

**COLLINSVILLE METROPOLITAN EXPOSITION  
AUDITORIUM AND OFFICE BUILDING AUTHORITY  
GATEWAY CENTER  
February 15, 2007  
Regular Board Meeting – 7:00pm**

**Call to Order:**

The February 15, 2007, Regular Board Meeting of the Collinsville Metropolitan Exposition Auditorium and Office Building Authority was called to order at 7:04 p.m. by John Bitzer.

**Attendance:**

**MEMBERS:**

Present: Gene Forneris, Frank Klostermann, Charles Tennant, John Bitzer, Bob Kinamore, Ginger Trucano and Mike Wenos

Excused Absence: Jim Ferris

Also present: Cynthia Warke, Gateway Center Executive Director, Kim Jones, Director of Finance, Lisa Smith, Director of Sales and Marketing, Jamie Lane, Sales Manager and Tracy Gaul, Executive Administrative Assistant.

**Approval of Minutes:**

**Regular Board Meeting – January 18, 2007**

A **MOTION** was made by Klostermann and seconded by Wenos to approve the January 18, 2007, Regular Meeting minutes. All were in favor. **MOTION** carried.

**Finance:**

**Gateway Center:**

It was recommended that competitive proposals be solicited for the preparation of Gateway Center's annual audit.

Warke stated that this will be addressed within the next month and she will report back to the board.

A **MOTION** was made by Kinamore and seconded by Trucano to approve the monthly operating expenses of Authority for the month of January 2007 in the amount of \$188,031.35.

The following transfers were approved:

Revenue Deposit – To Operating Account - \$183,678.13  
UP Credit Card – To Operating Account - \$4,353.22  
UP Credit Card – To Principal & Interest Account - \$6,178.71

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

**2003/2004 Bond Issue Draw Downs**

### **Building/Capital Purchases/Site/Vehicle**

Warke reported that UL has still not reached a decision in regard the lighting modification that has been proposed in connection with the ESCO Light Fixtures that were installed in Ballroom C & D.

Warke updated the board in regard to the climate control issues the facility has experienced in the new restrooms and additional ancillary rooms located on the north side of the new building addition. Both Holland and Hurford Architects have agreed to absorb the costs of materials and labor to insulate the cavity located between the restroom ceiling and the metal roof decking. These measures appear to be working, since the insulation was installed. She stated that the significant margin in air temperature between the public corridor and restroom facilities, as well as the air temperature above the ceiling line have decreased by a considerable amount. Based upon the air temperature reports, the difference in air temperature is no longer raising a great deal of concern about water pipes freezing and unacceptable air temperature within the facility. Plans are now in motion to insulate the balance of the ancillary spaces, which are the NW Box Office and Coat Check rooms.

### **Deferred/Expansion Capital Purchases**

#### **Personnel/Benefit/Retirement/Grievance/By-Law**

Executive Session

#### **Insurance**

None

#### **Marketing/Public Relations**

##### **Bridal Show Report**

Warke set the stage by first complimenting Jamie Lane, Sales Manager, for a job well done. Lane has done an exceptional job, once again, coordinating all aspects of the Gateway Bridal Show. As a result of the Bridal Show, Gateway Center has contracted 15 pieces of business and has 2 events tentatively on hold. This is tremendous.

Lane recapped the event and reported that there were 112 exhibitors that participated in the event this year compared to 84 vendors in 2006. Approximately 473 brides attended the event, which was an increase of 69 from last year. Total attendance for the event was 1,055. Net profit for the 2007 event was \$33,005.16.

#### **Building Rental Fees**

Lisa Smith reviewed the 2008 rental rates with the board. The overall rental rates will increase by 10%. Historically, Gateway Center raises its rental fees every other year and opposite years of when Eurest increases its menu pricing.

#### **Festival of Trees**

Warke reported that a meeting was recently held with representatives of the Collinsville Jaycees and the Collinsville Historical Museum in regard to the Festival of Trees. Approximately, 22 people were in attendance. The purpose of the meeting was to recap the 2006 Festival of Trees and kick off plans for the 2007 event. The Jaycees reported that their organization made \$20,678 profits after reimbursing Gateway Center \$7,675 for 50% of the food and beverage and entertainment expenses. Warke said that any organizations interested in applying for the Festival of Trees have until the end of February. The Marketing Committee will be prepared to recommend a group as the recipient of the 2008 Festival of Trees at the March Regular Board Meeting.

**Directors Report**

**Unfinished Business**

**New Business**

Forneris updated the board in regard to the status of the widening of Route 159 Project.

**Executive Session** - A **MOTION** was made by Tennant and seconded by Trucano to move to Executive Session at 8:27 p.m. to discuss Personnel Matters. All were in favor. **MOTION** Carried.

**Adjournment** - There was no further business to come before the board. A **MOTION** was made by Tennant and seconded by Wenos to adjourn the meeting. All were in favor. **MOTION** Carried. The Regular Board Meeting was adjourned at 9:00 p.m.

**THE NEXT REGULAR BOARD MEETING  
WILL BE HELD**

**March 14, 2007, at 7:00PM**