

## FINANCE COMMITTEE MEETING MINUTES

April 25, 2017

11:30 AM - 2<sup>nd</sup> floor conference room – Peoria Civic Center

PRESENT:	PRATIMA GANDHI	PEORIA CIVIC CENTER AUTHORITY
	PAUL DIGIALLONARDO	PEORIA CIVIC CENTER AUTHORITY
	ROBERT MANNING	PEORIA CIVIC CENTER AUTHORITY
	JIM LYNCH	PEORIA CIVIC CENTER AUTHORITY
	ANNE CLAYTON	PEORIA CIVIC CENTER
	DANETTE SNOPEK	PEORIA CIVIC CENTER
	DAWN HOLLY	PEORIA CIVIC CENTER
	CJ GODDARD	PEORIA CIVIC CENTER
	ANDREW VANDEWEGHE	PEORIA CIVIC CENTER
	BEN HOLETON	PEORIA CIVIC CENTER
	WILL KENNEY	PEORIA CIVIC CENTER
	JESSICA MCMULLIN	PEORIA CIVIC CENTER
	ERIN SCHAEFER	PEORIA CIVIC CENTER
	BEAU SUTHERLAND	PEORIA CIVIC CENTER

### **Call to Order**

The meeting was called to order by Pratima Gandhi at 11:33 am.

### **Finance Meeting Minutes**

Robert Manning made a motion to approve the minutes from the March 21, 2017 meeting. It was seconded by Paul DiGiallonardo. The motion was passed unanimously.

### **New Business**

Anne Clayton informed the committee of the resignation of Dawn Holly and thanked her for her time working at the Peoria Civic Center. CJ Goddard was introduced and will be filling in to take the minutes for the Finance Committee meetings at this time.

### **March 2017 Financial Statements**

Danette Snopek reported 74 event days versus a budget of 65. Event income for the month was over budget by \$180,000 and operating income was over budget by \$241,000. The RV show exceeded budget by 1,600 attendees. Jurassic Quest was budgeted in November and came in substantially over the original budget. The Winter Jam concert was budgeted in March but occurred in February. Disney on Ice was reduced from seven shows to five and still resulted in 3,600 attendees over budget and a substantial financial increase from budget. The IHSA Boys Basketball Tournament resulted in 5,000 less attendees than budgeted. In the theater, the budgeted Joe Bonamassa concert has been re-scheduled for August due to

illness. The Theresa Caputo entertainment event exceeded budget. The two remaining Broadway Theater Series performances (Mamma Mia and Once) both exceeded budget. The HRA to the Peoria Civic Center was over budget this month by \$83,469. The year to date reprojected operating loss is \$268,224. The improvement of the reprojected operating income at fiscal year-end is due to the events that occurred in March. Jim Lynch asked about proms being held at the facility. The sales staff is going to work to meet with local schools to discuss options.

#### **Intergovernmental Agreement Accounting Discussion**

Due to the change in the Intergovernmental Agreement there will be some changes to the layout of the financial statements. Staff was asked to give the committee an example of the new layout at the next meeting.

#### **SMG Capital Contribution Update**

A summary of the SMG Capital Contribution and supporting documentation was presented to the committee. Paul DiGiallonardo asked if projects are put out for bid. Andrew VanDeweghe reported that the Brewhaus project was sent out for bids but the Spotted Cow project was not. Paul DiGiallonardo wants to make sure that staff is getting the best return on these projects. The Savor transitional expenses were discussed. Robert Manning asked about the SMG management fee and corporate travel. In the future he would like to see the wording in the SMG contract reflect all expenses. The committee needed some additional clarification on these reports. Staff will be presenting that information at the next meeting.

#### **Broadway Theater Series 17/18**

Anne Clayton reported that the 17/18 Broadway Theater Series has been announced. The series will include Motown (3), Dirty Dancing (2), Sound of Music (2), and Wizard of Oz (2). She also explained the decision-making process this year with the choosing of commercially-known titles for a wide audience appeal. Anne then detailed the past financial history of the Broadway Theater Series speaking to the positive impact of the 24 shows of Wicked in FY12, 16 shows of Jersey Boys in FY13, and 16 shows of Wicked in FY17. On the flip side, she spoke

to the 100% financial risk the Peoria Civic Center takes as sole purchaser of the Broadway Theater Series. Long runs that were a financial failure include the 16 shows of White Christmas in FY15 and 8 shows of Kinky Boots in FY16. In order to responsibly manage this financial risk moving forward, the focus in booking 8 or more shows in a run will be on commercially-viable titles only. Looking into FY18 there is no blockbuster show run, so the financial impact will be felt. A blockbuster show run is currently being strongly prospected for FY19.

### **Other Business**

Anne Clayton discussed some of the upcoming events that have been booked as well as events that staff is working on.

Robert Manning asked for an update of the current open positions. The catering position has been filled. Staff is still in the process of filling the Sales Manager position.

### **HRA Financial Report Review**

Jessica McMullin reported that there are three events that have been awarded grants that will not be happening. They are: IL State Medical Society Annual Meeting – 2019, International Juggler’s Association Festival – 2019, and Midwest Tool Collector’s Association – 2019. Staff was asked to confirm the IL Fire Chiefs grants that have been awarded and report back at the next meeting.

### **HRA Funding Requests**

#### **2019-2021 Illinois Healthcare Association Convention – Requested Amount:**

**2019 - \$11,000, 2020 - \$11,000, and 2021 - \$11,000**

Paul DiGiallonardo made a motion to approve the request. It was seconded by Robert Manning. The motion was passed unanimously.

### **Convention Center Funnel Report**

Jessica McMullin presented the Convention Center Funnel Report. She discussed the trends in the different categories. Paul DiGiallonardo requested that staff track all the events that

the Civic Center bids on. This report will be updated and presented quarterly to the Finance Committee.

**Adjournment**

Paul DiGiallonardo made a motion to adjourn the meeting at 12:31 pm. It was seconded by Jim Lynch. The motion was passed unanimously.