

**COLLINSVILLE METROPOLITAN EXPOSITION
AUDITORIUM AND OFFICE BUILDING AUTHORITY
GATEWAY CENTER
May 20, 2010
Regular Board Meeting – 7:00pm**

Call to Order:

The May 20, 2010, Regular Board Meeting of the Collinsville Metropolitan Exposition Auditorium and Office Building Authority was called to order at 7:10 pm by John Bitzer.

Attendance:

MEMBERS:

Present: John Bitzer, Jim Ferris, Gene Forneris, Frank Klostermann, Chuck Tennant, and Ginger Trucano

Excused Absence: Mike Keefe, Bob Kinamore, and Mike Wenos

Also present: Cynthia Warke, Executive Director, Lisa Smith, Director of Sales and Marketing, Tracy Robinette, Office Manager, and Kim Jones, Director of Finance

Guests: Janel Ransdell, General Manager for Eurest Dining Services, and Bob Rosendale, Regional Director for Eurest Dining Services

Compass USA "Green Practices"

Bob Rosendale, Regional Director for Eurest Dining Services, presented a PowerPoint Presentation in regard to "Green Practices" on an international level and at Gateway Center that are carried out by Compass USA, which is the parent company to Eurest Dining.

Compass USA carries out the following policies, practices, and programs:

- Cage-free shell eggs
- Restricted Antibiotic Use in Poultry
- RBGH Free Milk
- Reduced Sodium Options
- Sustainable Seafood Program
- Supporting Local Farmers
- Farm to Form
- Zero Trans Fat Course
- Coalition of the Immokalee Workers
- Green Paper used across the Portfolio
- Poly Lactic Acid Plastic Container for Grab-n-Go Salads and Fruit
- Compostable Solutions

- Green Chemicals
- Energy Conservation
- Waste Stream Management

Smith inquired what Compass considers as a "local service area" in regard. This question was raised in response to where the company purchases its products.

Rosendale stated that anything grown or produced within 150 miles is considered local.

Smith asked if Compass strives to purchase a certain percentage of local products verses buying them from other parts of the country.

Rosendale stated that Compass tries to purchase from local suppliers as often as possible; however, certain times of the year it is impossible to purchase local food items.

Rosendale talked about other green practices carried out by their company.

Ransdell stated in order to recycle aluminum cans at Gateway Center they would need to be picked up on a daily basis or fruit flies would become an issue.

Rosendale said that perhaps a local Boy Scout or other civic organization would be interested in picking up recyclable products and then keeping the proceeds from the sale of these items. Rosendale said composting is another green practice performed by its company in other locations.

Warke suggested that the Collinsville Area Park District be contacted about the possibility of Willoughby Farm being a compost site for Eurest.

Rosendale stated that representatives of Gateway Center raised the question why leftover food cannot be donated to a local food pantry.

Ransdell interjected that most food pantries have very strict guidelines in order to donate any leftover food; she plans to research the local pantries in order to obtain current guidelines.

Approval of Minutes:

Regular Board Meeting, April 15, 2010

A **MOTION** was made by Forneris and seconded by Tennant to approve the April 15, 2010, Regular Board Meeting minutes. All were in favor. **MOTION** carried.

Executive Session, March 18, 2010 – Deferred to a later date

Executive Session, April 15, 2010 – Deferred to a later date

Finance:

Gateway Center:

A **MOTION** was made by Kinamore and seconded by Trucano to approve the monthly operating expenses of Authority for the month of April 2010 in the amount of \$153,693.15.

The following transfers were approved:

Revenue Deposit – To Operating Account - \$153,693.15

Revenue– To Principal & Interest - \$32,892.12

Regions Credit Card – To Principal & Interest - \$18,390.68

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

Line Item Transfer - Resolution #336

A **MOTION** was made by Trucano and seconded by Ferris to approve Resolution #336 authorizing the Collinsville Metropolitan Exposition, Auditorium and Office Building Authority to amend the FY'10 Operational Budget appropriation by transferring

- \$4,296.28 from Equipment Maintenance to Building Maintenance
- \$7,622.53 from Equipment Maintenance to Reimbursables

Roll Call was taken. All were in favor. **MOTION** carried.

LCD Panel Project

A **MOTION** was made by Forneris and seconded by Trucano to approve the purchase of a 47-inch LCD panel in the amount of \$907.88. All were in favor. **MOTION** carried.

Building/Capital Purchases/Site/Vehicle

Forneris said the board should anticipate the possible need to invest in engineering services. He went on to explain, that structural load limits, need to be reevaluated specifically for “rigging” purposes.

Warke said the Center needs to devise a formal rigging plot. A plot identifies structural load limits, and tie off points in specific areas when equipment needs to be suspended from the building structure.

Both Warke and Forneris explained that none of the function space was designed to satisfy rigging requirements. Warke said a formal rigging plot, as well as a policy both need to be devised and implemented. In order to develop a formal policy, Warke said it is important to understand where everyone’s liability and exposure falls. She explained that multiple parties at times are involved when rigging occurs. It is her understanding that Gateway Center is not the only party that has some liability exposure. The building lessee, outside contractor or perhaps even a subcontractor of the contractor could potentially share in the liability exposure. She would imagine this depends on the role, and scope of work being carried out by each party to an extent.

Forneris plans to contact Southern Illinois University at Edwardsville to explore the possibility of its Engineering Department assisting Gateway Center with this project.

Forneris will report back to the Building Committee, once he is able to investigate this matter further with SIUE.

Personnel/Benefit/Retirement/Grievance/By-Law

Warke informed the board that John Farenzena was recently promoted to Operations Manager, effective Monday, May 17, 2010.

Insurance

Warke advised the board that a meeting was recently held with representatives of the Crane Agency. Since the convention center's relationship with Crane recently commenced, Warke explained that she thought it would be a good idea to reevaluate the protocol for how an incident such as a slip and fall, injury or medical emergency are documented and processed.

In addition to reviewing the operating procedures related to on premise incidents, liability risks associated with "rigging", and armed security guards were two additional topics of conversation. Warke also seized this opportunity to verify if the Center should take out a Special Event Policy for the self-promoted events anticipated to be held in the upcoming months. Representatives of Crane said that Gateway Center's existing liability policy covers events of this nature; therefore, a special rider would not be necessary.

Marketing/Public Relations

Festival of Trees

Trucano updated the board regarding a recent 2011 Festival of Trees meeting, and stated that representatives of Anderson Hospital Auxiliary, Gateway Center and Gary Clark came up with a lot of neat ideas. At the 2010 Festival of Trees, the committee plans on showcasing some of the new elements that will be premiered the following year.

Trucano attended the 2010 Festival of Trees Committee Meeting and reported there would not be stockings auctioned off this year but instead they were going to auction off tabletops, which are dinner place settings for eight.

Directors Report

Warke informed the board that she is delighted to report that a representative of Archon recently contacted her to request a bid for their 2011 annual convention. She took a few minutes to refresh the board's memory about a few details that pertain to this event. She stated that Archon elected to move its convention to Westport due to Collinsville's inability to accommodate their "all night" hotel room parties. Warke feels that Collinsville is such an ideal location for this convention. Over the past several decades, their delegates have enjoyed the ability to walk to and from area restaurants and hotels. Gateway Center is so well suited for their

convention programming. The staff remains hopeful that the organizers of Archon will reconsider Collinsville as its convention designation in 2011.

Warke shared with the board that Gateway Center would be hosting the Treasure Chest Craft Show for the first time on May 21st through 23rd, 2010. Warke stated that this consumer show use to be held at St. Charles Convention Center.

In-House Events Update

Warke updated the board in regard to the Christian Concert series. The target date for the first concert will be September 12, 2010. She explained that there is a great deal of consideration that comes into play when determining, which entertainer would be suitable for our venue, market and would appeal to our target audience. The intent of the concert series is two fold. To further promote our facilities and services, as well as brand our facility as the "venue of choice" to attend a Christian Concert series.

Unfinished Business - None

New Business - None

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 8:45 p.m.

**The Next Regular Board Meeting
Thursday, June 17, 2010 at 7:00 pm**