

COLLINSVILLE METROPOLITAN EXPOSITION
AUDITORIUM AND OFFICE BUILDING AUTHORITY
GATEWAY CENTER
December 15, 2016
Regular Board Meeting – 7:00 p.m.

Call to Order

The December 15, 2016 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, Jim Ferris, Bob Kinamore, Fontez Mark, Mark Schusky, Mark Steyer, Kim Thebeau, Ginger Trucano and Kevin Weinacht

Absent: None

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

Guests: Elayna Wiggins, General Manager with Spectra Food Services & Hospitality and Amy McNally, Senior Sales Manager with Spectra Food Services & Hospitality

Public Input

None

Spectra General Manager's Report

Wiggins disseminated financial reports reflecting how Spectra is performing Year -to -Date compared to its current Operating Budget and prior operating year for the same period. Overall sales are up from last year. The largest contributing factor is Catering Sales, which are up by \$51,349.26.

Consent Agenda

Motion to Approve Board Minutes of the November 17, 2016 Regular Board Meeting

A **MOTION** was made by Trucano and seconded by Weinacht to approve the Regular Board Meeting Minutes on November 17, 2016. All were in favor. **MOTION** carried.

Motion to Approve Payment of Obligations for the Period Ending November 2016

A **MOTION** was made by Ferris and seconded by Trucano to approve payment obligations for the period ending November 2016. All were in favor. **MOTION** carried.

Committee Reports

Finance

The following transfers for November 2016 obligations are:

From the Revenue Deposit Account, to the Operating Account - \$166,652.63

From the Principal & Interest Account, to the Operating Account - \$5,073.17

From the Credit Card Account, to the Principal & Interest Account - \$26,072.84

Building/Capital Purchases/Site/Vehicle

None

Personnel/Benefit/Retirement/Grievance/By-Law

Warke informed the board that Amanda Stroh has resigned from her Sales Manager position effective December 9, 2016, and that resumes are currently being accepted for this capacity.

Marketing/Public Relations

Festival of Trees

Warke asked the board for feedback in reference to this year's festival.

A number of board members stated that the food was excellent and that their overall experience was very positive.

Warke discussed the long lines at one of the carving stations. The Spectra team feels that attendees ignore the fact that they can retrieve food selections from various sides of the stations. The crowd has a tendency to line up single file. Spectra plans to spread out the food stations to see if this alleviates attendees from lining in one line. Warke is recommending that more staff be positioned among the stations to direct attendees to other sides of the stations. Representatives of this year's recipient organization informed members of our staff that they grossed \$57,000. A meeting will be held at the end of January with both representatives of the Kiwanis Club and next year's recipient organization, which is the local Masonic Lodge. At such time, all meeting participants will provide feedback about this year's festival. All of the pertinent information related to the event will be turned over to representatives of the Masonic Lodge to assist them with the planning and execution of the 2017 Festival of Trees.

Director's Report

TIF Application/New Procedural Requirements

Warke reported that the City Council approved Gateway Center's Tax Increment Financing Application for a total of \$150,125. From this point forward, Gateway Center will be required to secure approval of the Center's applications from the City Council prior to a project being awarded and any work commencing.

Economic Impact Study

Warke stated that a draft of the Economic Impact Analysis on Gateway Center is anticipated to be completed by December 27, 2016. Once Johnson Consulting and representatives of Gateway Center finalize the document, a copy of the study will be provided the board for its review.

Let's Go Fishing Show

Warke reported that the upcoming Let's Go Fishing Show is sold out. A new attraction added this year, is Gateway RV & Motor Sports. This exhibiting business will be staging RV's on premise, along with seadoos and other types of outdoor sports vehicles such as ATVs. Due to the lineup of top ranked fisherman pros that will be conducting seminars at the show, this year's show could be the largest event ever in terms of attendance. Warke said that Jamie Lane, Director of Sales & Marketing has done another remarkable job of producing the show.

Unfinished Business

None

New Business

Resolution #429 – A Resolution Amending Gateway Center’s Operating Budget Appropriations FY’17. A **MOTION** was made by Schusky and seconded by Ferris to approve Resolution #429. Roll Call was taken. All were in favor. **MOTION** carried

Executive Session

None

Adjournment

There was no further business to come before the board. A **MOTION** was made by Ferris and seconded by Trucano to adjourn the Regular Board Meeting. All were in favor. **MOTION** carried. The Regular Board Meeting was adjourned 7:58 p.m.

**The Next Regular Board Meeting
Thursday, January 19, 2017**