



1 Convention Center Plaza
Springfield, IL 62701
Phone: 217.788.8800
Fax: 217.788.0811
www.theboscenter.com

Brian Oaks
General Manager

SMEAA OFFICERS
Mike Coffey, Jr.
Chairman
Mary Frances Squires
Vice-Chairman
Brad Mills
Secretary
Jeanette Goza
Treasurer

SMEAA MEMBERS
Steve Ettinger
Jason Loftus
Patricia Meyer
Tony Smarjesse
Andrew Spiro
Judy Yeager
Terry Young

***Springfield
Metropolitan
Exposition &
Auditorium
Authority***

BOARD MEETING MINUTES

September 21, 2020

12:00 PM

The regular Board Meeting of the Springfield Metropolitan Exposition and Auditorium Authority was called to order at 12:00 PM in the Boardroom of the Bank of Springfield Center by Chairman – Mike Coffey, Jr.

A roll call was taken and the following Board Members were present, representing a quorum:

Mr. Ettinger
Mr. Smarjesse
Mr. Spiro
Ms. Squires
Mr. Young

Also present were Brian Oaks, General Manager; Jodi Davis, Assistant General Manager; Jenny Vaughn, Dir. of Marketing & Box Office Management; Bruce Stratton, Legal Counsel; James Dickey; Noel Dalby.

Mr. Coffey asked if there were any statements from visitors or guests. There were none.

Mr. Coffey asked for a motion to approve Action Item A, which was the Board Meeting Minutes from August 17, 2020, with the amendment to add Mr. Smarjesse to the roll call. A motion was made by Ms. Squires, and seconded by Mr. Young. A voice vote was taken, motion carried.

Mr. Coffey asked for a motion to approve Action Item B, which was for the Lease Contract Agreements. A motion was made by Mr. Young, and seconded by Mr. Ettinger. A voice vote was taken, motion carried.

Mr. Coffey informed the Board to ignore Action Item C.

Mr. Coffey presented the Chairman's report. Mr. Coffey stated that at the last meeting Mr. Oaks had talked about potentially redoing the Bonds. The Baker Group, who are a local Bond specialist, have run some numbers and found additional savings. Mr. Coffey stated that the problem that they are going to run into is when redoing the Bonds, the City Council has to approve the change. Mr. Coffey stated that it is in process to get approved and there should be a motion on the agenda next month (October). A discussion took place regarding reissuing verses refinancing, fees and savings.

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Mr. Coffey stated that the Finance Committee met at 11:50 AM.

Mr. Coffey stated that the Finance Committee approved the list of bills as presented, but needed full Board approval.

Mr. Coffey asked for a motion to approve the list of bills. A motion was made by Mr. Spiro, and seconded by Ms. Squires. A voice vote was taken, motion carried.

Mr. Coffey stated that there were two (2) expenditures over \$1,000.00 that needed full Board approval.

1. Insperity - \$2,984.43...Yrly Maintenance Subscription for Timestar
2. EventBooking - \$9,900.00...New Event Booking Software

Mr. Coffey asked for a motion to approve the expenditures over \$1,000.00. A motion was made by Mr. Smarjesse, and seconded by Mr. Young. A voice vote was taken, motion carried.

There was no General Counsel report at this meeting

Mr. Oaks presented the General Manager report. Mr. Oaks stated that there have not been many events in the building. He stated that the Sangamon County Board has used a room in the lower level for a couple of their meetings. He stated that for the foreseeable future, he expects that there will be smaller meetings; potentially some government agencies that are exempt from the guidelines that are currently on the building. He stated that he has not heard from the General Assembly, if it is a possibility that they would need to hold a Fall Veto session in the building.

Mr. Oaks stated that everyone is trying to utilize this time to focus on projects that can benefit the building. The Administrative staff can get the EventBooking software in place and move forward on it. The Maintenance staff has been doing a great job tackling a number of projects, including some that would normally be outside their scope of work. He stated that a pipe in the garage had burst a few months prior and it was going to cost over \$8,000.00 to break out the concrete and replace the pipe. The Maintenance staff took a couple of days and broke out the concrete around the pipe themselves, which brought the cost down to right around \$1,000.00. Mr. Oaks stated that everyone understands the position that The Center is in and are trying to do the best they can to make sure that they are providing a value to the building during this time.

Mr. Oaks stated that Jill Tavine who is the Sr. Event Coordinator put in her resignation today. He stated that she is taking a position with an association, which is a great opportunity for her and that she will be missed. He stated that if The Center was going to lose an employee like that, who is really valuable, this is the best time for it to happen since we are not slammed with events. And it also takes some payroll off of the books. He stated that he will not fill that position until he knows when The Center can resume events.

Mr. Oaks stated that he will be continuing to evaluate the staffing levels and looking at ways to save some money going forward. He stated that at some point he is going to have to look at making some decisions about the staffing levels. He stated that he will be in touch with the Board members individually or collectively as a group at a future Board meeting.

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Ms. Squires inquired into how much income The Center is down since this started. Mr. Oaks stated that The Center is still receiving the Tax Revenue so that income is the same. However, the Event Revenue is down by about 95%. Mr. Oaks stated that he is trying to operate the building on a basic minimum operations stand point with the exception bringing all of the employees back after the Federal stimulus package ran out for unemployment. He stated that he is trying to find ways to utilize the employees in the building to save money for the future, but at some point without having any money coming in from event, potentially until next summer, he thinks there are going to be some tough decisions that they are going to have to make. A discussion took place regarding an estimate of how much money has been lost.

Mr. Coffey asked for a motion to adjourn. A motion was made by Mr. Young, and seconded by Ms. Squires. A voice vote was taken, motion carried and the meeting was adjourned at 12:13PM.

Tracy Motter
Executive Secretary

Mr. Mike Coffey, Jr.
Chairman