



PEORIA CIVIC CENTER®

PEORIA CIVIC CENTER AUTHORITY  
Minutes of August 29, 2019  
Meeting FY19 No. 12

Vice Chairman Bartolo called the regular meeting of the Peoria Civic Center Authority to order at 4:24 p.m., Thursday, August 29, 2019 at the Peoria Civic Center in Meeting Room 405.

VOTING AUTHORITY MEMBERS PRESENT:

**Commissioner Laith Al-Khafaji – 4:24pm**  
**Commissioner Pratima Gandhi**  
**Commissioner Greer-Batton**  
**Commissioner Matthew Bartolo**

VOTING AUTHORITY MEMBERS ABSENT:

**Commissioner Robert Manning**  
**Commissioner Henry Vicary**  
**Chairman Paul DiGiallonardo**

NON-VOTING AUTHORITY MEMBERS PRESENT:

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

NON-VOTING AUTHORITY MEMBERS ABSENT:

**Commissioner Sylvia Hasinger**  
**Commissioner Michael Eddlemon**

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**  
**Mindi Baumann, Accounting Manager**  
**Jerry Johnson, SAVOR Staff Accountant**

OTHERS IN ATTENDANCE:

**Dave Stuckel, PCCA Legal Counsel**

Vice Chairman Bartolo called the meeting to order at 4:24 pm. He requested that a roll call be taken. Quorum present.

Vice Chairman Bartolo requested a motion to approve the minutes of the July 23, 2019 PCCA meeting minutes.

**Motion to Approve Meeting Minutes of July 23, 2019 Meeting:**

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

Vice Chairman Bartolo requested a motion to approve the minutes of the Special PCCA Meeting held July 30, 2019.

**Motion to Approve Meeting Minutes of July 30, 2019 Meeting:**

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

**General Manager Report:**

General Manager Rik Edgar reported that Adjusted Gross Income was up by one million dollars verses last year. Gross ticketed sales were at a record high at 14.3 million dollars at the end of July. We have four strong shows left before the end of this fiscal year, so that figure will increase.

**Food & Beverage Report:**

Director of Food and Beverage Sarah Luthy announced a new service that Chef Leo and the catering staff will be providing for performers. They are called Action Stations and will feature dessert, pasta or carving station. This was tried at the Happy Together tour and received rave reviews. The new digital menu boards are being installed around arena concession stands, making it easier to change and more ascetical pleasing.

**Facility and Operations Report:**

Director of Operations Will Kenney reported that Maintenance completed ninety-five Work and Preventive Maintenance Work Orders. July's natural gas and electrical usage was below average from 2018. New Ballroom LED Project is 95% complete. Lighting controls are being installed and project should be completed by the end of next week. July is a busy month for facility inspections. Fire Alarms, Fire Extinguishers and elevator inspections have been completed and all passed. Fire Pump received annual maintenance and repair. There was a discussion of deferred maintenance from lack of capital funds and the need to address this issue in the near future to avoid significant operational problems.

**Marketing Report:**

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

**Convention Center Sales Report:**

Director of Sales Jess McMullin reported that the sales team for the month of June acquired fourteen leads, wrote seventeen proposals and executed three contracts. In the month of July, we hosted Waechter International, Ignite Peoria and Mitchell JJ Anderson All Star Basketball Camp. We have secured for 2020, the Deer Classic to be held here in March. They were looking to expand and decided that our venue best suited their needs. In conjunction with PACVB, a videographer has been filming the venue with rooms that have set up for any style of event. This will be used nationally and locally to showcase the venue.

**Strategic Planning Committee:**

Commissioner Hasinger was absent. No report presented.

**Finance Committee:**

Commissioner Gandhi reported that the committee had met and turned the floor over to General Manager, Rik Edgar in Director of Finance, Danette Snopek's absence. In the month of July ticketed events that were not budgeted exceeded projections with a new projected forecast of \$439,000 in the black.

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

Commissioner Gandhi turned the floor over to General Manager, Rik Edgar who presented the Operating and Capital Budget for FY20. Projecting an operating budget with positive net revenue of \$149,000. It was noted that since the annex has put on, this is the first time the facility has operated in the black.

Vice Chairman Bartolo requested a motion to approve the Operating and Capital Budget for FY20:

**Motion to approve Operating and Capital Budget FY20:**

Motion was made by Commissioner Gandhi. Seconded by Commissioner Greer-Batton. Motion passed unanimously by voice vote.

**Old Business: None**

**New Business:**

Presentation of the inaugural PCCA Annual Report was presented to the board. It is a comprehensive report, broken down by Convention Center, Theater and Arena events. It will be presented along with the Operating and Capital Budget at the end of each fiscal year.

The Strategic Planning Committee will review the new business plan.

PCCA FY20 meeting schedule were reviewed and approved.

**Vice Chairman Bartolo requested that they be received and filed.**

Commissioner Dalfonso reported that The PACVB along with Erin Schaeffer of the PCC had attended the Connect Marketplace in Chicago.

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

Noting there was no need for an Executive Session; Vice Chairman Bartolo reminded everyone that the next regular PCCA meeting will be held September 26, 2019 at 4:00 pm, in a location TBD. A reminder will be sent out one week prior to the meeting.

**Adjournment:**

Vice Chairman Bartolo requested a motion to adjourn.

**Motion to Adjourn:**

Motion made by Commissioner Al-Khafaji. Seconded by Commissioner Greer-Batton . Motion passed unanimously.

Meeting adjourned at 4:50 p.m.