

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

Minutes of the Board of Directors  
December 17, 2021 – 12:15 p.m.

- Present:** John Spezia, Chairperson; Tara Auter, Scott Dowers, O. J. Harrison, Ken Salomon, Maruti Seth, and Dean Shore.
- Absent:** Bill Black, Catlin Crozier, and Carley Fredericks.
- Attending:** Joe Dunagan, Janet Payne, and Teri Gaffney.
- Guests:** None.
- Call to Order:** John Spezia called the meeting to order at 12:25 p.m.
- 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 October 20, 2021 and November 9, 2021, were reviewed. ***It was moved by Maruti Seth, seconded by Scott Dowers, and carried to approve the Minutes of the meetings of the Board of Directors of October 20, 2021, and November 9, 2021, as presented.***

**PUBLIC COMMENTS** – None received.

**BUSINESS:**

**October/November Bills** – The listing of bills for the months of October and November were reviewed. ***It was moved by Maruti Seth, seconded by Dean Shore, and carried to accept the October and November deposits, debits, credit card charges and bills paid as presented.***

**Foundation Materials for Storage Building** – The Arena has been presented with bills from Ross-Leemon Construction, one in the amount of \$7,250 for the storm drain, rock and grading work, and the bollards. The second bill is in the amount of \$11,132 for equipment, labor and materials for the foundation work. It was understood that the work was necessary in order to building the ground area under the concrete for the foundation of the building. No one had been in a position to provide a bid for this work as there is no way to know how much would be necessary nor the cost involved. ***It was moved by Maruti Seth, seconded by Dean Shore, and carried to approve the payment of the two invoices from Ross-Leemon in the amount of \$7,250 and \$11,132 as presented.***

**AED Grant** – It was reported that the Arena had submitted a grant request for the purchase of AEDs and had been notified that the request has been granted. We presently only have one AED in the building and the recommendation is that we purchase two additional AEDs – one to be placed on the north side of the arena and one on the south side for room rentals. The cost is approximately \$950 each. ***It was moved by Ken Salomon, seconded by Maruti Seth and carried to approve the purchase of two (2) AEDs at a cost of approximately \$2,000 as requested.*** It was noted that training on the new units will occur for the staff.

**Policies:** The *Holiday* policy was presented. It was noted that the holiday time that had previously been given for the day after Thanksgiving, half day on Christmas Eve, and half day on New Year's Eve were removed and the holiday of Juneteenth was included. ***It was moved by Maruti Seth, seconded by Dean Shore, and carried to approve the Holiday Policy as presented.***

**Position Descriptions:** The position descriptions of a Board Member, Chairman, Vice Chair, Treasurer, Secretary, and Board Committee Chair were reviewed. It was suggested that the Bylaws be reviewed for consideration of minimal attendance requirement. ***It was moved by Maruti Seth, seconded by Ken Salomon, and carried to approve the following Position Descriptions as presented:***

- ***Board Member***
- ***Chairman***
- ***Vice Chair***
- ***Treasurer***
- ***Secretary***
- ***Board Committee Chair***

**Job Descriptions:** The job descriptions of Accountant, Accounts Receivable and Payable Coordinator, and Payroll Coordinator were reviewed. ***It was moved by Maruti Seth, seconded by Tara Auter, and carried to approve the following Job Descriptions as presented:***

- ***Accountant***
- ***Accounts Receivable and Payable Coordinator***
- ***Payroll Coordinator***

**NEXT MEETING** – The next meeting of the Board of Directors is scheduled for January 26, 2022 at 5:30 p.m.

**ADJOURNMENT** – There being no further business, the meeting was adjourned at 1:00 p.m.

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John Spezia – Chairman