

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

Minutes of the Board of Directors
February 1, 2023 – 5:30 p.m.

Present: Tara Auter, Dylan Haun, O.J. Harrison, Kim Hoffman, Erik O’Kane, Ken Salomon, Maruti Seth, Dean Shore and Matt Sims.

Absent: Bill Black and Dylan Haun.

Attending: Andrew Mudd, Janet Payne, and Teri Gaffney.

Call to Order: The meeting was called to order at 5:30 p.m.

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 September 13, 2022, were reviewed. ***It was moved by Kim Hoffman, seconded by Maruti Seth, and carried to approve the Minutes of the meeting of the Board of Directors of September 13, 2022 as presented.***

The Minutes of the meeting of the Board of Directors of October 5, 2022, were reviewed. ***It was moved by Kim Hoffman, seconded by Ken Solomon, and carried to approve the Minutes of the meeting of the Board of Directors of October 5, 2022 as presented.***

PUBLIC COMMENTS – No comments were received.

PRESENTATION

Justin Fleming was present to give a proposal on cost-effective changes in the Arena’s lighting system. The options of how to approach these changes were reviewed. The members will continue to evaluate the lighting system.

COMMITTEE REPORTS:

Events Committee – Ken Salomon reported that the committee has not met for a period of time. A meeting will be scheduled.

Finance Committee – Dean Shore reported that the City tax payment had been received and it was approximately \$15,000 lower than usual. It is expected that the first of March that the City Council will be approving the \$80,000 of Covid funds. It is anticipated that we will set up an emergency fund with those monies.

It was discussed that the Arena should allocate \$10,000 for a lighting project. If the work can be done internally that would assist in the cost. Jeremiah Brady will be asked to investigate applying for grants for this project.

Dean Shore reviewed the Finance report for the members. ***It was moved by Kim Hoffman, seconded by Tara Auter, and carried unanimously to accept the September deposits, debits, credit card charges and bills paid as presented.***

It was moved by Kim Hoffman, seconded by O. J. Harrison, and carried unanimously to accept the October deposits, debits, credit card charges and bills paid as presented.

It was moved by Kim Hoffman, seconded by Maruti Seth, and carried unanimously to accept the November/December deposits, debits, credit card charges and bills paid as presented.

On Line Ticketing Proposal – Jeremiah Brady provided options that the Arena can utilize for an on-line ticketing company. The Arena presently utilizes Etix. After discussion, it was the consensus of the members that Andrew Mudd will talk with Etix to better assess its product and to determine if better options with that company may exist. One option is to go with another company (Frontline) while maintaining the Etix account as Grandstand utilizes Etix as well. We will not terminate the Etix account, nor will we move to the Frontline option until more information is received.

General Manager Committee – It was reported that there are two applicants for the position. The Committee is looking for dates to interview the candidates and it is the goal of the committee to present the final candidate for approval at the next meeting.

OLD BUSINESS:

Arena Signage Update – Dean Shore stated that the Facilities team is still working to get the two colors of blue to match and lighting is being secured.

Sale of Basketball Floor – Dean Shore reported that he had reached out to John Spezia to discuss the basketball court and he has indicated that the party is no longer interested in pursuing. We will need to look at ways to either sell the court or donate the flooring to an organization.

NEW BUSINESS:

Job Descriptions – The job descriptions for Bartender Manager, Concession Manager, Concession Staff, Assistant Facilities Manager, General Laborer, and Ice Facility Specialist were reviewed. *It was moved by Dean Shore, seconded by Kim Hoffman and carried to approve the following Job Descriptions as presented:*

- ***Bartender Manager***
- ***Concession Manager***
- ***Concession Staff***
- ***Assistant Facilities Manager***
- ***General Laborer***
- ***Ice Facility Specialist***

Policies: The Drug Free Workplace Policy and Asset Disposal Policy were reviewed. *It was moved by Dean Shore, seconded by Kim Hoffman, and carried to approve the following policies as presented:*

- **Drug Free Workplace Policy**
- **Asset Disposal Policy**

Resignations of Board Members: It was reported that Carley Fredericks and Britny Hoag have resigned their positions on the Board. The City of Danville will be making an additional appointment.

Appointment of Officers of the Board: *It was moved by Kim Hoffman, seconded by Maruti Seth, and carried to appoint Dean Shore as the Chairperson of the Board.* The appointment of a Vice Chairperson will be delayed. Dean Shore will remain as the Finance Chairperson.

Revision of Bylaws – A proposal to revise the Bylaws of the Authority was reviewed. *It was moved by Kim Hoffman, seconded by Tara Auter, and carrier to amend Article II, Section 1 by the addition of the following paragraph:*

“The term for the chairman and vice chairman shall be for one year. At the expiration of the chairman’s term the vice chairman shall succeed the chairman except when good cause is shown. At that time, the Board shall elect a new vice chairman to fill the vacancy. Should both positions become vacant at the same time, the Board shall elect a new chairman and vice chairman. No chairman can be selected to serve as vice chairman until he/she has not served as chairman for a minimum of three (3) full terms.

Event Safety Policy Review: The Event Safety Policy was available for the Board’s information. Concern was expressed that there have been some inconsistencies on the part of the Bobcats Security team in implementation/delivery of the policy. Ms. Gaffney will send the policy to the members for comments that may be sent to Andrew Mudd.

OTHER BUSINESS

Executive Session *It was moved by Dean Shore, seconded by Maruti Seth and carried to recess into Executive Session to discuss litigation.*

The Board Meeting reconvened into regular session at 7:33 p.m.

NEXT MEETING – The next meeting of the Board of Directors is scheduled for February 22, 2023.

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

Teri Gaffney, Secretary