



Vermilion County Metropolitan Exposition
Auditorium and Office Building Authority
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**VERMILION COUNTY METROPOLITAN EXPOSITION
AUDITORIUM AND OFFICE BUILDING AUTHORITY**

BOARD OF DIRECTORS MEETING

Wednesday, May 26, 2021

5:30 p.m.

Room 127 – David S. Palmer Arena

Anyone who would like to address the Board 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 (04.26.21)	2-5	All	3 min
V.	PUBLIC COMMENTS			5 min
VI.	COMMITTEE REPORTS			30 min
	o Events Committee – Minutes 5.12.21	6-7	Bob Iverson	
	- Attendance Guidelines			
	- Comedy Night			
	o Building & Grounds – Minutes 5.19.21	8	Maruti Seth	
	o Finance Committee – Minutes of 5.19.21	9-10	Dean Shore	
	- Budget of \$50,000 for Concerts/Events			
	o Human Resource Ad Hoc Committee		Scott Dowers	
VII.	OLD BUSINESS			10 min
	o ERTC Proposal		Dean Shore	
	o Board Retreat		Joe Dunagan	
	o Confidentiality Statement & COIs		Teri Gaffney	
	o Email System		Teri Gaffney	
VIII.	NEW BUSINESS			10 min
IX.	OTHER BUSINESS			
	o Executive Session			30 min
X.	NEXT MEETING: June 23, 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

April 28, 2021 – 5:30 p.m.

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

Absent: Bill Black and Carley Fredericks.

Attending: Joe Dunagan, Janet Payne, Don Wright, Andrew Mudd, and Teri Gaffney.

Guests: Tonya Hill and Ellen Wright.

Call to Order: John Spezia called the meeting to order at 5:30 p.m.

Pledge: The Pledge of Allegiance was recited by the members.

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

Approval of Minutes: The Minutes of the meetings of the Board of Directors of March 24, 2021, March 29, 2021, and Ballot Minutes of March 30-31, 2021, were reviewed. ***It was moved by Scott Dowers, seconded by Maruti Seth, and carried to approve the Minutes of the meetings of the Board of Directors of March 24, 2021, March 29, 2021, and Ballot minutes of March 30-31, 2021, as presented.***

Public Comments: Ellen Wright, the wife of the Don Wright, an employee of the Arena, was present. She provided her background as an educator of District #118. She stated that she had spoken to several employees at the arena, and they have indicated to her that they are fearful that they will lose their jobs. She indicated that the paychecks and paystubs are not given to the employees in a timely manner as well as reimbursements for health insurance takes more time to be received than in the past. Ms. Wright also indicated that the monies into a retirement fund were not deposited in a timely manner and that she took it upon herself to report the issue to the Department of Labor. She stated that the General Manager does not know how to use the phone system and that the past General Manager could have shown management how to use the system. There have been times that others have asked Ms. Wright why no one answers the telephones or returns the telephones calls. She also stated that the Board minutes are no longer posted on the website nor are the email addresses of the Board Members. She asked how the Arena is now communicating with the Vermilion County residents.

Ms. Wright stated that Don Wright wants to retire in December. She stated that his job requires him to wear many hats and there are many events that occur at the arena. She stated that the staff does not know what to do for these events and that the management has done nothing to prepare others for Mr. Wright's retirement.

Ms. Wright stated that the current Management recently changed how employees could be scheduled and no reasons given as to why the changes were occurring.



She stated that has been a consistent pattern of job duties being changed or reduced. She stated that persons that drive the Zamboni are highly trained personnel and that they need to consistently use the Zamboni to keep their skills current and, in fact, many years ago Mr. Wright attended a training school. As the present time the arena may be in jeopardy of losing trained individuals if Mr. Wright can no longer schedule employees to work as he deems necessary. Ms. Wright was thanked for her comments to the Board of Directors.

HEGELER SIGNAGE: Tonya Hill provided information on the signage that the arena will be posting to recognize the gift from the Julius W. Hegeler II Foundation. She had reviewed the proposed signage that has been proposed and Ms. Hill stated that this would be acceptable. She provided information on the signage that other organizations will be using to recognize the generosity of Mr. Hegeler.

COMMITTEE REPORTS:

Events Committee: The minutes of the Events Committee meeting of April 14, 2021, were reviewed. Mr. Iverson reported that plans are underway for a comedy night event which is being planned for June 4th. At the suggestion of Mr. Wright, the event will likely occur in the arena area as the stage will be in place for the graduation of Danville High School.

Building & Grounds Committee: An overview of the meeting that was held on April 26, 2021, was given by Maruti Seth. The storage building has not been completed as the tree removal has delayed this project.

Finance Committee: An overview of the meeting that was held on April 26, 2021, was given by Dean Shore. The final bill has not been received from Total Mechanical, but it is anticipated that when all bills are paid that there will be approximately \$90,000 remaining from the Hegeler Bequest.

Mr. Seth provided a sample of the proposed signage for the Arena that also includes signage for the Julius W. Hegeler II Ice Rink. The information on the sign will be provided by Mr. Seth to Attorney Mudd in order for formal solicitation of bids can be published. Once received, formal action on the bids will be sought from the Board of Directors.

The organizers of the *Festival of Trees* and the Authority have reached an agreement for the event to continue to be held at the Arena this November. It is anticipated that this will become a multi-year agreement. Mr. Shore also noted that the Authority will be working to use a standard rate for the non-profit organizations.

OLD BUSINESS:

ERTC Proposal – Mr. Shore reported that he is working with Mr. Tissier to reach an agreement on the ERTC proposal.

Tree Removal - Three bids for the removal of two trees and stump removal as well as utility pole removal were reviewed:

- Ross Leemon - \$6,500.00
- Atwood's Inc - \$6,300.00 (does not include removal of utility pole)
- Bowers Tree Experts - \$12,000

It was moved by Dean Shore, seconded by Catlin Crozier, and carried to accept the bid from Ross Leemon in the amount of \$6,500.00 for the removal of two trees, stump removal and utility pole removal as presented.

Board Retreat – Mr. Dunagan reported that he, Janet Payne, and Teri Gaffney have met with a couple of very experienced individuals that could assist the Board of Directors to develop its philosophy and assist the Board to move forward. It is recommended that this be accomplished in phases. More information on a Retreat will be forthcoming.

NEW BUSINESS:

Human Resource Report – Ms. Payne reported that she is continuing to meet with the employees and is now developing job descriptions, policies and procedures that will be brought to the Human Resource Ad Hoc Committee. It was noted that the last job descriptions were updated over 20 years ago. The goal is to have the job descriptions to be brought up to date and reflective of the expected duties at the arena.

Confidentiality Statement and Conflict of Interest Policy – Mr. Mudd reviewed the Confidentiality Statement and the Conflict-of-Interest Policy. These are necessary in order to assure that any potential conflicts of interest are known to the Board Members. ***It was moved by Scott Dowers, seconded by Ken Salomon and carried to approve the Confidentiality Statement and Conflict of Interest Policy as presented.*** The statements will be sent to the Board Members for completion.

Email System – The Board Members were advised that they would each be receiving new emails that are within the Palmer Arena system in order to communicate with them. Emails regarding the business of the Authority should only be completed through the Palmer Arena system.

OTHER BUSINESS:

Human Resource Ad Hoc Committee – ***It was moved by Maruti Seth, seconded by Catlin Crozier, and carried to move into Executive Session for the purpose of discussing personnel issues involving the Operations Manager.*** Non-Board members were excused from the meeting. (6:20 p.m.)

Executive Session - It was moved by Dean Shore, seconded by Catlin Crozier, and carried to recess into Executive Session to discuss Personnel and the Audit process. Joe Dunagan was excused from the meeting. (6:20 p.m.)

The Board Meeting reconvened into regular session at 7:30 p.m.

It was moved by Catlin Crozier, seconded by Dean Shore, and carried to issue a written reprimand to the Operations Manager and that future reprimands will be considered if necessary. Roll call was taken – 9 ayes; 0 nays; 2 absent.

NEXT MEETING – The next meeting of the Board of Directors will be at 5:30 p.m. on Wednesday, May 26, 2021.

ADJOURNMENT – There being no further business, the meeting was adjourned at 7:35 p.m.

John Spezia, Chairperson

**Vermilion County Metropolitan Exposition Auditorium
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Minutes of the Monthly Meeting of the
Events Planning Committee
May 12, 2021 – 5:30 p.m.

Present: Bob Iverson, Chairperson; Tara Auter, Ken Salomon, and John Spezia.

Absent: Catlin Crozier and Scott Dowers.

Attending: Joe Dunagan and Teri Gaffney.

Guests: Ross Brown.

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

APPROVAL OF MINUTES – It was moved by Tara Auter, seconded by John Spezia, and carried to approve the Minutes of the April 14, 2021 meeting of the Events Planning Committee as presented.

PUBLIC COMMENTS: No comments were received.

OLD BUSINESS:

It was reported that the Zamboni was non-operational last week as it needed a new starter. While it was down, the ice could not be used. We have delayed taking the ice down totally so as to allow some of the leagues some additional time on the ice. We are searching for a used Zamboni and the goal is to have a replacement by Labor Day. Mr. Dunagan has been referred to Weiss Ice for service on the Zamboni.

NEW BUSINESS:

Attendance under 'Bridge' Phase of Reopening Plan – Information on the reopening plan of the State of Illinois was reviewed. It is hoped that we may be fully opened in June.

Concerts – The members discussed the recent presentation of Grandstand regarding concerts. A budget would need to be set up so we can secure future concerts as it is difficult to commit to any events without a budget. ***It was moved by Ken Salomon, seconded by Tara Auter, and carried to recommend that the Finance Committee approve \$50,000 as seed money for concerts and events.***

Mr. Dunagan reported that planning is continuing for the comedy show at the Arena. Reese McCoy is our media person that will be promoting the event.

Role/Purpose of the Committee – The Role/Purpose of the Committee was reviewed. Much of the language comes directly from the Bylaws. It was recommended to remove any language as to selection, pricing and marketing of concessions and selection of serving cups, etc. The Committee members also stated that they did not want to be involved in the day-to-day handling of events. The members also stated that they see this committee as one that will meet on an 'as needed' basis instead of a monthly basis. The Role/Purpose will be redrafted for review.

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Events Planning Committee

May 12, 2021

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OTHER BUSINESS - Mr. Dunagan distributed an email discussion that has occurred with Byron Bell about arena football. This would be an 8 or 9 game season which starts in April. The league would be willing to work around the hockey schedule. There are 7 or 8 teams in the league. There was concern expressed about the need of sponsors for this event during the hockey season and the burden that may be created on sponsors. After discussion, it was the consensus of the members to not pursue this event.

NEXT MEETING:

The next meeting of the Events Committee will be on June 9, 2021 at 5:30 p.m.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 6:35 p.m.

Bob Iverson, Chairperson

**Vermilion County Metropolitan Exposition Auditorium
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Minutes of the Monthly Meeting of the
Building & Grounds Committee

May 19, 2021 – 5:30 p.m.

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

Absent: Bill Black and Dean Shore.

Attending: Joe Dunagan, Stephanie Wilson, Don Wright, and Teri Gaffney.

Maruti Seth called the meeting to order at 5:30 p.m.

APPROVAL OF MINUTES - The Minutes of the meeting of the Building & Grounds Committee meeting of April 26, 2021, were reviewed by the members. ***It was moved by Ken Salomon, Seconded by John Spezia, and carried to accept the minutes of the Building & Grounds Committee meeting of April 26, 2021 as presented.***

PUBLIC COMMENTS – None received.

OLD BUSINESS –

Storage Building – Mr. Dunagan reported that he had emailed the company two days ago requesting a status of the storage building but no response has been received to date. It is understood that the weather has delayed the project as well as the removal of the two trees and relocation of wires.

Building & Grounds Committee Purpose – Mr. Seth stated that he has not yet reviewed the Purpose.

NEW BUSINESS - None reported.

OTHER BUSINESS – None reported.

NEXT MEETING – The next meeting of the Building & Grounds Committee is scheduled for June 16, 2021.

ADJOURNMENT – There being no further business, the meeting was adjourned at 5:37 p.m.

Maruti Seth, Chairperson



**Vermilion County Metropolitan Exposition Auditorium
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Minutes of the Monthly Meeting of the
Finance Committee

May 19, 2021

Present: Maruti Seth, Acting Chairperson, Scott Dowers, O.J. Harrison, Ken Salomon, and John Spezia.

Present: Maruti Seth, Acting Chairperson; O.J. Harrison, Ken Salomon, and John Spezia.

Absent: Bill Black and Dean Shore.

Attending: Joe Dunagan, Stephanie Wilson and Teri Gaffney

Mr. Seth called the meeting to order at 5:40 p.m.

APPROVAL OF MINUTES – The Minutes of the meeting of the Finance Committee meeting of April 26, 2021, were reviewed by the members. ***It was moved by Maruti Seth, seconded by Ken Salomon, and carried to approve the Minutes of the April 26, 2021, meeting of the Finance Committee.***

REVIEW OF FINANCIAL INFORMATION –

Hegeler Bequest – No updated information was received.

- **Signage for Arena** – Mr. Seth reported that he has not yet submitted the information needed to begin the Request for Proposal process for the signage.
- **Storage Building Payment** – The storage building has not been completed.
- **Total Mechanical Payment** - The final billing from Total Mechanical has not been received.

Debit Card Expenditures – The debit card transactions for the month of April were reviewed. One expenditure was over \$1,000 and it was for a Microsoft update that was needed.

April Deposits/Debits/Bills Paid – Ms. Wilson highlighted the deposits, debits and bills paid during the month of April for the Committee's information.

Accounts Receivable – The accounts receivable, totaling \$24,187.50, were reviewed.

OLD BUSINESS:

Finance Committee Purpose - Mr. Seth stated that he and Mr. Shore have not reviewed the Purpose.

Audit Update - Mr. Seth stated that he has not received any update on the audit. Ms. Wilson stated that she has submitted information to the auditors as has been requested.

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NEW BUSINESS –

Events Committee – The Events Committee met the prior week and made a recommendation that the Finance Committee budget \$50,000 as seed money for future concerts and events. The Committee discussed opportunities that may exist to host concerts in the near future. **A motion was made by Maruti Seth, seconded by Ken Salomon and passed to recommend that the Board of Directors budget \$50,000 for seed money for future concerts and events.**

QuickBooks – Mr. Wilson reported that the Arena is utilizing the QuickBooks system and a mandatory upgrade is needed for the system which cost \$899.99. Mr. Wilson stated that she have reviewed the old MPI system but finds it difficult to use and very cumbersome. The QuickBooks system covers the needs of the Arena and is much more user friendly. ***It was moved by John Spezia, seconded by Ken Salomon and carried to approve the purchase of the upgrade to the QuickBooks system.***

OTHER BUSINESS –

It was reported that Mr. Dunagan had requested a review of the Workers Compensation insurance program by Utica National Insurance Group which has resulted in a return of \$3,290 of the premium paid.

There will be a meeting of the Human Resource Ad Hoc Committee on Thursday evening.

There was discussion on how the arena pays for unemployment insurance. Ms. Wilson was asked to provide information on how we presently pay for unemployment insurance at its next meeting.

NEXT MEETING – The next meeting of the Finance Committee will be June 16, 2021.

ADJOURNMENT – There being no further business, the meeting was adjourned at 6:10 p.m.

Maruti Seth, Acting Chairperson