

**COLLINSVILLE METROPOLITAN EXPOSITION
AUDITORIUM AND OFFICE BUILDING AUTHORITY
GATEWAY CENTER
October 19, 2017
Regular Board Meeting – 7:00 p.m.**

Call to Order

The October 19, 2017 Regular Board Meeting of the Collinsville Metropolitan Exposition Auditorium and Office Building Authority was called to order at 7:00 p.m. by Mark Steyer.

Roll Call

MEMBERS:

Present: John Bitzer, Bob Kinamore, Fontez Mark, Mark Schusky, Mark Steyer, Kim Thebeau, Ginger Trucano and Kevin Weinacht

Absent: None

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

Guests: Jamie Lane, Director of Sales & Marketing and Ashley Pfitzinger, Sales Manager

Public Input

None

Bridal Show Presentation

Ashley Pfitzinger reported the number of exhibitors for the 2017 August Bridal Show totaled 100, which was an increase over the 2016 summer show, which had a total of 80 vendors. The increase is attributed to the creation of a new small business exhibit area in the main lobby. For the 2016 summer show, revenues totaled \$32,679.62, whereas in 2017 revenues totaled \$40,657.90. Last year total expenses were \$10,120.13, and this year are \$10,354.44. Last year, the total net income was \$22,559.49 compared to \$30,303.46 this year. The total attendance last year was 746 and was 973 this year.

Weinacht asked Pfitzinger, which advertising did she feel worked the best.

Pfitzinger said Social Media was by far the best form of advertising for the Bridal Show.

Steyer inquired if we did an exit survey following the Bridal Show.

Lane stated she was unsure if this was completed but will definitely follow up with Pfitzinger on this matter.

Warke stated how impressed she is with the job Pfitzinger has done producing the show. She asked Pfitzinger to share her experience at the Wedding MDA Convention. Pfitzinger said she walked away from the convention with various ideas about ways to enhance a bridal show. Other topics covered at the convention pertained to wedding trends, best practices related to the sales process for wedding receptions and present-day expectations of bridal couples.

Department Heads – Annual Reports

Lane presented her annual report in reference to customer appraisal surveys, percentage of repeat business, income realized from new revenue programs and that a total of \$78,079.55 was realized from prospecting efforts.

Jones reported on the number of liability claims that occurred in FY'17, which was a total of four claims compared to two claims in FY'16. The total monetary amount incurred in liability claims in 2017 was \$5,000. No monetary amount was incurred the prior operating year. A number of additional financial reports utilized to track and compare expenditures to prior operating years were reviewed.

Robinette presented an illustration reflecting the percentage of employee turnover in FY'17 compared to the prior year.

Thebeau recommended that turnover in part-time Facility Workers be separated from the overall percentage of turnover within the organization. There is such a high number of turnover in part-time personnel that it skews the overall percentage of turnover.

Robinette reviewed all of the employee training programs that transpired throughout the operating year.

Warke presented Ralleigh's annual report, since he was unable to attend the meeting. His report compared building utilization to energy consumption for the past three operating years. Over the course of this time, energy consumption has decreased each year, Warke largely contributed this to Paul Phipps efforts converting existing light bulbs over to more energy efficient bulbs throughout the facility.

Consent Agenda

A **MOTION** was made by Schusky and seconded by Bitzer to remove Resolution #445 from the Consent Agenda. All were in favor. **MOTION** carried.

Motion to Approve Board Minutes of the September 21, 2017 Regular Board Meeting

A **MOTION** was made by Trucano and seconded by Weinacht to approve the Regular Board Meeting Minutes on September 21, 2017. All were in favor. **MOTION** carried.

Motion to Approve Payment of Obligations for the Period Ending September 2017

A **MOTION** was made by Trucano and seconded by Weinacht to approve payment obligations for the period ending September 2017. All were in favor. **MOTION** carried.

Acceptance of the May 1, 2016- April 30, 2017 Annual Financial Statements

A **MOTION** was made by Trucano and seconded by Weinacht to approve the FY'17 Annual Financial Statements. All were in favor. **MOTION** carried.

Warke reported that a new Ansul system does not have to be purposed but merely tested and recharged. The Hood System Fire Suppression System, located in the kitchen, is required to undergo a 12-year hydrostatic test and be recharged. There is no fire protection over one piece of equipment located along the Utility Distribution System. In order to be in compliance with code, the existing Ansul System pipe will need to be extended by several feet to rectify the problem. Warke requested staff to arrange for the local Fire Marshal to evaluate the existing conditions and the

proposed plans to bring the system back up to compliance. Warke reviewed the three cost proposals secured for the proposed scope of work. Staff is recommending that Fire Safety be selected to perform the test and needed repairs. She also called out that a motion is needed to amend the Resolution.

A **MOTION** was made by Schusky and Trucano seconded the **MOTION** to amend Resolution #445 for the repair of the Ansul System. Roll Call was taken. All were in favor. **MOTION** carried.

A **MOTION** was made by Schusky and seconded by Trucano to approve Fire Safety to complete the required testing and charging of the Ansul Suppressant System and make the needed pipe modification that supports the system. Roll Call was taken. All were in favor. **MOTION** carried.

Committee Reports

Finance

The following transfers for September 2017 obligations are:

From the Revenue Deposit Account, to the Operating Account - \$183,225.88

From the Revenue Deposit Account, to the Principal & Interest Account - \$52,570.36

From the Credit Card Account, to the Principal & Interest Account- \$19,024.38

Proposed Insurance Changes

Jones stated the Finance Committee met on September 26, 2017 to go over Gateway Center's current Insurance coverage.

Jones stated she spoke to Chris Dietsch, our insurance broker with the Crane Agency to ask questions that were raised during the Finance Committee meeting.

Jones stated our current bond holder, First Mid-Illinois Bank & Trust does not require us to have flood or mine subsidence coverage. After a brief discussion the board decided to drop these coverages.

If we lower our personal property coverage to two million instead of three million it would save us approximately \$1,000 a year.

If we lower our coverage on the Marquee sign to \$120,000 we would save approximately \$2,800. The consensus of the Board was to lower this coverage.

Jones stated that in regards to the Flood insurance, that we are in a preferred policy and our current deductible is the only Wright offers. If we want a higher deductible, we would have to write in a standard program and this would not be cost effective.

Weinacht recommended that we call local businesses in Eastport to see if they have flood insurance.

Jones stated that the Flood insurance will expire in August 2018. The consensus of the board is to call local businesses in Eastport and then report back to the board with results.

Steyer asked when does the Gateway Centers insurance policies with West Bend Mutual Insurance expire. Jones stated they expire on December 1, 2017

A **MOTION** was made by Bitzer and seconded by Kinamore to remove the Mine subsidence coverage, lower the building coverage from three million to two million and to lower the Marquee coverage. Weinacht opposed. **MOTION** carried.

Building/Capital Purchases/Site/Vehicle

None

Personnel/Benefit/Retirement/Grievance/By-Law

Warke reviewed proposed changes to the board's by-laws.

A **MOTION** was made by Schusky and seconded by Mark to approve the changes to the Collinsville Metropolitan Exposition Auditorium and Office Building Authority By-Laws. Roll Call was taken. All were in favor. **MOTION** carried.

Marketing/Public Relations

Jones stated the next Festival of Trees meeting has been scheduled for 5:15 p.m. Wednesday 25, 2017.

Director's Report

Gateway Center's Long-Range Strategic Plan Update

Johnson Consulting has finished its financial projections for three scenarios for Gateway Center expansion and improvements. Each scenario has been extrapolated over ten-years. This information is key to understanding how the sunset of Tax Increment Financing would impact the convention center's finances. Warke stated representatives of Johnson Consulting are focusing their efforts on securing construction estimates. Warke will report back to the board in reference to the status of the project at the next Regular Board Meeting.

Collinsville Tourism Update

Warke reported that Brett Stewart, CEO of the Alton Regional Convention & Visitors Bureau, recently contacted her. The bureau has engaged a consultant to assist with the rebranding of the bureau, and rewriting of its bylaws due to the bureau representing a larger geographic area. The bureau requested that representatives on a local level meet with the consultant for the purpose of educating him about Collinsville's tourism needs and vision.

2017 Spectra Incentive Payout

Warke reported that Spectra has proposed to provide the food and beverages for an organizational event. A team building event was one consideration.

After a brief discussion, the board requested Warke hold off on making definitive plans at this juncture.

Table Purchases

Warke explained that the proposed exhibition and classroom tables were not suitable. Therefore, she has directed staff to investigate other options. The replacement cost of tables is a significant expense; therefore, the tables need to be compatible with existing tables and well-constructed. Once the staff has formulated a recommendation, Warke will report back to the board about this planned purchase.

Unfinished Business

Kinamore inquired about the status of the Capital Bill Grant funding.

Warke was informed by the Illinois Department of Commerce and Economic Opportunity that a freeze on spending the funds still is being mandated until further notification.

New Business

None

Executive Session

None

Adjournment

There was no further business to come before the board. A **MOTION** was made by Trucano and seconded by Bitzer to adjourn the Regular Board Meeting. All were in favor. **MOTION** carried. The Regular Board Meeting was adjourned at 8:45 p.m.

**The Next Regular Board Meeting
Thursday, November 16, 2017**