

Minutes
Decatur Metropolitan Exposition, Auditorium
And Office Building Authority
July 19, 2017

Monthly Board Meeting

I. Roll Call

Members Present:

Gerard Bauer 0/24

David Freyling 5/75

David Martin 8/148

Patrick Murphy 22/129

Kisha Rucker 7/33

Antonio Brown 2/11

Linda Love 0/8

Members Absent:

Top number denotes number of meetings Board Member was absent. Bottom number denotes number of Board Meetings the member could have attended.

Officers and Staff present:

Christopher Brodnicki

Michael Pritchett

Officers and Staff absent:

Visitors:

Pat McDaniel; Stephan Decatur High School Class of 1967

Jene' Row; May, Cocagne & King P.C.

The regularly-scheduled monthly board meeting was called to order at 8:00 AM by David Martin. Roll call was taken by Michael Pritchett and the determination was made that a quorum was present. The affirmative vote of at least 5 members is required for the adoption of any ordinance or resolution. There was no ordinances or resolutions voted on during this meeting.

II. Open to Public for Questions or Comments

None

III. Minutes

David Martin presented the minutes of the June 14, 2017 Special Board Meeting. Kisha Rucker made a motion to approve the minutes. The motion was seconded by David Freyling. The Chairman declared the motion passed unanimously.

David Martin presented the minutes of the June 2017 regularly-scheduled Board Meeting. David Freyling made a motion to approve the minutes from the June 21, 2017 Board Meeting. The motion was seconded by Antonio Brown. The Chairman declared the motion passed unanimously.

IV. Financial Reports

- A. Approval of bills for June 2017. The Board discussed bills (expenses) associated with the operating fund. David Freyling made a motion that the June 2017 bills be paid, Antonio Brown seconded the motion. The Chairman declared the motion passed.
- B. Review of Financial Statements. Board members discussed revenue and expenses. The Financial Statements for June 2017 will be placed on file.

V. New Business

- A. Jene' Row from May, Cocagne & King P.C. made a presentation to the Board on the 2016 Audit. The board directed staff to make the following changes to the accounting procedures based on May, Cocagne & King's recommendation:
 - 1. Institute a sign out sheet including employee signatures and dates for cash banks used for concessions, bars, etc.
 - 2. Secure the keys to the safe in a lock box when not being used for access to the safe.
 - 3. Supervisor's distribute paychecks rather than the payroll clerk.
 - 4. Management review, initial, and date monthly bank statements.
 - 5. Management compares printed checks with invoice list prior to checks being signed.

VI. Old Business

- A. Capital Fund Project Discussion/Approval of Bids. Staff gave the Board an update on the Capital Fund Account and the projects. Chris Brodnicki informed the board that he has received a verbal confirmation that the Capital Projects were included in the State of Illinois 2017 budget. Chris Brodnicki noted that he was waiting for written confirmation from the State's Comptroller before proceeding with additional projects.
- B. Approval of Memorial Bench Class of 1967. Pat McDaniel addressed the Board for an approval for the Stephen Decatur Class of 1967 to donate a park bench (including plaques) to be displayed in the front of the Decatur Civic Center. Gerard Bauer made a motion to accept this proposal. The motion was seconded by Antonio Brown. The Chairman declared the motion passed unanimously.

VII. General Manager's Report

General Manager, Chris Brodnicki, submitted his written report to the Board.

VIII. Assistant General Manager's Report

Assistant General Manager, Michael Pritchett submitted his written report to the Board.

IX. Closed Session

None.

X. Adjournment

There being no further or other business to come before the Board, Gerard Bauer made a motion to adjourn the meeting. The motion was seconded by Linda Love. David Martin declared the motion passed and the meeting adjourned at 8:42 AM.

The next regular meeting of the Board will be held Wednesday, August 16, 2017 at 8 am at the meeting room of the Decatur Civic Center Authority.

Michael A. Pritchett, Assistant General Manager