

**COLLINSVILLE METROPOLITAN EXPOSITION
AUDITORIUM AND OFFICE BUILDING AUTHORITY
GATEWAY CENTER
December 15, 2016
Finance Meeting – 6:30 p.m.**

Call to Order

The December 15, 2016 Finance Meeting of the Collinsville Metropolitan Exposition Auditorium and Office Building Authority was called to order at 6:30 p.m. by Jim Ferris.

Roll Call

MEMBERS:

Present: Jim Ferris, Bob Kinamore, Mark Steyer and Ginger Trucano

Absent: None

Also present: Cynthia Warke, Executive Director; Kim Jones, Director of Finance and Tracy Robinette, Director of Human Resources and Administrative Services

Public Input

None

Consent Agenda

Finance Meeting, November 17, 2016

A **MOTION** was made by Trucano and seconded by Steyer to approve the meeting minutes for the Finance Meeting held on November 17, 2016. All were in favor. **MOTION** carried.

Committee Reports

Finance

The Finance Committee audited the monthly financial statements and all items requiring ongoing scrutiny appeared to be in order.

List of extraordinary expenses for the month:

- Vault Event Media - \$6,418.25 – Direct mail mailer and postage for 2017 Let's Go Fishing Show.
- IL Press Association - \$1,657.50 – 2x2 ad running in 4 zones: Central West, Central East, Southwest, and Southeast for 2017 Let's Go Fishing Show.
- Belleville News-Democrat - \$1,711.00 – 2017 Let's Go Fishing Show ad campaign.
- 101 ESPN - \$2,985.00 – Radio commercial package for 2017 Let's Go Fishing Show.
- KMOX CBS Radio - \$3,592.00 – (79) radio advertising spots on KMOX for 2017 Let's Go Fishing Show.
- iHeart Media - \$3,705.00 – (219) radio advertising spots on Louie 103.7, KLOU 103.3, The Bull 93.7, Z107.7 for 2017 Let's Go Fishing Show.
- Wally Marshall - \$2,689.70 – Appearance fee and travel for “Mr. Crappie”, Wally Marshall for 2017 Let's Go Fishing Show.
- St. Louis Post-Dispatch - \$4,560.68 – 1/8 page ad in the sports section on 1/1/17 through 1/8/17, 75,000 digital impressions on STLtoday.com, mobile interstitial and email blast on 1/6/17 for 2017 Let's Go Fishing Show.
- Illinois Public Risk Fund - \$10,729.00 – Quarterly worker's compensation insurance.

- Casandra Duncan - \$2,000.00 – Consulting services between 8/8/16 through 1/26/17 for planning, coordinating, execution of January 2017 Bridal Show, and train a Sales Manager for Bridal Show.
- Adams Outdoors - \$3,600.00 – Landscaping for Northeast & Northwest entrances.

Jones reported the total cash on hand in the First Clover Leaf Revenue Deposit account less deferred revenue equals \$166,652.63 and total credit card receipts for the month of November are \$26,072.84 thereby creating an overage of \$20,999.67.

Jones informed the committee that the following businesses are behind on paying their Food & Beverage tax: La Quinta Inn & Suites (1 month) and 157 Diner (2 month).

Forecasted Revenues and Expenses/Actual Comparison Report

Jones prepared and distributed a financial report, which projects long-range year-end revenue and expenses. The report also reflects the actual revenue and expenses up to September 30, 2016.

Directors Report

None

Unfinished Business

None

New Business

None

Adjournment

There was no further business to come before the board. A **MOTION** was made by Trucano and seconded by Steyer to adjourn the meeting. All were in favor. **MOTION** carried. The Finance Meeting was adjourned at 6:57 p.m.

**The Next Finance Meeting
Thursday, December 15, 2016**