

**COLLINSVILLE METROPOLITAN EXPOSITION
AUDITORIUM AND OFFICE BUILDING AUTHORITY
GATEWAY CENTER
July 20, 2017
Regular Board Meeting – 7:00 p.m.**

Call to Order

The July 20, 2017 Regular Board Meeting of the Collinsville Metropolitan Exposition Auditorium and Office Building Authority was called to order at 7:01 p.m. by Jim Ferris.

Roll Call

MEMBERS:

Present: John Bitzer, Jim Ferris, Bob Kinamore, Fontez Mark and Ginger Trucano

Absent: Mark Schusky, Mark Steyer, Kim Thebeau and Kevin Weinacht

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

Public Input

None

Spectra Food Services & Hospitality, General Manager Report

Elayna Wiggins, General Manager for Gateway Center's food service management company directed the board's attention to a Financial Overview of the food service operation for the period of July 1, 2016 through June 30, 2017. She pointed out that Total Budgeted Sales for the year was \$808,783. Their "actual" yearend sales total is \$911,428.97. The total amount of commissions budgeted for Gateway Center was \$141,537 and the total actual commissions paid is \$159,425.87. Spectra's forecasted profit was \$11,308 and the actual net profit is \$63,472.19. For FY'18, Spectra budgeted Total Sales at \$1,036,229 and a Net Profit of \$33,633.

Performance Incentives/Spectra Food Services & Hospitality

Warke stated she is struggling with how Spectra is interpreting the financial incentive calculation within the convention center's agreement with them. She feels the contract provisions related to this matter conflict with how Spectra is calculating the incentive. She plans to revisit this matter with the appropriate representatives of Spectra and will report back to the board at a later date.

Consent Agenda

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

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

Motion to Approve Board Minutes of the April 20, 2017 Executive Session Meeting has been tabled until August 17, 2017

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

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

Committee Reports

Finance

The following transfers for June 2017 obligations are:

From the Revenue Deposit Account, to the Operating Account - \$187,937.34

From the Revenue Deposit Account, to the Principal & Interest Account - \$74,801.22

From the Credit Card Account, to the Principal & Interest Account- \$28,346.36

Building/Capital Purchases/Site/Vehicle

Warke reported that the bid package for the removal and replacement of two HVAC rooftop units, #7 and #17 has been finalized and packages will be available to interested bidders no later than the week of July 31st. These are the last two remaining units that are 27 years old. Once bids have been submitted, staff will complete an application for Tax Increment Financing (TIF) funds. The City Council must approve the TIF Application prior to the Authority awarding a bid for the project.

Personnel/Benefit/Retirement/Grievance/By-Law

Board Treasurer Position

Warke stated that Steyer recently spoke with Kinamore about serving as an interim Treasurer upon Ferris' departure from the board this September.

Kinamore said he is happy to serve in this capacity until a new Treasurer can be appointed.

Marketing/Public Relations

Website Redesign

Warke reported that the revamping of the convention center's website will be a very involved project consisting of lots of considerations. Once staff is in a position to present general concepts, featured information and the functionality of the proposed website design, the Marketing Committee will be engaged to weigh in on this project.

New Gateway Center Produced Events

In effort to increase awareness and showcase the convention center's offerings, Spectra and Gateway Center will be collectively hosting two new events. One is being touted as a "Pop Up Happy Hour". This function will be a fun-filled networking gathering and will be held on Thursday, September 7th. The second event is currently being referred to as the "Jingle and Mingle Holiday Party". The target audience for this event are primarily small businesses that desire to have their employees gather for a Holiday Party or perhaps business representatives that would like to treat a client to fun-filled evening, during the holiday season. Spanky Entertainment will be providing the entertainment for the event, which will entail a dueling piano performance. Tickets will be sold and will include an upscale dining experience and entertainment. The event will be held on Wednesday, December 13, 2017.

Director's Report

Convention & Visitors Bureau Representation

Warke reported that both Mitch Bair, City Manager and Cristen Hardin, Associate Planner for the City of Collinsville; Jamie Lane, Director of Sales & Marketing; Elayna Wiggin, General Manager of Spectra and Warke recently interviewed the CEO of Illinois Tourism South and the Alton Regional Convention & Visitors Bureau. The purpose of the interviews was two-fold. One to learn more about the various services each bureau offers and secondly, to evaluate what each bureau could do for Collinsville. The next step is to finalize a list of deliverables that Collinsville will expect from a tourism bureau and then to request each bureau to advise how much monetary support would be

required to fulfill these expectations. Once this information is secured, Warke will report back to the board.

Capital Bill Funding Update

Warke directed the board's attention to a letter from the Illinois Department of Commerce and Economic Opportunity. In summary, the correspondence is advising Center Management that the General Assembly has not appropriated Fiscal Year 2018 funding for its Capital Bill Grant. Due to the lack of appropriation, the Illinois Department of Commerce and Economic Opportunity (DCEO) is suspending its grant agreement with Gateway Center. Warke added, that the grant administrator also stated that we are to cease any spending of the initial 25% grant payment totaling \$156,500. Apparently, there may be possibility that grantees may have to return all unencumbered grant funding to the DCEO.

Kinamore suggested that Warke reach out to other public assembly facilities that received Capital Bill Funding and explore formulating a strategy to change this course of action set forth by the General Assembly.

Warke said she will follow up with other facility managers and will keep the board abreast of any developments concerning this matter.

Long-Range Strategic Plan

Warke reported that the City Council and the Authority are scheduled to hold a Joint Meeting at City Hall on Monday, August 28th at 7:00 p.m. Representatives of Johnson Consulting will be presenting and discussing the Master Plan for both Gateway Center and Eastport Plaza. A Project Status Report was furnished to the board in the meeting materials. The report breaks down all five phases of the Strategic Plan by tasks and reflects the percentage of work completed for each. Warke said recent discussions in reference to the project primarily pertain to potential land uses and developments.

Event Security Evaluation

Due to heightened security concerns around the globe and more specifically, at public assembly facilities, Warke arranged for both the staff and representatives of the Collinsville Police Department plan to evaluate the Center's existing security practices and requirements.

Gateway Center Bridal Show

Warke disseminated a document in reference to Gateway Center's Bridal Show that will take place on Sunday, August 13th. Warke stated that Ashley Pfitzinger, a Sales Manager at Gateway Center, has done an outstanding job laying the groundwork for the upcoming Gateway Bridal Show. This is Pfitzinger's first year producing the show. She has introduced a number of creative ideas, identify ways to increase revenue and make the show more appealing for attendees. Some of the new features of the show include Online Ticketing Sales, a small business exhibit area, ceremony room display and giveaways that will certainly make for a VIP experience for brides and grooms. She also revamped the marketing for the show and has secured a total of four show sponsors, which is the most the show has ever had.

Spectra Semi-Annual Audit Report

Warke directed the board's attention to the Bi-Annual Food Service Audit Report. She mentioned that another representative of Food Service Matters conducted the most recent inspection. She was very impressed with his feedback and critical eye. Out of 57 audit categories, Spectra only had a total of 6 categories where it did not receive a perfect score. Overall Food Quality was rated at

94.0% and Service was rated at 91.7%. The annual weighted average for the year exceeded 90 points, which means that Spectra will be entitled to an overall incentive of 10%. Warke applauded the Spectra team and said they have worked very hard to achieve this scoring.

Unfinished Business

None

New Business

None

Executive Session

None

Adjournment

There was no further business to come before the board. A **MOTION** was made by Trucano and seconded by Bitzer to adjourn the Regular Board Meeting. All were in favor. **MOTION** carried. The Regular Board Meeting was adjourned at 7:55 p.m.

**The Next Regular Board Meeting
Thursday, August 17, 2017**