



PEORIA CIVIC CENTER®

PEORIA CIVIC CENTER AUTHORITY
Minutes of May 24, 2018
Meeting FY18 No. 9

Commissioner Bartolo called the regular meeting of the Peoria Civic Center Authority to order at 4:00 p.m., Thursday, May 24, 2018 at the Peoria Civic Center in Meeting Room 401.

VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Matthew Bartolo
Commissioner Robert Manning
Commissioner Joseph Dalfonso
Commissioner Pratima Gandhi
Commissioner Greer-Batton
Chairman Paul DiGiallonardo

VOTING AUTHORITY MEMBERS ABSENT

Commissioner Sylvia Hasinger

NON-VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Don Welch
Commissioner Laith AlKhafaji
Commissioner Sid Ruckriegel

NON-VOTING AUTHORITY MEMBERS ABSENT:

Commissioner James Lynch

SMG/PCC STAFF PRESENT:

Rik Edgar, General Manager
Sarah Luthy, Director of Food & Beverage
Will Kenney, Director of Operations
Danette Snopek, Director of Finance
Jess McMullin, Director of Sales & Marketing
CJ Goddard, Accounting Manager
Clare Zell, Marketing Coordinator
Stephan Hefler, Box Office Manager

OTHERS IN ATTENDANCE:

Dave Stuckel, PCCA Legal Counsel
Thomas Bruch, PJS

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 April 24, 2018 PCCA meeting minutes.

Motion to Approve Meeting Minutes of April 26, 2018 Meeting:

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

Chairman DiGiallonardo introduced the new PCC General Manager; Rik Edgar to the committee, his official start date is June 11th, 2018. Congratulated Sarah Luthy on her new appointment as Director of Food and Beverage. Commissioner Pratima Gandhi was given the Community Foundation of Women Leadership Award for the business community.

General Manager Report:

Rik Edgar, his wife and two daughters are from Huntington, West Virginia and will be relocating here in June. During a short visit, they were impressed by the area and the facility.

Food & Beverage Report:

Director of Food and Beverage Sarah Luthy reported revenue for April revenue was broken down as 61% concessions and 39% catering. Chef Leo Carney participated in the Neighborhood House Annual Food Fight, where he raised \$1,500 for their Meals on Wheels program. Markiewicz Spring Conference concession revenue was up 19% over last year. In order to streamline our concessions for our larger events; a new piece of equipment was introduced at the Jason Aldean concert, called the Beer Jet it helped speed up the concession lines. It is portable and can be used though out the facility.

Facility and Operations Report:

Director of Operations Will Kenney reported that for the month of April, our electrical use was down again this last month and from last year's average. With the season slowing down, air conditioning and some freezers are shut down because they are not in use during the summer. The Peoria Police Department used the arena for some repelling practice from the beams and rescue situations on the catwalk. Renovations have begun in the Lexus Club Room and bid for the carpet was awarded. We also received approval for the LED lighting project in the arena. This project is now out for bid and should be awarded soon.

Marketing Report:

Marketing Coordinator Clare Zell reported that we are in the midst of our Broadway season ticket renewal and it is going extremely well with over five hundred have renewed and another five hundred on our waiting list using the new digital purchasing system. Broadway season tickets go on sale to the general public on August 17th. We have also seen an uptick in the Sponsor a Student program, which allows season ticket holders to donate to sponsor a district 150 student to see a play. On June 4th, 2018 we will be hosting a Lion King preview in the theater lobby. SAVOR has put together a Lion King themed menu. Some performers will be present to answer questions and perform.

Convention Center Sales Report:

Director of Sales and Marketing Jess McMullin reported that the sales team for the month of April acquired twenty-four leads, wrote sixteen proposals, and executed seven signed contracts. Midwest Truck and Trailer Show have extended their contracts through 2024. Marketing has been working on a new dinner and a show program. Flyers have been printed and will be distributed throughout the area businesses. Also working on a reception type event for visiting team groups. We have seen an increase in pre-game get togethers. The May edition of iBi magazine featured our article on experienced marketing.

Convention Center Sales Report cont.:

In conjunction with Pat Clark productions, a video is being created of the facility showcasing the versatility and uniqueness of the building. When video is completed it will be shown to the IASE Summer Session to be held here in July. This group consists of event planners from across the state of Illinois. It will also be sent to out of state planners so they can see what we have to offer.

Booking Report:

Stephan Hefler, Box Office Manager, reported that we announced two concerts in the theater, Danny Gokey and Elevation Worship and in family entertainment, Wild Kratts Live. In the arena we have confirmed Disney on Ice-Frozen for six performances and a classic rock show. Also two unannounced concerts in the arena and five unannounced theater shows have been confirmed.

Sales and Marketing Committee:

Commissioner Dalfonso reported that the committee had met. The committee has been challenged to supply Beau Sutherland at least one point of contact for sponsorship of the "Loft" boxes in the arena. Have received great feedback from Metro PCS. Customer Service scores with 6 surveys returned was 8.5. YTD average 9.2. Was noted that since the revision of survey forms, more are being returned.

Capital Committee:

In the absence of Commissioner Bartolo, Chairman DiGiallonardo turned the floor over to Director of Operations, Will Kenney. The regular Capital Committee meeting had been canceled and rescheduled for June 7th, 2018 due to the arena LED lighting bids had not been received back. A special PCCA meeting has been scheduled for June 8th to review and award the bid. This is time sensitive.

Finance Committee:

Commissioner Gandhi reported that committee had met turned the floor over to Director of Finance Danette Snopek. April financials consisted of 48 actual events versus 40 budgeted with event income under budget by \$12,000. In the convention center, twelve banquets occurred versus eight budgeted and four meetings compared to six budgeted. Markiewicz International event exceeded budget. The Illinois Junior Academy of Science State Science Fair was a new event and was over budget. There was one event in the arena, Kevin Hart, which was unbudgeted. There were also three Rivermen playoff games which were also unbudgeted. In the theater, there was one concert. The Decemberists and three performances of the Wizard of Oz, PSO and Rock 'in Road to Dublin. The Decemberists and Rock 'in Road to Dublin were unbudgeted and the Wizard of Oz sold out all three performances and PSO exceeded budget. Non- Operating Income was under budget by \$6,774.

Old Business: None

New Business:

Request to Execute Agreement on Shea Stadium Property.

Bradley University is wanting to erect a cell phone tower on the Shea Stadium property. PCCA is the property holder, the cell phone company requests that the PCCA accepts the agreement in case the property reverts back to us.

Motion to Execute Agreement on Shea Stadium Property

Motion was made by Commissioner Manning. Seconded by Commissioner Greer-Batton. Chairman DiGiallonardo called for voice vote. Commissioner Gandhi abstained, due to conflict of employment. Motion passed unanimously.

Extension of SMG Contract.

Motion to grant a one year extension on the SMG contract expiring in FY20.

Motion to Extend SMG Contract.

Motion was made by Commissioner Gandhi. Seconded by Commissioner Manning. Chairman DiGiallonardo called for a roll call vote. Motion passed unanimously.

Commissioner Welch reported House Bill #4990 to extend the incentive program to all state CVB's has passed the House of Representatives and Senate, waiting now for Governor's signature. New Peoria Guides have been distributed throughout the area. A video series on marketing the area to higher level executives will be premiered on June 18th. Commissioner Welch also stressed the importance of the IASE Summer Conference to be held here in July.

Public Comment: None

Noting there was no need for an Executive Session; Chairman DiGiallonardo reminded everyone that the next PCCA meeting will be held June 8, 2018 at 10:00 am, in the second floor conference room. 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 Dalfonso. Seconded by Commissioner Greer-Batton. Passed unanimously by voice vote.

Meeting adjourned at 4:31 p.m.