

WILL COUNTY METROPOLITAN EXPOSITION AND AUDITORIUM AUTHORITY

Date: October 25, 2017

Authority Memo Number **069-2017 September 27, 2017 Regular Meeting Minutes**

The September 27, 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 4:03 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, COO, VenuWorks; Angela Wieck, HR Director, VenuWorks; Ron Romero, videographer; Rialto Square Theatre Foundation Board and IATSE Local 124 members, as well as members of the public and the press

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

APPROVAL OF MINUTES

Authority Memo Number **063-2017 August 23, 2017 Regular Meeting Minutes**

Motion: Carlasare moved and Pierson seconded approval of the minutes as corrected.

Correction: The Chair clarified that 117 rack cards listing upcoming shows were distributed to Rotary Club members. There were no other comments or corrections. The Chair invited a motion and, with the motion on the floor, called a voice vote. Hearing only positive responses, the Chair invited opposing votes. No one responded. Motion passed.

Public to be Heard Re: Agenda Items – No response.

Authority Memo Number **064-2017 Operational Bills Paid and Payable and Payable Age Listing**

Motion: Carlasare moved and Condon seconded approval of the bills paid and payable and payable age listing in the amount of \$304,957.32.

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

NAYS:

Discussion: The Chair noted expenses for repairs and supplies was approximately \$6,000 less than the previous month. • The noted interpreter was hired to provide a patron signing service. • The Chair noted additional payments had been made between the date of the report and today and that "past due" electric bills are apparently due to data entry error, as payment is due October First. At the Chair's invitation, the motion was made and second. With the motion on the floor the Chair invited questions and, hearing none, directed roll be called. Motion passed.

Authority Memo Number **060-2017 Financial Statements** (July 2017) – To Place on File

Authority Memo Number **065-2017 Financial Statements** (August 2017) – To Place on File

Motion: Pierson moved and Chestnutt seconded approval of financial statements A.M. 060-2017 (July 2017) and A.M. 065-2017 (August 2017), as presented.

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

NAYS:

Discussion: The Chair reminded those present that Evans hadn't had time to prepare July Financials. July and August statements were reviewed simultaneously. July Authority expenditures were negative \$128,000. The August numbers were a negative \$23,000. Evans stated annual depreciation is divided by twelve and input monthly. In response to the Chair's question, Evans said year-to-date statements should be available; it needs to be determined how VenuWorks wishes to provide the information. The Chair added that it would be helpful to see year-to-date statements on a quarterly basis. In response to the Chair's question, Evans said the budget hadn't been entered into QuickBooks' system, but due to Evans' involvement in the audit process scheduled to begin in October, that is expected to take precedence. The Chair asked Siehl if Venuworks might help resolve these matters. • The Chair said the job costing reports on the financial statements were appreciated; he observed the data would change with the addition of new entries. In response to the Chair's inquiry, Evans said job costing reports are usually closed about two months after events. In response to the Chair's comment on the notation stating payroll for several events is recorded in September, Evans said was due to a system anomaly. • In response to the Chair's concern about the identification of private event rentals being identified in public documents, Evans said renters' names are used to assure data is entered in the correct job. Previously, individual rental events didn't appear in Board reports. • In response to Carlasare's question, Evans said there's much to learn about the new system, but as the only finance department employee, he is responsible for all finance operation. It will be his responsibility to input budget data, however the scheduled October field audit will require Evans's preparation of audit work papers in a timely manner. It is likely that monthly Board reports will have to be suspended for a time and that inputting budget data may be on hold until close to the end of January. • Condon asked if there would be a steady stream of shows providing revenue over the next 12 months. Devine said the theatre doesn't have a revenue cycle. During the summer, outdoor activities abound and weddings are expected to offset the limited interest in theatre performances. Siehl said, weddings will offset the shows to a certain extent, but probably won't provide an equal offset. Once VW has the historical data to develop a Rialto-specific pattern, it will be factored into future budgets. At this time no useful data exists. Siehl said this year's budget will probably be a fairly definitive 12-month division. • Pierson said the new report format will allow Board members to better analyze data. Other members agreed. • The Chair requested a motion and, with the motion on the floor, directed roll be called. The motion passed unanimously.

OLD BUSINESS

Authority Memo Number 051-2017 Dedicated Funding Source(s) for the Rialto Square Theatre

Report: The Chair reported individual Board members and others have been working on Federal, State and local governmental bodies that may consider some manner of dedicated funding; other initiatives are also underway. The Chair thanked all who have supported this effort. • Mudron said, in the absence of a City Manager, Jim Ghedotti has been working on the budget. In response to the Chair's comment, Mudron suggested a Board report should be presented to the City in November. • Condon recalled an August meeting suggestion that Board members meet with City Council members to advise them of steps the committee is taking to generate funding. Mudron encouraged members to hold these meetings and suggested only two members of each governmental body attend. Mudron commented on hearing many positive comments about the Rialto from Joliet residents and business leaders.

NEW BUSINESS

Authority Memo Number **066-2017 Review and Approval of Corrections to the Minutes of the June 28, 2017 Meeting**

Motion: Condon moved and Chestnutt seconded approval of corrections to the minutes of the regular June board meeting.

Discussion: Gilligan reported recording errors in the minutes of the regular June meeting due to her use of the previous month's minutes as a format. The vote tally for A.M. 041-2017 May 24, 2017 Regular Minutes had been omitted and A.M. 049-2017 Workshop Regarding the Rialto Square Theatre Dedicated Funding discussion erroneously included a vote tally from the previous meeting. Neither of these corrections effect Board action or discussion of these Memos. The Chair requested a motion and with the motion on the floor, invited a voice vote. Ayes were expressed. The chair invited opposing votes; none were stated. Motion passed unanimously.

Authority Memo Number **067-2017 Bid Opening re: Sale of 2014 Marquee Component(s)**

Report: The Chair asked Pierson to report on the bid opening. Pierson stated he, Devine and Evans had attended the bid opening. No bids were submitted, nor had any inquiries been received. The Chair reported on Steve Randich's efforts regarding the purchase of the end cap signs, which are expected to be sold to Joliet Catholic High School in the amount of \$40,000: \$10,000 would be paid to Grate Signs for storage and upgrades to the signs and \$30,000 to the Rialto. The agreement should be finalized in 30 to 60 days. The Chair acknowledged Cheryl Grate's assistance on our behalf. Ericksen agreed, stating that she had been very gracious and patient in accepting and storing the marquee components and has assisted in finding potential buyer(s). Mudron reported that the City is considering legislation regarding LED signs, however the marquee components are expected to be within the parameters of this legislation.

EXECUTIVE REPORTS

RST Foundation: Condon reported on the events of the Foundation's Home for the Holidays at the Rialto sponsored by ComEd featuring holiday programming beginning on 11/13 with the Brian Setzer Orchestra; 11/20: Celebrate the Season sponsored by Jay and Lori Bergman, a social event featuring the music of the season; 11/22: Lights of Love, a memorial tribute; 11/24: 9:30am and Noon, Teddy Bear Tea sponsored by ExxonMobil then, at 3pm, Home Alone, a Movies at the Rialto presentation in conjunction with the City's Christmas parade; 11/26: The Nutcracker sponsored by First Midwest Bank; 12/2, The Santa Clause (movie) sponsored by Country Financial; 12/3: Celebrate Christmas Tour with Natalie Grant and Danny Gokey; 12/6: Holiday Luncheon & Organ Concert sponsored by Riverside Senior Life Communities; 12/8, A Charlie Brown Christmas – Live on Stage; 12/9: It's a Wonderful Life, a live radio broadcast and theatre performance, presented by AlphaMedia; 12/10: Joliet American Legion Band Concert; 12/13: Cirque Dreams Holiday sponsored by First Midwest Bank; 12/15: The Colors of Christmas, classics and hits performed by Ruben Studdard, Jody Watley, Marilyn McCoo & Billy Davis Jr., and Peabo Bryson sponsored by First Midwest Bank; 12/16: Dr. Seuss How the Grinch Stole Christmas, a Movies at the Rialto presentation sponsored by State Farm, Justin Wright, agent. Ericksen reported sponsorship commitments total a little over \$70,000 at this time.

Executive Director's Report: Devine reported that the past weeks have been very busy with shows, weddings, tours and projects, which included four hours emptying and cleaning vacant spaces in 2RS in an effort to present a better impression on potential tenants. Flyers were

distributed to notify people that volunteers are needed the weekend of October 21–22 between 9am and 10pm to help with 2RS beautification projects. The Chair requested additional flyers for distribution. • Devine attended a VenuWorks meeting where she networked with Executive Directors from other VW venues. • Due to Mike Hernandez' suggestion for a DePaul University Marketing Management project, she attended a discovery meeting which Tricia Gonyo, VW Vice President of Marketing, participated via conference call. • Approximately a dozen shows are slated to be announced in the next few months. • Invitations were sent for a Donor Appreciation Dinner on stage and for a Tea that will be an afternoon event, both held to express appreciation to our Donors. • Marketing calls will be made during the next few weeks to target markets for upcoming shows. • Sungaila is working with area schools and has received positive response to having four windows on Van Buren Street painted in a way that celebrates the arts in order to beautify the streetscape. • Rialto Volunteers will benefit from a Pizza For U fundraiser from 5:00 to 8:00 PM on 10/10 with 20% of all purchases accompanied by Pizza For U flyers to be donated to the Volunteer organization.

Committee Reports: Carlasara reported that he, Condon and Devine had met to discuss Building Committee issues. Devine was to ask Mudron about some issues. Mudron reported the IGA between the City and the Authority specified that \$500,000 would be provided to the Authority if certain conditions were met and the document stipulated that no requests for City funds could be requested in 2017. Condon said the request was for the assistance of an Engineer who might review building issue(s). Carlasara clarified that the assistance of a mechanical engineer would be a great help in the preparation of bid documents. Mudron said he misunderstood the question and he'll inquire about a gift in kind. • In response to Carlasara's question, Mudron said the CDM Smith report included all buildings to which the City provides funding. The Council was privy only to information provided in the CDM Smith presentation, members have not received copies of the report. He assumes this may be due to the absence of a City Manager. • The next public meeting of the Building Committee will be held on October 5th; all Board members are welcome to attend, as are the public.

Board Chair: The Chair commended Devine for her Friday memos advising Board members of the week's activity at the Rialto; he has found them very helpful. The Chair commented that he, too, has heard many positive comments about the Rialto from Joliet residents and business people.

Public to Be Heard – No response.

Adjournment:

Motion: Condon moved and Chestnutt seconded adjournment.

The Chair called a voice vote. There were no dissenting votes; the motion passed unanimously. The meeting adjourned at 4:53 P.M.

Minutes respectfully submitted by Jan Gilligan, Recording Secretary

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.*