

**COLLINSVILLE METROPOLITAN EXPOSITION
AUDITORIUM AND OFFICE BUILDING AUTHORITY
GATEWAY CENTER
November 16, 2017
Regular Board Meeting – 7:00 p.m.**

Call to Order

The November 16, 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: Bob Kinamore, Fontez Mark, Mark Schusky, Mark Steyer, Kim Thebeau, Ginger Trucano and Kevin Weinacht

Absent: John Bitzer

Also present: Cynthia Warke, Executive Director; Kim Jones, Director of Finance of Gateway Center and Elayna Wiggins, General Manager of Spectra.

Public Input

None

Spectra Presentation

Wiggins distributed to the board both the newly produced Wedding Package Menu and new Catering Menus. Wiggins said the menus are more professional in appearance, very user friendly and have wonderful new offerings. Wiggins shared a number of new offerings and services that now will be available to customers such as custom cake services and new all-day food and beverage packages geared towards the mid-week corporate market. Wiggins stated both Gateway Center and Spectra produced a new event recently referred to as a Bark & Brew, which has a great deal of potential to grow in the future. The second new event slated for this year will take place on December 13th. It is called the Jingle & Mingle, and is geared towards small businesses that might not customarily host holiday gathering for its employees. Wiggins reviewed a financial report comparing actual revenue and expenses. Currently, the yearend projections are reflecting a Net Profit Loss of \$11,111.34; however, since seven of the months have not transpired, the projections could significantly change. Prior to closing, Wiggins shared Spectra's ideas for further revenue development for FY'18.

Consent Agenda

Motion to Approve Board Minutes of the October 19, 2017 Regular Board Meeting

A **MOTION** was made by Trucano and seconded by Kinamore to approve the Regular Board Meeting Minutes on October 19, 2017. All were in favor. **MOTION** carried.

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

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

Committee Reports

Finance

The following transfers for October 2017 obligations are:

From the Revenue Deposit Account, to the Operating Account - \$137,748.61

From the Principal & Interest Account, to the Operating Account - \$49,305.86

From the Credit Card Account, to the Principal & Interest Account- \$89,437.16

Building/Capital Purchases/Site/Vehicle

Marquee Repair

Warke reported that a recent storm consisting of high winds damaged the rear side of marquee. Once Demond Signs has examined the sign more closely, repairs will be made accordingly.

Personnel/Benefit/Retirement/Grievance/By-Law

Staff Way to Go Activity

Warke stated as part of the Way to Go Program, the staff held a crockpot cookoff recently. Members of the staff prepared their favorite crockpot dish. There were 22 crockpots lined up for everyone to sample. Following the selection of the top three winners, a staff team building activity was held.

Marketing/Public Relations

Kellsie Hope Foundation

Warke reported that plans for the event have been underway for several months. Over 700 people are expected to attend and support this wonderful charitable event to help families with children that have cancer. She said the size and scope of the event is very comparable to Gateway Center's Festival of Trees.

Director's Report

Gateway Center's Long-Range Strategic Plan

Warke directed the board's attention to the construction estimates for the proposed renovation and expansion improvements to the convention center and a connecting hotel. The estimated costs are not based on drawings, construction specifications, etc. but are based on historical unit rates for material and labor in the area. Collectively, the improvements and new convention quality hotel are estimated to cost \$108,422,854. The final report is anticipated to be finished next month. A presentation of the report will be made by representatives of Johnson Consulting in early January 2018.

Decorations In-house Contractor

Warke reported discussions are underway with A1 Party & Wedding Rentals in reference to serving as Gateway Center's in-house Decorations Service Contractor. It will be nice for a local business to benefit from this service. A1 Party & Wedding Rentals has an excellent reputation for be very reliable, and having an array of equipment and materials available for events.

Collinsville Tourism Update

Warke reported back to the board in regard to a meeting held with a tourism consultant engaged by Alton Convention & Visitors Bureau. Brett Stawar, CEO for the bureau, requested the meeting to provide representatives of Collinsville the opportunity to share its vision for tourism promotion and development, as well as to weigh in on the rewriting of the bureau's bylaws. Representatives of the bureau are in the process of rebranding and renaming the CVB. Collinsville has not officially aligned itself with the Alton CVB; however, representatives of Collinsville were impressed with Alton's efforts

to understand our visions and needs for tourism promotions. Stawar has been asked for cost proposal to serve as Collinsville's Convention & Visitors Bureau. The decision for Collinsville to be served by this bureau will be made by representatives of the City of Collinsville.

Jingle and Mingle Event

As Wiggins already explained, Gateway Center and Spectra are teaming up and hosting a first-time holiday party that will be open to the public. Tickets to attend the event are \$35 each. Attendees will enjoy wonderful entertainment, food, cocktails and beverages. It really is a great value. The featured entertainment will be dueling piano players. The event will be held on Wednesday, December 13th from 5:30 p.m. until 10:00 p.m.

Facility Holiday Lighting

Warke expressed it was far more difficult than the staff anticipated to secure a company to install holiday lighting on the building roofline. Ralleigh secured comparable price quotes, and is recommending that the project be completed by St. Louis Christmas Décor for a total of \$3,400. The lighting would be installed around Thanksgiving, and will be left in place until after New Year's Day.

Unfinished Business

Parking Lot Repair

Petroff has completed the milling, installation of asphalt and sealing of the repair site located on the northeast side of the facility. It appears the issue of water ponding in several locations has been rectified.

Spectra FY'17 Incentive

Warke reminded the board that a consensus has not been reached in regard to Spectra's \$2,500 in-kind food and beverage offering.

The board reached a consensus that the funds be utilized for a staff program.

New Business

2019 & 2020 Room Rental Rates

A comparison report reflecting the current room rental rates and proposed rates was furnished to the board. Warke explained the reasoning behind each of the proposed rental rate fees. Until renovations can be made to the older sections of the facility, the rates for these areas will remain fairly flat.

The board did not have any objections to the proposed room rental rates.

Executive Session

A **MOTION** was made by Schusky and seconded by Thebeau to move into Executive Session at 8:27 p.m. for the purpose of discussing personnel matters in accordance with section 5 ILCS 120/2(c)(1) of the Open Meetings Act. All were in favor. **MOTION** carried.

A **MOTION** was made by Thebeau and seconded by Schusky to move back into the Regular Board Meeting at 9:27 p.m. All were in favor. **MOTION** carried.

Adjournment

There was no further business to come before the board. A **MOTION** was made by Trucano and seconded by Weinacht to adjourn the Regular Board Meeting. All were in favor. **MOTION** carried. The Regular Board Meeting was adjourned at 9:28 p.m.

**The Next Regular Board Meeting
Thursday, December 14, 2017**