



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

**BOARD OF DIRECTORS MEETING**

Monday, June 21, 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		Scott Dowers	3 min
II.	PLEDGE OF ALLEGIANCE			
III.	ROLL CALL			
IV.	APPROVAL OF MINUTES (05.26.21 & 6.7.21)	2-6	All	3 min
V.	PUBLIC COMMENTS			5 min
VI.	COMMITTEE REPORTS			30 min
	o Building & Grounds – Minutes 6.16.21	7-8	Maruti Seth	
	o <b>Purpose of the Committee</b>	9		
	o Finance Committee – Minutes of 6.16.21	10-11	Dean Shore	
	o <b>May Deposits/Debits/Bills Paid</b>	12-16		
	o Human Resource Ad Hoc Committee	17-18	Scott Dowers	
	o <b>Forms</b> (previously distributed)			
	o <b>Job Descriptions</b> (previously distributed)			
	o <b>Policies</b> (previously distributed)			
VII.	OLD BUSINESS			10 min
	o ERTC Proposal		Dean Shore	
	o Status of Audit		Dean Shore	
	o Board Retreat		Joe Dunagan	
VIII.	NEW BUSINESS			10 min
	o Firearms in the Arena			
IX.	OTHER BUSINESS			
	o Executive Session			30 min
X.	NEXT MEETING: July 28, 2021 - 5:30 p.m.		Scott Dowers	
XI.	ADJOURNMENT		All	

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

Minutes of the Board of Directors

May 26, 2021 – 5:30 p.m.

**Present:** John Spezia, Chairperson; Scott Dowers, Carley Fredericks, Bob Iverson, and Ken Salomon.

**Absent:** Tara Auter, Bill Black, Catlin Crozier, O.J. Harrison, Maruti Seth, and Dean Shore.

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

**Guests:** None.

**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 April 26, 2021, were reviewed. As no quorum was present, no action could be taken.

**PUBLIC COMMENTS:** None received

**COMMITTEE REPORTS:**

**Events Committee:** Bob Iverson highlighted the minutes of the May 12, 2021, Committee meeting. The Committee had discussed what we can have according to the State guidelines. The plans continue to move forward for the Comedy Night which will occur in late July. The Events Committee also discussed the need to budget \$50,000 as seed money for future events and recommended that the Finance Committee support this as well. Mr. Iverson also noted that there was some very good discussion regarding the potential of Arena Football, but it was decided not to pursue at this time as sponsorships may be difficult on the community.

**Building & Grounds Committee:** The Minutes of the meeting of May 19, 2021, were available for review. It was reported that the new security locking system is being installed and should be completed within the next couple of weeks. The trees are being removed so that the storage building can be completed. The contractor for the building has stated that all the materials needed are in town and he is hopeful that the building will be in place by the second week of June.

**Finance Committee:** The Minutes of the meeting of May 19, 2021, were reviewed Mr. Salomon stated that the Committee had discussed the \$50,000 seed money and had recommended its approval. However, as no quorum is present, this will need to be tabled.

**Ad Hoc Human Resources Committee:** Scott Dowers reported that the committee had met with the insurance representatives that had serviced our Vision and Dental plans which are offered to the full-time employees. It was learned that the Authority has been paying 'Administrative' fees that are not necessary to pay. The Committee has a recommendation as to the plans to offer in the future but as no quorum was available, this will be presented at a later time.

The Committee also is in the process of reviewing a number of forms, policies, and job descriptions. Ms. Payne reported that the last time the job descriptions were updated were in 1994. The policies were last completed in the late 1980s and then again in 2019.

**OLD BUSINESS:**

**ERTC:** It was reported that the agreement with Mr. Tissier is nearing completion and will be available at the next meeting.

**Board Retreat:** Mr. Dunagan reported that we have been in contact with two organizations that could be of assistance to the Board at a Retreat. Plans are underway to identify a date for the Retreat.

**Confidentiality Statements and Conflicts of Interest:** The members were reminded to submit the forms to the Board Secretary.

**Email System:** Members who have not yet set up the Palmer Arena email account may contact Mr. Dunagan for assistance. All correspondence is now being sent only through the Palmer Arena email system.

**NEW BUSINESS** – None Reported.

**OTHER BUSINESS –**

Don Wright asked to address the Board. He stated that he did not believe that the recent action involving himself was fair. He stated that he does not believe that he was given an opportunity to defend anything and that it was unfair that the Board believed Ms. Payne over himself. He stated that this was just terrible.

The members did not have a need to convene into Executive Session as there was not a quorum. The members will be asked to participate in a special Board meeting to take action upon items that were tabled at this meeting.

**NEXT MEETING** – The next meeting of the Board of Directors will be at 5:30 p.m. on Wednesday, June 23, 2021.

*Board of Directors*  
*May 26, 2021*  
*Page 2*

**ADJOURNMENT** – There being no further business, the meeting was adjourned at 6:16 p.m.

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John Spezia, Chairperson

Vermilion County Metropolitan Exposition Auditorium  
And Office Building Authority

Minutes of the Board of Directors

June 7, 2021 – 5:30 p.m.

**Present:** John Spezia, Chairperson; Tara Auter, Carley Fredericks, Scott Dowers, Bob Iverson, Ken Salomon, Maruti Seth, and Dean Shore.

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

**Attending:** Joe Dunagan, Janet Payne, and Teri Gaffney.

**Guests:** None.

**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.

**Public Comments:** No comments received.

**BUSINESS:**

**Update on Signators on Old National Checking Account** – Mr. Dunagan reported that Old National Bank had advised him that the account for the State Grant monies needed to have its paperwork updated. The persons that are presently listed on the account are no longer employed at the Arena. ***It was moved by Dean Shore, seconded by Maruti Seth, and carried to request that Old National Bank remove the current signators on the account and to add John Spezia, Stephanie Wilson and Joe Dunagan as signators on the account.***

**Vision and Dental Plans** – Scott Dowers reported that the Human Resource Ad Hoc Committee had recently met with Travis Mains and Jim Moore in an effort to have a better understanding of the current benefits that are offered to the employees. It was learned that there had been in place a Vision Plan as well as a Dental Plan. It was also learned that under the current plans that the Authority was being charged fees to 'administer' the plans. Mr. Mains and Mr. Moore presented a plan that would offer similar benefits without the administrative fees. It was recommended that the Authority move to the new Vision and Dental Plans and offer it to all full-time employees and spouse. ***It was moved by Ken Salomon, seconded by Bob Iverson, and carried to offer the Vision and Dental Plans presented to all full-time employees and spouses at the cost of the Authority effective August 1, 2021.***

**Budget of \$50,000 for Concerts/Events** – Mr. Seth reported that the Events Committee had recommended to the Finance Committee that \$50,000 be budgeted for concerts/events. As the restrictions as a result of the Pandemic are being removed, entertainers are again booking dates for concerts. The Finance Committee had concurred with the Events Committee.

There was discussion that the remaining Hegeler Bequest monies should continue to be held for the final payment to Total Mechanical as well as the Signage that is needed at the Arena. The preference is that those payments be made prior to the release of any of those funds into the general account. ***It was moved by Dean Shore, seconded by Bob Iverson, and carried that the Board of Directors will approve up to \$50,000 for the planning of future concerts/events at the Authority and that final approval for any bookings and expenditures be presented to the Board of Directors.***

#### **EXECUTIVE SESSION**

***It was moved by Scott Dowers, seconded by Carley Fredericks, and carried to recess into Executive Session to discuss Personnel.*** Joe Dunagan was excused from the meeting. (5:46 p.m.)

The Board Meeting reconvened into regular session at 6:50 p.m.

**NEXT MEETING** – The next meeting of the Board of Directors is scheduled to be at 5:30 p.m. on Wednesday, June 25, 2021. Due to planned vacations, it was the consensus of the members to reschedule the meeting to Monday, June 23, 2021, at 5:30 p.m. The Board Secretary will send notices to the members.

**ADJOURNMENT** – There being no further business, the meeting was adjourned at 6:55 p.m.

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John Spezia, Chairperson

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

Minutes of the Monthly Meeting of the  
Building & Grounds Committee

June 16, 2021 – 5:30 p.m.

Present: Ken Salomon and John Spezia.

Absent: Bill Black, Scott Dowers, Maruti Seth and Dean Shore.

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

Mr. Dunagan called the meeting to order at 5:40 p.m. A quorum was not present.

**APPROVAL OF MINUTES** - The Minutes of the meeting of the Building & Grounds Committee meeting of May 19, 2021, were reviewed by the members. ***It was a consensus of the members present to accept the Minutes as presented.***

**PUBLIC COMMENTS** – None received.

**OLD BUSINESS** –

**Storage Building** – Mr. Dunagan reported that he had spoken to Justin Acton on Monday and that the plan is to have the building erected by the end of the month.

**Building & Grounds Committee Purpose** – ***It was the consensus of the members present to accept the Purpose as written and to present it to the Board of Directors at its meeting on June 21, 2021, for approval.***

**Signage** – Mr. Spezia said he had spoken to Mr. Seth regarding the signage project. He advised Mr. Spezia that he still has to get some information so that the project can be sent out for bids.

**Security Doors** – Mr. Dunagan reported that the new key fobs are being distributed to the staff and that Botts will change the last of the locks next week.

**NEW BUSINESS** –

**Roof** – Mr. Wright reported that he has requested bids from two companies. One company was on site yesterday and is to submit a bid. He is still waiting for the second company to arrive.

**OTHER BUSINESS** –

Mr. Dunagan reported that the renovation on the locker rooms will begin next week. Midwest Asphalt will be doing the demolition work which will take about two weeks. Mr. Dunagan reminded the members that that any issues found behind the walls may be the responsibility of the Arena.

***Building & Grounds Committee***  
***June 16, 2021***  
***Page 2***

**NEXT MEETING** – The next meeting of the Building & Grounds Committee is scheduled for July 21, 2021.

**ADJOURNMENT** – There being no further business, the meeting was adjourned at 6:01 p.m.

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Joe Dunagan, Acting Chairperson





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SUBJECT: BUILDING & GROUNDS COMMITTEE

Page Number 1

DATE APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Chair – Board of Directors

**PURPOSE**

The purpose of the Building and Grounds Committee of the Board of Directors is to review and make recommendations on the maintenance, repair and upkeep of the Authority's property. Primary purposes of this committee are:

- 1) To order improvements and additions to the existing property;
- 2) To seek bids for and oversee the acquisitions of additional property.

The Chairperson of the Committee will be appointed by the Chair of the Board of Directors.

The Building and Grounds Committee will meet the third Wednesday of each month at 5:30 p.m. or as may be determined by the committee members.

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

Minutes of the Monthly Meeting of the  
Finance Committee

June 16, 2021

Present: O.J. Harrison, Ken Salomon, and John Spezia.

Absent: Bill Black, Scott Dowers, Maruti Seth, and Dean Shore.

Attending: Joe Dunagan, Stephanie Wilson, and Teri Gaffney

Mr. Spezia called the meeting to order at 6:05 p.m.

**APPROVAL OF MINUTES** – The Minutes of the meeting of the Finance Committee meeting of May 19, 2021, were reviewed by the members. ***It was moved by Ken Salomon, seconded by O. J. Harrison, and carried to approve the Minutes as presented.***

**REVIEW OF FINANCIAL INFORMATION –**

**Hegeler Bequest** – No updated information was received.

- **Signage for Arena** – Mr. Spezia reported that Mr. Seth has stated that he was still awaiting some final information so that the bidding process can occur.
- **Storage Building** – The storage building project is expected to be complete by the end of the month.
- **Total Mechanical Payment** - The punch list for Total Mechanical for the ice project was reviewed by the members. There are still a number of items that need to be completed. It is not known when they will be returning to complete the list.

**Debit Card Expenditures** – The debit card transactions for the month of May were reviewed.

**May Deposits/Debits/Bills Paid** – Ms. Wilson highlighted the deposits, debits and bills paid during the month of May for the Committee's information. ***It was moved by John Spezia, seconded by Ken Salomon, and carried to approve the bills as presented.***

**Accounts Receivable** – The accounts receivable, totaling \$31,187.50, were reviewed.

**OLD BUSINESS:**

**Finance Committee Purpose** – Deferred to next meeting.

**Audit Update** – Ms. Wilson stated that she has no update on the audit.

**ERT Credit/Tissier** – No update was available.

**Concert Events Status** – It was reported that a meeting with Grandstand had occurred on Monday, and they are actively looking for events.

**NEW BUSINESS;**

**City Softball Fields** – Mr. Dunagan reported that he has sent an email to the Mayor requesting permission to schedule tournaments on the weekends. We are awaiting a response.

**Financial Commitment from County** – Mr. Dunagan reported that a member of the Board had recently raised the question as to why only the City of Danville provides funding for the Arena although the County also appoints representatives to the Board of Directors.

**OTHER BUSINESS:**

None reported.

**NEXT MEETING** – The next meeting of the Finance Committee will be July 21, 2021.

**ADJOURNMENT** – There being no further business, the meeting was adjourned at 6:37 p.m.

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John Spezia, Acting Chairperson