

WILL COUNTY METROPOLITAN EXPOSITION AND AUDITORIUM AUTHORITY

Date: November 17, 2021

Authority Memo Number **088-2021 November 17, 2021 Regular Meeting**

The November 17, 2021 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 called the meeting to order at 4:03 pm with a quorum present. Board members and staff were invited to rise for the Pledge of Allegiance to the Flag.

Present: Tim Broderick, Bob Filotto, Bill Kent, Jeff Pierson, Kathy Trizna, Pat Mudron;  
Jane Condon (arrived at 4:10 pm)  
Staff: Val Devine, Jack Erickson, Nicole Hernandez, Leann Hoffrogge, Christine Sturm  
Absent: Donnie Chestnutt (excused), David Silverman (excused)

APPROVAL OF MINUTES

Authority Memo Number **081-2021, October 27, 2021 Regular Meeting Minutes**

**Discussion and Vote:**

Chairman Filotto asked if there were any changes to be made to the October 27, 2021 minutes. No corrections or changes were suggested. The Chair invited further discussion and, hearing none, he directed roll be called. Motion passed unanimously.

**Motion:** J. Pierson moved and B. Kent seconded approval of October 27, 2021 minutes.

AYES: Members Broderick, Filotto, Kent, Pierson, Trizna

Nays: None

Absent: Chestnutt, Condon

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

FINANCIAL REPORTS

Authority Memo Number **082-2021 Operational Bills Paid, Payable and Payable Age Listing**

**Discussion:**

Chairman Filotto noted that there was not a Payable Age Listing in the financial packets given out. He said he spoke with Business Manager Nicole Hernandez and that list will be provided in all future packets. He noted that two bills make up the majority of the total payables amount: ComEd at \$11,650 and Venueworks at \$17,824. He asked if there were any other questions. Broderick asked about the petty cash expenses of \$3,793. Devine replied it is because of the shows. Everything purchased for the contract riders is paid for with petty cash. The average spent on shows is between \$500 and \$700. She added that Hernandez is working with the corporate office to get a debit card for such purchases. Both Filotto and Broderick said that would be a better way to keep record of purchases.

Authority Memo Number **083-2021 Financial Statements**

**Discussion and Vote:**

Chairman Filotto said the financial statement provided was a two month report. He pointed out that the YTD column does not agree with the budget to be presented. The funding approved by the City of Joliet is listed as \$375,000 but should be \$475,000. Once that change is made, the report will reconcile with the budget. Filotto said that he felt the report was pretty much in line with what was projected. There was a projected YTD loss of \$216,000, but when the depreciation expense of \$73,800 was taken out, it came very close to the actual

YTD loss of \$133,000. He asked if there were any other questions about the financial statement. Broderick asked if the base management fee was monies paid to VenuWorks. Filotto said it was. The Chair invited further discussion and, hearing none, he directed roll be called. Motion passed unanimously.

**Motion:** T. Broderick moved and J. Pierson seconded approval of payables in the amount of \$79,332.81.

AYES: Members Broderick, Condon, Filotto, Kent, Pierson and Trizna

Nays: NONE

Absent: Chestnutt

#### Authority Memo Number **084-2021 WCMEAA Schedule of 2022 Regular Meetings**

Chairman Filotto presented the WCMEAA regular meeting schedule for 2022. He asked if it was required that the Board meet every month. Pierson said the schedule should be left as presented because it was easier to cancel a meeting than to schedule a special meeting. Board members agreed.

**Motion:** J. Pierson made a motion to include the 2022 WCMEAA regular meeting schedule into the minutes. T. Broderick seconded the motion.

#### Authority Memo Number **085-2021 Approval of FY 2022 Budget**

##### **Discussion and Vote:**

Chairman Filotto said it was difficult to compare FY20 to anything in the past. All of FY21 was effectively shut down. The comparison of the FY22 budget had to go back three years to FY19. He asked if there were any questions to the budget as presented. Condon said she would like to see item #4010 be renamed Events rather than Building Rent Income. She said it would distinguish between office rentals and show rentals. Filotto noted that the total income was up 15% which was reasonable and not too high. He also said that personnel expenses were up \$56,000 or 4% and actually thought that should be higher. He said that it was important to hire an assistant for Devine so she does not have to work such a hectic schedule in the fall. Hernandez said the extra person is already built into the budget. Filotto commented on the occupancy expenses (lines #7500 and down). He said they were up \$132,000 over three years. \$118,000 of that was for maintenance and repairs. He felt this was reasonable considering the age of the building. He also said that he would like to see a significant reduction in the management fees, line #7306. He said he is very happy with what VenuWorks has done for the Rialto but that the contract may need to be renegotiated. Condon asked about management fee commissions, line #7308. Devine explained that every dollar raised by Ericksen is eligible for a commission as well as for food and beverage sales. Condon inquired about trust and endowment contributed income, line #4470. Devine said it was money coming from the Foundation. Broderick asked about line #7112, travel and entertainment expenses. Devine said some of that money was used for sending staff to out-of-state annual meetings. Broderick suggested that since revenue is generated off of sponsorships, shouldn't more money be allocated to generate more dollars from donors. Ericksen said it would be beneficial to have a little more available to take donors out for lunch or dinner. He also said that he feels he has enough to do what he needs right now. Condon asked if donors usually look for that type of thing considering that this is a non-profit organization. Devine said it would help with new sponsors. Condon asked about contractually obligated income, lines #4210 & 4250. Ericksen explained that it is usually corporate sponsorship for naming rights. A company will sign a contract for a specific amount for naming rights and also be obligated to sponsor four shows. Filotto asked the board if they were now comfortable to move forward with approving the FY 2022 budget.

The Chair invited further discussion and, hearing none, he directed roll be called. Motion passed unanimously.

**Motion:** J. Condon moved and B. Kent seconded approval of FY 2022 budget.

AYES: Members Broderick, Condon, Filotto, Kent, Pierson and Trizna

Nays: NONE

Absent: Chestnutt

Authority Memo Number **086-2021 Authorization to Award Contract for Electrical Repairs**

Chairman Filotto said there was nothing to authorize today for the electrical repair project. Devine said that two companies were contacted about the infrared repairs: Elliott Electrical and Kelso-Burnett. Both made site visits. The Board is waiting for their estimates. Devine said that she should hear something from the companies in a week or so.

Authority Memo Number **087-2021 WRDR Audit Engagement Letter**

Chairman Filotto told the board that there were two options to take in retaining WRDR as auditors for the WCMEAA: 1) the board could take the initiative and engage with WRDR to possibly get a better fee or 2) take no action because we are a unit of government for the City and let it resolve itself through the budget process. He and Mudron felt it was best to not take any action at this time. Pierson asked how long the board had to make a decision. Filotto said no decision needed to be made until next year.

EXECUTIVE REPORTS

**RSTF Report:** Condon said the Foundation board did not meet in November. She wanted to thank all board members who donated raffle baskets. She asked if RSTF President Steve Randich would be making a speech to encourage raffle sales. Devine said that speeches are generally not well received but that staff can remind people of the baskets during A Very Rialto Christmas. Condon thought that volunteers could wear Santa hats or something to draw attention to themselves while they are in the crowd. Devine said that volunteers are generally stationed near the baskets and do not wander around but thought that the hats or other Christmas attire was a good idea. Ericksen said that he is getting the movie tickets out to sponsors. The large tree in the Rotunda would be decorated on Sunday, November 21<sup>st</sup> by the Bella Fiori Flower Shop in New Lenox. He also gave an update on the walk-in cooler. He said he got the \$20,000 match and has a total of \$40,000 to purchase the cooler and make any future renovations needed. The cooler is \$21,000 and will be installed in January. He also mentioned that he was going to appear on WGN radio at 7:00 pm with John Landecker on November 18<sup>th</sup>. He was going to be in a segment spotlighting Joliet. Condon asked about the window clings that would be put on the windows of 9 E. Van Buren for those who sponsored the new cooler. She asked if they would really be there “forever” or should a limit be put on how long they are on display. Ericksen said that the offer was presented as being in perpetuity.

**Executive Director's Report:** Devine said that she would like to thank Bill Kent and ServPro for the repair to the ceiling in the coat room. She also informed the board that The Big Leap was done filming at the theatre for now. The DLR Group came to view the theatre to begin preparing for the bathroom remodel. Two initial recommendations for the bathrooms are to have the women’s restrooms on the left and the men’s on the right of the Rotunda or extend the women’s restrooms into the area where tables are normally stored. Filotto said that DLR was very excited about this facility. In a follow-up email, they told Filotto that they were “awestruck” with the building. They were interested in knowing about the broader picture of the future of the theatre. Pierson said that they were very enthusiastic about the project and they added that development of the theatre could really spur the growth of the downtown. Devine said that she was very excited about what the project can turn into. It will probably not start until the middle of next year. Devine thanked Technical Director Josh McInnis for keeping everything very organized during an especially hectic schedule of shows from November 4-7<sup>th</sup>. She also gave a special thank you to Ericksen for the great job he did in raising sponsorships for Home For The Holidays.

**Chairman’s Report:** No Reports

**Committee Reports:** No reports.

**PUBLIC TO BE HEARD**

P. Mudron said that the project to straighten out Chicago Street from Jefferson Street past Cass Street is now being engineered. Bob Navarro from the Heritage Corridor Convention and Visitors Bureau is working on getting a grant to finish the area across the street from the Rialto. Green space was the most prominent idea for the area. The City of Joliet upgraded their website under the guidance of Derek Connelly and Katie Smith. It is now *visitjoliet.com*. He said that the City has very capable staff that will be looking to generate more marketing and tourism for Joliet. He also said that the City will be getting the baseball tournament back at the DuPage Medical Group Stadium for five years.

**Motion:** Chairman Filotto requested a motion to adjourn the regular meeting. J. Condon moved and T. Broderick seconded the motion.

AYES: Members Broderick, Condon, Filotto, Kent, Pierson and Trizna.

NAYS: NONE

ABSENT: Chestnutt

The meeting adjourned at 5:08 P.M.

Minutes respectfully submitted by Christine Sturm, Recording Secretary.

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Kathy Trizna, Board Secretary

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