

PEORIA CIVIC CENTER AUTHORITY  
Minutes of the June 25, 2020  
Meeting FY20 No. 10

Chairman Bartolo called the regular meeting of the Peoria Civic Center Authority to order at 4:05pm., Thursday, June 25, 2020 at the Peoria Civic Center via video & conference call.

VOTING AUTHORITY MEMBERS PRESENT:

**Chairman Matthew Bartolo**  
**Commissioner Henry Vicary**  
**Commissioner Yvonne Greer-Batton**  
**Commissioner Richard Semonis**  
**Commissioner Laith Al-Khafaji**

VOTING AUTHORITY MEMBERS ABSENT:

**Commissioner Robert Manning**  
**Commissioner Michael Eddlemon**

NON-VOTING AUTHORITY MEMBERS PRESENT:

**Commissioner Sid Ruckriegel**  
**Commissioner Deborah Roethler**  
**Commissioner Cristell Frausto Aboytes**  
**Commissioner Joseph Dalfonso**

NON-VOTING AUTHORITY MEMBERS ABSENT:

SMG/PCC STAFF PRESENT:

**Rik Edgar, General Manager**  
**Mindi Baumann, Interim Director of Finance**  
**Sarah Luthy, Director of Food & Beverage**  
**Will Kenney, Director of Operations**  
**Erin Schaefer, Senior Sales Manager**  
**Beau Sutherland, Business Development Manager**  
**Matt Walters, Event Manager**

OTHERS IN ATTENDANCE:

**Robert Gates, PCCA Legal Counsel**  
**Amy Hamm, American Theater Guild**

PCCA Meeting Minutes from:  
June 25, 2020  
Page 2

Chairman Bartolo called the meeting to order at 4:05pm. 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 Vicary. Seconded: Commissioner Al-Khafaji. Passed unanimously by voice vote.

**Motion to Approve Regular Meeting Minutes of May 28, 2020 Meeting:**

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

**General Manager Report:**

General Manager Rik Edgar invited Amy Hamm from the Peoria Theater Guild to give an update on the 2020-2021 Broadway Theater Series. She reported season ticket renewals began June 11, 2020. Beautiful and Blue Man Group which were originally part of last season have been brought back as part of this season. Season ticket holders are able to purchase their tickets online as well as manage their account. There is a full customer service team to help with this new technology for our BTS members. There are payment plan options this year to better serve our members. There is also a Piece of Mind Guarantee. Two to four weeks prior to the show if a patron is not comfortable in attending due to COVID-19 the American Theater Guild will work through their options with the BTS member. Amy stated she has enjoyed getting to know Rik Edgar and Beau Sutherland and the American Theater Guild is committed to making a good relationship with the Peoria Civic Center.

General Manager Rik Edgar then invited Event Manager Matt Walters to give an update on the Tech Pack. Matt stated he worked with Pete at American Theater Guild to update our Tech Pack. A Tech Pack is the document that is given to all events that explains what specifications our building has to offer potential clients. With the new relationship we have with American Theater Guild we were able to use their help in updating our Tech Pack to make it more informative and easier to read. The Tech Pack is very important to big shows that are considering coming to our venue. The maps in the Tech Pack are still being updated. They started with the theater Tech Pack and will then move to the arena and convention center. The board members were sent a Tech Pack with their PCCA information this month. The Tech Packs should be updated annually at minimum and more frequently if needed.

General Manager Rik Edgar informed the PCCA that we have a signed agreement with Rivermen.

General Manager Rik Edgar then invited Director of Food & Beverage Sarah Luthy to give an update. She stated she has been working with ASM/SAVOR to begin classes from their accreditation groups. They have been looking at other venues that are opening up and talking to those venues about what those events have been like.

General Manager Rik Edgar stated we received a general COVID-19 reopening Operational Plan from corporate. Staff will begin to scale it to our specific building. We will also be looking into paperless ticketing options and social distancing guidelines. We have had no event revenue since March 13, 2020. IHSA decided to move the State Boys Basketball Tournament to Champaign. Those weekends have

already been filled with events. With the Illinois Phase 4 guidelines events are shifting out three to six months and some are moving to states with less restrictions. The annual convention center events will be lost revenue for FY20. Concerts are deciding to cancel rather than reschedule so their fans can receive their refunds now. Chairman Bartolo commended staff for filling the IHSA dates. Senior Sales Manager Erin Schaefer was able to get the convention center booked soon after IHSA announced they were not returning. Commissioner Dalfonso did work hard to try to get IHSA to stay in Peoria.

**Facility and Operations Report:**

Director of Operations Will Kenney reviewed his report. All areas of energy usage were reduced this month. Utilities are being turned off in areas that are not necessary. The cooling tower was repaired. The installation of the arena pit overhead door is complete. Will stated internal meetings as well as meetings with Dewberry have begun discussing the \$25 million dollars that was included in the state budget for the Peoria Civic Center. Dewberry was able to give us the scope for projects as well as timelines for projects. Will will continue to meet with staff to determine the best use of the funds. Will has been working with ASM to determine best practices for reopening. Will is working on a Standard Business Practices Operational Plan for the Peoria Civic Center. Staff is still continuing to use the Maintenance Management Program so that when events restart work orders can be completed as needed. Commissioner Roethler asked about PPE. Corporate is working on securing preferred pricing for PPE. PPE from local vendors is usually at a premium price because they are not able to manufacture like a national chain would be able to. If necessary, we would be able to purchase emergency supplies from a local supplier.

**Convention Center Sales Report:**

Senior Sales Manager Erin Schaefer reported she is continuing to work with clients on rescheduling and extending contracts for events that have been postponed due to COVID-19. Not all HRA funding is being utilized at this time.

**Finance and Facility Committee:**

Interim Director of Finance Mindi Baumann presented the May 2020 financial report. We had no events in May due to COVID-19. There was \$9,500 in Parking Revenue this month. The Peoria Civic Center was holding the parking taxes to submit and was informed that the company in charge of our parking lots will be remitting the taxes. Utilities were down from budget, but up from the past. This was due to a broken meter and a credit will be issued.

**PACVB Report:**

Commissioner Dalfonso thanked everyone for their support in lieu of the IHSA news. He is looking forward to having those dates filled. Commissioner Dalfonso informed the PCCA that after gathering more information the state grant program is more of an incentive program. It looks more risky than what was originally understood. The PACVB has had to lay-off or furlough many of the staff. Even with limited staff at this time the PACVB will continue to work with the Peoria Civic Center.

**Old Business: NONE**

**New Business:**

**Election of FY21 PCCA Officers:**

Commissioner Al-Khafaji was appointed the chair of the Nominating Committee for the Election of the FY21 PCCA Officers. The following nominations were presented:

Chairman – Matt Bartolo

Vice Chair – Henry Vicary

Treasurer – Robert Manning

Secretary – Yvonne Greer-Batton

**A roll call vote was taken and passed unanimously.**

**Johnson Controls – Planned Service Agreement – Chillers – 3 Year Agreement**

The finance committee recommended approval of the three year maintenance agreement with Johnson Controls for our four chillers. The request is a three year agreement with Johnson Controls at \$16,788 per year beginning on September 1, 2020.

**Motion to Approve Johnson Controls Service Agreement as presented:**

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

**Miscellaneous Business:**

General Manager Rik Edgar congratulated Commissioner Greer-Batton on her new afternoon show and thanked her for having him as her first guest.

**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 July 23, 2020 at 4:00pm, in a location TBD.

**Adjournment:**

Chairman Bartolo requested a motion to adjourn.

**Motion to Adjourn:**

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