

WILL COUNTY METROPOLITAN EXPOSITION AND AUDITORIUM AUTHORITY

Date: May 24, 2017

Authority Memo Number **034-2017 April Regular Meeting Minutes**

The April 26, 2017 regular meeting of the Will County Metropolitan Exposition and Auditorium Authority Board was held at 15 E. Van Buren Street, Joliet, Illinois 60432. Chairman Bob Filotto opened the meeting at 4:00 P.M. with a quorum present and welcomed Board members and the public.

Present: Joe Carlasare, Donnie Chestnutt, Jane Condon, Bob Filotto, Tom Osterberger, Jeff Pierson, Kathy Trizna and Council Liaison Pat Mudron

Absent:

Others: David Silverman, Legal Counsel and members of the public and the press.

Staff: Val Devine, Jack Ericksen, Dale Evans, Patti Fitzpatrick, Jan Gilligan and Marilyn McSteen

APPROVAL OF MINUTES

Authority Memo Number **029-2017 March 22, 2017 Regular Meeting Minutes**

**Motion:** Carlasare moved and Chestnutt seconded approval of A.M. 029-2017 March 22, 2017 regular meeting minutes, as presented.

The Chair called a voice vote and invited opposing votes. The vote was unanimous; motion passed.

Public to be Heard in Regard to Agenda Items

Re: N/A

- Michael Morgan asked why Rialto Music Mondays wasn't on the Rialto website. Staff reported that it was posted on April 23, when the show was available through Ticketmaster. In response to Morgan's question, the Chair said Ericksen had been in discussion with VenuWorks regarding the disposition of the 2014 marquee. The Chair said, while he couldn't speak for others, in his opinion it should be sold.

Authority Memo Number **030-2017 Operational Bills Paid and Payable**

**Motion:** Pierson moved and Chestnutt seconded approval of Operational Bills Paid and Payable in the amount of \$168,797.05.

AYES: Carlasare, Chestnutt, Condon, Filotto, Osterberger, Pierson, Trizna

NAYS:

**Discussion:** The Chair invited comments or questions from the Board. Osterberger questioned the Michigan Commercial Insurance Mutual regarding workmen's compensation cost. Evans reported that there had been discussions with Northern Insurance agent, Armand D'Andrea, in that regard. Michigan Mutual covers workers compensation liability insurance until vacation pay has been distributed to those employees VenuWorks did not hire and those who wished to be paid for their benefit hours. This should be accomplished in May, at which time the Authority would terminate this insurance. Mudron disagreed, stating workers must be actively at work in order to collect compensation. Workers compensation insurance should be terminated effective the last day of employment. Evans said a meeting between Armand D'Andrea, Tim Sullivan, John Siehl, Jeff Pierson and himself, it was decided to continue until payout was completed. The Chair asked Mudron to contact John Siehl in

regard to this matter. Carlasare noted that this memo reports March paid and payables and staff was employed during that time period. •

Carlasare asked about the Moatzart Design payable of \$1750.00 for website design. Evans explained that Brent Moats, Moatzart Design owner, had worked for Authority web designer Gammon Group until the company was dissolved. Moats continued inputting data on our behalf for several months before meeting with Tim Berry to discuss website options. Evans said the \$1750 is a down payment on the fee, which was estimated at between \$3,000 and \$4,000. Devine stated that the current website isn't compatible with cell phones. The new one will be cell phone compatible and staff will be able to make some site updates. As it was explained to her the cost will be less if staff provides accurate copy than if material must be redone, whether due to error(s) or aesthetic preference(s). The Chair asked if there were any other questions. Hearing none, he invited a motion and, with the motion on the floor, directed roll be called. Motion passed unanimously.

### NEW BUSINESS

#### Authority Memo Number **031-2017 Rialto Computer Network Server Failure**

**Report:** Evans reported that the computer network server failed on April 3<sup>rd</sup>. Payroll distribution was delayed. Initially, the possibility of repair was considered. Fitzpatrick reported that the information technology company used by the Rialto was unable / unwilling to resolve the issue, which, although there was a surge protector in place, seems to have been the result of a power surge. A second company, with very reasonable Cloud storage rates, did their best for a week, after which they backed away. A third company, Virtek, responded quickly and loaned a server to the Authority. The cloud had been suggested, but Virtek recommended a server backed up by a bank of servers that would protect user access to data in case of similar issues in the future. The report was placed on file.

#### Authority Memo Number **032-2017 General Booking Guidelines and Procedures Draft**

**Motion:** Osterberger moved and Carlasare seconded approval of the General Booking Guidelines and Procedures revised to delete references to a "sub-committee" and, instead, identifying the Chair as the Executive Director's Board contact person, until such time as the Board elects to revise the Agreement.

AYES: Carlasare, Chestnutt, Condon, Filotto, Osterberger, Pierson, Trizna

NAYS:

**Discussion:** The Chair reported having received and suggested revisions to the Bookings Guidelines and Procedures prior to distribution in the Board packet, i.e. revising the potential risk amount to zero, at this time. The Board may revise the amount in the future and is to review the policy annually. Regarding reference to a sub-committee, and in light of the time it would take to contact committee members to determine a meeting date and the 48-hour OMA posting requirement, the Chair expressed concern about the quick turnarounds required in bookings negotiations and suggested no more than two people serve. He welcomed input from members, council liaison and legal counsel. Silverman said it's always nice to have an odd number on committees but regardless, once a public board creates a committee, the committee is subject to OMA requirements. Condon asked if, instead of a committee, a Board liaison who would be more readily available than a committee, could be appointed. Silverman said it could be one person, but that person would be making decisions on behalf of the Board. Carlasare said even a one person committee would be under OMA requirements. Silverman said, instead of a committee the Board could appoint the Chairman. If the Board and Chair are comfortable with it, it wouldn't

be a committee. Condon said that was her intent in posing the alternative. The Chair said he would be comfortable serving in that capacity if the Board approves. Silverman said, in that case, the Board would be authorizing the Chairman to make certain decisions. Silverman suggested Devine explain show booking procedures. Condon said, even though the Chair has the authority, the Board could review it and, if members had questions, they could be directed to the Chair; that would give the Board input. Silverman cautioned the Board against interactive communication between members. Individuals may share opinions with the Chair. In response to Osterberger's question the Chair said VenuWorks has used Booking Guidelines and Procedures in other venues.

- Osterberger had reviewed the Booking Guidelines and Procedures and would be ready to approve the Agreement, but suggested, a summary be presented to assure that all members have the same understanding of its contents. Osterberger said it's his understanding that VenuWorks would suggest only zero-risk shows. The Chair said it is his assumption that, if VenuWorks considered a show to be beneficial to the theatre and / or the community, non-financial aspects should be considered. He added, almost the only input Board members could give Devine is the benefit of their years in the community. The Chair said procedures are well-considered and logical and will provide strong guidance that can be relied upon in the decision making process.

Chestnutt noted that a committee would interfere with timely decisions and that a Board liaison to staff would be better able to respond quickly. The Chair agreed. He repeated both his willingness to serve and his offer to yield the responsibility to the Vice Chair. Pierson said it makes sense for the Chair to be the liaison working with Devine and communicating with individual members. Carlasare referenced Condon's initial comment and suggested, as long as there was no problem with distributing proposals to all members, they could be distributed prior to the Chair's ruling. Silverman said that wouldn't be a problem, as long as members didn't discuss it. In response to the Chair's question, Devine said an event outline could be sent individual Board members. There was no further discussion. The Chair requested a motion to approve and, with the motion on the floor, directed roll be called. Motion passed.

#### Authority Memo Number **033 Executive Reports**

**RST Foundation:** Board Liaison Condon reported that the Foundation's Fundraising Committee had met. Four fundraising opportunities were discussed and are in early planning stages. Erickson said the committee would meet next week.

**Executive Director's Report:** Devine reported three performances of Cirque de Orr, one Rocktopia performance and, tomorrow, one performance of Celtic Woman. Precision Dance had rented the theatre for two days of dance. A young audience performance of Teacher from the Black Lagoon; Sabre Hockey Awards were held at the Rialto; three days of the Rainbow National Dance Competition and, today, the Chamber luncheon. The following new shows were announced: Three Dog Night (August 4) was announced. Five shows for young audiences have been booked for the next school year: two performances of Doktor Kaboom (science), one show for younger students, one for 2<sup>nd</sup> through 5<sup>th</sup>, the other, 6<sup>th</sup> through 8<sup>th</sup> grades; My Heart in a Suitcase (story of Anne Frank); Chicken Dance and Four Score [history–Civil War]. Informational material is being created to notify teachers before summer break. Young audience shows will be sponsored by Midland States Bank.

- As of now, we are 73% of the way toward the goal of 30 shows booked and on sale by June 30.
- Devine announced the initiation of a recycling program with Groot, the current trash removal company. Initially, there will be heavy contributions, but we will get caught up, recycling current waste material in a timely manner.
- With the support of the Volunteer Organization, 10 portable radio transceivers and associated supplies which will be a much needed improvement to the theatre in regard to life safety issues.
- Moving forward, we hope to be more

active in community events taking place on the street, however we must be cognizant of the fact that VenuWorks' liquor license will be used. At this time, the license is limited to liquor use within the theatre. Devine has been working with Chris Regis, City of Joliet and VenuWorks' home office to assure that the proper license is in place.

**Board Chair:** The Chair complimented Devine and the Chamber on the luncheon held here today. Pierson, a member of the Chamber Board, emceed the event. Guests had lunch in the rotunda before moving into the theatre for speeches.

#### Board and Public to Be Heard

- It was suggested that, in future meeting, Devine, Ericksen and Evans sit at the table.
- Condon replied to an unnamed individual that the Foundation Board had not set a number for 'that' sponsorship.
- Devine informed a questioner that a Point of Sale system that will allow credit card purchases has been purchased. When staff is comfortable with using the four-squares with iPad touch screens, Devine plans to announce that credit cards will be accepted for refreshments sold at Rialto events.

#### EXECUTIVE SESSION

**Motion:** Carlasare moved and Pierson seconded a motion to move into executive session to discuss matters of personnel.

AYES: Carlasare, Chestnutt, Condon, Filotto, Osterberger, Pierson, Trizna

NAYS:

**Discussion:** The Chair stated that matters of personnel would be discussed, but no action would result from the discussion. The Chair informed those present that the annual audit was set up in the conference room, therefore executive session will have to be held in the suite. Members of the public were invited to wait in the lobby should they choose to remain until the meeting adjourned.

The open session was closed at 4:37 P.M.

#### Adjournment:

**Motion:** Pierson moved and Chestnutt seconded adjournment.

The Chair called a voice vote; the motion carried unanimously. The meeting adjourned at approximately 5:15 P.M.

Minutes respectfully submitted by Jan Gilligan, Administrative Secretary.

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Kathy Trizna, Board Secretary

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