

WILL COUNTY METROPOLITAN EXPOSITION AND AUDITORIUM AUTHORITY

Date: June 28, 2017

Authority Memo Number **041-2017 May 24, 2017 Regular Meeting Minutes**

The May 24, 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: John Siehl, VenuWorks COO, David Silverman, Legal Counsel and members of the public and the press.

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

APPROVAL OF MINUTES

Authority Memo Number **034-2017 April 26, 2017 Regular Meeting Minutes**

Motion: Pierson moved and Carlasare seconded approval of A.M. 029-2017 April 26, 2017 regular meeting minutes, as presented.

The Chair called a voice vote and invited opposing votes. The motion passed unanimously.

Public to be Heard Re: Agenda Items

No comments were offered.

Authority Memo Number **035-2017 Operational Bills Paid and Payable**

Motion: Pierson moved and Chestnutt seconded approval of Operational Bills Paid and Payable in the amount of \$215,237.98.

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

NAYS:

Discussion: Carlasare asked legal counsel if the Board could approve payment of bills without an approved budget. Silverman said it is important to have an approved budget in place; it should be approved as soon as possible, however the only requirement for paying bills is available funds. • The Chair pointed out that the dates listed for payables due have generated questions from members. He had spoken to Evans who reported that, although some bills are due quarterly, In Open Systems dates cannot be changed once entered. In regard to the ComEd bill dated March – April 2017, Evans informed him payment is due in 30 days. The Chair's goal is for bills to be paid when funds are available. Evans explained that some previously available funds are now unavailable: Foundation funds are being held to repay the Cy Pres loan and VenuWorks has directed no ticket revenue may be released before the show has been held. Siehl reported that ticket revenue is public funds until the event has been held, it must be escrowed. • In response to a question, Evans said Payroll, Unemployment, Social Security, Medicare, State and Federal Income Taxes are paid through Aureon HR Services used by VenuWorks. • Regarding the workers comp insurance issue raised in April, Mudron reported it wasn't an issue; the last payment went out on March 31st. • Regarding

the \$100,000 to be repaid to the Foundation in December the Chair said \$75,000 is still on hand. Legal counsel has been in touch with a company in regard to a penalty charge and he noted the Foundation is aware of the status of those funds.

Authority Memo Number **036-2017 Financial Statements – Payable Age Listing – To Place on File**

Discussion: The conversion to QuickBooks is in progress. Mr. Siehl said there should be some kind of financial statement at the next meeting. It was noted that VenuWorks participation in the Authority's operations coincided with the failure of the network server. • The FY2018 budget is virtually complete. A budget meeting between Siehl, Devine and Evans, scheduled for today, had to be cancelled. • The Chair expressed concern about approval of the interim budget, which the Board has just seen and which appears to be it was the budget presented to the City, divided by four. Siehl said some adjustments had been made, but it was almost the same. The Chair said that budget showed a loss, but the more critical issue is the conversion of the budget statement to a cash flow statement reporting unrestricted cash, starting cash, revenue, subsidy, expenses, free cash... If it is the Board's wish, the interim budget for the period ending June 30 could be approved and an FY2018 budget could also be approved at the next meeting. Pierson said this is due to the transitional period. It needs to be stated that we have only been working on this transition for six weeks and a lot has been accomplished. He and other Board members have been putting a lot of pressure on staff and VenuWorks in order to get things right from the start. He thanked everyone for the time and effort put forth.

OLD BUSINESS: None

NEW BUSINESS

Authority Memo Number **037-2017 New Tenant Lease**

Motion: Carlasare moved and Trizna seconded approval of tabling A.M. 037-2017 New Tenant Lease.

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

NAYS:

Report: The Chair reported one of the members expressed some concern with regard to this memo, therefore he requested a motion to table this matter. With the motion on the floor, he called a voice vote. Members voted in the affirmative; there was no opposition. Motion passed.

EXECUTIVE REPORTS

RST Foundation: Board Liaison Condon reported that the RSTF Board doesn't meet in May, but the Fundraising Committee met to plan for its participation in the Chamber's New Orleans North event on July 9th with a bar in front of the theatre. Ericksen said Attorney Blake Stone has agreed to sponsor the Rialto's participation in the event. • Condon reported the committee's interest in increasing the \$3.50 preservation fee. Devine said her research indicates that \$3.50 is at the upper edge of what can be charged. Siehl said none of the historic theatres VenuWorks manages charges more than \$3.50. Devine and Siehl agreed it is too soon to make such a change, but it will be considered. • Chestnutt announced the Chamber is selling New Orleans North tickets for only \$7.00 (compared with \$10.00 at the event).

Executive Director's Report: Devine reported since the previous report: LeAnn Rimes, Celtic Woman, Music Monday at the Rialto, two wedding receptions, a dance competition, a dance recital, IL Principals Association Breakfast and Will County Go Green. Olivia Newton John was

rescheduled. The Rialto will participate in Star Wars Day, New Orleans North, and the Street Market (Rialto Tours and later this summer, partnering with the Red Cross blood drive). Devine and her dog, Lucy, will participate in a Pet-Look-Alike contest associated with Paws on Route 66. We are 35 shows into our 30 by June 30 commitment and weddings are at 85% compared to one of the best past years. Currently, we have about a dozen show offers pending confirmation. A point of sale system was purchased to allow credit card purchases of food and beverage and to further inventory control. An Emergency Procedure information chart has been distributed to employees. On Thursday, John Siehl will facilitate a crowd management meeting for key front of house staff, a Rialto Safety Committee will be implemented and we will be participating in the VenuSafe program which provides safety alerts to VenuWorks facilities. The website improvement endeavor continues; a teleconference with Ticketmaster was helpful in expanding our understanding of the scope of information provided by those who open the site; staff is working with VenuWorks, as well. • Development is working on sponsorships, program development, stewardship and solicitation, increasing S.T.A.R. program participation, establishing an estate giving program and planning special events. In response to questions regarding the website, Devine said Ticketmaster web design and support could be purchased, however when a marketing coordinator is in place, a lot of website management will be done in-house. Web designer, Brent Moats, met with staff and explained a vast range of possibilities; staff is reviewing what works and assessing areas in need of improvement. The website should be revised in about 60 days, but it will continue to be modified. Devise said a lot of thought is being given to each decision in order to provide a strong foundation for the website.

Board Chair: The Chair commented that in their comments at last week's City Council meeting, both he and Devine had referred to the short time she (April 3rd) and the Board (January 25th) have been here. Their comments seemed to be well received by the Council; no questions were asked and the Mayor publically alluded to a dedicated funding source for the Rialto. The Mayor also commented on the professionalism of this Board and on the open communication between Board and the City Council. The Chair thanked those who attended and said he plans to report to the Council every six to nine months or as events dictate. Councilman Mudron said Council members greatly appreciated the presentation. • The last two weeks have been Rialto-intensive for Devine and the Board. Recent meetings with tenants have generated positive outcomes, but it is hoped that a solution can be found to relieve Devine of property management responsibilities.

Board and Public to Be Heard - No comments were offered.

Adjournment:

Motion: Condon moved and Chestnutt seconded adjournment.

The Chair called a voice vote; the motion carried unanimously. The meeting adjourned at 4:36 P.M.

Minutes respectfully submitted by Jan Gilligan, Administrative Assistant.

Kathy Trizna, Board Secretary

Unapproved minutes distributed in Board Packets are subject to change. Approved minutes will be posted on [www.rialtosquare.com /Public Information/Approved Minutes](http://www.rialtosquare.com/Public%20Information/Approved%20Minutes).