

**COLLINSVILLE METROPOLITAN EXPOSITION  
AUDITORIUM AND OFFICE BUILDING AUTHORITY  
GATEWAY CENTER  
June 15, 2017  
Regular Board Meeting – 7:00 p.m.**

**Call to Order**

The June 15, 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, Jim Ferris, Bob Kinamore, Mark Schusky, Mark Steyer and Kim Thebeau

Absent: Fontez Mark, Ginger Trucano and Kevin Weinacht

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 Budget Hearing Meeting**

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

**Motion to Approve Board Minutes of the April 27, 2017 Special Board Meeting**

A **MOTION** was made by Schusky and seconded by Ferris to approve the Special Board Meeting Minutes on April 27, 2017. All were in favor. **MOTION** carried.

**Motion to Approve Board Minutes of the May 18, 2017 Regular Board Meeting**

A **MOTION** was made by Schusky and seconded by Ferris to approve the Regular Board Meeting Minutes on May 18, 2017. All were in favor. **MOTION** carried.

**Motion to Approve Board Minutes of the April 20, 2017 Executive Session Meeting has been tabled until July 20, 2017**

**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 May 2017. All were in favor. **MOTION** carried.

**Committee Reports**

**Finance**

The following transfers for May 2017 obligations are:

From the Revenue Deposit Account, to the Operating Account - \$176,079.74

From the Revenue Deposit Account, to the Principal & Interest Account - \$15,103.52

From the Credit Card Account, to the Principal & Interest Account- \$19,605.67

### **Building/Capital Purchases/Site/Vehicle**

Warke informed the board that the preparation of a bid package for the replacement of two HVAC units is currently underway. The two units, RTU 7 & 17 were installed just prior to the 1990 opening of the convention center. A final draft of the bid package will be furnished to the Building Committee for their review and comment in the near future.

Warke reported the outer coating on HVAC ductwork and the interior surface of the ceiling in Center Hall A was observed by staff as it fell to the floor. She said shortly after the initial opening of the facility in 1990, evidence of the coating peeling off of these surfaces was discovered. Since that time, these problem areas have been monitored. Prior steps have been taken to determine the estimated cost of repairs. Despite the fact, that the repairs will be extremely labor intense and costly, Warke feels plans to address this issue need to be devised. David Ralleigh, Director of Operations and Paul Phipps, Maintenance Foreman plan to evaluate this matter further in effort to formulate a recommended approach to making these needed repairs. She will report back to the board, once plans have been mapped out.

### **Personnel/Benefit/Retirement/Grievance/By-Law**

Following a brief discussion, the board reached a consensus to defer the Election of Officers until a later date when more board members are present.

Warke inquired if any members of the board have any individuals in mind that possess a strong financial and business background to serve on the Board of Directors. Ferris will be stepping down off of the board at the end of this August.

After a brief discussion, the board reached a consensus to advise Mayor Miller that the board does not have a recommended replacement for his consideration.

Warke will notify Mayor Miller accordingly.

### **Olgebay Facility Management School**

Warke reported that David Ralleigh, Director of Operations and Rita Sumrall, Director of Event Services recently attended the first year of a two-year facility management school. She said this program is designed to educate industry professionals about the key facets of a public assembly facility. Both Ralleigh and Sumrall expressed how beneficial it was for them to attend. Warke said one of the most advantageous aspects of attending this education program is the networking opportunities with peers representing convention centers, stadiums, arenas, etc. Warke intends to send Ralleigh and Sumrall back to Olgebay in June 2018 to complete the last year of this educational program.

### **Marketing/Public Relations**

Warke reported that Kim Jones will be acting as the liaison between the recipient organization and the facility for the 2017 Festival of Trees.

Jones reported that a Festival of Trees Meeting was recently held with this year's recipient organization, which is the local Masonic Lodge and that the preliminary plans for the gala appear to be running smoothly.

Jones stated the next Festival of Trees Planning Committee Meeting will be held on Wednesday, July 12, 2017.

## Director's Report

### **Long-Range Strategic Plan**

Johnson Consulting has been in the process of surveying facility users of Gateway Center. Warke directed the board's attention to a copy of the survey being utilized. The consulting team is also in the process of placing telephone calls to a number of facility users in effort to obtain as much information as possible about their experience at Gateway Center. Other aspects of the study that are underway include an assessment of local market conditions, industry trends review and a competitive/comparable center and destination analysis. Land development and uses is a component of the project that has been recently discussed. One of the considerations pertains to the possibility of expanding the convention center to include an auditorium. Warke directed the board's attention to a conceptual drawing that features an auditorium added on to the existing footprint of the building. Ironically, this architectural drawing was generated back in 1998, when Center Management engaged Hurford Architects to prepare a Master Building Program. After the consulting Team commented about the possibility of expanding the Center to include an auditorium, she shared the Master Building Program with both the consultants and Mitch Bair, City Manager for the City of Collinsville. Increasing the parking facilities of the convention center is another recent topic of discussion.

### **Capital Bill Funding**

Warke spoke with Mitch Bair, City Manager for the City of Collinsville, in reference to the Capital Bill funding Gateway Center is anticipated to receive. She explained to Bair that Center Management is concerned about the uncertainty of the State of Illinois following through and reimbursing the Center in accordance with the Capital Bill Grant Agreement. There may be a possibility the City of Collinsville would agree to pledge Tax Increment financing funds for any funding shortfalls caused by the State of Illinois. Naturally, this would be subject to approval of the Collinsville City Council and the expenditures being TIF eligible. Warke plans to discuss this matter further with Bair and will report back to the board at the July Regular Board Meeting.

### **Convention & Visitors Bureau Representation**

Discussions have been underway with Mitch Bair, City Manager; Wendi Valenti, Executive Director of the Collinsville Chamber of Commerce; and Jamie Lane, Director of Sales & Marketing for Gateway Center in reference to the merits of Collinsville being represented by a tourism bureau. A document was disseminated that reflects a list of "deliverables" Warke compiled. The list consists of services and programs that Warke feels a bureau should be able to provide the community of Collinsville and Gateway Center. In addition to this information, Warke distributed a document that reflects the various businesses in Collinsville that are currently represented by Illinois South Tourism. A questionnaire that will be utilized by local representatives when they meet with a representative of Illinois Tourism South and Alton Regional Tourism Bureau was shared with the board. Representatives of Edwardsville and Glen Carbon recently decided to have Alton Regional Tourism Bureau represent their communities in lieu of Illinois Tourism South.

## Unfinished Business

**Resolution #441 - Authorizing an Amendment to the Resolution Authorizing a Contract Extension with Spectra has been deferred.**

### **Spectra Contract Extension**

Warke reported that Spectra raised objection to the two provisions Center Management desires to be included in the terms of the proposed contract amendment. One stipulation required a "Termination for Convenience" clause and the second required Spectra to fund a 3% Capital

Reserve. The funding in this account would be designated solely for reinvestment in foodservice facilities on premise. Based on current sales, this contractual requirement would result in approximately \$25,000 annually to fund improvements. Pam Plageman, Regional Vice President for Spectra Venue Management and Food Services & Hospitality, informed Warke that Spectra's corporate officials have never consented to a "Termination for Convenience" clause being included in its contracts. Representatives of Spectra pointed out that this is the first year, since their employer assumed Gateway Center's food service contract, that this account is anticipated to generate a profit. Keeping in mind its financial performance to date and to show good faith, Spectra is amenable to invest in future improvements. Representatives of Spectra have proposed a sliding scale financial structure to accomplish this goal. Warke pointed out that Spectra would designate a certain percentage of its Gross Receipts that would be funneled into a Capital Reserve annually. The percentage of Gross Receipts to be designated as Capital Reserve funds would be predicated on the total amount of Gross Receipts but would never drop below one percent. In order to begin funding a Capital Reserve in their upcoming budget, it has been proposed that the existing 1.5% of Gross Receipts deposited into an Equipment Maintenance Reserve and Marketing Reserve be reduced to 1% for each of these accounts. Warke needs additional time to study this recommendation. She wants to make certain that by reducing the current percentage set aside for equipment maintenance and marketing, that this change would not adversely affect the ability of Spectra to cover kitchen maintenance expenses and our ability to fund marketing efforts to generate food and beverage sales. Warke and Jones intend on meeting with Elayna Wiggins, General Manager for Spectra Food Services & Hospitality to further evaluate these matters. She will report back to the board in reference to further developments.

#### New Business

None

#### Executive Session

None

#### Adjournment

There was no further business to come before the board. A **MOTION** was made by Ferris and seconded by Bitzer to adjourn the Regular Board Meeting. All were in favor. **MOTION** carried. The Regular Board Meeting was adjourned at 7:43 p.m.

**The Next Regular Board Meeting  
Thursday, July 20, 2017**