

PEORIA CIVIC CENTER AUTHORITY
Minutes of the April 23, 2020
Meeting FY20 No. 8

Chairman Bartolo called the regular meeting of the Peoria Civic Center Authority to order at 4:02pm., Thursday, April 23, 2020 at the Peoria Civic Center via conference call.

VOTING AUTHORITY MEMBERS PRESENT:

Chairman Matthew Bartolo
Commissioner Robert Manning
Commissioner Henry Vicary
Commissioner Yvonne Greer-Batton
Commissioner Laith Al-Khafaji

VOTING AUTHORITY MEMBERS ABSENT:

Commissioner Pratima Gandhi
Commissioner Michael Eddlemon

NON-VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Deborah Roethler
Commissioner Sid Ruckriegel
Commissioner Richard Semonis

NON-VOTING AUTHORITY MEMBERS ABSENT:

Commissioner Sylvia Hasinger
Commissioner Joseph Dalfonso

SMG/PCC STAFF PRESENT:

Rik Edgar, General Manager
Mindi Baumann, Interim Director of Finance
Will Kenney, Director of Operations
Adam Smith, Director of Booking
Sarah Luthy, Director of Food & Beverage
Erin Schaefer, Senior Sales Manager
Beau Sutherland, Business Development Manager

OTHERS IN ATTENDANCE:

Dave Stuckel, PCCA Legal Counsel
Robert Gates, Attorney at Kavanagh, Scully, Sudow, White & Frederick, P.C.

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

Chairman Bartolo requested a motion that the Commission waive the requirement that a quorum of its members be physically present and that this meeting proceed through means of electronic communication as permitted in the Executive Order 2020-07.

Motion to proceed with PCCA meeting solely by automated attendance:

Moved: Commissioner Manning. Seconded: Commissioner Vicary. Passed unanimously by voice vote.

Motion to Approve Regular Meeting Minutes of March 27, 2020 Meeting:

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

General Manager Report:

General Manager Rik Edgar reported the American Theater Guild will begin working on the 2020-2021 Broadway Theater Series in the next two weeks. The past five year average for tax revenue for the PCC is \$647,000. The PCC has generated \$645,321 in state and city taxes prior to the event cancellations due to the Covid-19 pandemic. Due to the Covid-19 pandemic, the Peoria Civic Center has lost \$2.2 million dollars in net revenue. Rik has been working with our vendors and insurance broker on discounts, waiving fees, or suspending payments. Last month events were anticipated to return in June and July. Now adjustments are being made assuming that there will be no events this fiscal year. Management is working on a detailed plan to get the staff back and the facility up and running once we get the ok to open back up. Rik is looking to see if the PCCA Meeting in May could be a video call.

Food & Beverage Report:

Director of Food and Beverage Sarah Luthy informed the board that SAVOR donated \$7,000 worth of fresh fruit and vegetables. They worked with beer, soda, and water vendors and were able to return beverages due to expire by August 31, 2020. Credits were received for those returns and will be used when we are able to get up and running again. Sarah is grateful for the partnership SAVOR has with the vendors. SAVOR has consolidated its supplies and only has one cooler running for concessions and one cooler running in the kitchen. Summer projects have been moved up and they are getting a lot done while being mindful of social distancing.

Facility and Operations Report:

Director of Operations Will Kenney reported that staff removed the basketball setup in the Arena and Exhibit Halls. He is working to suspend and reduce services where he can. Equipment is being checked weekly since it is not being used on a daily basis. Natural gas was down 44%. Electricity was down 57%. Operations is working on summer projects and keeping up on things like mowing and trimming. Rik is working with our contacts at ASM and if needed, we have access to get face masks in June. Chairman Bartolo said the extra sanitation stations we have were offered to the hospitals, but are not needed yet.

Marketing Report:

Director of Booking Adam Smith reviewed the Customer Service scores. Currently all events through May 31, 2020 have been rescheduled. Facebook is being updated and staff is working to get the rescheduled dates out as soon as possible. Staff is also monitoring when Ticketmaster is issuing their refunds.

Convention Center Sales Report:

Senior Sales Manager Erin Schaefer reported for the month of March we were able to have the RV Show, DIOSH, Maui Jim, and Gimme Shelter. Since the shutdown she has been working with clients on their event dates. Events are being postponed, moved to the fall, or moving to next year. Erin is keeping the lines of communication open and has been able to find dates for those events wanting to move.

Strategic Planning Committee:

Chairman Bartolo announced some changes to the PCCA. Commissioner Sylvia Hasinger has tendered her resignation to the board. Her work on the Strategic Planning Committee has given valuable information and guidance to the board.

Commissioner Pratima Gandhi is taking a new job out of state in June. Her expertise has been a huge resource especially in the past three to five years. Thank you for all the effort she gave for the PCCA.

Finance and Facility Committee:

Commissioner Manning thanked Sylvia Hasinger and Pratima Gandhi for their service to the PCCA. Interim Director of Finance Mindi Baumann presented the March 2020 financial report. We had 28 event days with an attendance of 20,586. Twelve events were cancelled in March. The rolling forecast was updated to project events not returning this fiscal year. Adjusted gross income was down \$735,087 for the month. All of this is due to Covid-19. Staff is updating A/P and A/R to maintain cash flow. Business Development Manager Beau Sutherland is continuing to work on new and renewed sponsorships.

PACVB Report:

Commissioner Dalfonso filed the PACVB report and it was accepted as written by the PCCA board.

Old Business: Covid-19 Impact:

Chairman Bartolo stated the reduction in insurance fees is good news. A few Civic Center Authorities around the state have come together to send a letter to the governor regarding the financial impact on our type of business during Covid-19. Currently we are at a \$2.2 million dollar loss.

New Business: PCCA Legal Counsel:

Chairman Bartolo announced PCCA Legal Counsel, Dave Stuckel, is planning his retirement. Chairman Bartolo thanked Mr. Stuckel for his appreciation and affection for the building, his counsel, and his guidance during this transition. Chairman Bartolo announced the new PCCA Legal Counsel, Robert Gates. Mr. Stuckel is going to be a resource in the next few weeks during this transition.

Chairman Bartolo requested a motion to retain Robert Gates as the new PCCA legal counsel.

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Motion to Approve to Retain Robert Gates as the new PCCA Legal Counsel:

Moved: Commissioner Manning. Seconded: Commissioner Vicary. Passed unanimously by voice vote.

Public Comment: There was no Public Comment.

Noting there was no need for Executive Session; Chairman Bartolo reminded everyone that the next regular PCCA meeting will be held May 28, 2020 at 4:00pm, in a location TBD including the possibility of a video conference.

Adjournment:

Chairman Bartolo requested a motion to adjourn.

Motion to Adjourn:

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

Meeting adjourned at 4:45pm.