

**COLLINSVILLE METROPOLITAN EXPOSITION
AUDITORIUM AND OFFICE BUILDING AUTHORITY
GATEWAY CENTER
June 17, 2010
Regular Board Meeting – 7:00pm**

Call to Order:

The June 17, 2010 Regular Board Meeting of the Collinsville Metropolitan Exposition Auditorium and Office Building Authority was called to order at 7:00 pm by Chuck Tennant.

Attendance:

MEMBERS:

Present: Jim Ferris, Gene Forneris, Mike Keefe, Bob Kinamore, Frank Klostermann, Chuck Tennant, and Ginger Trucano

Excused Absence: John Bitzer, and Mike Wenos

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

Approval of Minutes:

Regular Board Meeting, May 20, 2010

The following correction is to be made on the May 20, 2010 Regular Board Minutes.

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 (not Smith as noted) came up with a lot of neat ideas.

A **MOTION** was made by Forneris and seconded by Trucano to approve the May 20, 2010, Regular Board Meeting minutes with the correction noted above. All were in favor. **MOTION** carried.

Finance:

Gateway Center:

A **MOTION** was made by Kinamore and seconded by Klostermann to approve the monthly operating expenses of Authority for the month of May 2010 in the amount of \$153,828.34.

The following transfers were approved:

Revenue Deposit – To Operating Account - \$153,828.34

Revenue– To Principal & Interest - \$46,773.41

Regions Credit Card – To Principal & Interest - \$5,622.58

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

Keefe inquired about the considerable monetary difference that appears on the 2-Year Income Statement Comparison for FY' 10 and FY '11 in connection with hotel/motel tax.

Jones stated that the figures shown on the statement are actual amounts. She further explained that 5 hotels paid ahead this year compared to 2 hotels last year, and that no businesses are behind in paying the hotel/motel tax.

Kinamore inquired if we receive the hotel/motel tax on the same day of every month.

Jones stated we receive the hotel/motel tax around the same time every month. She went on to report that she recently received a past due payment for "The Spa & Pool Show".

Building/Capital Purchases/Site/Vehicle

Forneris updated the board regarding the possibility of the Engineering Department at Southern Illinois University at Edwardsville assisting Gateway Center with its rigging project. Due to legal and liability reasons, SIUE is unable to assist Gateway Center with this project.

Klostermann inquired if we should contact the firm that initially designed our building to assist us with this project.

Forneris said we are considering that, and it might be more reasonable to go with them, but we will consider other consultants as well.

A **MOTION** was made by Forneris and seconded by Trucano to approve the LCD panels - mounting brackets - Invoice in the amount of \$404.66. All were in favor. **MOTION** carried.

Personnel/Benefit/Retirement/Grievance/By-Law

Warke passed out a memorandum requesting that the Personnel Committee meet to discuss the following topics the week of July 19, 2010.

- Review the Collinsville Metropolitan Exposition, Auditorium and Office Building By-Laws

- Review the International Association of Assembly Managers Salary Survey Results
- Review the Freedom of Information Act
- Review the Identity Protection Act

Robinette will follow up with the Personnel Committee next week regarding the committee member's availability to meet.

Warke reported Shelly Ettlting, Director of Operations and Technology, and Jennifer Robertson, Event Manager recently attended PAFMS (Public Assembly Facility Management School) at Oglebay, which in her opinion, is one of the best professional educational programs available for public assembly facility managers. This rather intense training is offered through IAAM (International Association of Assembly Managers). Warke stated that not only can industry professionals learn a great deal about just about every key area of the business but they also have the opportunity to formulate relationships with other industry professionals that can be extremely helpful as they move along through their career path. Warke informed the board that both Ettlting and Robertson informed her that IAAM now has a recommended Certification Program for Rigging. As discussions continue in connection with the development of a rigging plot and applicable policies, this certification program will definitely be a topic of conversation as well.

Warke informed the board that the "rewrite" of the incident report policy and operating procedure are in their final stages. Warke will forward all of the recommended documents to the Insurance Committee for their review and approval before disseminating this information to the entire board for final approval.

Insurance - None

Marketing/Public Relations - None

Directors Report

Warke reported some good news; Doubletree has approved in-room parties for the Archon Convention. Warke feels this will definitely help motivate the convention planners to move back to Collinsville from the properties in Westport.

Warke updated the board regarding a training session related to Emergency Preparedness currently being planned with Fire Chief Pete Stehman. She stated they would like to launch Phase 1 of this training next month, "mid to late" July. This training will entail a 1 to 2 hour PowerPoint Presentation in regard to Fire Codes that Gateway Center is subject to adhere to at all times.

Warke stated Phase II of our Emergency Preparedness Training is anticipated to be held this fall. Both Chief Stehman and Warke feel a comprehensive approach to this training, involving key emergency agencies, would make this training much more meaningful. The Chief and Warke plan to cross reference public assembly emergency preparedness "best practices" materials with the information the Fire Department utilizes within the next 6-8 weeks. Once we finalize the main areas that will be covered, we plan to coordinate the remaining details and determine a date for

this training. Warke will keep the board members up to date about any significant developments concerning this matter and will be sure to extend an invitation to all board members to attend both of these training sessions.

Warke stated that Ettling has been working diligently in regard to the chair manufactory defect. She stated that she anticipates being in a position in the near future to report meaningful information back to the board in reference to this topic.

Forneris recommended that we request that the manufacturer provide (2) sample chairs, that are in essence, "models" of the new chairs they propose to replace for us to satisfy the existing chair deficiency dilemma.

Warke said that model chairs would be requested, along with the new chair specifications. Both of these items will be closely scrutinized by the Building Committee prior to reporting back to the board with a final recommendation or further information concerning this matter.

Warke informed the board that our current Telephone system contract is up next week, and Ettling has been researching and preparing a report on her findings for the Building Committee's study and discussion. The Center will be paying on a month-to-month basis the current lease amount until the board reaches a decision in regard to how they would like to manage and finance the telephone system.

Warke suggested that a committee of the board allocate time in the near future to closely review the existing contractual documents between Compass USA and Gateway Center. Warke feels this will be beneficial for a number of reasons. This will be a good refresher exercise but will be an excellent time to evaluate other ways to grow the business, as well as other aspects of their performance.

Kinamore requested that a document be prepared that summarizes key contractual requirements stipulated in the contract between Compass USA and Gateway Center and that this information be furnished to the Finance Committee.

Warke said a summary much like Kinamore described already exists but will need to be closely reviewed to ascertain that there are no other key points that need to be added. Warke reminded the board that a number of contract addendums have been approved, since 1997, when the agreement was initially entered into between both parties.

Unfinished Business

Warke reminded the board about the upcoming "free" webinar on the latest Green Meeting Standards suggested for all future meetings and events, offered by PCMA on Friday, June 25, 2010, 12:00pm to 12:45. Warke asked for volunteers from the board to serve on a Green Committee with members of the Gateway Center staff.

There were no volunteers and some members of the board felt it was not necessary to include the board at this juncture.

Warke said that prior to the staff investing time and energy in its pursuit to explore and learn as much about Green Practices and additional programs that would be beneficial for the Center to

implement; she wants to make sure the board has no objection to allocating human resources in connection with this matter.

The board did not raise any opposition.

Warke said she outlined a preliminary document identifying the various roles the Green Committee will be responsible for carrying out in effort to get the ball rolling. She plans to provide this document to Forneris, Chairman of the Building Committee, as well as an additional member of this committee for their review and feedback.

New Business -None

Closed Session - Chuck Tennant announced a closed session pursuant to 5 ILCS 120/2 (c) (11) Litigation. . A **MOTION** was made by Keefe and seconded by Trucano to move into closed session. All were in favor. **MOTION** carried. The Regular Board Meeting was adjourned at 7:35 p.m.

A **MOTION** was made by Klostermann and seconded by Trucano to adjourn closed Session and move back into the Regular Board Meeting at 7:44 p.m. All were in favor. **MOTION** carried.

Adjournment - There was no further business to come before the board. A **MOTION** was made by Klostermann and seconded by Keefe to adjourn the meeting. All were in favor. **MOTION** carried. The Regular Board Meeting was adjourned at 7:45 p.m.

**The Next Regular Board Meeting
Thursday, July 15, 2010 at 7:00 pm**