



PEORIA CIVIC CENTER®

**PEORIA CIVIC CENTER AUTHORITY
Minutes of January 25, 2018
Meeting FY18 No. 5**

Chairman DiGiallonardo called the regular meeting of the Peoria Civic Center Authority to order at 4:00 p.m., Thursday, January 25, 2018 at the Peoria Civic Center in the 2nd Floor Conference Room.

VOTING AUTHORITY MEMBERS PRESENT:

**Chairman Paul DiGiallonardo
Commissioner Matthew Bartolo
Commissioner Yvonne Greer-Batton
Commissioner Pratima Gandhi**

VOTING AUTHORITY MEMBERS ABSENT

**Commissioner Sylvia Hasinger
Commissioner Robert Manning
Commissioner J.D. Dalfonso**

NON-VOTING AUTHORITY MEMBERS PRESENT:

**Commissioner Sid Ruckriegel
Commissioner Don Welch**

NON-VOTING AUTHORITY MEMBERS ABSENT:

**Commissioner James Lynch
Commissioner Laith AlKhafaji**

SMG/PCC STAFF PRESENT:

**Anne Clayton, General Manager
Will Kenney, Director of Operations
Danette Snopek, Director of Finance
Jess McMullin, Director of Sales & Marketing
Sarah Luthy, Interim Director of Food & Beverage
Megan Pedigo, Senior Marketing Manager
Beau Sutherland, Business Development Manager**

OTHERS IN ATTENDANCE:

**Dave Stuckel, PCCA Legal Counsel
Thomas Bruch, PJS
Edward Barry & Associates, Farnsworth Group**

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 December 7, 2017 PCCA meeting minutes.

Motion to Approve Meeting Minutes of December 7, 2017 Meeting:

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

General Manager Report:

General Manager Anne Clayton reported that the Keith Urban concert announcement for October has been well received. Jason Aldean will be performing in May and a theater concert announcement is set for later this month. She also discussed the events in the building today that include the Illinois Music Education Association Conference and the Avenged Sevenfold arena concert.

Food and Beverage Report:

Interim Director of Food and Beverage Sarah Luthy reported that for the months of November and December, SAVOR revenue came from 72% concessions and 28% catering. Commissioner Bartolo thanked Sarah and her team for the great time that his group had at the New Year's Eve ball drop event. The Peoria Civic Center also hosted two wedding receptions and a Rivermen game on New Year's Eve.

Facilities and Operations Report:

Director of Operations Will Kenney reported that for the months of November and December there were no employee accidents. Berkshire Hathaway was here doing a workman's comp analysis. Their report was received back and a few minor recommendations have already been implemented. The maintenance department completed 208 work orders. The Press Box conversion is scheduled to be completed by mid-February.

Convention Center Sales Report:

Director of Sales and Marketing Jess McMullin reported the sales team activity in November as 43 leads, 20 proposals written, and 25 contracted executed and in December as 36 leads, 17 proposals written, and 18 contracted executed. Jess McMullin and Erin Schaefer conducted a Springfield sales blitz in December, visiting with six current association clients and nine prospects.

Marketing Report:

Senior Marketing Manager Megan Pedigo reported that the marketing department was extremely busy in November and December with Broadway shows, PNC Winterfest and the New Year's Eve ball drop event. The marketing team created a recorded message with security procedures that is delivered to patrons via a speaker at the arena entry point for the Avenged Sevenfold concert.

Sales and Marketing Committee:

In the absence of Commissioner Dalfonso, Chairman DiGiallonardo turned the floor over to Jess McMullin who reported that the committee met in January. The customer services scores for November averaged 8.6 with 4 surveys returned. In December, the customer service score averaged 9.8 with 3 surveys returned. The FY18 average is now 9.2.

Capital Committee:

Commissioner Bartolo reported that the Capital Committee met and there are no action items for the PCCA.

Finance Committee:

Commissioner Pratima Gandhi reported that the committee met and turned the floor over to Director of Finance Danette Snopek. November financials consisted of 53 events versus a budget of 48. In the convention center, fourteen banquets occurred versus twelve budgeted. The Wizard World Comic Con convention was budgeted but did not occur. The International Conference on Missions exceeded budget. Six meetings occurred compared to one budgeted. The Farm Show attendance was down 23% versus budget. In the arena, two Central Illinois Flying Aces hockey games occurred that were unbudgeted. The five budgeted Rivermen games were down 27% overall in attendance. Five Bradley games occurred versus four budgeted and were down 10% overall in attendance for the month. In the theater, Chonda Pierce and Peppa Pig missed budgeted expectations, but Dirty Dancing exceeded budget.

December financials consisted of 46 events versus a budget of 53. In the convention center, ten banquets occurred versus thirteen budgeted. The Midwest Open Indoor Archery Tournament exceeded budget. Four meetings occurred versus seven budgeted. In the arena, Professional Bull riders had 1,300 less attendees and Rivermen had 2,600 less than budgeted. Bradley had three games versus four budgeted due to timing. In the theater, the DeRay Davis comedy show exceeded budget. The Caterpillar Children's Christmas show was budgeted but did not occur.

Old Business: None

New Business:

Edward Barry and associates from the Farnsworth Group presented the PCCA with a check for \$1,000 from a design competition for the redevelopment of the Fulton Plaza.

Public Comment:

Robert Folch, 124 Vonochen Ct., East Peoria, IL 61611 and Michael Withers, 3116 W. Wilshire Dr., Peoria, IL 61614, addressed the PCCA about installing cost effective LED lighting in the arena. They will meet with Anne Clayton or Will Kenney to further discuss this matter.

Noting there was no need for an Executive Session; Chairman DiGiallonardo reminded everyone that the next PCCA meeting will be held February 22, 2018. A reminder will be sent out one week prior to the meeting.

Adjournment:

Chairman DiGiallonardo requested a motion to adjourn.

Motion to Adjourn:

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

Meeting adjourned at 4:22 p.m.