



PEORIA CIVIC CENTER®

PEORIA CIVIC CENTER AUTHORITY
Minutes of February 23, 2017
Meeting FY17 No. 6

Chairman Manning called the regular meeting of the Peoria Civic Center Authority to order at 4:00 p.m., Thursday, February 23, 2017 at the Peoria Civic Center in the Lexus Club.

VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Matthew Bartolo
Commissioner Paul DiGiallonardo
Commissioner Pratima Gandhi
Commissioner Sylvia Hasinger
Commissioner Yvonne Greer-Batton
Chairman Bob Manning

VOTING AUTHORITY MEMBERS ABSENT:

Commissioner Joseph Dalfonso

NON-VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Jason Stringer
Commissioner Don Welch
Commissioner Sid Ruckriegel

NON-VOTING AUTHORITY MEMBERS ABSENT:

Commissioner James Lynch
Commissioner Laith AlKhafaji

SMG/PCC STAFF PRESENT:

Anne Clayton, General Manager
Will Kenney, Director of Operations
Megan Pedigo, Senior Marketing Manager
Danette Snopek, Director of Finance
Andrew VanDeweghe, Director of Food & Beverage
Jess McMullin, Director of Sales & Marketing

OTHERS IN ATTENDANCE:

Dave Stuckel, PCCA Legal Counsel
Cara Allen, PACVB
Cory Hatfield, PACVB
Thomas Bruch, PJS
Tim Newell, City of Peoria
Jennifer Peterson, Bradley University
Taylor Hernet, Bradley University

Chairman Manning called the meeting to order at 4:00 pm. He requested that a roll call be taken. Quorum present.

Chairman Manning requested a motion to approve the minutes of the January 26, 2017 PCCA meeting.

Motion to Approve Meeting Minutes of January 26 Meeting:

Moved: Commissioner Bartolo. Seconded: Commissioner DiGiallonardo. Passed unanimously by voice vote.

Chairman Manning welcomed Commissioner Ruckriegel and Commissioner AlKhafaji to the Authority. He also thanked Commissioner Spain for his service.

General Manager Report:

General Manager Anne Clayton announced that Booking Manager Ben Holeton and his wife welcomed a baby boy on Monday, February 20th. This upcoming weekend, the PCC will host The Head and the Heart theater concert, Thomas Rhett arena concert, Spring Home Show, IESA Chess and two Rivermen games. We are working with a community partner to utilize offsite parking for PCC employees for the busy weekend. The theater recently hosted the new family show Daniel Tiger which performed extremely well. Work continues on booking the arena and theater for FY18 and is going well.

SAVOR Report:

Director of Food & Beverage Andrew VanDeweghe reported that January was a very busy month for catering and concessions. Serving 2,000 at the MLK Luncheon, hosting the Chamber Business After Hours, or concessions for sporting events, concerts and multiple theater events, showcases the ability and diversity of the SAVOR team. Chef Leo and Jess McMullin appeared on Good Company during Wedding Week. Chef Leo featured some fabulous entrées for every budget and Jess McMullin highlighted our many event spaces. Chef Leo, Sarah Luthy and Andrew VanDeweghe continue to mentor District 150 culinary arts students as part of the ProStart Culinary Arts Competition. Andrew VanDeweghe and Chef Leo will accompany the students to a competition being held at McCormick Place in Chicago on March 4th. Selena Thompson has accepted the position of Senior Banquet Manager and will start on March 27th.

Operations Report:

Director of Operations Will Kenney reported that long time Parking and Grounds Manager, Frank Koloch, has retired and that this department has been restructured. The LED lighting project is almost complete. Due to the Spring Home Show, Central Illinois Recreational Vehicle Show and IHSA filling the exhibit halls, this project will be completed at the end of March. Energy is being monitored on a daily basis to determine the savings with the new lighting. Will has also been working with PSA Dewberry on lighting for the Arena, Great Hall and Parking lots, so we are prepared when grant monies are released.

Marketing Report:

Senior Marketing Manager Megan Pedigo reported that social media statistics continue to rise. In January, ticketed events included two sold out performances of Cinderella, the Harlem Globetrotters, and the Patti LaBelle concert in conjunction with the Martin Luther King Luncheon. With an estimated 30,000 patrons expected to attend events this upcoming weekend, a map has been created to identify security checkpoints, door and event times, and extra parking to help eliminate any confusion for patrons. This information has been posted on social media.

Sales and Booking Report:

Director of Sales and Marketing Jess McMullin reported that in the month of January, 48 event leads were received, 25 proposals written and 10 signed contracts secured. The majority of lost business was due to no date availability or choosing another venue. The Sales team continues to network around the community, attending different events and making contacts. Staff development continued this last month with online courses to expand skillset. Sales Manager Erin Schaefer is in Charleston this week attending the SMG Advanced Sales training course. The interview process has begun for the open Sales Manager position.

In facility marketing, a customer service marketing plan has been implemented for our convention center clients, maximizing the exposure of public events to make them successful. The Mid-West Truckers trade show had record attendance this year and might possibly expand the show into the arena. The Central Illinois RV Show is growing strong and has expanded their contracted space through 2019. Marketing to potential wedding clients continued with a featured spot during Good Company's Bridal Week and an ad in the Peoria Journal Star's bridal section. Starting in March, Jess McMullin will host a new monthly podcast show on PeoriaLife.com called the "Civic Center Scoop". This show will highlight upcoming events at the PCC with a variety of guests from event organizers to employees.

Sales and Marketing Committee:

Senior Marketing Manager, Megan Pedigo, reported that the committee had met and went over the rest of the outstanding goals. Customer Service scores for January were 9.5.

Capital Committee:

Commissioner Bartolo reported that the Capital Committee did meet in the month of February. The Capital Committee has put forth a recommendation for Advanced Audio and Lighting for design services for the E-Halls, Ballroom and AVL system upgrades. Not to exceed \$38,100.

Motion to approve the recommendation for Audio and Lighting Design:

Moved by Commissioner Bartolo. Seconded by Commissioner Greer-Batton. Chairman Manning called for a roll call vote. Motion passed unanimously.

Finance Committee:

Commissioner Gandhi reported that the Finance Committee did meet in February, the floor was the turned over to Director of Finance Danette Snopek. January financials consisted of 119 actual events versus 112 budgeted. PNC Winterfest saw increases over last year with 14 more event days and 612 more attendees. In the arena, the Harlem Globetrotters attendance was down from budget by 1,500 and was attributed to the event being held on a Thursday night as opposed to a Sunday. Three Rivermen games occurred compared to a budget of five, due to two cancelled games. Five Bradley games were budgeted with four occurring due to budget timing. Wages/benefits, insurance and electricity were under budget with repairs/maintenance over budget.

Johnson Controls 3-Year Service Agreement:

Johnson Controls service and complete annual inspections all chillers. This is a 3 year agreement. First year cost will be \$14,784, year two \$15,523 and year three \$16,299.

Motion to approve Johnson Controls 3-Year Service Agreement:

Moved by Commissioner DiGiallonardo. Seconded by Commissioner Gandhi. Chairman Manning called for a roll call vote. Motion passed unanimously.

PAVCB:

PACVB President Don Welch reported that at the ISEA Convention, the PACVB won for best booth. All five booths were themed from the Survivor series. Don Welch and Cara Allen will travel to Omaha in an effort on how that city reacted and responded to the loss of the ConAgra headquarters. Erin Schaefer and Joni Staley went to Chicago to attend the RCMA Conference where they had 14 appointments and made many contacts. Cory Hatfield and Jess McMullin attended the Connect Marketplace in Chicago which is a convention for meeting planners and came back with numerous proposal leads.

Old Business: None

New Business: None

Public Comment: None

Noting that there was no need for an Executive Session, Chairman Manning reminded everyone the next PCCA meeting will be held March 23, 2017 in meeting room 401 at 4:00 pm. A reminder will be sent out one week prior to meeting.

Adjournment

Chairman Manning requested a motion to adjourn.

Motion to Adjourn: Moved by Commissioner Hasinger. Seconded by Commissioner Greer-Batton. Passed unanimously by voice vote.

Meeting adjourned at 4:40 pm.