

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

Minutes of the Board of Directors  
March 2, 2022 – 5:30 p.m.

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

**Absent:** Bill Black and Catlin Crozier.

**Attending:** Joe Dunagan and Teri Gaffney.

**Guests:** Mike Leatherwood of Budderfly.

**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 meeting of the Board of Directors of December 17, 2021, were reviewed. ***It was moved by Dean Shore, seconded by Ken Salomon, and carried to approve the Minutes of the meeting of the Board of Directors of December 17, 2021, as presented.***

**PUBLIC COMMENTS** – A representative from Budderfly was introduced by Maruti Seth. He discussed an air conditioner program which would provide an annual credit to the Arena. Under such an agreement we would receive new equipment and the program would be for ten years. After the ten years, the equipment would become the property of the Arena. The past Ameren bills will be reviewed, and further exploration of the program will occur.

**COMMITTEE REPORTS:**

**Finance Committee** – It was reported that the hotel/motel/liquor tax monies received this month were approximately \$120,000. Dean Shore reviewed the December 2021 and January 2022 deposits, debit card expenditures, bills paid and accounts receivable. ***It was moved by Dean Shore, seconded by Ken Salomon and carried to accept the December 2021 and January 2022 deposits, debits, credit card charges and bills paid as presented.***

It was noted that the Arena still has the loan at First Financial that is paid monthly. It was asked if there would be any benefit to paying it off early, but it was the consensus that there was little benefit in doing so.

It was asked if the Square account, which is the point-of-sale service for the Arena, was officially under the name of the Civic Center. Mr. Dunagan reported that there are two accounts – one account is for Palmer Arena concessions and bar and the other is used to bill for ice time. It was asked if there was any particular reason to have the two accounts rather than just one account to do all. The General Manager was concerned that past information may not transfer appropriately to a new combined account.

It was the consensus of the members to ask that the accountant work to have one account that is only accessible to current employees. The accountant will also be asked to do a five-year data backup of the information.

**Budget Requests** – Information on potential events was reviewed. It was reported that approximately \$18,000 was lost on the Kevin Costner concert but that it was a good event. There is an opportunity to have Trace Adkins at a cost of \$75,000 and the promoter has indicated that we would need to pay 50% up front. No action was taken on the requests.

#### **OLD BUSINESS:**

**Arena Signage Update:** The company that is manufacturing the sign was on site today. The location for the sign was marked. Mr. Seth will be working with the City to confirm that the location meets with its approval. There was discussion that we may want to raise the sign which may increase the price.

**Board Retreat** – Pending.

#### **NEW BUSINESS:**

**Policies:** Policies on *Family Medical Leave Act*, *Performance Review*, *Separation of Employment*, *Vacation* and *Work Hours & Reporting* were reviewed. ***It was moved by Maruti Seth, seconded by Carley Fredericks and carried to approve the following Policies as presented:***

- ***Family Medical Leave Act***
- ***Performance Review***
- ***Separation of Employment***
- ***Vacation***
- ***Work Hours & Reporting***

**GENERAL MANAGER'S REPORT** – Joe Dunagan reported that the Schlarman Archery Tournament had recently been held at the Arena. It was a great event and they have already indicated that they would like to bring the State tournament to the Arena next year. It was stated that the lighting was better and there was very good seating for the spectators.

The St. Joseph Wrestling Tournament was held on February 13<sup>th</sup> with a large turnout. The concession stands were very busy.

The Health Department also recently inspected the concession stands and were found to be compliant.

There was damage to the roof areas and guttering due to the recent ice and snow and estimates for repairs are being secured.

The Olympia was delivered to the Arena today following several repairs. We will continue to use the existing Zamboni until the staff is properly trained on the new piece of equipment.

The Vermilion County Fair Board is looking at partnering with the Arena on some events. The discussions will continue.

Jeremiah Brady was introduced as the new accountant for the Arena. Jeremiah began his duties on January 31<sup>st</sup>.

**OTHER BUSINESS:**

***Executive Session – It was moved by Dean Shore, seconded by Maruti Seth, and carried to recess into Executive Session to discuss the Audit process. (7:05 p.m.)***

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

Mr. Dunagan and Mr. Brady were invited back into the meeting. It was requested that Mr. Dunagan retrieve the information that had been given to an accounting firm in Indianapolis to the Arena and that the staff work to complete the information requested on the spreadsheet from the firm by the end of the week and present it to Mr. Shore by Friday afternoon. Mr. Dunagan expressed concern that the staff may not possess the expertise to locate the information requested. The Board again requested that the staff make all necessary attempts to obtain the information in the timeframe requested.

**NEXT MEETING** – The next meeting of the Board of Directors is scheduled for April 27, 2022.

**ADJOURNMENT** – There being no further business, the meeting adjourned at 7:40 p.m.

  
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John Spezia, Chairperson