

PEORIA CIVIC CENTER AUTHORITY  
Minutes of the August 27, 2020  
Meeting FY20 No. 12

Chairman Bartolo called the regular meeting of the Peoria Civic Center Authority to order at 4:01pm., Thursday, August 27, 2020 at the Peoria Civic Center via video & conference call.

VOTING AUTHORITY MEMBERS PRESENT:

**Chairman Matthew Bartolo**  
**Commissioner Robert Manning**  
**Commissioner Yvonne Greer-Batton**  
**Commissioner Laith Al-Khafaji**  
**Commissioner Michael Eddlemon**

VOTING AUTHORITY MEMBERS ABSENT:

**Commissioner Henry Vicary**  
**Commissioner Richard Semonis**

NON-VOTING AUTHORITY MEMBERS PRESENT:

**Commissioner Deborah Roethler**  
**Commissioner Sid Ruckriegel**  
**Commissioner Cristell Frausto Aboytes**  
**Commissioner Karrie Ross**

NON-VOTING AUTHORITY MEMBERS ABSENT:

**Commissioner Joseph Dalfonso**

SMG/PCC STAFF PRESENT:

**Rik Edgar, General Manager**  
**Mindi Baumann, Interim Director of Finance**  
**Sarah Luthy, Director of Food & Beverage**  
**Will Kenney, Director of Operations**  
**Erin Schaefer, Senior Sales Manager**  
**Beau Sutherland, Business Development Manager**

OTHERS IN ATTENDANCE:

**Robert Gates, PCCA Legal Counsel**

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Chairman Bartolo called the meeting to order at 4:01pm. Chairman Bartolo introduced Karrie Ross as the newest member of the PCCA Board. Commissioner Ross is the Superintendent, Finance and Admin Services at the Peoria Park District. He requested that a roll call be taken, Quorum present.

Chairman Bartolo requested a motion that the Commission waive the requirement that a quorum of its members be physically present and that this meeting proceed through means of electronic communication as permitted in the Executive Order 2020-07.

**Motion to proceed with PCCA meeting solely by automated attendance:**

Moved: Commissioner Manning. Seconded: Commissioner Al-Khafaji. Passed unanimously by roll call vote. Commissioner Greer-Batton was not in attendance for this roll call vote.

**Motion to Approve Regular Meeting Minutes of July 23, 2020 Meeting:**

Moved: Commissioner Manning. Seconded: Commissioner Eddlemon. Passed unanimously by roll call vote. Commissioner Greer-Batton was not in attendance for this roll call vote.

**General Manager Report:**

General Manager Rik Edgar stated that at the end of July the third phase of the mitigation strategy was implemented. By implementing this strategy beginning in March, the Peoria Civic Center was able to minimize their losses. The original projection was a loss of (\$650,000). The projected loss for FY20 is now (\$280,000). The Rivermen are planning on starting their season in the middle of December. Bradley is still planning on their season being played in Carver Arena as scheduled. Advertising contracts are being extended out due to COVID-19. Advertising contracts are budgeted to be our only revenue source in FY21. One concert is still on the books for this year, but is expected to be rescheduled. The American Theater Guild has renewals from 25% of the season ticket subscribers.

**Facility and Operations Report:**

Director of Operations Will Kenney reviewed his report. He stated he completed and submitted the application to the Local CURE Program for financial assistance with COVID-19 related expenses. He is happy to report the PCC has been awarded \$55,375. In July the Peoria Fire Department conducted rescue training in the arena. They were very grateful to be able to use our facility. Staff is working with the corporate VenueShield plan for our facility. This will be an ongoing process. The portable bleaches are still available for rent and have been rented out twice recently. This has generated some revenue. Chairman Bartolo stated any income we get is helpful. Gas usage is down 100% and electric is down 53%. With the heat, the electric reduction is not down as much as last month. The previous meter issue has been fixed and corrected. General Manager Rik Edgar discussed the Save Our Stages (SOS) Act that Senator Richard Durbin is a cosponsor of. This Act would provide Small Business Administration grants for independent live music venue operators affected by the COVID-19 economic crisis.

**Convention Center Sales Report:**

Senior Sales Manager Erin Schaefer reported she is continuing to work with clients on rescheduling and extending contracts for events that have been postponed due to COVID-19. Even in a normal year, July is usually a little slower. She is working with SAVOR to streamline the contracts with our clients.

**Finance and Facility Committee:**

Interim Director of Finance Mindi Baumann presented the July 2020 financial report. We had one event in July. It was the St. Jude Telethon. We received our second rebate check for the energy conservation program Director of Operations Will Kenney signed up for. Advertising Income is down this month due to deferments. Clients are not asking for refunds, they are just extending their contracts out. Every category of expenses was down this month due to the current mitigation plans. COVID-19 related expenses have now been moved below the line. Commissioner Manning stated that since the last PCCA meeting the 3<sup>rd</sup> Phase of the mitigation plan was put in place. Staff members that had been completely furloughed have now been laid-off. Commissioner Manning stated it was a painful decision, but needed to be done. Commissioner Manning reported that there are no changes needed to the FY21 Budget that was previously presented. Chairman Bartolo stated that a zero revenue budget is realistic at this time. Meetings have been held with City Hall for the PCCA to describe our current situation. Plans are being worked on at this time for FY21 and the PCCA will continue to be updated.

**Motion to Accept the FY21 Budget as Final**

Moved: Commissioner Manning. Seconded: Commissioner Greer-Batton. A roll call vote was taken and passed unanimously.

**PACVB Report:**

Commissioner Dalfonso was unable to attend the meeting. His report was included in the packet for PCCA review.

**Old Business: NONE**

**New Business:**

**PCC Annual Report – Draft Form**

General Manager Rik Edgar presented the Peoria Civic Center Annual Report. It was presented in slide show format. Commissioner Bartolo commented that it is good to look at how the year was going before COVID-19. Commissioner Manning stated that it is a great looking report that City Council will appreciate. Commissioner Manning asked that the final report be included on the Peoria Civic Center website. General Manager Rik Edgar said it was a combined effort of staff to get the report together.

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

Noting there was no need for Executive Session; Chairman Bartolo reminded everyone that the next regular PCCA meeting will be held September 24, 2020 at 4:00pm, in a location TBD.

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**Adjournment:**

Chairman Bartolo requested a motion to adjourn.

**Motion to Adjourn:**

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