to adjourn Executive Session and move back into the Regular Board Meeting at 8:46 p.m. All were in favor. **MOTION** carried.

Adjournment - There was no further business to come before the board. A **MOTION** was made by Ferris and seconded by Forneris to adjourn the meeting. All were in favor. **MOTION** carried. The Regular Board Meeting was adjourned at 8:47 p.m.

THE NEXT REGULAR BOARD MEETING
February 18, 2010, at 7:00 PM



CHAIRMAN



SECRETARY