

MINUTES OF MEETING

Illinois Commission - New York World's Fair

March 9, 1965

The sixth meeting of the Illinois Commission - New York World's Fair was held in the Conference Room of the Board of Economic Development, Room 400 State Office Building, Springfield, on Tuesday, March 9, 1965 at 4:10 PM. Mr. Ralph Newman, Chairman of the Commission, presided at the meeting. Mr. Gene Graves, Secretary of the Commission, was secretary of the meeting.

Members of the Commission attending the meeting were:

Mr. Ralph G. Newman	Chairman	Chicago
Representative Clyde Lee		Mt. Vernon
Mrs. Vernon E. Barnes	Vice Chairman	Rushville
Senator Arthur J. Bidwill		River Forest
Senator George E. Drach		Springfield
Representative John G. Fary		Chicago
Mr. Robert Gaiswinkler		Belleville
Mr. Eldon Hazlet		Carlyle
Representative Paul J. Randolph		Chicago

Staff:

Mr. James A. Cassin	Executive Director
Mr. Richard d'Anjou	Pavilion Manager
Miss Irene Repa	Administrative Assistant

The meeting was called to order by Chairman Newman. The minutes of the previous meeting and the two interim progress reports (November 17, 1964 and January 18, 1965) were approved as published.

Chairman Newman explained that Senate Bill 57, signed into law by Governor Kerner on March 5, specifically excluded from service on the Commission, House and Senate members who were not elected to the Legislature. For that reason Senators Eberspacher, Freidrich, and O'Brien and Representatives Campbell and Gardner are no longer members of the Commission and were not asked to participate in this first meeting of the second season of the World's Fair. The Commission asked the Executive Director to bring the matter of Commission appointments to the attention of the President pro tem of the Senate and the House Speaker so that the vacancies can be filled as soon as possible.

REVIEW OF INTERIM PERIOD AT WORLD'S FAIR AND CONDITION OF PAVILION

At the request of Chairman Newman, the Pavilion Manager, Richard d'Anjou, reported that the Pavilion security and maintenance program, in cooperation with three neighboring state pavilions, proved most successful in the interim period. The project architect for Skidmore, Owings & Merrill visited the Pavilion on March 5. After a thorough inspection he found the building to be in excellent condition, with only two or three hairline cracks in the brick. Mr. d'Anjou also reported that the Disney production people had already begun their re-installation work, and that the request for bids on the remodeling and rehabilitation work had been received and work on the site would begin on or about March 11.

RENEWAL OF CONTRACTS

The Commission Executive Director, James Cassin, asked for Commission approval of the contracts that must be continued through the second year.

The key contract is the tripartite agreement among the Commission, WED Enterprises, and the New York World's Fair Corporation. The contract calls for the Commission to pay Disney the balance due of \$250,000. (The original contract was reviewed with the Commission, including the World's Fair Corporation's subsidy of \$250,000 with the stipulation that one-half of the concessionaire's percentage of sales fee be turned over to the Fair Corporation as the only form of repayment of the subsidy. The total paid to the World's Fair Corporation from concession sales in 1964 was \$13,500.)

Mr. Cassin explained that the Disney corporations had recently undergone a change in structure and that the properties of the original WED Enterprises, Inc. have become a part of the publicly held corporation Walt Disney Productions, Inc. The Commission is in receipt of a request from the Disney organization to agree to the transfer of the contract from the privately held WED Enterprises to the new corporate subsidiary. There would be no change in the terms of the contract or in the personnel involved. Mr. Gaiswinkler moved, and Senator Bidwill seconded the motion, that the Commission execute a new contract with the appropriate Disney corporation pending approval of the Attorney General's office. The motion was carried unanimously.

After a brief discussion Senator Bidwill moved, and Senator Drach seconded the motion, that the private participating exhibitors in the Illinois Pavilion be extended the same benefits in the 1965 season. The exhibitors include WGN, Inc., Robert R. McCormick Charitable Trust, Caterpillar Tractor Company, and Who's Who Publishing Company. The motion was passed by unanimous vote.

Director Cassin explained that an Internal Revenue Service ruling limited the number of personal service contractors of the Commission to the management staff, and that the other persons working for the Pavilion are to be considered as employees, rather than contractors. After a brief discussion Representative Randolph moved, and Mr. Gaiswinkler seconded the motion, that the employment contracts of the management staff be renewed at the salaries and periods stated below. Contracts would be on the same basis as 1964, i.e., a sixty day termination notice by either party, or shorter notice for cause.

James A. Cassin	\$1,250 per month	Contract through December 31, 1965
Richard d'Anjou	850 per month	Contract through January 31, 1966
Virginia L. Marmaduke	833 per month	Contract through December 31, 1965
Irene Repa	458 per month (plus overtime)	Contract through December 31, 1965

The motion was carried unanimously.

Director Cassin stated that the operating contracts with the refuse disposal company, the real estate firm leasing quarters for the troopers, and others were considered operating decisions and were not brought to the Commission's attention last year. It was the consensus of the Commission that same operating matters be the decision of the management staff, following as closely as possible the state procedure for bidding and awarding of contracts when more than one supplier is available.

Chairman Newman outlined for the Commission the terms of the concession contract and the financial problems of the Commission's concessionaire, Independence Hall Association of Chicago. The 1964 terms were reviewed--\$25,000 base rent for sales area and service, plus 21% of gross sales of merchandise, and 10% of sales of publications and phonograph records.

The two major problems faced by the concessionaire in 1964 were the delay in opening because of technical difficulties with the Disney show, and the sales fixtures and counters being delivered late and below standard by the display company. Another major restriction in the sales volume was the large attendance and the twelve-minute flood of visitors out of the show, rather than an even stream passing the sales area. Consequently, the concessionaire sustained a loss of \$22,000 for 1964, as reported by his accountants.

In response to questions from the Commissioners, Director Cassin stated that the concessionaire was completely cooperative during the first season and did not reduce the quality of merchandise to improve his sales position. Mr. Gaiswinkler pointed out that a change in the existing contract with the concessionaire may not be proper in light of the other original bidders for the concession contract. In reviewing the second best bid (Ira Owen at 10-1/4% of gross sales), it was found that that bid was so low that even with an adjustment in 1965, Independence Hall Association would still be the best bidder.

After further discussion of the alternative ways to make a fair adjustment for the concessionaire, it was moved by Mr. Hazlet, and seconded by Senator Drach, that the contract with Independence Hall Association be amended, or a new contract drawn, as directed by the Attorney General, to eliminate the base rent for 1965 of \$25,000, keeping the percentage of sales at the same level as 1964--21% on merchandise and 10% on publications and records, with a guaranteed percentage of sales fee of \$25,000 for 1965, payable at \$5,000 a month beginning on April 1. The motion was passed unanimously.

OFFICIAL STATE DAYS AND CEREMONIES - COMMISSION TRAVEL POLICY

Chairman Newman reviewed the 1964 Official Days at the World's Fair--Dedication Day, April 20, and Illinois Day, September 22. For 1965 two days have been picked to provide a choice for the group from Illinois to plan to attend the Fair and take advantage of the beginning and end of the peak season. Illinois Day in 1965 will be June 16, the anniversary of Lincoln's House Divided speech, which can tie in with the restoration of the old State Capitol in Springfield. The second Illinois Day, or Illinois Constitution Day, will be August 26, the date on the state's seal. Both days have the approval of the World's Fair Corporation. It was further explained that the early date could be used to feature the Illinois celebrities who may be in the New York area in order to provide the press coverage that resulted from Adlai Stevenson, Benny Goodman, Buckminster Fuller, and other distinguished Illinois visitors last year. August 26 would be a more appropriate date for the tour groups, such as the State Historical Society is planning again. Representative Randolph moved, and Mrs. Barnes seconded, that these two days be recognized as Official Illinois Days at the New York World's Fair. The motion carried unanimously.

The 1964 policy for official travel to the World's Fair by the Commissioners was summarized. Each Commissioner was entitled to two trips to the World's Fair-- one in conjunction with one of the official days, and the other at his convenience and with notice to the Pavilion staff in order to take advantage of the availability of the Commissioner while at the Fair.

The 1965 season brings in another factor since the Illinois Travel Information Booth at Disneyland will be open sometime in July. The fact that Illinois will be the only state at Disneyland, and that it will be in conjunction with a duplicate of the "Great Moments with Mr. Lincoln" show as featured at the Pavilion, makes it important that there be some promotional tie-in with Disneyland. The Division of Tourism of the Board of Economic Development is planning a trip with tourism officials from the Regional Councils and others concerned to call attention to the Information Booth and to have a type of Illinois Day at Disneyland.

After discussion of the possible additional cost of a Commissioner traveling to Disneyland, and the unavailability of legislators for the June 16 day at the World's Fair, and other factors, Senator Drach moved, and Mr. Gaiswinkler seconded, that Commissioners would again be entitled to two trips in connection with the World's Fair-Disney projects. The trips would consist of any two of the following-- Illinois Day on June 16, Illinois Constitution Day on August 26, any Special Event at the Illinois Pavilion, such as a Community Day or special award ceremony, to be confirmed with the Pavilion staff, or the "Illinois Day" or other ceremonies at Disneyland. Travel expense allowances would be the same as for 1964--\$10 a day for meals, \$10 a day for incidentals, \$15 a day lodging (\$10 in Illinois other than Chicago), plus transportation or 10¢ a mile for use of private automobile. The motion carried unanimously.

PERSONNEL POLICIES AND WAGE SCALES FOR 1965

Director Cassin reported there was no objection from the Commission to the suggestion made in the last progress report that a \$50 performance bonus be given to hosts and hostesses this year. This adjustment will eliminate some of the hardships incurred by the employees last year and will bring the Pavilion pay scale a little bit closer to the standards of the successful industrial exhibits, which average between \$2 and \$2.50 per hour, versus \$1.50 for Illinois personnel.

Senator Bidwill moved, and Representative Randolph seconded, that the Commission authorize the performance bonus of \$50 per six-week shift and the hourly scale of \$1.50 for hosts and hostesses for 1965. The motion carried unanimously.

It was the consensus of the Commission that the employment policy for 1965 be the same as last season, i.e., high school graduates, 18 or over, from Illinois or with some Illinois connection, whenever possible. This policy would specifically rule out the several applicants referred to the Commission who would not be 18 during the 1965 season.

It was also the consensus of the Commission that hosts and hostesses employed in 1964 be available for re-employment only for the first and fourth periods or in a supervisory capacity for the full season. This policy is consistent with the intention of the Commission to give as many young people from Illinois the opportunity to work at the World's Fair. By rehiring 1964 veterans for the summer shifts, the returning employees would displace those who are qualified and could not work in 1964.

Chairman Newman named two committees to screen the applications, following the procedure of last year. One committee would be based in Springfield to consider applicants from the southern half of the state. The other committee would be based in Chicago to consider the northern half. Chairman Newman appointed Mr. Myers (Chairman), Senator Drach, and Mrs. Barnes to the committee for southern Illinois and Senator Bidwill (Chairman), Representative Randolph, and Representative Fary for the northern Illinois committee. There were no objections and it was explained that the applicants for the first shift would not go through the Screening Committee procedure. It was left to the Pavilion management to recruit and select as many hosts and hostesses as possible for the very difficult opening period, which conflicts with a normal college year.

Director Cassin reviewed the pay scales for Commission employees in categories other than hosts and hostesses. It was explained that the pay scales were in line with comparable positions on the Fairgrounds and within the state government. It was the consensus of the Commission that the scales listed below were appropriate and that the Pavilion management had the authority to adjust as needed.

Pavilion bookkeeper	\$500	per month
Secretaries	\$400 - \$450	"
Receptionist and relief stenographic help	\$400	"
VIP hostesses and Special Events Assistants	\$400	"
Pavilion maintenance personnel	\$450	"
Chief ushers and information center chief	\$375 - \$400	"

PAVILION IMPROVEMENTS

Director Cassin reviewed plans to refurbish and remodel certain parts of the Pavilion for reopening. It was explained that the budget for 1965 included \$15,000 for construction and \$10,000 for exhibit work. The items referred to below are within the budget total.

1. Office and Staff Room - To improve working conditions, the appearance and efficiency of the office, and to provide minimal convenience for the host and hostess staff, the Pavilion is extending the second floor from the office over the side corridor, adding approximately 500 square feet to that area. The result will be an office with a receptionist on duty for clearance of visitors to avoid unnecessary traffic, and a separate staircase and facilities for the host and hostess staff.
2. Library - In order to make the Library above the Manuscript Room useable for the entire season, additional air-conditioning and a glass wall for sound proofing will be added.
3. Entrance Courtyard of the Pavilion will be re-landscaped with the cooperation of the Conard-Pyle Company, distributor of the All-America award winning rose for 1965, Mister Lincoln. The courtyard will feature 150 - 200 rose bushes and will add color and design to the front of the Pavilion. A press release concerning the project is attached to the minutes.
4. Acoustical drop ceilings will be added to the prologue assembly hall and exit hall if funds are still available after the basic remodeling has been accomplished. Not only will ceilings add to the appearance of the building, but they will correct some of the sound distortions from the hard surfaces.

5. The exit courtyard display panel that covers the emergency doors will be replaced by some of the ads from the Illinois Bell Telephone Company series, "Take Pride in the Promise of Illinois." The display costs will be borne by Illinois Bell.
6. The Hill-McNamar Cabin of New Salem will be turned over entirely to travel information. The merchandise operation will move to the outside counter. The State Historical Library is working with the Commission to furnish the cabin with items found in a typical New Salem store of the period.
7. Entrance Courtyard Sound System - If the Commission can obtain the technical assistance of the Disney organization and find the equipment at a reasonable price, a sound system will be used in the entrance courtyard to welcome the visitors and provide some kind of musical background, such as Illinois folk songs.
8. Court yard lighting work is now in progress in an effort to solve the problem of economical lighting for the courtyards to eliminate the effect of discouraging late evening visitors with the rather dark areas within the courtyard walls.
9. Signs - A series of chains and posts along the perimeter of the Pavilion lawn will eliminate corner-cutting traffic and will also include directional signs pointing the visitors towards the front entrance of the building.

DEMOLITION

Chairman Newman and Director Cassin reviewed the verbal agreement and legal commitments of the Commission regarding demolition of the building. The Commission has a memo recording the August 1963 meeting with General Potter and Mr. Pender of the Fair Corporation waiving our responsibility for demolishing the building if funds are not available. The Commission is further protected from any requirement to demolish the building because of the lack of a legal binding lease for the site which the Fair Corporation never required from the duly constituted Commission. Furthermore, as part of the discussion in the Legislature regarding the new bill extending the life of the Commission and appropriating funds for the second season, the Legislature specifically excluded demolition from the budget so that the Commission has no authority in that regard.

DISPOSITION OF EXHIBITS AND OFFICE EQUIPMENT AT CLOSE OF THE FAIR

The Commission directed the Pavilion staff to bring recommendations for the exact disposition of exhibit materials and equipment for consideration at a future meeting. It was the consensus of the Commission that as a general policy all historical items would be designated for use by the State Historical Library and that all office furnishings and equipment be turned over to the Board of Economic Development as a form of compensation for office space and housekeeping assistance for the Commission's two offices in Illinois. The Commission further directed that the Pavilion staff work with the Property Control Division of the state to determine whether the Commission has authority to sell equipment, or what procedures must be followed in handling Commission assets.

SPECIAL GUEST PRIVILEGES

Chairman Newman asked authority from the Commission to print special guest invitations for those invited to visit the Illinois Pavilion. Permission was also requested for an identification card to be given to Advisory Committeemen that would entitle them to VIP privileges at the Illinois Pavilion. It was the consensus of the Commission that these special forms of invitation and recognition be prepared as a means of thanking supporters of the project, and to expedite the handling of guests at the Pavilion.


POSSIBLE CHANGES IN MANAGEMENT PERSONNEL

Chairman Newman informed the Commission there was a possibility that Director Cassin would be asked to assume certain responsibilities for the Board of Economic Development. If the need arises for Director Cassin to spend his full time on the new responsibilities for the Board, the Commission would be faced with a certain alternative in filling the Executive Director position for the short period which remains of the life of the Commission. Chairman Newman suggested that personnel from the State Historical Library might be made available on a loan basis and that initial inquiries of the Historical Library indicated this would be a possibility. It was the consensus of the Commission that it should be left to Director Cassin to decide if and when he was unable to devote enough time to the responsibilities of Executive Director of the Commission, and that if a vacancy occurs, the Commission should then consider the possibilities of a short-term replacement or replacements.

The Chairman again expressed his thanks to the members of the Legislature who assisted the Commission in supporting the bill during its consideration in the General Assembly.

The meeting was adjourned at 5:30.

Respectfully submitted,


James A. Cassin, Executive Director
for
Gene Graves, Secretary