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Knox County Metro Expo Board Meeting Minutes

Wednesday, September 16, 2026 | 4:02–4:49 p.m.

The Orpheum Theatre 57 South Kellogg Street Galesburg Illinois 61401

Concise Detailed Meeting Minutes

1 Call to Order and Roll Call

Director Doug Gibb conducted the meeting and called it to order at 4:02 p.m. Travis Downs was welcomed to the table to explain year-end accounting adjustments and answer questions about the Comptroller filing.

Present: Ryan Probst, Treasurer; Pippi Ardennia Leahy, Secretary; and Directors Nathan Ament, Doug Gibb, Gary Morgan, Greg Norris, and Cathy St. George.

Absent: Dylana Larsen, President.

Staff: Andrew Driscoll, Executive Director (non-voting).

Guest: Travis Downs, contracted accountant and bookkeeping service provider.

2 Approval of August 2026 Meeting Minutes

The Board requested two corrections: change the heading from Agenda to Meeting Minutes and add a submitted-by notation identifying the preparer. Pippi Ardennia Leahy moved to approve the minutes with corrections; Cathy St. George seconded. The motion carried unanimously.

3 Financial Statements and Reports

Annual filing and depreciation: The annual Illinois Comptroller report was overdue, and the audit was incomplete. Travis Downs explained an approximately \$1.08 million correction for depreciation omitted in prior years. This accounting adjustment increased accumulated depreciation from slightly over \$2 million to over \$3 million and had no current cash impact. The exterior wall improvement and related loan remain recorded separately.

Greg Norris moved to authorize submission of the 2025 unaudited Statement of Financial Position as part of the annual financial report; Gary Morgan seconded. The motion carried unanimously, meeting the required three-fifths approval. Amendments may be filed after the audit.

Cash position: Bank balances totaled just under \$70,000. Approximately \$30,000 was committed to Phase Two of Orpheum in a New Light, \$10,000 to mezzanine boxes, and \$25,000 to aisle lighting, leaving about \$4,000 for general cash flow. Fixed monthly operating costs were approximately \$37,000. Appropriation-loan debt service was approximately \$3,050 per month, with resolution still projected for November.

HVAC repairs: Emergency compressor work totaled nearly \$18,000. MSI added \$5,000 in sponsorship support, reducing the expected net obligation to approximately \$13,000.

Expected receipts: Turnout Grant \$32,000; Jeffris Heartland Fund \$31,000; Illinois Arts Council general operating grant \$20,000; Illinois Arts Council youth-employment grant \$3,920; and DCEO Tourism reimbursement \$14,429. Much of this funding is restricted. The State appropriation recovery will depend on documented eligible expenses; continued unrestricted operating support remains necessary.

Operating results: Revenue through August 31 was \$829,510, compared with approximately \$643,000 in the prior year. Full-year gross revenue was projected near \$1.2 million. Net operating revenue exceeded \$100,000 before a nearly \$100,000 lighting payment expected in September. A motion was made and seconded to accept current financial statements and reports; it carried unanimously.

4 Director Report

A lighting installation closure during the last week of August and first week of September reduced event and attendance totals. The Elvis rental earned \$4,111. Fleetwood Mac had more than 400 tickets sold and projected attendance of 650–700. Bon Jovi and Tom Briscoe were expected near break-even. Knox College rented the theatre for an incoming-student screening of Monsters University.

Celebration of Conservation Treasures drew approximately 40 attendees. Future events of this type need clearer promotion, sponsorship, partner coordination, and adequate staff capacity.

Upcoming programming included the September 19 symphony opener, haunted flashlight tours, The AI Doc, Hotel Transylvania, The Rocky Horror Picture Show, Fright Film Fest, and a busy October schedule. Thursday bookings support midweek downtown activity. Andrew Driscoll planned to attend the MAX conference in Milwaukee.

Greg Norris moved to approve the Director's Report; Gary Morgan seconded. The motion carried unanimously.

5 Old Business

No old business was presented.

6 New Business

The Board considered Cody Basham's application, citing his architectural expertise and potential contribution to the Historic Structures Report and Concept Design Study. DLR Group requested to meet with him during its October 20–21 visit. Gary Morgan moved to approve the application; Pippi Ardennia Leahy seconded. The motion carried unanimously.

7 Committee Reports

No committee reports were presented.

8 Other Business

The organ update was deferred to the NFP Board meeting scheduled immediately afterward.

9 Adjournment

A motion was made and seconded to adjourn. The motion carried unanimously. The meeting adjourned at 4:49 p.m.

Respectfully submitted,

Pippi Ardennia Leahy

Secretary

Date Approved: _____