



PEORIA CIVIC CENTER®

PEORIA CIVIC CENTER AUTHORITY
Minutes of January 26, 2017
Meeting FY17 No. 5

Chairman Manning called the regular meeting of the Peoria Civic Center Authority to order at 4:00 p.m., Thursday, January 26, 2017 at the Peoria Civic Center in the Bradley Club Room Annex.

VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Matthew Bartolo
Commissioner Paul DiGiallonardo
Commissioner Joseph Dalfonso
Chairman Bob Manning

VOTING AUTHORITY MEMBERS ABSENT:

Commissioner Pratima Gandhi
Commissioner Sylvia Hasinger
Commissioner Yvonne Greer-Batton

NON-VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Jason Stringer

NON-VOTING AUTHORITY MEMBERS ABSENT:

Commissioner James Lynch
Commissioner Laith Alkhafaji
Commissioner Don Welch

SMG/PCC STAFF PRESENT:

Anne Clayton, General Manager
Will Kenney, Director of Operations
Megan Pedigo, Senior Marketing Manager
Danette Snopek, Director of Finance
Andrew VanDeweghe, Director of Food & Beverage
Jess McMullin, Director of Sales & Marketing
Ben Holeton, Booking Manager

OTHERS IN ATTENDANCE:

Dave Stuckel, PCCA Legal Counsel
Cara Allen, PACVB
Thomas Bruch, PJS

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 December 1, 2016 PCCA meeting.

Motion to Approve Meeting Minutes of December 1, 2016 Meeting: Moved: Commissioner Dalfonso.
Seconded: Commissioner DiGiallonnardo. Passed unanimously by voice vote.

General Manager Report:

General Manager Anne Clayton reported that the trade magazine Pollstar ranked the Peoria Civic Center Arena in the top 200 arenas worldwide in 2016. Also announced was the closure of the Ringling Bros. and Barnum & Bailey Circus after more than 100 years in operation. The 2016/2017 PNC Winterfest attendance increased from last year with final numbers being reported next month. Anne also discussed that a written Director succession/development plan has been formalized for key senior staff members within the Operations, Finance, Savor, and Convention Center Sales departments.

SAVOR Report:

Director of Food & Beverage Andrew VanDeweghe reported that The Spotted Cow located in arena north has had a positive financial impact on concession stand sales. He then discussed the unfavorable comments received from the Hob Nob Holiday Market client regarding their concession food service. In the future, tailored menus will be prepared for individual conventions and arena events related to demographics. Andrew VanDeweghe and Sarah Luthy were in San Antonio, Texas helping with the execution of several catering events during the Alamo Bowl. Andrew VanDeweghe, Sarah Luthy and Chef Leo Carney have been mentoring District 150 students in the Culinary Arts program. Peoria Pro Start is sponsored by the National Restaurant Association to help students develop skills in the culinary arts.

Operations Report:

Director of Operations Will Kenney reported that a representative from Berkshire-Hathaway spent a day touring the facility and observing safety procedures. He offered suggestions and was very pleased with the level of safety awareness among the operations department. Will Kenney and Security/ Patron Services Manager, Phil Fisher attended a special OSHA safety training. The ballroom tile floor project has been completed along with the PNC Winterfest site improvements. The E-Hall LED Lighting project is set to begin February 6th.

Marketing Report:

Senior Marketing Manager Megan Pedigo reported that social media hits have reached an all-time high. The Ticketmaster demographics report is efficiently providing information that can be readily used for analysis on what markets to expand into. The Group Sales Manager continues to do well with corporate accounts and this has shown in the sales for the Broadway performances of Cinderella, Mamma Mia, and Once.

Sales and Booking Report:

Director of Sales and Marketing Jess McMullin reported on the ISAE Convention & Trade Show that she attended with Erin Schaefer and the PACVB on January 26th in Springfield. These types of events work to recruit business from outside the Peoria area. The Chamber Business After Hours was hosted in the theater lobby to showcase the unique space and Savor catering. There was a large attendance of 170. Each food station was themed after one of four current ticketed events. The Weddings of a Lifetime bridal show was hosted on January 8th and included a Peoria Civic Center booth showcase. Attendance for the show

Sales and Booking Report cont.

was strong and staff garnered a large number of leads. A focused sales and marketing push is in force to increase wedding business in the facility. Sales Manager Erin Schaefer has been promoted to Senior Sales Manager and interviews for the open Sales Manager position will begin in February.

Booking Manager Ben Holeton reported that Rodney Carrington, The Head and the Heart, and Disney on Ice tickets went on sale in December. He and Anne Clayton will be attending the Pollstar Convention in January.

Sales and Marketing Committee:

Commissioner Dalfonso reported that the committee met this month and discussed the sales and marketing goals. He turned the floor over to Senior Marketing Manager, Megan Pedigo, who reported that the customer service score was 7.9 and was due to surveys that were not completed.

Capital Committee:

Commissioner Bartolo reported that the Capital Committee did meet in the month of December. The Capital Committee discussed and prioritized upcoming projects.

Finance Committee:

Commissioner DiGiallonardo reported that the Finance Committee did not meet and turned the floor over to Director of Finance Danette Snopek. December financials consisted of 45 actual events versus 44 budgeted and event income being over budget by \$11,460. In the convention center, the Ignite Church services budgeted in the assemblies category from December through August will not occur. They have found a permanent church home. Nine banquets occurred versus a budget of twelve and ten meetings compared to six budgeted. The Powerlifting event in sporting was unbudgeted. In the arena, Rivermen was 20% under budget. There were four Bradley games versus three budgeted due to timing. In the theater, one budgeted concert did not occur and one entertainment event occurred that was unbudgeted. The Nutcracker performances exceeded budget. The HRA to the Peoria Civic Center is over budget this month by \$90,208.

PAVCB:

PACVB Director of Marketing Cara Allen discussed their work promoting Peoria Civic Center events in the area and beyond. The PACVB booked 300 rooms for Midwest Truckers and 900 rooms for ILMEA. Communication has improved between the downtown restaurants and the PACVB.

Old Business: None

New Business:

The board reviewed the Peoria Civic Center smoking policy that is in compliance with Illinois State law and includes e-cigarettes and e-liquids or any vaping device.

Public Comment: None

Noting that there was no need for an Executive Session, Chairman Manning reminded everyone the next PCCA meeting will be held February 23, 2017 in the Lexus Club at 4:00 pm. A reminder will be sent out one week prior to meeting.

Adjournment

Chairman Manning requested a motion to adjourn.

Motion to Adjourn: Moved by Commissioner Dalfonso. Seconded by Commissioner Bartolo. Passed unanimously by voice vote.

Meeting adjourned at 4:42 pm.