

KNOX COUNTY METROPOLITAN EXPOSITION AUDITORIUM AND
OFFICE BUILDING AUTHORITY
d/b/a The Orpheum Theatre

Board of Directors Meeting Minutes

Date: November 17, 2010

Place: First Mid-Illinois Bank Conference Room

MEMBERS PRESENT: Mark Blackburn, Russell Fleming, Dave Guenther,
Tom Knapp, Naomi Law, Bob Maus, Jan Occhi, Bob
Shipplett

STAFF: Kate Francis, President

The meeting was called to order by Chairman Jan Occhi at 3:05 P.M.

On motion of Tim, seconded by Naomi, the minutes of the October 20, 2010 meeting were approved.

Jan reminded Board Members that our annual fundraising campaign is underway and we should consider our contribution to the Orpheum.

Kate presented the Treasurer's Report, detailing the income and balance sheets, and noting our year to date figures. Members reviewed the current bank account summary and discussed the generous contribution from Dick Blick Company. On motion of Tom, seconded by Mark, the Treasurer's Report was approved.

Under the President's Report, Kate distributed updates and discussed the following topics:

- Recent presentation to City Council seeking consideration not to cap our 2011 operations funding at \$100,000. Additionally, Council Members suggested that they would approve \$100,000 in TIF funding for capital improvements at a later date.
- Marketing piece that will be included in our annual gift solicitation to potential contributors.
- Johnson Controls meeting on November 30th regarding the facility/HVAC project.
- Year to date attendance is 28,537.

- Upcoming events.

The Board received a presentation from Richard Weedman regarding use of the Theatre for filming part of an episode of a DVD science fiction television series. Mr. Weedman explained how old theatres have been used to film portions of science fiction movies and TV series. He outlined the benefits that could accrue to the Orpheum and indicated that filming could take place in 2012, once other project details had been completed. Kate will provide a listing of rental costs for 2011, advising that costs could change for 2012.

The next meeting was scheduled for December 15, 2010.

On motion of Naomi, seconded by Tom, the meeting adjourned at 3:50 P.M.

ORPHEUM THEATRE INC.
Board of Directors Meeting Minutes

Date: November 17, 2010

Place: First Bank Conference Room

MEMBERS PRESENT: Mark Blackburn, Russell Fleming, Dave Guenther, Tom Knapp,
Naomi Law, Bob Maus, Jan Occhi, Bob Shipplett

STAFF: Kate Francis, President

The meeting was called to order by Chairman Jan Occhi at 3:00 P.M.

On motion of Naomi, seconded by Tom, the minutes of the October 20, 2010 meeting were approved.

On motion of Tom, seconded by Naomi, the amount of \$3450.00 was transferred from the 501(c)(3) account to the Orpheum Operating Account.

The next meeting was scheduled for December 15, 2010.

On motion of Tom, seconded by Bob, the meeting adjourned at 3:05 P.M.

Orpheum Theatre
Balance Sheet
 As of November 30, 2010

	Nov 30, 10
ASSETS	
Current Assets	
Checking/Savings	
1005 · CLEARING ACCOUNT	1,052.71
1006 · TENANT ACCOUNT	3,474.23
1009 · UNRESTRICTED SAVINGS	114,933.08
1010 · 501c3	1,953.38
1100 · OPERATING ACCOUNT	13,591.95
Total Checking/Savings	135,005.35
Accounts Receivable	
1201 · A/R Theatre Manager	28,388.75
Total Accounts Receivable	28,388.75
Other Current Assets	
1011 · Petty Cash	469.57
1148 · CONCESSION INVENTORY	912.65
Total Other Current Assets	1,382.22
Total Current Assets	164,776.32
Fixed Assets	
1012 · Equipment	61,853.24
1013 · Orpheum Theatre Facility	2,551,000.00
1014 · Building Improvements	68,684.00
1015 · Parking Lot	127,750.00
1017 · Accumulated Depreciation	-619,903.29
Total Fixed Assets	2,189,383.95
TOTAL ASSETS	2,354,160.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2020 · State Unemployment	75.48
2025 · Gift Certificates - Sold	246.00
2310 · Deferred Ticket Sales - Tenant	4,877.20
Total Other Current Liabilities	5,198.68
Total Current Liabilities	5,198.68
Total Liabilities	5,198.68
Equity	
3001 · NET ASSET	2,194,503.72
3002 · DESIGNATED-CAPITAL MAINTENANCE	13,435.07
Net Income	141,022.80
Total Equity	2,348,961.59
TOTAL LIABILITIES & EQUITY	2,354,160.27

Orpheum Theatre
Profit & Loss
 November 2010

	<u>Nov 10</u>
Ordinary Income/Expense	
Income	
3010 · Box Office Admissions	2,142.50
3020 · Concession Sales	869.00
3030 · Corporate Donations	3,029.50
3031 · Gifts In Kind	2,515.00
3050 · Individual Donations	1,700.00
3060 · Foundation Grants	3,450.00
3070 · Theatre Rental and Fees	5,673.50
3080 · Ticket Surcharge Fees	1,183.00
3085 · Preservation Fees	1,270.50
3100 · Hotel-Motel Tax Proceeds	11,444.13
3101 · Interest Income	50.18
3102 · Miscellaneous Income	294.55
Total Income	<u>33,621.86</u>
Expense	
4000 · Office and Administration	
4001 · Salaries	7,698.85
4010 · Payroll Taxes	596.86
4100 · Postage & Delivery	176.00
4120 · Credit Card Fees	232.68
4125 · Office Supplies	24.98
4220 · Rent	650.00
4221 · Office Utilities - Electric	140.93
4350 · Accounting & Audit Services	150.00
4420 · Telephone & Internet Srvc	267.24
4600 · Gifts In Kind - Office	2,515.00
Total 4000 · Office and Administration	<u>12,452.54</u>
5000 · Theatre Expense	
4435 · Insurance	2,932.00
5005 · Pest Control Service	25.00
5010 · Trash Service	99.63
5020 · Fire Alarm Maintenance	856.80
5030 · Concession Inventory	1,278.95
5040 · Liquor License	500.00
5045 · Theatre Supplies Equip Maintnce	1,695.35
5050 · Theatre Utilities	1,379.93
5055 · Piano Tuning - Maintenance	150.00
Total 5000 · Theatre Expense	<u>8,917.66</u>
6000 · Production Expenses	
6005 · Red Carpet Series Costs	
6010 · Artist Fees	1,050.00
6020 · Catering	977.04
6035 · Audio & Visual Services	49.50
Total 6005 · Red Carpet Series Costs	<u>2,076.54</u>
6040 · Lights Camera Learn Program	2,400.00
6045 · Advertising	2,770.01
Total 6000 · Production Expenses	<u>7,246.55</u>
7000 · Fundraising	
7020 · Donor & Patron Cultivation	50.00
Total 7000 · Fundraising	<u>50.00</u>
Total Expense	<u>28,666.75</u>
Net Ordinary Income	4,955.11
Other Income/Expense	
Other Income	
3090 · Organizational Receipts	2,129.00
Total Other Income	<u>2,129.00</u>

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12/13/10
Cash Basis

Orpheum Theatre
Profit & Loss
November 2010

	<u>Nov 10</u>
Other Expense	
6500 - Organization Disbursement	2,173.40
Total Other Expense	<u>2,173.40</u>
Net Other Income	<u>-44.40</u>
Net Income	<u><u>4,910.71</u></u>

Orpheum Theatre
Profit & Loss Prev Year Comparison
 January through November 2010

	Jan - Nov 10	Jan - Nov 09	% Change
Ordinary Income/Expense			
Income			
3010 · Box Office Admissions	51,633.05	27,878.09	85.2%
3020 · Concession Sales	12,723.00	10,316.45	23.3%
3021 · Program Advertisement Sales	750.00	1,096.35	-31.6%
3025 · Gift Certificates	0.00	0.00	0.0%
3030 · Corporate Donations	109,054.58	16,255.15	570.9%
3031 · Gifts In Kind	21,080.52	16,192.83	30.2%
3040 · Show Sponsorships	22,500.00	7,500.00	200.0%
3050 · Individual Donations	10,520.19	22,528.00	-53.3%
3060 · Foundation Grants	35,975.00	14,400.00	149.8%
3070 · Theatre Rental and Fees	62,477.90	62,541.57	-0.1%
3080 · Ticket Surcharge Fees	19,154.75	12,107.00	58.2%
3085 · Preservation Fees	20,354.00	14,137.85	44.0%
3100 · Hotel-Motel Tax Proceeds	103,090.49	106,373.54	-3.1%
3101 · Interest Income	489.52	235.43	107.9%
3102 · Miscellaneous Income	1,595.05	481.81	231.1%
Total Income	471,398.05	312,044.07	51.1%
Expense			
4000 · Office and Administration			
4001 · Salaries	85,785.04	91,126.51	-5.9%
4010 · Payroll Taxes	8,753.27	8,739.99	0.2%
4100 · Postage & Delivery	993.91	1,573.30	-36.8%
4120 · Credit Card Fees	4,631.45	3,528.22	31.3%
4125 · Office Supplies	2,436.61	1,646.89	48.0%
4126 · Office Software & Maintenance	30.00	646.24	-95.4%
4128 · Office Equipment & Maintenance	1,153.03	805.03	43.2%
4130 · Bank Charges Interest Expense	1,027.47	726.82	41.4%
4220 · Rent	7,150.00	7,150.00	0.0%
4221 · Office Utilities - Electric	2,169.87	2,212.81	-1.9%
4226 · Travel - Professional Develop	420.95	259.85	62.0%
4350 · Accounting & Audit Services	6,595.00	6,390.85	3.2%
4420 · Telephone & Internet Srvc	3,892.67	3,547.54	9.7%
4425 · Dues, Subscriptions, Membership	605.50	520.56	16.3%
4600 · Gifts In Kind - Office	2,515.00	10,800.00	-76.7%
4620 · Miscellaneous Expense	1,584.84	326.99	384.7%
4630 · Cash Over/Short	0.00	25.00	-100.0%
Total 4000 · Office and Administration	129,744.61	140,026.60	-7.3%
5000 · Theatre Expense			
4435 · Insurance	14,244.00	10,969.00	29.9%
5005 · Pest Control Service	275.00	250.00	10.0%
5010 · Trash Service	1,112.37	1,161.98	-4.3%
5020 · Fire Alarm Maintenance	3,983.56	2,387.27	66.9%
5025 · ADT Security Service	2,867.54	3,177.91	-9.8%
5030 · Concession Inventory	7,902.75	5,977.53	32.2%
5035 · Concession Equipment	3.00	0.00	100.0%
5040 · Liquor License	2,625.00	1,000.00	162.5%
5045 · Theatre Supplies Equip Maintnce	11,634.01	13,887.27	-16.2%
5050 · Theatre Utilities	29,700.95	34,242.95	-13.3%
5055 · Piano Tuning - Maintenance	730.00	900.00	-18.9%
5060 · Janitorial Service	5,425.00	7,168.00	-24.3%
5070 · Concession Sales Tax	938.09	472.08	98.7%
Total 5000 · Theatre Expense	81,441.27	81,593.99	-0.2%
6000 · Production Expenses			
6005 · Red Carpet Series Costs			
6010 · Artist Fees	50,900.00	54,237.50	-6.2%
6015 · Event Security	330.00	1,140.00	-71.1%
6020 · Catering	4,837.57	3,121.82	55.0%
6025 · Lodging	2,922.40	0.00	100.0%
6030 · Transportation	332.00	108.44	211.9%
6035 · Audio & Visual Services	8,666.17	11,975.21	-27.6%
6005 · Red Carpet Series Costs - Other	615.01	0.00	100.0%
Total 6005 · Red Carpet Series Costs	68,603.15	70,580.97	-2.8%
6040 · Lights Camera Learn Program	7,750.00	5,500.00	40.9%
6045 · Advertising	20,801.80	17,235.46	20.7%
6050 · Advertising In-Kind	18,565.52	5,392.83	244.3%
6055 · Program Printing	1,769.00	1,850.00	-4.4%
6060 · Ticket Printing	315.00	714.00	-55.9%
Total 6000 · Production Expenses	117,804.47	101,273.26	16.3%
6999 · Uncategorized Expenses	0.00	0.00	0.0%

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 Cash Basis

Orpheum Theatre

Profit & Loss Prev Year Comparison

January through November 2010

	Jan - Nov 10	Jan - Nov 09	% Change
7000 · Fundraising			
7010 · Solicitation Postage	220.00	1,820.50	-87.9%
7015 · Travel - Fundraising	0.00	131.09	-100.0%
7020 · Donor & Patron Cultivation	261.53	273.12	-4.2%
7025 · Staff & Volunteer Recognition	679.07	594.62	14.2%
7000 · Fundraising - Other	5.80	4.95	13.1%
Total 7000 · Fundraising	1,166.20	2,824.28	-58.7%
Total Expense	330,156.55	325,718.13	1.4%
Net Ordinary Income	141,241.50	-13,674.06	1,132.9%
Other Income/Expense			
Other Income			
3090 · Organizational Receipts	91,237.05	86,551.55	5.4%
3095 · Gain/Loss of Sale of F.A.	0.00	-9,751.00	100.0%
Total Other Income	91,237.05	76,800.55	18.8%
Other Expense			
6500 · Organization Disbursement	91,455.75	88,179.55	3.7%
Total Other Expense	91,455.75	88,179.55	3.7%
Net Other Income	-218.70	-11,379.00	98.1%
Net Income	141,022.80	-25,053.06	662.9%

Orpheum Theatre

Profit & Loss Budget vs. Actual

January through November 2010

	Jan - Nov 10	Budget	% of Budget
Ordinary Income/Expense			
Income			
3010 · Box Office Admissions	51,633.05	32,000.00	161.4%
3020 · Concession Sales	12,723.00	11,500.00	110.6%
3021 · Program Advertisement Sales	750.00	5,000.00	15.0%
3025 · Gift Certificates	0.00	0.00	0.0%
3030 · Corporate Donations	109,054.58	8,500.00	1,283.0%
3031 · Gifts in Kind	21,080.52	7,500.00	281.1%
3040 · Show Sponsorships	22,500.00	12,500.00	180.0%
3050 · Individual Donations	10,520.19	15,000.00	70.1%
3060 · Foundation Grants	35,975.00	15,500.00	232.1%
3070 · Theatre Rental and Fees	62,477.90	47,500.00	131.5%
3075 · Merchandise Sales	0.00	0.00	0.0%
3080 · Ticket Surcharge Fees	19,154.75	10,750.00	178.2%
3085 · Preservation Fees	20,354.00	12,750.00	159.6%
3100 · Hotel-Motel Tax Proceeds	103,090.49	112,000.00	92.0%
3101 · Interest Income	489.52	450.00	108.8%
3102 · Miscellaneous Income	1,595.05	450.00	354.5%
Total Income	471,398.05	291,400.00	161.8%
Expense			
4000 · Office and Administration			
4001 · Salaries	85,785.04	90,000.00	95.3%
4010 · Payroll Taxes	8,753.27	9,165.00	95.5%
4100 · Postage & Delivery	993.91	1,150.00	86.4%
4105 · Newsletter Printing	0.00	0.00	0.0%
4120 · Credit Card Fees	4,631.45	2,870.00	161.4%
4125 · Office Supplies	2,436.61	1,825.00	133.5%
4126 · Office Software & Maintenance	30.00	750.00	4.0%
4128 · Office Equipment & Maintenance	1,153.03	650.00	177.4%
4130 · Bank Charges Interest Expense	1,027.47	350.00	293.6%
4220 · Rent	7,150.00	7,150.00	100.0%
4221 · Office Utilities - Electric	2,169.87	2,300.00	94.3%
4225 · Conferences & Prof Development	0.00	0.00	0.0%
4226 · Travel - Professional Develop	420.95	0.00	100.0%
4350 · Accounting & Audit Services	6,595.00	4,950.00	133.2%
4420 · Telephone & Internet Srv	3,892.67	3,025.00	128.7%
4425 · Dues, Subscriptions, Membership	605.50	500.00	121.1%
4600 · Gifts in Kind - Office	2,515.00	0.00	100.0%
4620 · Miscellaneous Expense	1,584.84	450.00	352.2%
4630 · Cash Over/Short	0.00		
Total 4000 · Office and Administration	129,744.61	125,135.00	103.7%
5000 · Theatre Expense			
4435 · Insurance	14,244.00	12,300.00	115.8%
5005 · Pest Control Service	275.00	275.00	100.0%
5010 · Trash Service	1,112.37	1,100.00	101.1%
5020 · Fire Alarm Maintenance	3,983.56	2,500.00	159.3%
5025 · ADT Security Service	2,867.54	2,625.00	109.2%
5030 · Concession Inventory	7,902.75	5,000.00	158.1%
5035 · Concession Equipment	3.00	500.00	0.6%
5040 · Liquor License	2,625.00	1,000.00	262.5%
5045 · Theatre Supplies Equip Maintnce	11,634.01	13,750.00	84.6%
5050 · Theatre Utilities	29,700.95	35,280.00	84.2%
5055 · Piano Tuning - Maintenance	730.00	690.00	105.8%
5060 · Janitorial Service	5,425.00	6,415.00	84.6%
5070 · Concession Sales Tax	938.09	175.00	536.1%
Total 5000 · Theatre Expense	81,441.27	81,610.00	99.8%
6000 · Production Expenses			
6005 · Red Carpet Series Costs			
6010 · Artist Fees	50,900.00	51,500.00	98.8%
6015 · Event Security	330.00	600.00	55.0%
6020 · Catering	4,837.57	2,200.00	219.9%
6025 · Lodging	2,922.40	2,800.00	104.4%
6030 · Transportation	332.00	250.00	132.8%
6035 · Audio & Visual Services	8,666.17	2,650.00	327.0%
6005 · Red Carpet Series Costs - Other	615.01		
Total 6005 · Red Carpet Series Costs	68,603.15	60,000.00	114.3%

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 12/13/10
 Cash Basis

Orpheum Theatre

Profit & Loss Budget vs. Actual

January through November 2010

	Jan - Nov 10	Budget	% of Budget
6040 · Lights Camera Learn Program	7,750.00	6,500.00	119.2%
6045 · Advertising	20,801.80	15,000.00	138.7%
6050 · Advertising In-Kind	18,565.52	7,500.00	247.5%
6055 · Program Printing	1,769.00	1,850.00	95.6%
6060 · Ticket Printing	315.00	1,500.00	21.0%
6065 · Movie Rental Fees	0.00	0.00	0.0%
Total 6000 · Production Expenses	117,804.47	92,350.00	127.6%
6999 · Uncategorized Expenses	0.00		
7000 · Fundraising			
7005 · Solicitation Printing	0.00	4,500.00	0.0%
7010 · Solicitation Postage	220.00	1,500.00	14.7%
7015 · Travel - Fundraising	0.00	150.00	0.0%
7020 · Donor & Patron Cultivation	261.53	500.00	52.3%
7025 · Staff & Volunteer Recognition	679.07	750.00	90.5%
7000 · Fundraising - Other	5.60		
Total 7000 · Fundraising	1,166.20	7,400.00	15.8%
Total Expense	330,156.55	306,495.00	107.7%
Net Ordinary Income	141,241.50	-15,095.00	-935.7%
Other Income/Expense			
Other Income			
3090 · Organizational Receipts	91,237.05		
Total Other Income	91,237.05		
Other Expense			
6500 · Organization Disbursement	91,455.75		
Total Other Expense	91,455.75		
Net Other Income	-218.70		
Net Income	141,022.80	-15,095.00	-934.2%