

**COLLINSVILLE METROPOLITAN EXPOSITION
AUDITORIUM AND OFFICE BUILDING AUTHORITY
GATEWAY CENTER
February 15, 2018
Regular Board Meeting – 7:00 p.m.**

Call to Order

The February 15, 2018 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 Steyer, Ginger Trucano, Mark Schusky and John Bitzer

Absent: Kim Thebeau and Kevin Weinacht

Also present: Cynthia Warke, Executive Director and Kim Jones, Director of Finance

Public Input

Event Manager Tiffany Mitchell, Lindsay Giacoletto and Jeff Foster were introduced to members of the board. Each one of the employees shared a little about their background.

Warke commented on what wonderful additions they all are to the organization.

Let's Go Fishing Show Presentation

Lane distributed and reviewed a detailed report in regard to the show.

Lane reported that vendor participation increased from 127 vendors at the January 2017 show to 128 vendors in January 2018.

Lane stated that there was a decrease in total revenue for the show. For the January 2017 show total revenue was \$115,131.56 compared to a total revenue amount of \$110,585.04 for the January 2018 show. Total expenses for the January 2017 show was \$51,430.21 compared to \$57,406.92 for the January 2018 show. The net profit for the January 2018 show was \$53,178.12 compared to a net profit amount of \$63,701.36 for the January 2017 show.

Warke commended Lane for a job well done.

Consent Agenda

Motion to Approve Board Minutes of the January 18, 2018 Regular Board Meeting

A **MOTION** was made by Schusky and seconded by Trucano to approve the Regular Board Meeting Minutes on January 18, 2018. All were in favor. **MOTION** carried.

Motion to Approve Board Minutes of the January 8, 2018 Special Board Meeting

A **MOTION** was made by Schusky and seconded by Trucano to approve the Regular Board Meeting Minutes on January 8, 2018. All were in favor. **MOTION** carried.

Motion to Approve Payment of Obligations for the Period Ending January 2018

A **MOTION** was made by Schusky and seconded by Trucano to approve payment obligations for the period ending January 2018. All were in favor. **MOTION** carried.

Committee Reports

Finance

The following transfers for January 2018 obligations are:

From the Revenue Deposit Account, to the Operating Account - \$207,334.09

From the Revenue Deposit Account, to the Principal & Interest Account - \$1,879.06

From the Credit Card Account, to the Principal & Interest Account- \$52,979.76

Building/Capital Purchases/Site/Vehicle

Warke reported the HVAC Removal and Installation Project has been completed. Once this matter is taken care of and the Center has received all of the Lien Waivers, the staff will be seeking reimbursement for the project costs from the City of Collinsville.

Jones stated that 90% of Bel-O Heating and Cooling payment is being released and the balance is being held until Lien Waivers are secured.

Warke advised, the staff will be seeking its Tax Increment Financing reimbursement for both the HVAC Removal & Replacement Project and the Gateway Center Long-range Strategic Plans consulting fees from the City of Collinsville in the near future.

Personnel/Benefit/Retirement/Grievance/By-Law

None

Marketing/Public Relations

Jones reported that a Festival of Trees Recap Meeting was recently held. At such time, the Masons handed off all of the important event documents to representatives of the Junior Service Club. She stated the Masons were very pleased with the event.

Director's Report

City of Collinsville & Gateway Center Consolidation Update

Warke reported the plans for the consolidation with the City are still underway. Representatives of both Gateway Center and the City of Collinsville have been holding weekly implementation meetings. She commented both she and Bair are striving to implement anything related to the consolidation that would not be problematic in advance of May 1st. Warke reported that representatives of the City of Collinsville will be preparing Gateway Center's Operating Budget for FY'19; therefore, both the board and staff will not be undergoing the customarily budget process that historically occurs this time, during the year.

Renovation Plans Update

Both Bair and Warke met with representatives of HOK Design and shared the improvement plans with them. Warke has also met with representatives of Arcturis. Both Bair and Warke plan to meet with one more design firm before a Request for Quote is solicited.

Bridal Show Conversion to Phillips 66 100th Anniversary Dinner

Warke reported that as soon as the Gateway Bridal Show concluded at 9:30 p.m., the facility workers plus members of the office staff, Spectra and Audio Solutions had to tear out the bridal show set-up, clean and set the hall by 8 a.m. for the Phillips 66 meal function for in excess of 700 people. This entailed an indescribable amount of work. Warke is pleased to report that not only did the staff have the room set by 5:00 a.m. but that the Gateway Center team received all “excellent” ratings on the customer appraisal survey for the Phillips 66 event. She expressed how much she appreciated the staff pulling together to accomplish this goal.

Collinsville Chamber of Commerce Monthly Networking Luncheons & ChamberNet

Gateway Center is hosting the local chamber’s monthly luncheon for the next 12 months. Both Warke and the staff feel this will be great exposure for both Gateway Center and Spectra.

ChamberNet

Gateway Center and Spectra are teaming up with approximately 13 other area chambers to host a business networking reception. Gateway Center has hosted this event on two prior occasions. The event has always been well attended when held at the convention center.

Unfinished Business

None

New Business

Rewriting of By-Laws

Warke reported, that the Authority’s By-Laws will need to be amended due to the cessation of the Authority effective May 1st. This task falls under the responsibility of the Personnel/Benefit/Retirement/Grievance and By-Law Committee.

Executive Session

A **MOTION** was made by Trucano and seconded by Mark to move into Executive Session at 7:49 p.m. All were in favor. **MOTION** carried.

A **MOTION** was made by Trucano and seconded by Bitzer to move back into the Regular Board Meeting at 8:14 p.m. All were in favor. **MOTION** carried.

A **MOTION** was made by Trucano and seconded by Bitzer to approve the meeting minutes for the December 14, 2017 Regular Board Meeting. All were in favor. **MOTION** carried.

Adjournment

There was no further business to come before the board. A **MOTION** was made by Schusky and seconded by Bitzer to adjourn the Regular Board Meeting. All were in favor. **MOTION** carried. The Regular Board Meeting was adjourned at 8:14 p.m.

**The Next Regular Board Meeting
March 15, 2018**