



David S. Palmer Arena
 100 West Main Street
 Danville, Illinois 61832

**VERMILION COUNTY METROPOLITAN EXPOSITION AND
 OFFICE BUILDING AUTHORITY**

BOARD OF DIRECTORS MEETING
 Wednesday, December 16, 2020

5:30 p.m.
Room 127 – David S. Palmer Arena

Anyone who would like to address the Committee is welcome to do so

AGENDA

		Page	Presenter	Time Limit
I.	CALL TO ORDER		John Spezia	3 min
II.	PLEDGE OF ALLEGIANCE			
III.	ROLL CALL			
IV.	APPROVAL OF MINUTES (11-18-2020)	3-4	All	3 min
V.	PUBLIC COMMENTS			5 min
VI.	EXECUTIVE SESSION			30 min
VII.	COMMITTEE REPORT			30 min
	- Events Committee	5-6	Bob Iverson	
	o Ice Update, Youth Hockey & Dashers			
	o Grand Re-Opening			
	o Future Shows after Pandemic			
	- Building & Grounds Committee	7-8	Maruti Seth	
	o Status of Storage Building			
	o Status of Ice Project	9-12		
	o Status of Seating Project			
	o Status of Doors Project			
	o Status of Concession Stand Project			
	o Status of Dehumidifiers			
	- Finance Committee	13	Dean Shore	5 min
	o Financial Information			
	o Update on Hegeler Bequest			
	o Purchase Request	14-17		
	o Holiday Bonus for Employees			
	o <i>Best of Danville</i> Advertisement	18		
	o Computer Replacement Program	19		
	o Loan Documents			
	o Investment Account Documents	20-23		
	o Bank Account Documents	24-28		
	o Employee Benefit Packages			
	o REZA Event	29-32		
VIII.	NEW BUSINESS			10 min



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IX.	OTHER BUSINESS			5 min
	- Governor's Mandate	33-39		
X.	NEXT MEETING: January 27, 2021 - 5:30 p.m.		John Spezia	
XI.	ADJOURNMENT		All	

Vermilion County Metropolitan Exposition Auditorium
And Office Building Authority

Minutes of the Board of Directors

November 18, 2020 – 5:00 p.m.

Present: John Spezia, Chairperson; Tara Auter, Catlin Crozier, Scott Dowers, Ken Salomon, Maruti Seth, and Dean Shore.

Absent: Bill Black, Catlin Crozier, O J Harrison, and Gil Saikley.

Attending: Joe Dunagan and Teri Gaffney

Call to Order: John Spezia called the meeting to order at 5:00 p.m.

Roll Call: The roll call was taken. A quorum was present.

BUSINESS:

Mandates & Guidelines Established by Governor of State of Illinois – The State of Illinois will be moving to the Tier 3 mitigation. This will limit gatherings, meeting rooms, locker rooms, athletic gatherings, etc. It is believed that the Arena may remain open as long as we abide by the restrictions imposed in the most recent mandates. John Dunagan was asked to contact our insurance provider to determine our liability if the Arena remains open. No more than ten (10) persons may 'gather' for an event/meeting.

Attorney Townsley has been asked to draft an addendum for the room rental agreements that would release the Arena from liability. John Dunagan reviewed the events that are presently scheduled at the Arena in the near future.

The ice rink project has been delayed due to illness of the crew. With regards to hockey leagues, the area youth hockey leagues have ceased all functions. The Dashers may be the only league that could play if ice available. Dashers' first game is scheduled for December 18th. ***It was moved by Maruti Seth, seconded by Ken Salomon, and carried to close the David S. Palmer Arena to events and meetings until December 1, 2020.*** Joe Dunagan will contact all meeting organizers immediately to advise them of the closing of the Arena to events and meetings.

Selection of Audit Firm. Various firms in the area have been contacted to conduct the annual audit of the Vermilion County Metropolitan Exposition Auditoriums and Office Building Authority. The last audit had been completed by Russell Leigh & Associates. The audit process needs to begin as soon as possible in order to have it finalized in January. The various bids have been reviewed as well as the processes that each auditing firm would follow. It was reported that CliftonLarsenAllen's proposal is preferred. ***It was moved by Dean Shore, seconded by Maruti Seth, and carried to hire the firm of CliftonLarsenAllen to complete the audit process.***

OTHER BUSINESS: None reported.

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NEXT MEETING – The next meeting of the Board of Directors will be held on December 16, 2020.

ADJOURNMENT - There being no further business, the meeting was adjourned at 5:25 p.m.

John Spezia, Chairperson

**Vermilion County Metropolitan Exposition Auditorium
And Office Building Authority**

Minutes of the Monthly Meeting of the
Events Planning Committee

December 9, 2020 – 5:30 p.m.

Present: Bob Iverson, Chairperson; Tara Auter, Scott Dowers, and Ken Salomon.

Absent: Catlin Crozier and John Spezia.

Attending: Ross Brown, Joe Dunagan and Teri Gaffney.

Bob Iverson called the meeting to order at 5:35 p.m. A quorum was present.

APPROVAL OF MINUTES – It was moved, seconded and carried to approve the Minutes of the September 9, 2020 meeting of the Events Planning Committee as presented.

PUBLIC COMMENTS: No comments were received.

OLD BUSINESS:

None noted.

NEW BUSINESS:

Status of Ice – Joe Dunagan stated that it was learned yesterday that the start date to begin making the ice has been delayed as the personnel that was to begin this has had several cases of COVID. The ice should be ready in early January.

Status of Youth Hockey & Dashers Hockey - Joe Dunagan has been reaching out to the local hockey organizations to determine their interest to utilize the Arena's ice. Danville Youth Hockey is anxious to get on the ice as soon as possible and the CUYH league is still anticipating a season to begin in early January. The NTOFH team would like to begin individual training when possible. No response has been received to date from the U of I team. The Dashers will likely begin games in late January or early February. They will likely have more games and less practices. The season could potentially last through April which was traditionally the play-off month.

Grand Reopening after Pandemic –The members discussed the desire to celebrate the re-opening of the arena, but no definitive plans can be made until we have a better understanding of when we can reopen to the public.

Schedule of other events pending opening of Arena – Joe Dunagan reported that he had spoken to his contact in Nashville regarding the potential of acts/artists to schedule into the arena. It was noted that most acts/artists are not booking events until the third or fourth quarter of 2021. Mr. Dunagan will email a listing of acts/artists that may be available. The members discussed the varying costs of the events and potential ticket prices with 2,500 seats to sell. It was suggested that the reopening could also include a concert.

Opening of Ice – It was suggested that the reopening could also include a concert.

OTHER BUSINESS:

The members noted that the Arena has closed its rooms for use by the public until further notice. Discussion about the fact that for right now we have closed the rooms but not closed the arena. Mr. Dunagan will be asking the members of the Board for input to determine if we may continue to have the arena open.

NEXT MEETING:

The next meeting of the Events Committee will be on January 13, 2021 at 5:30 p.m.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 6:25 p.m.

Bob Iverson, Chairperson

**Vermilion County Metropolitan Exposition Auditorium
And Office Building Authority**

Minutes of the Monthly Meeting of the
Building & Grounds Committee

November 18, 2020 – 5:30 p.m.

Present: Maruti Seth, Chairperson; Scott Dowers, Ken Salomon, Dean Shore and John Spezia.

Absent: Bill Black and Gil Saikley.

Attending: Joe Dunagan, Don Wright and Teri Gaffney.

Maruti Seth called the meeting to order at 5:40 p.m. A quorum was present.

APPROVAL OF MINUTES - The Minutes of the meeting of the Building & Grounds Committee meeting of October 21, 2020, were reviewed by the members. *It was moved by Dean Shore, seconded by Ken Salomon, and approved to accept the minutes of the Building & Grounds Committee meeting of October 21, 2020 as presented.*

PUBLIC COMMENTS – None received.

OLD BUSINESS -

Status Storage Building: Don Wright reported that he was notified that the building project will begin next week.

Status of Ice Project: The ice project may be stalled some due to COVID. The present plan is to begin making ice on December 14th which is a month longer than originally planned.

Status of Seating Project: The bleachers should be delivered on Wednesday. An estimated date of installation is not known.

Status of Doors Project: Mr. Wright reported that he is awaiting the arrival of the hardware for the doors.

Status of Concession Stand Project: The work of the electrician has been completed.

NEW BUSINESS –

Outdoor Signage: This item was discussed in the Finance Committee meeting and it was the consensus of the members of both committees to defer any action on signage until the Arena has fully reopened for events.

OTHER BUSINESS –

It was reported that a search for a newer Zamboni is continuing.

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It was acknowledged that although ice project has been delayed, the Arena will save approximately \$6,000 in its electricity expenses.

NEXT MEETING - The next meeting of the Building & Grounds Committee will be determined.

ADJOURNMENT - There being no further business, the meeting was adjourned at 6:00 p.m.

Maruti Seth, Chairperson

**Vermilion County Metropolitan Exposition Auditorium
And Office Building Authority**

Minutes of the Monthly Meeting of the
Finance Committee

November 18, 2020 – 5:25 p.m.

Present: Dean Shore, Chairperson; Scott Dowers, Ken Salomon, Maruti Seth and John Spezia.

Absent: Bill Black and Gil Saikley.

Attending: Joe Dunagan, Don Wright and Teri Gaffney.

Dean Shore called the meeting to order at 5:25 p.m. A quorum was present.

APPROVAL OF MINUTES - The Minutes of the meeting of the Finance Committee meeting of October 21, 2020, were reviewed by the members. *It was moved by Maruti Seth, seconded by Ken Salomon, and approved to accept the minutes of the Finance Committee meeting of October 21, 2020 as presented.*

PUBLIC COMMENTS – None received.

REVIEW OF FINANCIAL INFORMATION – Dean Shore gave an overview of the accounts.

OLD BUSINESS – None reported.

NEW BUSINESS –

Financial Position to Book Events – Based upon the current situation of COVID in the State of Illinois, it was the consensus of the members to re-evaluate the financial position of the arena to book events at the next meeting.

Outdoor Signage - It was learned that Watchfire has a sign available in its warehouse that the Arena could obtain at a reduced price. The members discussed the need for improved signage and location of signage. After discussion, it was the consensus of the members to defer any action on signage until the Arena has fully reopened for events.

OTHER BUSINESS – None reported.

NEXT MEETING - The next meeting of the Finance Committee will be determined.

ADJOURNMENT - There being no further business, the meeting was adjourned at 5:40 p.m.

Dean Shore, Chairperson