

**COLLINSVILLE METROPOLITAN EXPOSITION
AUDITORIUM AND OFFICE BUILDING AUTHORITY
GATEWAY CENTER
May 18, 2017
Regular Board Meeting – 7:00 p.m.**

Call to Order

The May 18, 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: Present: Jim Ferris, Bob Kinamore, Fontez Mark, Mark Steyer, Ginger Trucano and Kevin Weinacht

Absent: John Bitzer, Kim Thebeau and Mark Schusky

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

Public Input

None

Consent Agenda

Motion to Approve Board Minutes of the April 20, 2017 Regular Board Meeting

A **MOTION** was made by Trucano and seconded by Ferris to approve the Regular Board Meeting Minutes on April 20, 2017. All were in favor. **MOTION** carried.

Motion to Approve Board Minutes of the April 20, 2017 Executive Session Meeting

A **MOTION** was made by Trucano and seconded by Ferris to approve the Executive Session Meeting Minutes on April 20, 2017. All were in favor. **MOTION** carried.

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

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

Committee Reports

Finance

The following transfers for April 2017 obligations are:

From the Revenue Deposit Account, to the Operating Account - \$178,614.84

From the Principal & Interest Account, to the Operating Account - \$50,740.65

From the Credit Card Account, to the Principal & Interest Account- \$36,169.32

Building/Capital Purchases/Site/Vehicle

Steyer informed the board that the Landscaping project has been completed.

Warke informed the board that preparations are being made to replace the last two HVAC rooftop units that were installed in 1990. Prior to finalizing the bid specifications, the staff plans to evaluate whether any additional units need to be replaced.

Personnel/Benefit/Retirement/Grievance/By-Law

Robinette informed the board that Tiffany Mitchell recently accepted the position of Event Manager and started working on May 8, 2017. DeAmbra Crochrell also accepted the position of Event Manager and started working on May 15, 2017.

Robinette stated that both Cassie Duncan and Courtney Thorp have both accepted part-time positions as Administrative Assistants to work the front desk.

Warke recommended that the Election of Officers be deferred to the June 15, 2017 Regular Board Meeting due to three board members being absent from the present meeting.

Warke asked the board if they had any recommendations for a new Board Member due to Jim Ferris stepping down in September, 2017.

Marketing/Public Relations

Warke stated the next meeting for the 2017 Festival of Trees is on June 7th.

Director's Report

Long-Range Strategic Plan/Focus Group Meetings

Warke reported that representatives of Johnson Consulting stated that they received beneficial feedback from the Focus Group participants. Over the course of the next month, Johnson Consulting will be focusing their attention on the Market Analysis Phase of the study. Following the Market Analysis Warke anticipates representatives of the Center and City will be more involved with the study. The next phase will address land use and development and capital needs related to the convention center.

Eastport Plaza Marquee

Warke inquired if the board would be in favor of acquiring the easement where the Eastport Plaza marquee is located. The existing sign is in terrible condition and very out dated. Warke stated that the easement is legally owned by Eastport Plaza, Inc., which apparently is defunct. Marty and Tammy Norton, owners of the adjacent property to the easement, are going to consult their attorney to find out what measures must be taken for the Authority to assume ownership.

Unfinished Business

None

New Business

Spectra Contract Extension

Warke reported that Spectra is seeking a four-year extension on their agreement with the Authority. What prompted this request was the length of the contract between Spectra and Pepsi. The goal is to have the length of Pepsi's Exclusive Beverage Agreement mirror the length of the Authority's contract with Spectra.

Warke consulted Mike Plutino with Food Service Matters and representatives of Johnson Consulting about the extension to the agreement. It was recommended that a "Termination for Convenience" clause be made part of the agreement, along with a clause that requires Spectra to set aside a certain percentage of its Gross Revenue to fund a Capital Improvement & Replacement Fund. This fund would be used solely for investments made in the food service area of the operation.

Resolution #441 - A Resolution Authorizing a Contract Extension with Spectra. A **MOTION** was made by Ferris and seconded by Weinacht to approve a four-year contract extension contingent upon Spectra agreeing to the two contract additions set forth by the Authority. Roll Call was taken. All were in favor. **MOTION** carried.

Resolution #442 -Amending Gateway Center's FY'17 Operating Budget Appropriations
A **MOTION** was made by Ferris and seconded by Trucano to transfer \$1,000 from Auto Maintenance to Custodial Supplies. Roll Call was taken. All were in favor. **MOTION** carried.

Executive Session

A **MOTION** was made by Ferris and seconded by Weinacht to move into Executive Session at 8:05 p.m. pursuant to 5 ILCS 120/2(c)(1). All were in favor. **MOTION** carried.

A **MOTION** was made by Ferris and seconded by Weinacht to adjourn Executive Session and move back into the Regular Board Meeting at 8:18 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 8:19 p.m.

**The Next Regular Board Meeting
Thursday, June 15, 2017**