

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

Minutes of the Board of Directors
August 24, 2022 – 5:30 p.m.

Present: John Spezia, Chairperson; Tara Auter, Scott Dowers, Carley Fredericks, Dylan Haun, Britny Hoag, Kim Hoffman, Ken Salomon, Maruti Seth and Dean Shore* (telephone).

Absent: Bill Black and O. J. Harrison.

Attending: Joe Dunagan, Andrew Mudd (telephone), Janet Payne, Jeremiah Brady, and Teri Gaffney.

Guests: None.

Call to Order: John Spezia called the meeting to order at 5:35 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 July 6, 2022, were reviewed. *It was moved by Scott Dowers, seconded by Ken Salomon, and carried to approve the Minutes the meeting of the Board of Directors of July 6, 2022, as presented.*

PUBLIC COMMENTS – No comments were received.

COMMITTEE REPORTS:

Events Committee – Ken Salomon reported that the committee met on August 15, 2022, to discuss the Donnie Baker event which will be held on September 10, 2022. There was concern that the event is not receiving a lot of social media attention. We need to get more postings made as we have not had an active posting. Kim Hoffman has done some great posting through District #118. Joe Dunagan has some fliers available for distribution.

With regards to social media, it was suggested that we focus some of our dollars on better promotion of upcoming events, such as the Donnie Baker event, Kiwanis Pancake Day, open skate events, etc. It is believed that we will have more activity in the next six months. *It was moved by Maruti Seth, seconded by Dylan Haun, and carried unanimously to authorize the expenditure of up to \$500 over the next six months on social media advertising.*

As Dean Shore was not yet available to be in the meeting, *it was moved by Maruti Seth, seconded by Carley Fredericks, and carried unanimously to move the Finance section of the agenda to when Mr. Shore is available by telephone.*

OLD BUSINESS:

Arena Signage Update – JULEE has evaluated the area for the sign and our proposal has been re-submitted to the Committee for approval.

Drainage Repair Work – Joe Dunagan stated that we have been trying to get the videotape of the drainage repair, but it has not yet been received.

Board Retreat – The members reviewed the options for the Vision statement and the Mission statement. The members discussed finalizing this at another Board Retreat or proposing four or five top options and having the Board members vote at the next meeting. After discussion, ***it was moved by Carley Fredericks, seconded by Kim Hoffman, and unanimously carried to adopt the following:***

Mission Statement – The mission of the David S. Palmer Arena is to provide indoor fun for everyone.

Vision Statement - The vision of the David S. Palmer Arena is to be a safe and family-friendly community center.

We will work to incorporate the new mission and vision into our signage and marketing. It was the consensus of the members that the recent Board retreat was a productive session with good facilitators.

NEW BUSINESS:

Job Descriptions – Job descriptions for Bartender Staff, Ice Center Supervisor, Ice Facilities Lead and Social Media Specialist were presented. With regards to the Social Media Specialist position, it was recommended that the person submit all intended postings to the General Manager for review, approval and posting. The Social Media person not have access to any sensitive information or passwords.

Committee Purpose – The Purpose of the Events Committee was reviewed.

Policies/Procedures – The Policies/Procedures for Employee Reimbursement, Purchasing Process, Corrective Action/Disciplinary, and Smoking & Vape-free Workplace were reviewed.

After discussion, ***it was moved by Kim Hoffman, seconded by Ken Salomon, and carried unanimously to approve the following:***

- ***Bartender Staff Job Description***
- ***Ice Center Supervisor Job Description***
- ***Ice Facilities Lead Job Description***
- ***Social Media Specialist Job Description***
- ***Events Committee Purpose***
- ***Employee Reimbursement Policy***
- ***Purchase Process***
- ***Corrective Action/Disciplinary Policy***
- ***Smoking & Vape-Free Workplace Policy***

*Dean Shore joined the meeting via telephone at 6:32 p.m.

Finance Committee - Dean Shore reviewed Finance report for the members. ***It was moved by Maruti Seth, seconded by Ken Salomon, and carried unanimously to accept the July 2022 deposits, debits, credit card charges and bills paid as presented.***

Mr. Shore reported that the accountant has been working on the audit process.

Signators on Bank Account – It was reported that the Board needs to designate at least two signators on the account that is being set up at Old National Bank for the purpose of receiving the funds deposited by Vermilion County Bobcats. It was clarified that the signators do not have to be Board members. ***It was recommended by Maruti Seth, seconded by Scott Dowers, and carried unanimously to approve the General Manager and the Accountant of the Authority to be the signators of the account at Old National Bank.***

ERT Credit - Two rejections have been received regarding our requests to retain the ERT Credit monies. An additional request will be sent to request a waiver of the interest that has accrued. ***It was moved by Maruti Seth, seconded by Scott Dowers, and carried unanimously to return the requested ERT Credit monies to the Internal Revenue Service.***

GENERAL MANAGER'S REPORT:

The General Manager's written report was contained in the Board packet for review. He reported that the homasote, which covers the ice, has been damaged and needs to be replaced. He distributed information on products that we could obtain to replace the homasote. It was noted that financing would need to be secured for any product selected by the Board of Directors. At the next meeting of the Board, bids for the products will be presented.

Mr. Dunagan also provided information on an agreement from a vendor to provide maintenance of the ice system at a cost that will be paid over time in four payments. It was suggested that a Request for Proposal would be required due to the amount of monies. Mr. Dunagan will provide more information at the next meeting.

OTHER BUSINESS:

Executive Session – ***It was moved by Dylan Haun, seconded by Kim Hoffman, and carried to recess into Executive Session to discuss litigation and personnel issues.*** Joe Dunagan and Jeremiah Brady were excused from the meeting (6:50 p.m.)

The Board reconvened into regular session at 8:11 p.m. (Dean Shore exited the telephone at approximately 7:45 p.m.)

It was moved by Kim Hoffman, seconded by Tara Auter and carried unanimously that John Spezia, Scott Dowers, Dylan Haun and Janet Payne meet with Joe Dunagan at 9:00 a.m. on Thursday, August 25, 2022, to discuss the information provided in executive session and to give him the opportunity to tender his resignation by 3 p.m. If no response is received by 3 p.m., to then terminate Mr. Dunagan effective August 25, 2022.

Roll Call taken and unanimous decision 9-0 in favor of proceeding with the resignation or termination of Mr. Dunagan as General Manager. (Ayes: Auter, Dowers, Fredericks, Haun, Hoag, Hoffman, Salomon, Seth, Spezia. Nays: none. Abstain: none)

The need to have security present was discussed and Human Resources will work with the local police department for presence while assuring that our actions take into consideration the dignity, integrity and self-esteem of the individual. Ms. Gaffney was asked to identify a listing of items that we need to gather prior to the individual leaving the building.

Mr. Mudd stated that he will make himself available for any questions or assistance that may be needed on Thursday.

NEXT MEETING – The next meeting of the Board of Directors is scheduled for September 28, 2022.

ADJOURNMENT – There being no further business, the meeting adjourned at 8:20 p.m.

John Spezia, Chairperson