

**COLLINSVILLE METROPOLITAN EXPOSITION
AUDITORIUM AND OFFICE BUILDING AUTHORITY
GATEWAY CENTER
November 19, 2009
Regular Board Meeting – 7:00pm**

Call to Order:

The November 19, 2009, Regular Board Meeting of the Collinsville Metropolitan Exposition Auditorium and Office Building Authority was called to order at 7:04pm by John Bitzer

Attendance:

MEMBERS:

Present: John Bitzer, Mike Keefe, Frank Klostermann, Chuck Tennant, Ginger Trucano, and Mike Wenos.

Excused Absence: Bob Kinamore, Jim Ferris, and Gene Forneris

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

Approval of Minutes:

Regular Board Meeting, October 15, 2009

A **MOTION** was made by Tennant and seconded by Wenos to approve the October 15, 2009, Regular Board Meeting minutes. All were in favor. **MOTION** carried.

Finance:

Gateway Center:

A **MOTION** was made by Klostermann and seconded by Tennant to approve the monthly operating expenses of Authority for the month of October 2009 in the amount of \$172,987.38.

The following transfers were approved:

Revenue Deposit – To Operating Account - \$172,987.38

Revenue– To Principal & Interest - \$24,861.60

Regions Credit Card – To Principal & Interest - \$18,595.20

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

Building/Capital Purchases/Site/Vehicle

LCD Project

Warke solicited feedback from the board in regard to the new LCD panels installed in the Main Lobby.

The majority of the board expressed that the size and positioning of the LCD panels are good.

Warke stated that the next LCD panel will be installed in the Prefunction area just outside the LaSalle room, since a great deal of social business is booked in this particular area in the facility. Warke commended Ettlting for a job well done, and stated she has devoted a significant amount of time to this project.

Personnel/Benefit/Retirement/Grievance/By-Law

To be discussed in executive session.

Insurance Bid Award - Resolution #333

A **MOTION** was made by Klostermann and seconded by Trucano to approve Resolution #333 authorizing the Collinsville Metropolitan Exposition, Auditorium and Office Building Authority to Award Charles L. Crane Agency Co. for Building, Property and Commercial Liability Insurance for a total annual sum of \$50,889.00 for a period of 1-year. Roll Call was taken. Wenos abstained from voting. All were in favor. **MOTION** carried.

Marketing/Public Relations

Warke reported that the Festival of Trees has sponsors for all 40 trees, and that the quantity of wreath sponsors has increased in comparison with the number of wreath sponsors in 2008. Considering the state of the economy, this is wonderful news. Warke also stated that Lisa Smith, Director of Sales & Marketing has done an exceptional job overseeing the plans for the event. Warke said she values Smith culinary experience and expertise. Warke said Smith has done an excellent job looking out for the Center's best interest, and making sure the menu items for the event showcase Eurest Dining's talent and abilities. She said she can always rely on Smith to raise the bar whenever she heads up a task or project. Warke encouraged the board to take time to compliment Smith for a job well done.

Warke stated that the number of requests for "free" invitations to the Festival of Trees has diminished greatly. Both Warke and Smith have tried to emphasize to those individuals requesting free invitations that this is a charitable event, and that are welcome to sponsor a tree or wreath if they would like invitations to attend.

Directors Report

Warke updated the board in regard to the online-ticketing contract with ExtremeTix. Warke stated that Kinamore, Jones and Dwight Taylor, legal counsel for Gateway Center, recently met to review and discuss this matter. Following the meeting, Taylor scrutinized the contract between ExtremeTix and Gateway Center more closely. He prepared the necessary contractual language that will be made part of an addendum between Gateway Center and any facility users that plan to utilize ExtremeTix for advance Internet ticket sales. The majority of the content of the addendum will shift liability risks from Gateway Center to the end user, which is a facility user.

Klostermann inquired as to how the staff went about selecting ExtremeTix.

Warke stated that Smith spearheaded the research and explored various online ticketing companies. Smith and Warke both studied the online ticketing process to better understand how consumers would order tickets through various ticketing programs. Both Smith and Warke preferred the ExtremeTix program due to the ease of the ordering tickets through their program, the ability to capture specific demographic information in regard to the end user, and the fact that ExtremeTix is a member of IAAM (International Association of Assembly Managers). Warke mentioned that we secured references from other users of the ExtremeTix program. The staff plans to contact these references for general inquiries about the ExtremeTix ticketing product, and their working relationship with representatives of this company.

Warke asked the board if they would like to review the final contract between Gateway Center and ExtremeTix. The consensus of the board was they do not need to review the contract, as long as Warke and Taylor are comfortable with the terms and conditions.

Keefe asked about the recycling grant and how the employees involved with this project felt about the decision. Warke stated that the employees involved with this project understand why the decision was made to defer a facility wide recycling program at this time due to economical concerns. Warke commented to the board that this subject would be revisited again in the future. She said both she and the staff feel strongly about this subject matter, and feel it would be a favorable program to implement for the Center. She added that there are advantages associated with "Going Green" over and above the obvious environmental benefits.

Klostermann suggested we start recycling a product we use often.

Warke encouraged all board members to make every effort to attend the December Board meeting. Warke has requested that the marketing team conduct a 1-hour presentation regarding a variety of topics. Warke envisions that one of the most interesting topics that will be covered in the presentation is technology and how it related to Gateway Center's marketing efforts.

Warke shared with the board that Graul has been extremely busy dealing with a variety of personnel related matters. She appreciates the thorough job Graul has done. Warke also complimented Jones

for all of the time and energy she has devoted to solicitation of insurance bids. Jones has fielded countless inquires in connection with this matter.

Unfinished Business - None

New Business - None

Executive Session - A **MOTION** was made by Wenos and seconded by Klostermann to move to Executive Session at 7:55p.m. for the purpose of reviewing the October 15, 2009 Executive Session minutes. All were in favor. **MOTION** carried.

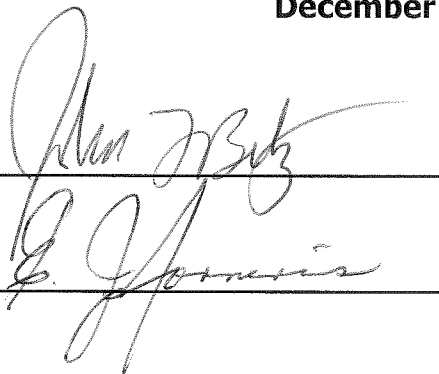
A **MOTION** was made by Klostermann and seconded by Wenos to adjourn Executive Session and move back into the Regular Board Meeting at 8:00p.m. All were in favor. **MOTION** carried.

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 8:02 p.m.

THE NEXT REGULAR BOARD MEETING
December 17, 2009, at 5:30 PM

CHAIRMAN

SECRETARY

The image shows two handwritten signatures in black ink. The top signature is written over a horizontal line and appears to be "John W. Butz". The bottom signature is also written over a horizontal line and appears to be "G. Jones".