



PEORIA CIVIC CENTER®

PEORIA CIVIC CENTER AUTHORITY
Minutes of August 24, 2017
Meeting FY17 No. 12

Chairman Manning called the regular meeting of the Peoria Civic Center Authority to order at 4:00 p.m., Thursday, August 24, 2017 at the Peoria Civic Center in the Lexus Club Room.

VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Paul DiGiallonardo
Commissioner Pratima Gandhi
Commissioner Yvonne Greer - Batton
Commissioner Joseph Dalfonso
Chairman Bob Manning

VOTING AUTHORITY MEMBERS ABSENT

Commissioner Sylvia Hasinger
Commissioner Matthew Bartolo

NON-VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Sid Ruckriegel
Commissioner Laith AlKhafaji

NON-VOTING AUTHORITY MEMBERS ABSENT:

Commissioner Jason Stringer
Commissioner James Lynch
Commissioner Don Welch

SMG/PCC STAFF PRESENT:

Anne Clayton, General Manager
Danette Snopek, Director of Finance
Jess McMullin, Director of Sales & Marketing
Andrew VanDeweghe, Director of Food & Beverage
Megan Pedigo, Senior Marketing Manager
Ben Holeton, Booking Manager
Sarah Luthy, Senior Catering Manager
CJ Goddard, Accounting Manager

OTHERS IN ATTENDANCE:

Dave Stuckel, PCCA Legal Counsel
Mayor Jim Ardis
Cara Allen, PACVB
Thomas Bruch, PJS
Lauren Langer, WMBD

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 July 27, 2017 PCCA meeting.

Motion to Approve Meeting Minutes of July 27, 2017 Meeting:

Moved by Commissioner DiGiallonardo. Seconded by Commissioner Dalfonso. Passed unanimously by voice vote.

Mayor Ardis presented Chairman Manning with a proclamation for his leadership and distinguished service as Chairman of the Peoria Civic Center Authority Board.

General Manager Report:

General Manager Anne Clayton reported that recent client Equipo Vision, who held their first conference at the PCC in June, returned feedback that was very complimentary of PCC staff and services. In honor of SMG's 40th anniversary this year, Chairman Manning and the board were presented with a special gift box sent from the SMG corporate office.

SAVOR Report:

Director of Food and Beverage Andrew VanDeweghe reported that concessions contributed to 56% of total revenue and catering 44%. During the Deer & Turkey Expo, a themed bar and turkey carving station was featured and received great reviews. A new wedding menu package is being created that focuses on planning and budgetary needs. Revamped suite menus will also be rolled out soon.

Operations Report:

In the absence of Director of Operations Will Kenney, Anne Clayton reported that there were no patron or employee accidents for the month of July. Capital projects that were scheduled are completed or should be completed before the season starts in September.

Marketing Report:

Senior Marketing Manager Megan Pedigo reported that Broadway mini-season ticket sales are strong and single tickets will be going on sale next month. New this year will be the VIP lounge on the 2nd balcony, featuring a cash bar, coffee, water and cookies. Broadway theater season ticket holders will have the chance to give any comments/suggestions they may have to staff.

Sales and Booking Report:

Director of Sales and Marketing Jess McMullin reported 33 leads, 18 proposals and 13 signed contracts during July. Jess McMullin, Erin Schaefer and the PACVB are attending the Connect Marketplace Conference in New Orleans in August. Wrapping up sales travel for the year, Jess McMullin will attend the Small Market Meeting Conference in September and Erin Schaefer will attend Connect Faith in October. Commercials are now running on WEEK to advertise facility space for weddings. This fall there will also be spots to promote local meetings and holiday parties. In July, staff participated in Civic Center Readers at the South Side Mission.

Booking Manager Ben Holeyton reported that two shows were held in the theater: Dancing with the Stars, which almost sold out, and Brit Floyd. The upcoming entertainment schedule includes Mischief Live, Chondra Pierce and Home Free.

Sales and Marketing Committee

Chairman Dalfonso reported that the committee had met and the Strategic Plan for FY18 will be presented at the September 28th PCCA meeting. Commissioner Dalfonso turned the floor over to Jess McMullin. She noted that 3 convention center client surveys were returned in July with an average score of 9.0.

Capital Committee: None

Finance Committee:

Commissioner Gandhi reported that the committee had met and turned the floor over to Director of Finance Danette Snopek. She reported that July financials consisted of 20 events versus 10 budgeted. Event income came in slightly under budget. In the Convention Center, four banquets occurred versus two budgeted. The Illinois Deer and Turkey Expo consumer show was budgeted in August, but occurred in July. Six meetings occurred versus a budget of one. In the theater, both the Brit Floyd concert and Dancing with the Stars entertainment event were unbudgeted. Chairman Manning thanked PCC staff for the hard work in bringing the FY17 Operating Loss substantially under budget.

Presentation of FY2018 Budget:

General Manager Anne Clayton presented the final budget for FY18. The proposed FY18 budget projects an 11.4% decline for operating revenues and a 0.6% decrease for expenditures. Operating loss before depreciation has been budgeted approximately \$543,000 higher than FY17. The Convention Center has budgeted for a 3.7% decrease over prior year. The Arena is projecting a strong entertainment category year and a down concert year, with an overall decrease of \$26,000 over prior year. The Theater Broadway category includes commercially-strong titles for the upcoming season, but no multi-week major anchor such as Wicked in FY17. The difference year over year in this category is a \$562,000 decrease and fully accounts for the decrease in Theater business in total for FY18. Other Operating Revenues have been budgeted for a small decrease. The budget for indirect expenses is a decrease of \$41,000 versus FY17. The HRA subsidy to the Peoria Civic Center has been budgeted for a 18% decrease in the coming year. The FY18 Capital budget was presented at \$600,000.

Chairman Manning called for a motion to approve the FY2018 Budget.

Motion to Approve FY2018 Budget:

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

PAVCB:

Cara Allen reported that the PACVB and PCC sales teams attended ISAE Summer Session in Carbondale. While there, PACVB used geo-fencing to target attending event planners featuring the PCC and the "Meet in Peoria" campaign. Thus far 202,000 impressions and over 600 clicks were recorded with the digital advertising. PACVB and PCC sales staffs will be jointly attending Connect Marketplace in New Orleans in August.

Old Business: None

New Business:

Nominations and Election of PCCA Officers for FY2018

Commissioner Dalfonso presented the following nominations:

Chairman: Commissioner Paul DiGiallonardo
Vice-Chairman: Commissioner Mathew Bartolo
Treasurer: Commissioner Pratima Gandhi
Secretary: Commissioner Yvonne Greer-Batton

Chairman Manning called for a motion to approve the nominations.

Motion to Approve nominations of PCCA Officers for FY18:

Motion made by Commissioner Dalfonso. Seconded by Commissioner Greer-Batton. Chairman Manning called for a voice vote. Motion passed unanimously.

Request to Assign License Agreement:

Dave Stuckel reviewed the request to assign the license agreement from Illinois Pro Sports, LLC to Peoria Pro Sports, LLC.

Chairman Manning called for a motion to approve the request to assign the license agreement.

Motion to Approve request to assign license agreement:

Motion made by Commissioner Gandhi. Seconded by Commissioner Dalfonso. Chairman Manning called for a voice vote. Motion was passed by a 4 to 1 vote.

Public Comment: None

Noting that there was no need for an Executive Session, Chairman Manning reminded everyone that the next PCCA meeting will be held September 28, 2017 in Meeting Rooms 405 at 4:00 pm. A reminder will be sent out one week prior to the meeting.

Adjournment:

Chairman Manning requested a motion to adjourn.

Motion to Adjourn:

Moved by Commissioner DiGiallonardo . Seconded by Commissioner Gandhi. Passed unanimously by voice vote.

Meeting adjourned at 4:38 p.m.