

**COLLINSVILLE METROPOLITAN EXPOSITION  
AUDITORIUM AND OFFICE BUILDING AUTHORITY  
GATEWAY CENTER  
September 21, 2017  
Finance Meeting – 6:00 p.m.**

**Call to Order**

The September 21, 2017 Finance Meeting of the Collinsville Metropolitan Exposition Auditorium and Office Building Authority was called to order at 6:00 p.m. by Bob Kinamore.

**Roll Call**

MEMBERS:

Present: Bob Kinamore, Mark Steyer, Kim Thebeau and Ginger Trucano

Absent: None

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

**Public Input**

None

**Consent Agenda**

**Finance Meeting, August 17, 2017**

A **MOTION** was made by Trucano and seconded by Steyer to approve the meeting minutes for the Finance Meeting held on August 17, 2017. 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:

- St. Louis Best Bridal - \$3,300.00 – Enhanced profile page and tile ad on homepage - 7/1/17-6/30/18, and KIT program – 8/1/17-7/31/18.
- Meeting Professionals International - \$1,000.00 – ¼ page ad in MPI magazine “Meetings in IL” 15,000 prints and 45,000 digital format, discounted from original price of \$3,500.
- Frost Electric Company - \$1,170.00 – (10) 80watt 100-277volt LED HID replacement lamp.
- Illinois Public Risk Fund - \$10,725.00 – Quarterly worker’s compensation insurance premium.
- R.I.C. Corporation - \$4,752.00 – Concentrics yearly maintenance fee, 9/17-8/18.

The total cash on hand in the First Mid-Illinois Bank & Trust Revenue Deposit account less deferred revenue equals \$112,678.79 and total credit card receipts for the month of August are \$44,171.72 thereby creating a shortage of (\$3,414.34).

**Forecasted Revenues and Expenses/Actual Comparison Report**

The financial report, which projects long-range year-end revenue and expenses has been deferred.

## **Annual Review of Financial Policies & Procedures**

Following a brief discussion, the board reached a consensus to defer the Annual Review of Financial Policies & Procedures until the October Finance Meeting when Kim Jones, Director of Finance will be present.

### **Directors Report**

Warke reported that Archon is next week, and the staff will be exceptionally busy until November.

Warke informed the committee that a few of our Facility Workers have left the organization for various job opportunities.

Thebeau inquired if we were aware of what these staff members were being offered.

Robinette stated she was unsure.

Warke stated that David Ralleigh, Director of Operations recently brought to her attention that a number of our tables need to be replaced due to normal wear and tear. Most of these tables are 27 years old.

Warke stated Ralleigh put together a cost comparison analysis for several different types of tables that has been included in the board packets. Ralleigh is recommending that the tables be purchased from BizChair for a total of \$9,718.60.

Warke explained that we budgeted \$7,500 for cocktail tables, stools and exhibition drape. Warke is strongly recommending we go forward with this table purchase and pull the shortfall of approximately \$2,000 from the Capital Contingency funds.

A large majority of the table purchases are rented by facility users; therefore, this expense is considered a reimbursable expenditure. Warke stated that most likely this purchase would be paid off in approximately 18 months merely from renting the tables for various events.

Thebeau asked how are we getting free shipping as these tables are coming from Georgia.

Warke said she inquired on this very matter and Ralleigh assured her we are not being charged for shipping.

Warke stated the tables are warrantied for a one-year period on all of the moving parts. Warke stated Ralleigh and Cathy Bauer, Operations Foreman went through due diligence to ensure these tables were comparable to our current tables.

Kinamore asked if we were provided with a lead time on ordering these tables.

Warke said she was unsure due to Ralleigh securing all the details with this purchase.

Steyer recommended that perhaps Ralleigh should contact BizChair and request a sample of each table be shipped to the Center. This would allow the staff to thoroughly inspect the tables, to ensure the tables are of good quality and meet the staff's specifications.

Warke stated she will make this recommendation and report back to the committee.

**Unfinished Business**

None

**New Business**

None

**Adjournment**

There was no further business to come before the board. A **MOTION** was made by Steyer and seconded by Trucano to adjourn the meeting. All were in favor. **MOTION** carried. The Finance Meeting was adjourned at 6:50 p.m.

**The Next Finance Meeting  
Thursday, October 19, 2017**