

WILL COUNTY METROPOLITAN EXPOSITION AND AUDITORIUM AUTHORITY

Date: May 23, 2018

Authority Memo Number **022-2018 April 25, 2018 Regular Meeting Minutes**

The April 25, 2018 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 4:01 P.M. with a quorum present and welcomed Board members and the public.

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

Absent: Jeff Pierson, excused

Others: Rialto Square Theatre Foundation Board member(s), IATSE Local 124 member(s), as well as members of the public and the press

Staff: Val Devine, Jack Ericksen, Patti Fitzpatrick, Jan Gilligan, Leann Hoffrogge, Micah McDade and Marilyn McSteen

Motion to Amend the Agenda: Carlasare moved and Trizna seconded a motion to amend the agenda by moving Executive Session to immediately precede adjournment. The Chair called a voice vote. 'Ayes' were heard. The motion passed.

APPROVAL OF MINUTES

Authority Memo Number **022-2018 March 28, 2018 Regular Meeting Minutes**

Motion: Condon moved and Chestnutt seconded approval of the minutes, as presented.

Vote: The Chair called a voice vote. 'Ayes' were heard. Motion passed.

Discussion: The Chair suggested Devine's one-page financial report summary document be posted on the website.

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

Authority Memo Number **018-2018 Operational Bills Paid and Payable and Payable Age Listing**

Motion: Chestnutt moved and Condon seconded approval of accounts paid and payable in the amount of \$757,997.95.

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

NAYS:

Discussion: The Chair noted payments in the amount of \$553,555.90 were made and \$204,442.05 are payable. The check detail for April 1 through 25 was revised, as discussed in March. Cash payments are made when required by artist contract; business office protocol requires notation of cash amount / purpose and signatures of Leno, Devine and Artist, or Agent, copied to each party.

The Chair requested a motion and, with the motion on the floor, directed roll be called. The motion passed unanimously (see above).

Authority Memo Number **019-2018 Financial Statements** – To Place on File

Motion: Carlasare moved and Chestnutt seconded acceptance of financial statements into the minutes.

Discussion: The Chair noted the Financials include a profit / loss statement for March. A year-to-year balance sheet cannot be included until July 2018 financials are prepared. •

Budget: Devine and Leno are preparing a 2018-19 fiscal year budget by month and broken down by sub-account. A first draft is to be completed by May 16. The Chair and Chestnutt (treasurer) requested the opportunity to provide budget input. The Chair requested a motion and, with the motion on the floor, called a voice vote. 'Ayes' were heard. There was no response to the Chair's invitation for opposing votes. Motion passed.

OLD BUSINESS

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

Report: In response to the Chair's request, Carlasare advised the Board that Joliet area State legislators were sent a letter identifying the theatre's need for dedicated funding to put the theatre on stable financial footing. Carlasare has heard from some, but not all, legislators to whom letters were sent. The Chair reported that, at casual settings, legislators had told him of having received the letter; several said they are trying to schedule meetings. Members have encountered some hesitation among elected officials public participation through tax increases prior to the upcoming elections. Carlasare noted that would delay any potential funding until 2020 or 2021 which poses problems considering the capital projects that must be addressed. The Chair reported that Jim Roolf has spoken with City Manager Hales regarding the history of the hotel / motel funds. Carlasare noted that, in order to achieve a legislative solution, the public must be proactive in their support of funding for the Rialto. The Authority Board, and if Illinois statutes for Not for Profits allow, the Foundation Board, may be in a position to generate public interest in creating a legislative measure to remove the uncertainty from our budgeting process. Member(s) of the public commented on this matter.

Authority Memo Number **015-2018 Review of Executive Session Minutes**

Discussion: The Chair noted the format for executive session minutes had been revised and streamlined at the suggestion of legal counsel. He requested a motion for the January 25, 2017 executive session minutes. With a motion and second on the floor, the Chair called a voice vote; 'ayes' were heard. The Chair then requested a motion for the March 22, 2017 executive session minutes and, with the second on the floor, he called a voice vote. Again 'ayes' were heard. However, individuals on the Board reported they hadn't received these minutes. Gilligan reported the new format for executive session minutes had been distributed only to the Chair and legal counsel for their review and approval [and copied to Exe. Dir. Devine]. The Chair rescinded the motions. This memo remains on the table.

NEW BUSINESS

Authority Memo Number **020-2018 Approval of a Professional Services Agreement with Steven Troy**

Note: Unresolved questions prevented any action being taken on this matter.

EXECUTIVE REPORTS

RST Foundation: Condon reported that a month-long giving campaign would begin on May First, through social media, as part of the Foundation's annual campaign. • The Foundation will participate in the Chamber's New Orleans North event with a bar in front of the Rialto and theatre tours every half hour from 6 to 9 PM. • Invitations will be issued for the June 11th Illuminary Dinner to be held on stage. • The Home for the Holidays event committee continues to meet. • The education committee met: Shows for students have been booked and an early bird incentive is being offered. It was decided to increase ticket prices by one dollar. A postcard will be mailed to schools within a 25 mile radius and an email blast to 7000 teachers.

Executive Director's Report: Shows: Devine reported 12,525 tickets were sold to the 11 shows presented between February and March meetings. 15 additional events were held since the previous report. • Midland States Bank is again sponsoring the Young Audience Series. Postcards were mailed and an e-blast sent to 7000 educators, as well as inclusion of a banner notice of 'YAP' shows in an email to 57,000 addresses. • A meeting with Mayor O'Dekirk and others was held to facilitate a positive experience for the June 15th presentation of *The Temptations and The Four Tops* and an outdoor festival to be held on Chicago Street. McDade will provide information to ticket-buyers. Staff: Devine reported more than 80 staff, volunteers and others attended an Active Shooter Training presented by Will County Sheriff's Office personnel, Sgt. Formenti and Deputy Jerz to provide skills for use in this type of emergency. • Ericksen applied for a Rotary grant to facilitate improvements to the showers used by theatre performers and crews. • The Chair and Devine participated in the *Lynne, Mary and Natalie Show* on April 20, where Devine reported the following comparison of the First Quarters of 2017 and 2018. Public Shows: 10 in '17, 32 in '18. Private Events: 5 in '17, 11 in '18. Tickets sold: 4,348 in '17, 14,409 in '18. Sponsorship: \$26,316 in '17 and \$47,500 in '18. Current social media followers are: FaceBook, 20,912; Twitter, 1,588 and Instagram, 749.

Board Chair: The Chair thanked staff for their efforts in providing so many shows this month and thanked Lichtenauer for the opportunity to participate in the WJOL *Lynne, Mary and Natalie Show*.

Committee Reports: In response to the building committee chair's question, Devine reported that no bids had been posted, her questions were unresolved. A funding source must be determined for the 2RS cooling tower, which must be replaced when mild weather can be expected. In addition, it is hoped that a grant can be found to repair a tank that affects the theatre; cost: approximately \$20,000. One of the roofs requires modification through the application of a rubberized covering to provide a toughing system that would prevent serious interior water damage. Chairman Carlasare said bids must be obtained because hard numbers are needed in order to proceed. • Carlasare said he had completed a list of capital repairs in response to a request from the City. He asked Devine to schedule an appointment with engineering staff in the week of May 14th to verify that all repairs have been noted. Mudron suggested the committee inquire of City Manager Hales the purpose for the request, as there hasn't been any discussion of City funding of repairs. Carlasare said the list was requested prior to Hales' appointment; his

understanding was that a repair project list was required, not their cost. • In response to the question, Condon said Olivieri provided a property management report in March; a report on April activity should be added to the initial report and submitted in May.

Public to Be Heard – No comments.

Executive Session

The Chair advised those present that executive session was required to review a professional agreement. When the meeting reopens, the only business addressed will be Authority Memo Number 020-2018 and adjournment.

Motion: Condon moved and Chestnutt seconded moving the meeting into executive session. The Chair called a voice vote. 'Ayes' were heard. No opposing votes were expressed. Motion carried.

The Chair informed those present that members of the public were welcome to remain in the Suite, as members would return to make a determination on the matter for discussion and to adjourn the meeting.

Motion to Adjourn: Osterberger moved and Chestnutt seconded adjournment.

The Chair called a voice vote. "Ayes" were heard. There were no dissenting votes; the motion passed unanimously. The meeting adjourned at 5:29 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.*