



PEORIA CIVIC CENTER®

PEORIA CIVIC CENTER AUTHORITY
Minutes of March 22, 2018
Meeting FY18 No. 7

Commissioner Bartolo called the regular meeting of the Peoria Civic Center Authority to order at 4:00 p.m., Thursday, March 22, 2018 at the Peoria Civic Center in the Lexus Club Room.

VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Matthew Bartolo
Commissioner Robert Manning
Commissioner Joseph Dalfonso
Commissioner Yvonne Greer-Batton

VOTING AUTHORITY MEMBERS ABSENT

Chairman Paul DiGiallonardo
Commissioner Pratima Gandhi
Commissioner Sylvia Hasinger

NON-VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Sid Ruckriegel
Commissioner Don Welch

NON-VOTING AUTHORITY MEMBERS ABSENT:

Commissioner James Lynch
Commissioner Laith AlKhafaji

SMG/PCC STAFF PRESENT:

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

OTHERS IN ATTENDANCE:

Dave Stuckel, PCCA Legal Counsel
Michael Parrish, PSA Dewberry
Daniel Evers, PSA Dewberry

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

Vice Chairman Bartolo requested a motion to approve the minutes of the March 1, 2018 PCCA meeting minutes.

Motion to Approve Meeting Minutes of March 1, 2018 Meeting:

Moved: Commissioner Dalfonso. Seconded: Commissioner Greer-Batton. Passed unanimously by voice vote.

General Manager Report:

General Manager Anne Clayton reported that February was another busy month with IHSA Speech and Chess, Central IL Home Show and the Grain & Feed Convention. March will be extremely busy with newcomer; Alpaca Owners Association, where over 800 Alpacas will be in the facility for five days. The Gary Allan concert in the arena, along with Rivermen Hockey and IHSA State Basketball Championships. In the theater we will have Earth, Wind and Fire, Peter Frampton and another newcomer, IHSA Drama Competition.

SAVOR Report:

Interim Director of Food and Beverage Sarah Luthy reported revenue for the February was broken down as 60% concessions and 40% catering. Concessions is working on new menu items during the summer. Sarah Luthy and Carol Cook, Senior Banquet Manager have been mentoring students from Woodruff Career and Technical Center on culinary management. Students have already places first in the state wide competition in Culinary Management and will now move to regionals in Rhode Island.

Operations Report:

Director of Operations Will Kenney reported that for the month of February our electrical use was down from last year's average. Operations and housekeeping were kept busy by numerous changeovers throughout the facility. Maintenance completed 128 work and preventive maintenance orders. Update on the LED lighting project for the arena, are now starting to work with lighting companies on their designs so we have the exact light and fixture count, so we may submit forms for the incentives.

Marketing Report:

Senior Marketing Manager Megan Pedigo reported that the end of the Ameren Broadway Theater season will end, with the almost sold out Wizard of Oz. This season was had more sold out performances than any other. Sound of Music sold out both shows. The Ameren Broadway Theater Series for FY19 will be announced via email to season ticket holders on April 6th and to the media on April 9th. A new Digital Purchasing system has been installed which will allow patrons to purchase season tickets online.

Sales and Booking Report:

Director of Sales and Marketing Jess McMullin reported that the sales team for the month of February acquired forty-two leads, wrote twenty-four proposals, and executed fourteen signed contracts. In February Erin Schaefer traveled to Chicago and did a mini blitz; she visited some of our key clients and also did some prospecting. Josh Wright has been scouting the local market and dropping off flyers for our new promotion; Meeting Madness. Erin Schaefer and the PACVB have been working together and Markiewicz International have extended their contract until 2021. IL Principals have had their funding restored and have signed contracts through 2020.

Sales and Marketing Committee:

Commissioner Dalfonso reported that the committee had met. The new program that was implemented last year for the Ameren Broadway Theater Series has proven to be quite successful. With better titles and less shows it has had a positive impact on attendance and revenues. This will be followed through the FY19 series. On the concert side it has become very competitive and to choose the right concert that would be financially successful. Some regional and local venues have chosen to book some of these concerts and have lost revenue. Customer Service scores with 3 surveys returned was 9.2. Scores for FY18 is a 9.3.

Capital Committee:

Commissioner Bartolo reported that the Capital Committee had met and discussed the arena LED lighting project. We are preparing bid packs for the Lexus Club remodel. No other major projects are scheduled for FY18. The committee does not have any action items to put before the PCCA.

Finance Committee:

In the absence of Commissioner Gandhi, Vice Chairman Bartolo turned the floor over to Director of Finance Danette Snopek reported that the committee had met. February financials consisted of 63 actual events versus 62 budgeted with event income over budget by \$44,000 and other income was over budget by \$6,000. In the convention center, seven banquets occurred versus four budgeted and four meetings compared to five budgeted. The Home Show attendance was over budget by 1,600 patrons. The City of Peoria Police Exams and Bradley Baseball practices were unbudgeted. In the arena, the Disney on Ice performances were over budget by 2,700 patrons and over budget by \$29,000. Both Rivermen and Bradley exceeded budget. X-treme International Ice Racing event was budgeted in February, but occurred in January. In the theater, the two performances of Sound of Music sold out and exceeded budget by \$48,000. Both Menopause the Musical and Cirque D'Or were unbudgeted. Non- Operating income, HRA was over budget by \$128,000.

Vice Chairman Bartolo requested a motion to defer the SMG Security Analysis until the April 26, 2018 PCCA meeting.

Motion to Defer SMG Security Analysis:

Moved: Commissioner Manning. Seconded: Commissioner Greer-Batton. Passed unanimously by voice vote.

Old Business:

Updated report on the SMG Security Analysis was deferred until the April 26, 2018 PCCA meeting.

New Business:

Commissioner Welch thanked the PCC for all their hard work on another successful IHSA State Basketball Championships.

Public Comment: None

Noting there was no need for an Executive Session; Vice Chairman Bartolo reminded everyone that the next PCCA meeting will be held April 26, 2018. A reminder will be sent out one week prior to the meeting.

Adjournment:

Vice Chairman Bartolo requested a motion to adjourn.

Motion to Adjourn:

Moved by Commissioner Manning. Seconded by Commissioner Greer-Batton. Passed unanimously by voice vote.

Meeting adjourned at 4:22 p.m.