

WILL COUNTY METROPOLITAN EXPOSITION AND AUDITORIUM AUTHORITY

Date: October 27, 2021

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

The October 27, 2021 regular meeting of the Will County Metropolitan Exposition and Auditorium Authority Board was held at 15 E. Van Buren Street, Joliet, Illinois 60432. Vice Chair Jeff Pierson called the meeting to order at 4:00 pm with a quorum present. Board members and staff were invited to rise for the Pledge of Allegiance to the Flag.

Present: Tim Broderick, Jane Condon, Bill Kent, Jeff Pierson, Kathy Trizna, Pat Mudron; Legal Counsel, David Silverman

Donnie Chestnutt (arrived at 4:08 pm)

Staff: Val Devine, Jack Erickson, Nicole Hernandez, Leann Hoffrogge, Kelly Urquidi, Christine Sturm

Absent: Bob Filotto (excused)

APPROVAL OF MINUTES

Authority Memo Number **077-2021 September 22, 2021 Regular Meeting Minutes**

Discussion and Vote:

Vice Chair Pierson asked if there were any changes to be made to the September 22, 2021 minutes. No corrections or changes were suggested. The Vice Chair invited further discussion and, hearing none, he directed roll be called. Motion passed unanimously.

Motion: K. Trizna moved and J. Condon seconded approval of September 22, 2021 minutes.

AYES: Members Broderick, Condon, Pierson and Trizna

Abstained: Kent

Nays: None

Absent: Chestnutt, Filotto

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

FINANCIAL REPORTS

Authority Memo Number **078-2021 Operational Bills Paid, Payable and Payable Age Listing**

Discussion and Vote:

V. Devine began by explaining to the Board that the Ungerboeck software is not allowing Business Manager, Nicole Hernandez, to generate the financial reports as the Board is used to seeing. Devine and Hernandez are working with Mike Piehl at Venuworks to get the reports generated as they were in the past. Hernandez said the payables are a combo of what has been paid and what is to be paid. The totals are not accurate. These items need to be separated into their own reports. J. Condon asked about the multiple Comcast bills. Devine said that Hernandez is trying to figure out what each of these accounts is for and then to consolidate them. Comcast went from four accounts down to three.

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

Motion: D. Chestnutt moved and B. Kent seconded approval to accept the financials as provided.

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

Nays: NONE

Absent: Filotto

Authority Memo Number **079-2021 Financial Statements**

Discussion and Vote:

The Vice Chair asked for any questions or comments regarding the budget for FY22 that was presented. Hernandez said that some expenses in 2019 and 2020 no longer exist. Other items have been expanded. Some expenses were in a general account and now are very detailed but the figures do not line up with what there was before. Hernandez said the budget used to be done in Quick Books but is now done in Ungerboeck. Condon said she did not know how the Board could evaluate the budget when the figures for 2019 and 2020 could not be generated. She felt there was not enough frame of reference to approve the budget without being able to see past figures. Pierson thought it would be prudent to shelve approval of the budget until next meeting.

Motion: J. Condon moved and T. Broderick seconded a motion to table the FY 2022 Budget until a comparison can be made to prior years.

AYES: Members Broderick, Chestnutt, Condon, Kent, Pierson, Trizna

Nays: NONE

Absent: Filotto

Authority Memo Number **080-2021 Award of contract for electrical repairs**

Devine reported that no bids were submitted for the electrical work that needs to be done in the theatre. D. Silverman said that Devine should contact several businesses for quotes and the job may be rewarded without a bid. Devine said that she had sent notice of the bid to Doc Gregory at the Union and feels that she did everything to alert the proper people about the job. Silverman said a company needs to be hired to get the job done this year due to insurance reasons.

EXECUTIVE REPORTS

RSTF Report: Condon said the Foundation board met recently and hopes to have a fundraiser for St. Patrick's day. She called for J. Ericksen to give an update on Home for the Holidays. Ericksen said that the two dates for Merry Little Soiree are sold out. Sponsorships are totaling over \$90,000. Condon said that board members from both the Foundation and WCMEAA have been donating raffle baskets. The last day to turn in a basket is November 15th.

Executive Director's Report: Devine introduced the new Marketing Manager for the Rialto, Kelly Urquidi, to the Board. Kelly was born and raised in New Lenox. She is a graduate of Lewis University and has her Master's degree in business with a concentration on marketing. She is married and resides in Plainfield. Her husband is a Crest Hill police officer.

On November 9th, Devine will be meeting with DLR Architectural Company to begin the planning for the renovations of the bathrooms in the Rotunda. The production team for The Big Leap will still be in the theatre filming but she does not think DLR will interfere with Fox's production. The Big Leap extended their shoot until November 10th but it may go longer due to production being shut down for two days the prior week.

Devine informed the Board that her staff has been working very hard due to Fox filming in the theatre and all of the booked shows. She said she is blessed with the staff that she has and asked the Board to recognize them when they see them. Condon asked if volunteers were able to help with the set up and take down of the shows. Devine said she has posted on the job boards at JJC, USF and Lewis but received no responses.

Condon asked about the status of the boiler repairs. Devine said that due to lack of proper maintenance, the boiler was filled with sediment that had to be jackhammered out which made the cost of the repairs double. The expense was quoted as \$10,000 but ended up being \$20,000.

Chairman's Report: No Reports

Committee Reports: No reports.

PUBLIC TO BE HEARD

J. Ericksen said there were a couple of matters he wanted to discuss and get approved by the Board. First, he said he was approached by the Salvation Army and asked about having bell ringers outside the theatre during some of the shows. The Board said that they would allow that. Secondly, Ericksen said he would like approval to expand the catering kitchen into 9 E. Van Buren Street, which is on the western wall of the catering kitchen. He said that there are three coolers in the kitchen but it is not sufficient to meet the needs of the expanding bar services provided by the theatre. The new walk-in cooler will provide much more space. The three coolers in the catering kitchen will also be brought into 9 E. which will free up space in the kitchen for more storage. He has currently raised \$20,000 for a new walk-in cooler and hopes to have a matching \$20,000 donation soon. To thank the donors, Ericksen would like to have permanent window clings made up promoting those supporters. The Board approved the use of 9 E. for the expansion of the catering kitchen and the purchase of the new cooler. They thanked Ericksen for his hard work on the project.

Motion: Vice Chair Pierson requested a motion to adjourn the regular meeting. D. Chestnut moved and J. Condon seconded the motion.

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

NAYS: NONE

ABSENT: Filotto

The meeting adjourned at 4:38 P.M.

Minutes respectfully submitted by Christine Sturm, Recording Secretary.

Kathy Trizna, Board Secretary

*Unapproved minutes distributed in Board Packets are subject to change.
Approved minutes shall be posted on www.rialtosquare.com /Public Information/Approved Minutes.*