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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  
Andrew Spiro  
Bill Taft  
Judy Yeager  
Terry Young

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

**BOARD MEETING MINUTES**  
**January 21, 2020**  
**12:00 PM**

The regular Board Meeting of the Springfield Metropolitan Exposition and Auditorium Authority was called to order at 12:02 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  
Ms. Goza  
Ms. Meyer  
Mr. Mills  
Mr. Spiro  
Ms. Squires  
Mr. Young

Also present were Brian Oaks, General Manager; Jodi Davis, Assistant General Manager; Joe Roesch, Legal Counsel; Bernie Schoenburg, SJR; Bill Castor, Andrew Jones & Kristi Corpin, Eck, Schafer & Punke, LLP.

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

Mr. Coffey called upon Mr. Castor, Mr. Jones and Ms. Corpin to present the FY'19 Audit report to the Board. Ms. Corpin stated that everyone should have three (3) letters and one (1) binder in front of them. Ms. Corpin referred to the Auditing Standards letter and gave a brief synopsis. Mr. Jones referred to the Significant Deficiencies and Other Matters letters and gave a brief synopsis. Mr. Caster referred to the Financial Statements & Independent Auditor's Report and explained certain pages throughout. A discussion took place regarding their recommendations for improving internal controls and operating efficiency. There were not additional questions from the Board.

Mr. Coffey asked for a motion to approve Action Items A, B & C, which were the Board Meeting Minutes from December 16, 2019, the Lease Contracts and the Open Enrollment period for the BOS Preferred Caterers list. A motion was made by Mr. Mills, and seconded by Mr. Young. A voice vote was taken, motion carried.

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Mr. Coffey presented Chairman's report. Mr. Coffey stated that there has been a Board vacancy for a few months, which has been advertised without getting any responses. Mr. Coffey stated that he reached out to Mr. Smarjesse who is a former Board member to inquire if he would be interested in filling the position. Mr. Smarjesse has since retired from his job and is no longer an Alderman, which was a conflict and the reason he had previously stepped down from the Board. Mr. Smarjesse has agreed to come back on the Board and fill the vacancy.

Mr. Coffey asked for a motion to appoint Mr. Smarjesse to fill the vacancy of District 3 seat. A motion was made by Mr. Mills, and seconded by Ms. Meyer. A voice vote was taken, motion carried.

Mr. Coffey called upon Ms. Goza to give the Finance Committee Report. Ms. Goza stated that the Finance Committee met at 11:50 AM.

Ms. Goza 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 Ms. Meyer, and seconded by Mr. Young. A voice vote was taken, motion carried.

Ms. Goza stated that there were four (4) expenditures over \$1,000.00 that needed full Board approval.

1. Toledo Tickets - \$1,644.00...Gar Paper Rolls (Spitter Tickets & Receipts)
2. Cardinal Business Equipment - \$2,395.00...Yrly Maintenance Subscription for Concessions Registers (Aloha)
3. B&B Electric - \$4,820.00...Sewage Duplex Pump Controller
4. Kone - \$6,150.00...Parking Garage Elevator

Mr. Coffey asked for a motion to approve the expenditures over \$1,000.00. A motion was made by Mr. Mills, and seconded by Ms. Meyer. 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 it has been busy following the Holidays. Mr. Oaks gave a brief rundown of events that have occurred since the last meeting and what was to be expected for the next few weeks. Mr. Oaks stated that The Center is booked every weekend going forward through mid-June.

Mr. Coffey inquired about the security measures for the upcoming City Basketball Tournament. Mr. Oaks stated that everything has been coordinated with District 186 who provides a lot of the security, which has been beefed up in the past few years. Mr. Coffey asked if both entrances to the Main Hall will be utilized for all nights. Mr. Oaks stated that he will confirm that both entrances will be in use.

Ms. Squires inquired about how many events are held in the building in a years' time. Mr. Oaks stated on average there are about 225 to 250 event days in which The Center is hosting an event. He explained that the middle of July through the end of August and the end of November through December tend to be the slow times because of holidays and family travel schedules. He stated that because of the State

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Fair, trying to hold an event during August is usually hard to make anything work. Overall, the occupancy, since the renovation, has been pretty consistent.

Mr. Coffey asked for a motion to adjourn. A motion was made by Mr. Mills, and seconded by Mr. Young. A voice vote was taken, motion carried and the meeting was adjourned at 12:25PM.

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Tracy Motter  
Executive Secretary

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Mr. Mike Coffey, Jr.  
Chairman