



PEORIA CIVIC CENTER®

PEORIA CIVIC CENTER AUTHORITY

Minutes of June 5, 2017

Meeting FY17 No. 8

Chairman Manning called the regular meeting of the Peoria Civic Center Authority to order at 8:30 a.m., Thursday, June 5, 2017 at the Peoria Civic Center in the Lexus Club Room.

VOTING AUTHORITY MEMBERS PRESENT:

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

VOTING AUTHORITY MEMBERS ABSENT:

Commissioner Yvonne Greer - Batton  
Commissioner Sylvia Hasinger

NON-VOTING AUTHORITY MEMBERS PRESENT:

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Commissioner Jason Stringer  
Commissioner Don Welch  
Commissioner James Lynch  
Commissioner Laith AlKhafaji  
Commissioner Sid Ruckriegel

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

Chairman Manning called the meeting to order at 8:30 am. He requested that a roll call be taken. Quorum present.

Chairman Manning requested a motion to approve the minutes of the April 27, 2017 PCCA meeting.

**Motion to Approve Meeting Minutes of April 27, 2017 Meeting:**

Moved: Commissioner DiGiallorardo. Seconded: Commissioner Dalfonso. Passed unanimously by voice vote.

**General Manager Report:**

General Manager Anne Clayton reported that the Broadway Theater Series was announced in April and positive feedback has been received. The Rivermen signed a new 3-year contract with the facility. At the Winterfest site, restoration work has begun with dirt and grass installation. Interviews are being conducted for the open Human Resources Manager position. In June, the facility will host the Great Rivers conference which is one of the largest convention center events of the year.

**SAVOR Report:**

Director of Food & Beverage Andrew VanDeweghe reported that in April, SAVOR continued to do well. Concessions accounted for 46% of revenue. Catering was 54% with the majority coming from 3 large banquets and over 1,000 boxed lunches during the Hearts at Home conference.

**Operations Report:**

Director of Operations Will Kenney reported that in April the Safety Committee met. Considerable energy savings are being seen from the recent LED upgrade in the E-halls. Operations has started to track more information into the Smart Maintenance program, such as cost of repairs and the time it took to complete. In the month of April, staff completed 40 work orders and preventive maintenance orders.

**Marketing Report:**

Senior Marketing Manager Megan Pedigo reported that Broadway Theater Series season ticket sales are going well. Numbers for renewing season tickets have gone up and season ticket holders are requesting to add more seats. New season tickets go on sale June 19.

**Sales and Booking Report:**

Director of Sales and Marketing Jess McMullin reported 23 leads, 22 proposals and 9 signed contracts in April. The May issue of iBi magazine featured an article written by the PCC on how to have a successful fundraiser, featuring photos from four large non-profit PCC events. The April edition of the Civic Center Scoop featured representatives from the Central Illinois Auto Show, Hearts at Home and the Crittenton Center. The PCC has partnered with the Center for Prevention of Abuse for their annual Duck Race this summer. The Center will have a booth set up to sell their ducks during upcoming theater shows on June 30 and July 25. Jess McMullin and Erin Schaefer will be traveling during June to Cvent Connect in Las Vegas and the National Association of Consumer Shows in Milwaukee to prospect with event planners and recruit new business.

Booking Manager Ben Holeyton reported that two more shows have been announced for the theater: Dancing With the Stars on July 25 and MercyMe on October 14. Tickets are already on sale and doing well.

**Sales and Marketing Committee:**

Chairman Dalfonso reported that the committee had met and mentioned the great progress made reaching FY17 goals. Commissioner Dalfonso turned the floor over to Megan Pedigo. Two customer surveys were received back for the month of April. Both sited the audio problems in the ballroom. This issue has been resolved until the new system is installed over the summer. Customer Service score was 8.2.

**Capital Committee:**

Commissioner Bartolo reported that the Capital Committee met and a proposal was presented for the priming and painting of the exterior stairways in the amount of \$34,000. The Capital Committee made a recommendation to the board to move forward with this project.

**Motion to approve the recommendation of \$34,000 to McClanahan Exteriors**

Motion was made by Commissioner Bartolo and seconded by Commissioner Dalfonso. Chairman Manning called for a roll call vote. Motion passed unanimously.

**Finance Committee:**

Commissioner Gandhi reported that the Finance Committee met and turned the floor over to Director of Finance Danette Snopek. April financials consisted of 44 actual events versus 56 budgeted. Event income and indirect expenses came in under budget resulting in a net operating loss for the month. In the convention center, seven banquets occurred versus fourteen budgeted and four meetings versus seven. The two conventions came in under budget. In the arena, the American Red Cross Heartland Heroes concert was under budget and one concert that was budgeted did not occur. The WWE Live event that occurred in April was budgeted in June. Three extra Rivermen games occurred compared to budget which included one extra regular season game and two extra playoff games. In the theater, the Kansas concert exceeded budget, Lewis Black did not meet budget, and one budgeted performance did not occur.

**PAVCB:** None

**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 June 29, 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 Dalfonso . Seconded by Commissioner Gandhi. Passed unanimously by voice vote.

Meeting adjourned at 8:47 a.m.