



PEORIA CIVIC CENTER AUTHORITY
Minutes of May 26, 2016
Meeting FY16 No. 8

Chairman Manning called the regular meeting of the Peoria Civic Center Authority to order at 4:00 p.m., Thursday, May 26th, 2016 at the Peoria Civic Center in the Lexus Club.

VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Matthew Bartolo
Commissioner Joseph Dalfonso
Commissioner Paul DiGiallonardo
Commissioner Yvonne Greer-Batton
Chairman Bob Manning
Commissioner Mark Wright

AUTHORITY MEMBERS ABSENT:

Commissioner Sylvia Hasinger

NON-VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Jason Stringer

NON-VOTING AUTHORITY MEMBERS ABSENT:

Commissioner Pratima Gandhi
Commissioner Ryan Spain
Commissioner Don Welch

SMG/PCC STAFF PRESENT:

Anne Clayton, General Manager
Will Kenney, Director of Operations
Carol Krumwiede, Sales Assistant
Megan Pedigo, Senior Marketing Manager
Danette Snopek, Director of Finance
Jo Stowell, Senior Sales Manager
Andrew VanDeweghe, Director of Food & Beverage
Clare Zell, Marketing Assistant

OTHERS IN ATTENDANCE:

Jeff Bergfeld, The Farnsworth Group
Cory Hatfield, PACVB
Dave Stuckel, PCCA Legal Counsel

Chairman Manning called the meeting to order at 4:00 pm. Roll call with a quorum present.

Chairman Manning requested a motion to approve the minutes of the April 28, 2016 PCCA meeting.

Motion to Approve Meeting Minutes of April 28, 2016 Meeting:

Moved: Commissioner Wright. Seconded: Commissioner Greer-Batton. Passed: Unanimously by voice vote.

General Manager Report:

General Manager Anne Clayton reported that April was another very busy month. A Dodgebrawl Tournament was held here in May in which the Peoria Civic Center team placed third and awarded their prize money to the Children's Home. The Director of Booking search is down to the final three candidates and a decision should be made early next week.

SAVOR Report:

Director of Food & Beverage, Andrew VanDeweghe, reported that concessions sales for the Markiewicz Leadership Conference were up 40% from last year. A food court was established inside the facility with four participating downtown restaurants on Saturday and Sunday, which gave attendees a much greater variety. We hosted the Neighborhood House Food Fight and Chef Leo participated. Chef Leo and Andrew VanDeweghe participated in the Peoria Citizens Committee for Economic Opportunity for Hospitality Job Readiness Training class as guest speakers. We hosted two wedding receptions and received strong client surveys.

Operations Report:

Director of Operations, Will Kenney, reported that the annual fire safety inspections have been completed. Safety training for the operations and housekeeping departments were held on May 18th. Staff training will be scheduled throughout the summer months.

Marketing Report:

Senior Marketing Manager, Megan Pedigo, reported that group ticket sales for the Ameren Broadway Theater Series have exploded. Season ticket sales are expected to triple from previous years. An updated ticket sales report will be given when all sales are final. Patrons have responded well to the reduced season and Wicked tickets are selling extremely well.

Sales and Booking Report:

Senior Sales Manager, Jo Stowell, reported that sales for the month of April remained strong. The Markiewicz Leadership Conference proved to be another solid return. The Hearts at Home Convention was well attended at 10,000 over the course of two days. Revenue received from this event was above the anticipated budget. The sales department is working on other large events for multiple years and expects sales to stay strong.

Interim Director of Booking, Anne Clayton, reported that six large arena concerts have already been booked for fiscal year 2017. Two other arena concerts are being pursued as well.

Sales & Marketing Committee:

Commissioner Dalfonso reported that the Sales and Marketing Committee met this month. Season ticket sales are doing extremely well. Individual ticket sales for Beach Boys and James Taylor are almost sold out. Social media has helped in communicating that tickets are still available for shows and are not sold out. The strategic plan update was also discussed. Jo Stowell has acquired multiple sales and marketing

Sales & Marketing continued:

plans from SMG. Jeff Anderson presented a breakdown of a mission statement and guidelines with specific sales and marketing goals. A presentation regarding the downtown shuttle was given by Beau Sutherland.

Capital Committee:

Commissioner Bartolo reported that the committee met on May 20th. The Capital Committee is seeking approval of a Farnsworth Group proposal to provide the Peoria Civic Center with A/E design services for the Winterfest/Urban Park project for the not-to-exceed amount of \$82,500 plus a not-to-exceed reimbursable expense amount of \$1,500 based upon an overall construction budget of \$1,000,000. They are also working with the City of Peoria on a water retention solution for this space in anticipation of capturing tax rebates and grant monies. Chairman Manning asked for a motion for approval.

Motion to Approve Farnsworth Group proposal not to exceed \$82,500 plus a not-to-exceed reimbursable expense amount of \$1,500:

Moved: Commissioner Bartolo. Seconded: Commissioner Wright. Passed: Unanimously passed by roll call vote.

The second action item was the Ballroom Pre-function Floor Tile Replacement project. This is to replace carpet in the pre-function space adjacent to the windows on the 4th floor. The Capital Committee recommends that the bid be awarded to the low bidder, George Rump Construction Company, for \$68,500. Chairman Manning asked for a motion for approval.

Motion to Award bid to George Rump Construction Company for \$68,500

Moved: Commissioner Bartolo. Seconded by Commissioner DiGiallonardo. Passed: Unanimously by roll call vote.

Finance Committee:

Commissioner DiGiallonardo reported that the Finance Committee met on May 24th. He turned the floor over to Danette Snopek, Director of Finance. April was a good month with 63 event days versus a budget of 59. Event income was up \$139,000 over budget. The Monster Jam shows brought in over 11,000 patrons and the Hearts at Home convention had 10,000 attendees.

PAVCB:

Cory Hatfield from the PACVB reported that they hosted Mardi Gras in May along the Riverfront. The PACVB along with staff from Bradley University went to Chicago and Indianapolis to speak with the NCAA about hosting the 2020-2022 D-1, D-2 and D-3 National Championships.

Old Business: None

New Business: Intergovernmental Agreement

Commissioner DiGiallonardo stated that the Authority should defer approval of the proposed Intergovernmental Agreement until after the Peoria City Council has had a chance to discuss and approve the agreement.

Motion to defer approval of new Intergovernmental Agreement to the June Authority meeting:

Moved: Commissioner DiGiallonardo. Seconded: Commissioner Dalfonso. Passed: Unanimously by voice vote.

Public Comment: None

Noting that there was no need for an Executive Session, Chairman Manning reminded everyone the next PCCA meeting will be held June 23, 2016 in the Lexus Club at 4:00 pm. A reminder will be sent out one week prior to meeting.

Chairman Manning requested a motion to adjourn.

Motion to Adjourn:

Moved: Commissioner Bartolo. Seconded: Commissioner Dalfonso. Passed: Unanimously by voice vote.
Meeting adjourned at 4:32 pm.