



PEORIA CIVIC CENTER®

PEORIA CIVIC CENTER AUTHORITY  
Minutes of July 23, 2019  
Meeting FY19 No. 11

Chairman DiGiallonardo called the regular meeting of the Peoria Civic Center Authority to order at 4:00 p.m., Tuesday, July 23, 2019 at the Peoria Civic Center in Meeting Room 401.

VOTING AUTHORITY MEMBERS PRESENT:

**Commissioner Laith Al-Khafaji**  
**Chairman Paul DiGiallonardo**  
**Commissioner Matthew Bartolo**  
**Commissioner Robert Manning**  
**Commissioner Henry Vicary**

VOTING AUTHORITY MEMBERS ABSENT:

**Commissioner Pratima Gandhi**  
**Commissioner Greer-Batton**

NON-VOTING AUTHORITY MEMBERS PRESENT:

**Commissioner Sid Ruckriegel**  
**Commissioner Roethler**

NON-VOTING AUTHORITY MEMBERS ABSENT:

**Commissioner Sylvia Hasinger**  
**Commissioner Michael Eddlemon**  
**Commissioner Don Welch**

SMG/PCC STAFF PRESENT:

**Rik Edgar, General Manager**  
**Will Kenney, Director of Operations**  
**Jess McMullin, Director of Sales & Marketing**  
**Adam Smith, Director of Booking**  
**Erin Schaefer, Senior Sales Manager**

OTHERS IN ATTENDANCE:

**Dave Stuckel, PCCA Legal Counsel**

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

Chairman DiGiallonardo requested a motion to approve the minutes of the June 27, 2019 PCCA meeting minutes.

**Motion to Approve Meeting Minutes of June 27, 2019 Meeting:**

Moved: Commissioner Manning. Seconded: Commissioner Al-Kafaji. Passed unanimously by voice vote.

**General Manager Report:**

General Manager Rik Edgar reported at the end of June, the Adjusted Gross Income will be up by one million vs. FY18. The Operating Budget will have exceeded budgeted net income by more than \$660,000. Gross ticket sales are at 14.3 million for FY19, with five more events left in this fiscal year. We announced seven shows in seven days, with tickets all going on sale the same day. In July, we announced Theresa Caputo, Five Finger Death Punch, Heart, The Goo Goo Dolls, Chris Young and Joe Bonomassa.

**Food & Beverage Report:**

Director of Food and Beverage Sarah Luthy was absent, board accepted report as noted. Concessions is downsizing the 2019-2020 menu, leaving room for seasonal items & new items introduced for specific events. Three new energy efficient ICEE machines have been installed. Suite menus are being updated and paired down. We are also adding the new POS system to the Suites for faster service.

**Facility and Operations Report:**

Director of Operations Will Kenney reported that Maintenance completed ninety-one Work and Preventive Maintenance Work Orders. Natural gas was down again from FY18 and electrical usage was down significantly from last year. The basketball floor has been screened, repainted and a new finish applied. The new LED lights for the ballroom project are on site and will be installed starting on August 5<sup>th</sup>. Also on August 5<sup>th</sup>, the LED lights will be installed in the parking lots and on the poles. On July 24<sup>th</sup> the new LED and performance lights will also be installed.

**Marketing Report:**

Director of Booking Adam Smith reported that the monthly Turnkey report showed that we met or exceeded SMG average in all categories.

**Convention Center Sales Report:**

Director of Sales Jess McMullin reported that the sales team for the month of June acquired thirty-six leads, wrote twenty-three proposals and executed eleven contracts. In the month of June we hosted IL. Great Rivers Conference, IL Association of Fire Protection Conference, PEO Sisterhood IL. State Convention. We also hosted two large banquets, Thomas Jefferson and Best of Central IL Preps banquet with guest speaker, Jim Thome. In August we will host The St. Jude Telethon, Ignite Peoria and Jurassic Quest. In June we implemented a new digital marketing campaign. We have targeted event planners around Chicago area, showcasing the advantages of the Peoria area. We received six customer surveys back in the month of June with an average of 9.3. YTD average is 9.3.

**Capital Committee:**

Commissioner Bartolo reported that the committee had met. Recommendation to be discussed under New Business.

**Strategic Planning Committee:**

Commissioner Hasinger was absent. No report presented.

**Finance Committee:**

Commissioner Gandhi was absent. Commissioner Manning reported that the committee had met and turned the floor over to General Manager, Rik Edgar in Director of Finance, Danette Snopek's absence. Adjusted Gross Income has improved by more than one million vs. FY2018 YTD and is \$704,470 ahead of budget after accounting for the (HRA-or IGA) grant funding deduction. For the month of June, AGI was behind budget by eighty-nine thousand. The rolling forecast, we are projecting our Operating Budget will be in the black by \$270,000 since the revitalization. Over 20,000 guest attended events at the PCC in June. The Convention Center served as host to two banquets. Thomas Jefferson and Central IL. Preps. The Central IL. Preps was a non-budgeted event. Total attendance for both banquets was 1, 065. Spa's and More was a Consumer Show held its inaugural event in the Exhibit Halls on June 14-16. PEO Sisterhood IL. State Convention, IL. Great Rivers and IL. Association of Fire Protection hosted conventions in the exhibit space. Total attendance for conventions was greater than six thousand attendees. In the Arena, the Caden Circus hosted 2,155 guests on June 8<sup>th</sup>. The remainder of the month was dedicated to maintenance projects including the resurfacing and painting of the basketball floor to prepare for the upcoming season. Theater events met with re-forecasted revenue expectations led by the Styx concert on June 27<sup>th</sup>.

**Presentation of FY20 Operating and Capital Budget:**

In Commissioner Gandhi absence, Commissioner Manning presented the Operating and Capital Budget for FY20. Projecting a net income loss due to depreciation of \$485,000.

**Old Business:**

**New Business:**

Chairman DiGiallonardo called for a special meeting of the PCCA, to discuss and vote on the recommendation from the Capital Committee on the Controls for the Ballroom Lighting Project. Special meeting date was set for June 30<sup>th</sup> at 8:00 am.

Chairman DiGiallonardo welcomed Assistant City Manager, Deborah Roethler to the PCCA board. She was appointed by Mayor Ardis to fill Commissioner Al-Khafaji spot.

**Public Comment: There was no Public Comment.**

Noting there was no need for an Executive Session; Chairman DiGiallonardo reminded everyone that the next regular PCCA meeting will be held August 29, 2019 at 4:00 pm, in a location TBD. A reminder will be sent out one week prior to the meeting.

**Adjournment:**

Chairman DiGiallonardo requested a motion to adjourn.

**Motion to Adjourn:**

Motion made by Commissioner Manning. Seconded by Commissioner Vicary . Motion passed unanimously.

Meeting adjourned at 4:34 p.m.