



PEORIA CIVIC CENTER®

**PEORIA CIVIC CENTER AUTHORITY
Minutes of March 23, 2017
Meeting FY17 No. 7**

Chairman Manning called the regular meeting of the Peoria Civic Center Authority to order at 4:02 p.m., Thursday, March 23, 2017 at the Peoria Civic Center in Meeting Room 401.

VOTING AUTHORITY MEMBERS PRESENT:

**Commissioner Matthew Bartolo
Commissioner Pratima Gandhi
Commissioner Yvonne Greer-Batton 4:02
Chairman Bob Manning**

VOTING AUTHORITY MEMBERS ABSENT:

**Commissioner Paul DiGiallonardo
Commissioner Sylvia Hasinger
Commissioner Joseph Dalfonso**

NON-VOTING AUTHORITY MEMBERS PRESENT:

**Commissioner Sid Ruckriegel
Commissioner James Lynch
Commissioner Laith AlKhafaji**

NON-VOTING AUTHORITY MEMBERS ABSENT:

**Commissioner Jason Stringer
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
Cory Hatfield, PACVB
Sarah Luthy, Senior Catering Manager
Jason Bain, Operations Manager**

Chairman Manning called the meeting to order at 4:02 pm. He requested that a roll call be taken. Quorum present.

Chairman Manning requested a motion to approve the minutes of the February 23, 2017 PCCA meeting.

Motion to Approve Meeting Minutes of February 23 Meeting:

Moved: Commissioner Bartolo. Seconded: Commissioner Gandhi. Passed unanimously by voice vote.

Chairman Manning welcomed Commissioner Ruckriegel and Commissioner AlKhafaji to the Authority.

General Manager Report:

General Manager Anne Clayton reported that the Chicago Cubs Trophy Tour extended a thank you and appreciation for the facility and staff on their recent visit. The facility has a busy upcoming weekend with five shows of Disney on Ice in the arena, two performances of Once in the theater and three days of Jurassic Quest in the exhibit halls. The Blue & Green Gala is in the ballroom on Saturday and the UAW Ratification Vote on Sunday. The theater has Decades Rewind tonight, Theresa Caputo on March 31 and Kansas on April 1.

SAVOR Report:

Director of Food & Beverage Andrew VanDeweghe reported that February was the busiest month this year so far for food and beverage. Senior Catering Manager Sarah Luthy and her team were congratulated on the execution of the Washington Day Banquet. Chef Leo and Andrew VanDeweghe attended the culinary arts state wide competition at McCormick Place with the students they have been mentoring from Peoria School Districts. The Peoria Board of Education recognized the students and the SAVOR team at their last meeting. The new Senior Banquet Manager, Selena Thompson, will start Monday, March 27.

Operations Report:

Director of Operations Will Kenney reported that February was an extremely busy month for the operations department. In the arena, there were six Rivermen games and four Bradley games which included two quick changes. A quick change is the change over from basketball into hockey the same day. Two large concerts occurred in the arena. There were also multiple ballroom and meeting room set ups. The Safety Committee reported that there were no employee accidents for the month of February. Jason Bain and his team were commended on their execution of safety procedures. Utilities were all under projected normal usage. The Hall A LED lighting project will be completed by the end of March.

Marketing Report:

Senior Marketing Manager Megan Pedigo reported that the Thomas Rhett arena concert and The Head and The Heart theater concert pulled demographics from locations further away from Peoria. There were over 30,000 patrons in the facility that weekend and the press release/social media communications were well received. There were no customer service issues about parking, security checks or lines at concessions. Communication was key to a successful weekend.

Megan also unveiled the Snapchat spectacles. These will allow the person wearing them to video what they are seeing and then download to social media accounts. Available video opportunities will be behind the scenes of a set up for a concert, what a patron sees in the audience during an event, or a "Day in the Life".

Sales and Booking Report:

Director of Sales and Marketing Jess McMullin reported that February was a record month for leads generated and signed contracts. The sales team is working hard to fill gaps in June, July and August to close out the fiscal year. The search for a third Sales Manager continues with several interviews this week.

Erin Schaefer has booked a large Alpaca convention for next March. This convention will use all exhibition space and meeting rooms. Over 1,000 Alpacas, vendors and speakers will be in attendance. The sales team has been busy with travel to prospect business outside of Peoria by attending the RCMA Conference in Chicago, Connect Marketplace in Chicago and Experient EnVision in Cleveland. Erin also attended a SMG three-day advanced sales training in Charleston.

The Peoria Civic Center Scoop debuted this month featuring the RV Show, the Cubs World Series Trophy and the IHSA Basketball Tournament. The marketing plan that was put into place appears to be working. Both the RV Show and Midwest Truckers experienced higher attendance and vendor participation so they are looking to expand their contracted space. In April, the PCC will partner with Crittenton Centers for the "Fill the Crib" fundraising initiative. There will be an empty crib in the Great Hall to accept donations.

Booking Manager Ben Holeyton reported that REO Speedwagon and Olivia Newton-John tickets are selling well. Two more theater events are being prospected to occur in June.

Sales and Marketing Committee:

Senior Marketing Manager, Megan Pedigo, reported that the committee had met and reviewed the outstanding goals. Customer Service scores for January were 9.4.

Capital Committee:

Commissioner Bartolo reported that the Capital Committee did meet in the month of March. The Capital Committee approved monies for emergency boiler repairs.

Finance Committee:

Commissioner Gandhi reported that the Finance Committee did meet in March and the floor was turned over to Director of Finance Danette Snopek. February financials consisted of 63 actual events versus 74 budgeted. Event income came in over budget and was attributed to the financial success of X-treme International Ice Racing in the arena, the Head and the Heart theater concert and the Daniel Tiger theater family show. Indirect expenses came in under budget to combine for an operating income over budget in the month of February. Chairman Manning thanked the staff for all their work keeping financials at the budgeted level.

PAVCB:

The PACVB had another busy month of traveling. Staff attended the RCMA Conference, Connect Chicago, and Experient EnVision in Cleveland. Cory Hatfield will attend the NASC Symposium in Sacramento, CA next week. The PACVB staff also visited clients based in Springfield.

Old Business: None

New Business: None

Public Comment: None

Noting that there was no need for an Executive Session, Chairman Manning reminded everyone that the next PCCA meeting will be held April 27, 2017 in Lexus Club Room at 4:00 pm. A reminder will be sent out one week prior to the meeting.

Adjournment

Chairman Manning requested a motion to adjourn.

Motion to Adjourn: Moved by Commissioner Greer-Batton . Seconded by Bartolo. Passed unanimously by voice vote.

Meeting adjourned at 4:22 pm.