

**COLLINSVILLE METROPOLITAN EXPOSITION
AUDITORIUM AND OFFICE BUILDING AUTHORITY
GATEWAY CENTER
February 18, 2010
Regular Board Meeting – 7:00pm**

Call to Order:

The February 18, 2010, Regular Board Meeting of the Collinsville Metropolitan Exposition Auditorium and Office Building Authority was called to order at 7:00pm by John Bitzer

Attendance:

MEMBERS:

Present: John Bitzer, Jim Ferris, Gene Forneris, Mike Keefe, Bob Kinamore, Frank Klostermann, and Ginger Trucano.

Excused Absence: Chuck Tennant, and Mike Wenos

Also present: Cynthia Warke, Executive Director, Tracy Graul, Office Manager, Kim Jones, Director of Finance, Lisa Smith, Director of Sales & Marketing, and Jamie Lane, Sales & Marketing Manager.

2010 Gateway Bridal Show Report

Lane recapped the Bridal Show event and reported that there were 104 exhibitors that participated in the event this year, which were 4 more vendors than in 2009. Approximately 426 brides attended the event, which was a small decrease from last year. Total attendance for the event was 974. Net profit for the 2010 event was \$26,266.36.

Conference Wing rooms were being offered to vendors as Show Rooms. This produced an extra \$2,200 in vendor booth revenue.

Warke complimented Jamie Lane, Sales Manager, for a job well done.

Smith stated that Lane has always done an exceptional job coordinating all aspects of the Gateway Bridal Show over the years.

Ferris inquired as to how our show compares to other shows in the area.

Smith stated two mothers of the brides made a point of informing Gateway Center that this was the best show they have been to.

2011 Sales and Marketing Budget Presentation

Lisa Smith, Director of Sales & Marketing reviewed the proposed Sales & Marketing Budget with the board.

Smith is proposing to do more advertising on the Internet due to the increasing amount of Internet traffic.

2011 Proposed Rental Rates

Smith reviewed the 2011 Proposed Rental Rates with the board.

Both Warke and Smith are proposing increasing the Wedding/Banquet rental rates 10% and the Consumer Show/Trade Show rental rates 5%.

Since there was no objection by the board concerning the staff's recommendation, the proposed rates will go into effect immediately.

Approval of Minutes:

The following correction is to be made on the January 21, 2010 Regular Board Meeting Minutes.

Correction:

A **MOTION** was made by Kinamore (not Klostermann as stated in the minutes) and seconded by Ferris to approve the monthly operating expenses of Authority for the month of December 2009 in the amount of \$135,241.11.

Regular Board Meeting, January 21, 2010

A **MOTION** was made by Forneris and seconded by Trucano to approve the January 21, 2010, Regular Board Meeting minutes with the correction noted above. All were in favor. **MOTION** carried.

Finance:

Gateway Center:

A **MOTION** was made by Klostermann and seconded by Ferris to approve the monthly operating expenses of Authority for the month of January 2010 in the amount of \$156,698.83.

The following transfers were approved:

Revenue Deposit – To Operating Account - \$156,698.83

Revenue– To Principal & Interest - \$41,493.66

Regions Credit Card – To Principal & Interest - \$19,524.61

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

Building/Capital Purchases/Site/Vehicle - None

Personnel/Benefit/Retirement/Grievance/By-Law- None

Insurance - None

Marketing/Public Relations

Warke pointed out that included in the board packet there is a meeting recap in reference to the 2009 Festival of Trees.

Warke reminded the board that The Collinsville Economic Development Commission Business Retention & Attraction Reception would be held at the Gateway Center on March 4th, 2010.

Directors Report

Illinois Department of Commerce & Economic Opportunity/Function Chair Grant Application

The Building Committee met to discuss the proposed FY '11 Capital Expenditure items on January 28, 2010.

One of the staff recommendations was to purchase new function chairs or have the existing function chairs recovered. The cost to recover our chairs would be significantly less than purchasing new chairs.

Warke updated the board regarding the Tourism Attraction Development Grant through the Illinois Department of Commerce and Economic Opportunity in connection with the recovering of our function chairs. Warke recommends that Gateway Center apply for this grant.

If our application is not awarded, during the State of Illinois current budgetary operating period, Warke stated that Gateway Center could reapply May 1, 2010. She went on to say that the staff contacted the grant administrator that oversees this particular grant program to inquiry if the grant program is fully funded. The grant administrator stated that the program is funded and that he is not aware of any problems with their grants programs that would affect the flow of funds.

Warke said Erika has done an exceptional job preparing for the grant.

After a brief discussion, the board stated that they are in agreement with Warke's recommendation to pursue state funding at this time.

Coalition of Civic Centers Legislative Reception

Warke updated the board in regard to an upcoming Legislative Reception being held in Springfield on Wednesday, February 24, 2010. Warke recently mailed an invitation to Representative Jay Hoffman and Senator Bill Haine to attend the reception.

The Coalition is hosting the reception to thank key legislators for their ongoing support and more specifically, their efforts on our behalf in connection with the Capital Bill.

Warke will be representing Gateway Center at the reception.

Facility Lease Agreement

Warke reported that she contacted Dwight Taylor, legal counsel for Gateway Center, and requested that he prepare a contract provision that enables Gateway Center to deny service to the lessee in the event the building user has failed to satisfy the terms and conditions of any contract with the facility.

Taylor prepared a contract provision that will be incorporated into our lease agreement.

Warke passed out a document from Zack Stamp, LTD. in reference to legislative representation. She stated that this document merely highlights the various legislative matters their firm has worked on behalf of the Coalition of Downstate Civic Centers.

Unfinished Business

Jones briefly updated the board in regard to the solicitation of audit proposals. She further added that a total of 4 audit proposals were received. The Finance Committee will be reviewing the proposals at its regular monthly meeting slated for March 11, 2010.

Forneris informed the board there is nothing new to report regarding the Land Acquisition Project.

New Business - None

Executive Session - A **MOTION** was made by Forneris and seconded by Trucano to move to Executive Session to approve Executive Session meeting minutes at 8:13 p.m. All were in favor. **MOTION** carried.

A **MOTION** was made by Klostermann and seconded by Ferris to adjourn Executive Session and move back into the Regular Board Meeting at 8:16 p.m. All were in favor. **MOTION** carried.

Executive Board Meeting, December 17, 2009

A **MOTION** was made by Trucano and seconded by Klostermann to approve the December 17, 2009, Special Board Meeting Executive Session. All were in favor. **MOTION** carried.

Executive Board Meeting, January 21, 2010

A **MOTION** was made by Trucano and seconded by Klostermann to approve the January 21, 2010, Special Board Meeting Executive Session. All were in favor. **MOTION** carried.

Adjournment - There was no further business to come before the board. A **MOTION** was made by Forneris and seconded by Ferris to adjourn the meeting. All were in favor. **MOTION** carried. The Regular Board Meeting was adjourned at 8:17 p.m.

**THE NEXT REGULAR BOARD MEETING
MARCH 18, 2010, at 7:00 PM**