

**VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS MEETING**  
**MINUTES OF MARCH 26, 2025 AT 9:00 A.M.**

A meeting of the Vigo County Capital Improvement Board of Managers was held on the above date and time. Pursuant to the Boards Remote Meeting Policy, members of the Board and staff participated in the meeting in person at the Terre Haute Convention Center Executive Board Room or by telephonic or electronic means.

1. **Call to Order.** President Chris Switzer called the meeting to order at 9:00AM.
2. **Call of the Roll:** Chris Switzer – President, Present; Jon Marvel – Secretary, Present; Karen Dyer – member, Present; Brandon Sakbun – Treasurer, Tony Brewer – member, Present; Brian Kooistra – member, Present; Emily Crapo – member, Present.
3. **Additions or Revisions to the Agenda** There were none.
4. **Approval of Minutes**

Minutes for the February 26, 2025 Finance meeting and regular meeting were distributed all the members for approval. Brandon Sakbun made a motion to approve the Capital Improvement Board of Finance minutes as presented. Jon Marvel seconded the motion. With a voice vote the motion passed.

Brian Kooistra made a motion to accept the minutes as presented. Brandon Sakbun seconded the motion. Upon a voice vote of 7-0, the motion was unanimously approved.

5. **Old Business**

**5.1 Update on Convention Center Management – Oak View Group** Tennille Wanner provided a summary for the month of January. A total of 10 events took place generating approximately \$52,551 gross revenue and parking. She said the Convention Center installed a bollard on the floor by the south kitchen entrance so the hot boxes can't be pushed in front of the entrance door. Sycamore Engineering ran two data lines to the freezer. Elevator #3 went out of service for a couple of days during the extreme cold due to a heater tripping and not producing enough heat for the elevator to operate properly. Tennille said additional sprinkler heads for skylights were purchased per new code requirements. She said tickets are being sold for the Mother's Day Brunch. She said there are 54 definite contracts for 2025 totaling \$458,052 in gross revenue. She said the total revenue funnel including definite business is \$1,357,000. Statistics and comparisons of revenue over the last several months was briefly discussed. Tennille said the current part of the year was a slower time when it came to events. She said the year to date attendance at the Larry Bird Museum was 8,735 people. Tennille Wanner delivered a special presentation at the Rotary Indianapolis, highlighting the Larry Bird Museum. Brian Kooistra asked about the need to get additional sprinkler heads due to code changing. Brian Kooistra said it was his understanding the older structures are grandfathered in and do not need to acquire additional sprinkler heads. Tennille said she would send Brandon Sakbun the code number. Tennille discussed her presentation to the Indianapolis Rotary Club.

**5.2 Update on Operating Budget and Cash Flow** Kyle Carlson went over cash flow data presented to the Board. He said Food and Beverage income is up over 4% but this is a little misleading due to the Food and Beverage tax being down last March. He said expenditures in February were

\$152,592 with the largest being an operating account transfer to the Oak View Group. He said the ending cash balance in February was a little over \$3.5 million with available cash closer to \$3 million.

**5.3 Update on Indiana Theater** Chris Switzer provided an update on the Indiana Theater. He said a new sign for the canopy was being worked on and sponsorships could be sold for the new sign. Chris said additional topics related to the Theater would be addressed in committees.

**5.4 Larry Bird Museum Graphics Issues** Jon Marvel said they've had two or three meetings with the individuals involved with the Larry Bird Museum. He said there were questions about humidity and the environment of the museum causing issues with the graphics. Tennille said they had monitors recording the room environment and they can determine humidity and moisture levels in the room and the environment has remained consistent. She said the measured environment is within safe levels for the graphics. Jon Marvel said the organization behind the graphics is alleging there is a problem with the room environment, but he said work will continue to be done to resolve this matter.

**5.5 Update on Legal Matters** There were none.

## **6. New Business**

**6.1 Officer and Committee Appointments** Chris Switzer said he had provided each member with the bylaws and resolutions for the CIB. He said he had provided the Board with appointments for all the committees. The appointments were as follows:

Executive Committee:  
Chris Switzer – President  
Brandon Sakbum – Treasurer

Construction Committee/Indiana Theater:  
Brian Kooistra – Chair  
Karen Dyer  
Brandon Sakbum

Finance & Investment Committee:  
Brandon Sakbum – Chair  
Tony Brewer  
Jon Marvel

Communications Committee:  
Emily Crapo – Chair  
Karen Dyer  
Jon Marvel

Chris Switzer said a motion was needed to elect a vice president to the Board. Tony Brewer made a motion to elect Jon Marvel as Vice President to the Capital Improvement Board. Brandon Sakbum seconded the Motion. With a voice vote of 7-0, the motion passed. Chris Switzer said Jon Marvel's new role as vice president meant there was a vacancy in the secretary position. Brandon Sakbum then made a motion to elect Brian Kooistra secretary of the Capital Improvement Board. Jon Marvel seconded the motion. With a voice vote of 7-0, the motion passed.

Chris Switzer then about a meeting between the Capital Improvement Board and the Terre Haute Convention Center. Brandon Sakbun said the meeting went well, and discussions about how to coordinate large events and transportation between the two venues was discussed. Tony Brewer asked if it was possible to get a Memorandum of Understanding between the Board and the Casino. Brandon Sakbun said he would like to wait a couple of months to establish which partnerships work between the two bodies before establishing a Memorandum.

**7. Other Business** Jerry Arnold with the Crosley Radio Players said the organization would like to start a fund utilizing local banks to allow donations to go to improving and preserving the Indiana Theater. Jerry said the Radio Players have utilized the theater in the past and are willing to make a "sizable" donation. Chris Switzer said the fund was already being started after Arnold had communicated with the Board in coordination with several local banks. Jerry Arnold explained the history and current affairs of the Crosley Radio Players.

Brandon Sakbun had to leave the meeting at this time.

**7.1 Questions and Comments from CIB Members** Chris Switzer said he and Mayor Sakbun both could not make the scheduled April 23, 2025 meeting. Chris said the next regular meeting would be May 28<sup>th</sup>. He said the Finance committee would still need to meet to approve invoices. Chris made note of potential legislation that would require future CIB meetings to be livestreamed. The possibility of holding future CIB meetings at the Vigo County Government Center was discussed.

**8. Adjournment** Mayor Sakbun made a motion to adjourn the meeting. Emily Crapo seconded the motion. Upon a voice vote of 6-0 the meeting was adjourned at 9:46 a.m.


Adopted and approved by the Vigo County Capital Improvement Board of Managers this 28<sup>th</sup> Day of May, 2025, by roll call vote with the member votes indicated below.

**VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS**

Chris Switzer, President	<u>X</u> ____ Aye    Nay	Jon Marvel, Vice President	<u>X</u> ____ Aye    Nay
Brian Kooistra, Secretary	<u>X</u> ____ Aye    Nay	Karen Dyer, Member	<u>X</u> ____ Aye    Nay
Tony Brewer, Member	<u>X</u> ____ Aye    Nay	Emily Crapo, Member	____ ____ Aye    Nay
Mayor Brandon Sakbun, Treasurer	<u>X</u> ____ Aye    Nay		

### **CERTIFICATION**

I certify under the penalties of perjury that the foregoing members of the Vigo County Capital Improvement Board of Managers were in attendance at the meeting either in person, by electronic or telephonic means and that all votes were taken by roll call observable by the public. I further certify that no final action was taken or other matters discussed at any Executive Session.



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Chris Switzer, President