

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

Board of Directors Meeting Minutes

Date: June 15, 2011

Place: First Mid-Illinois Bank Conference Room

MEMBERS PRESENT: Mark Blackburn, Dave Guenther, Bill Kendall, 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 Bill, seconded by Dave, the minutes of the May 18, 2011 meeting were approved.

Kate presented the Treasurer's Report and reviewed the following items:

- Balance sheet as of 5/31/11
- Profit & Loss statement year-to-date
- Budget comparison to actual results
- Noted expense of \$2491.50 for office equipment
- Noted donation of \$5000 from Knox County for insurance

Under the President's Report, Kate covered the following topics:

- Fundraising results to date
- Overall theater attendance: 16652 to date - noted some events had reduced attendance vs. 2010
- Roof repair - received one bid from Dower's Roofing: \$12,296. On motion of Dave, seconded by Bill, the bid was accepted
- Theatre Manager software and equipment upgrades are complete
- HVAC capital improvement - reviewing 3rd rewrite of contract with Johnson Controls; discussed funding needs and meeting planned with Senator Durbin's office in near future
- Moscow Ballet Summer intensive - Knox College and Orpheum received grants to support students for this experience. Event will be held August 1 - 5, with free public performance
- Upcoming events

The next meeting was scheduled for July 20, 2011.

On motion of Naomi, seconded by Bill, the meeting adjourned at 3:40 P.M.

KNOX COUNTY METROPOLITAN EXPOSITION AUDITORIUM AND
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Board of Directors Meeting Minutes

Date: July 20, 2011

Place: First Mid-Illinois Bank Conference Room

MEMBERS PRESENT: Jay Bullis, Russell Fleming, Dave Guenther, Bill Kendall,
Naomi Law, Bob Maus, Jan Occhi, Bob Shipplett

STAFF: Kate Francis, President

The meeting was called to order by Chairman Jan Occhi at 3:08 P.M.

On motion of Naomi, seconded by Bill, the minutes of the June 20, 2011 meeting were approved.

The Treasurer's Report presentation included a review of monthly, quarterly and year-to-date financials. Members discussed notable expenses for June, including office software and hardware upgrades. On motion of Dave, seconded by Naomi, the Treasurer's Report was approved.

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

- Overall Theater attendance and usage
- Roof repair - began July 19th
- Theatre Manager software and equipment upgrades are complete; began use June 20th
- Fire and Ice Ball - 50 reservations as of July 20th. Board Members were asked to send 5 additional invitations to individuals/organizations outside our original list
- Moscow Ballet Summer Intensive
- Upcoming Events
- Certificate in Non-Profit Governance - discussed opportunity for Board Members to participate in the course
- Letter from Senator Durbin - unable to attend our upcoming Ball

The next meeting was scheduled for August 17, 2011.

On motion of Bill, seconded by Bob Shipplett, the meeting adjourned at 3:40 P.M.

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Board of Directors Meeting Minutes

Date: August 17, 2011

Place: First Mid-Illinois Bank Conference Room

MEMBERS PRESENT: Mark Blackburn, Dave Guenther, Naomi Law, Bob Maus, Jan Occhi

STAFF: Kate Francis, President

The meeting was called to order by Chairman Jan Occhi at 3:18 P.M.

On motion of Naomi, seconded by Dave, the minutes of the July 20, 2011 meeting were approved.

Kate presented the Treasurer's Report and reviewed the Profit and Loss statement for July, the year to date budget vs. actual performance, and our project revenue and expenses. On motion of Mark, seconded by Naomi, the Treasurer's Report was approved.

Under the President's Report, Kate led discussion on the following topics:

- Fundraising
- Overall Theater attendance and usage to date
- Moscow Ballet Summer Intensive
- Fire & Ice Ball update and activities planned for the event
- Red Carpet Series - Freddy Cole Quartet August 20th
- Other upcoming events
- Johnson Control contract - Changes and language requirements due to types of funding sources
- Roof repair - Completed on time and on budget. On motion of Dave, seconded by Mark, the Board authorized a draw from our line of credit to pay the invoice from Dower's Roofing in the amount of \$12,296.

Kate noted that our new computer system is working well with the exception of a small problem with the Theatre Manager software. This is being addressed by our vendor.

The next meeting was scheduled for September 21, 2011.

On motion of Naomi, seconded by Dave, the meeting adjourned at 3:40 P.M.