



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, September 22, 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 (08.02.21)	2-5	All	3 min
V. PUBLIC COMMENTS			5 min
VI. COMMITTEE REPORTS			15 min
o Finance Committee –			
o <b>August Deposits/Debits/Bills Paid/AR</b>	6-25		
o Concert Expenses	26-46		
o Audit Update			
o 2019-2020 Audit			
o 2020-2021 Audit			
VII. OLD BUSINESS			15 min
o <b>Signage Bids</b>			
o Ice Rink Update			
o ERTC Funds			
o ERTC Proposal w/Tissier			
o Board Retreat			
VIII. NEW BUSINESS			15 min
o Resignation of Board Member	47		
o Outsourcing of Concessions			
o Event Scheduling – Bobcats Agreement			
o Comp Tickets for Board Members			
IX. OTHER BUSINESS			
o Executive Session			30 min
X. NEXT MEETING: October 27, 2021 - 5:30 p.m.			
XI. ADJOURNMENT		All	

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

Minutes of the Board of Directors  
August 2, 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, Stephanie Wilson, and Teri Gaffney.
- Guests:** Chief Chris Yates and Bill Pickett.
- 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 June 21, 2021, were reviewed. ***It was moved by Dean Shore, seconded by Carley Fredericks, and carried to approve the Minutes of the meeting of the Board of Directors of June 21, 2021, as presented.***

**PUBLIC COMMENTS** – None received.

**COMMITTEE REPORTS** –

**Finance Committee** - Dean Shore reported the Committee had met on July 21, 2021. The minutes were available for the members' review.

**Deposits/Debits/Bills Paid** - The June deposits, debits, credit card charges, and bills paid were reviewed and highlighted. ***It was moved by Maruti Seth, seconded by Scott Dowers, and carried to accept the June deposits, debits, credit card charges and bills paid as presented.***

**Bobcat Sponsorships** – Under the agreement with the hockey league, the arena is to receive 30% of sponsorships sold. The hockey team has asked that if a percentage of sales would apply to a situation where a company, that performs a service for the hockey team, secures payment for its service through a trade in advertising with the hockey team in lieu of actual dollars. The type of 'trade' of services may be difficult to track. It is understood that the initial request was made for the services of the company that is remodeling the locker room at the arena which is a permanent fixture of the arena. The Finance Committee had recommended that we follow the agreement as set forth for the first year and re-evaluate at the end of the year.

**Employee Self-Funded Investment/Simple IRA** – It was reported that a Simple IRA plan will be presented to the full-time employees of the arena. Through the plan, the employees will receive up to a 3% match.

**Medicare Reimbursement** – It was reported that we are pursuing new health insurance for all employees at the present time and we are awaiting a new proposal.

**Event Ticketing System** – The arena currently used the Etix system for ticketing. Through Etix, the pricing of the ticket is added on to the price. If a credit card is used to purchase the ticket, that cost is added into the final price as well. For hockey games, we charge an additional \$1.00 fee for a facility fee. The recommendation is that we remain with the current ticketing system and develop the system into what it can be as there are options available that we may not be current utilizing. The Bobcats' logo may be added to the tickets

**Sign Proposal** – Two proposals for the signage were received. It was suggested that Andrew Mudd review the background of the vendors and that the final recommendation be presented at the next meeting.

**Flooring** – The Finance Committee had recommended that an estimate from Danville's Flooring Warehouse in the amount of \$5,609.73 be accepted for flooring for administrative office area. ***It was moved by Dean Shore, seconded by Maruti Seth and carried to accept the bid of \$5,609.73 from Danville's Flooring Warehouse for flooring for the administrative office area.***

In follow up to the storage building project, Mr. Dunagan had spoken to Mr. Leemon. It has been learned that there is a need for additional work on a storm drain, rock and grading work. ***It was moved by Dean Shore, seconded by Maruti Seth and carried to accept the bid of \$3,850 of Ross Leemon for the storm drain, rock and grading work.*** Following the meeting, members of the Board will look at the storage building to determine the number of bollards that may be needed around the building.

**Ad Hoc Human Resource Committee** – Scott Dowers highlighted the work on the Human Resource Ad-Hoc Committee. A number of Policies and Job Descriptions had previously been sent to the members for review. ***It was moved by Bob Iverson, seconded by Maruti Seth, and carried to accept the following:***

***Policies:***

- **Compliance & Pay Practices**
- **Concealed Firearms**
- **Bereavement**
- **Orientation**
- **Standards of Conduct**
- **Recording of Time**
- **Event Safety & Security**
- **Employment Status & Classification**

**Job Descriptions;**

- Security Supervisor
- Customer Service Representative
- Housekeeping/Custodian
- Director, Human Resources
- Bar/Concession Manager
- Security Staff

Mr. Dowers reported that it was the consensus of the members of the Ad Hoc Committee that Policies and Job Descriptions are functions of Management to develop and implement. Job descriptions for new positions will be brought to the Board for review and approval. When Management updates a job description with no significant changes in its essential functions or duties, the Committee's recommendation is that the job description does not need to be presented to the Board for additional approval. Likewise, policies that are updated and formatted with no significant change to the policy will not need Board approval. Future job descriptions and/or Policies will not require review of the Ad Hoc Committee and will be presented directly to the Board of Directors for review and approval. Going forward, the Ad Hoc Committee will meet on an as-needed basis.

Mr. Dowers noted that there has been a tremendous amount of work completed to date on the development of job descriptions, forms and policies. Mr. Dowers noted that at the recent meeting of the Ad Hoc Committee, Board Member Bill Black had been present and stated that we are getting to the point that this falls under the realm of the General Manager. It had been the consensus of the Committee that it is the function of the General Manager to develop and implement these tools.

**OLD BUSINESS;**

**ERTC Proposal** – It was reported that we are awaiting a response from Greg Tissier. The proposal had been sent to him for signature. Mr. Shore will follow up with Mr. Tissier.

**Board Retreat** – Joe Dunagan stated that we had contacted the organization that has offered to lead our Board Retreat. The date of September 29<sup>th</sup> has been offered. It was the consensus of the Board Members present to pursue that date for the Board Retreat.

**NEW BUSINESS:**

**Security** - Chief Yates of the Danville Police Department was present. He gave an overview of ways that the Arena and the police department could work together on future events. The recently approved policies concerning new security procedures will be sent to Chief Yates for his input and comment.

**Future Plans for Security** – It was reported that four hand-held metal detector wands had recently been purchased and pricing on walk-through metal detectors were being obtained. It was also suggested that we obtain pricing on security cameras for the lobby area as well as the outside areas. We would be looking for grants that may be available for this. For security personnel, we will be looking to bring in off-duty police officers or professional security teams. It is understood that there is a large cost associated to this but a necessary expense.

**2021-2022 Meeting schedule** – The meeting schedule for 2021-2022 was available in the packet for the members. The Board members were reminded to respond with their availability of the meetings. The proposed meeting dates of the Committees were discussed. It was the consensus of the members that the Committees will meet on an 'as needed' basis in the future.

**Executive Session** - *It was moved by Dean Shore, seconded by Ken Salomon, and carried to recess into Executive Session to discuss the Audit process.* Joe Dunagan was excused from the meeting. (6:51 p.m.)

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

**NEXT MEETING** – The next meeting of the Board of Directors will be at 5:30 p.m. on Wednesday, August 25, 2021.

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

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John Spezia, Chairperson