



PEORIA CIVIC CENTER AUTHORITY
Minutes of August 25, 2016
Meeting FY16 No. 12

Chairman Manning called the regular meeting of the Peoria Civic Center Authority to order at 4:00 p.m., Thursday, August 25, 2016 at the Peoria Civic Center in Meeting Room 401.

VOTING AUTHORITY MEMBERS PRESENT:

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

AUTHORITY MEMBERS ABSENT:

Commissioner Sylvia Hasinger

NON-VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Jason Stringer

NON-VOTING AUTHORITY MEMBERS ABSENT:

Commissioner Ryan Spain
Commissioner Don Welch

SMG/PCC STAFF PRESENT:

Anne Clayton, General Manager
Ben Holeton, Booking Manager
Will Kenney, Director of Operations
Carol Krumwiede, Sales Assistant
Megan Pedigo, Senior Marketing Manager
Danette Snopek, Director of Finance
Andrew VanDeweghe, Director of Food & Beverage

OTHERS IN ATTENDANCE:

Thomas Bruch, PJS
Dave Stuckel, PCCA Legal Counsel

Chairman Manning called the meeting to order at 4:00 pm. Roll call with a quorum present.

Chairman Manning requested a motion to approve the minutes of the July 28, 2016 PCCA meeting.

Motion to Approve Meeting Minutes of July 28, 2016 Meeting:

Moved: Commissioner Dalfonso. Seconded: Commissioner DiGiallonardo. Passed: Unanimously by voice vote.

General Manager Report:

General Manager, Anne Clayton reported that Will Kenney, Andrew VanDeweghe and she attended the SMG National Management Meeting that was held in Providence, Rhode Island. Seminars were held on a different variety of subjects, from active shooter to branding of the facility. Anne also reported that current event manager Amy Lacefield has been named the new Sales Manager in the Convention Sales department.

SAVOR Report:

Director of Food & Beverage, Andrew VanDeweghe reported that SAVOR had another active month. Chef Leo and the catering staff received rave reviews from the wedding reception hosted in July. Concessions and catering were also kept busy with the Church of the Living God and Methodist Jurisdictional Conferences that were held here in July. Chef Leo introduced a couple of fun and innovative recipes on the WMBD morning show.

Operations Report:

Director of Operations, Will Kenney reported that most inspections have now been completed. A fire drill was held on August 16th. The Peoria Fire department was very pleased with the way staff evacuated the building. Operations and Housekeeping are working on building maintenance.

Marketing Report:

Senior Marketing Manager, Megan Pedigo reported that we are only 50 tickets away from reaching the goal of having sold 1,000 new tickets for the performances of Wicked. Pre-sale for Wicked is up 13% from 2011. Andrew VanDeweghe was selected as SAVOR Director of the Year at the national meeting held at McCormick Place. Pollstar rated the Peoria Civic Center Arena 164th in the world and the top 100th in the nation.

Sales and Booking Report:

Senior Sales Manager, Jo Stowell and Erin Schaefer are in Dallas attending the CONNECT conference along with Cory Hatfield from the Peoria Area Visitors and Convention Bureau. The conference brings suppliers and planners together. Ben HOLETON, Booking Manager confirmed the Eric Church concert to be hosted in the arena in May. He confirmed an additional arena concert for the month of February. He is working on a diverse group of events for FY17.

Sales & Marketing Committee:

Commissioner Dalfonso reported that the Sales and Marketing Committee met this month and presented the new strategic planning report for FY17. It presents a direction and accountability for the success of the Peoria Civic Center. The committee has set goals for the PCCA committee and SMG staff. Stretch goals were set for the Arena, Theater and Convention Sales departments and will be monitored. Fiscal responsibility and leadership are the foundation to make the Peoria Civic Center a success. The Customer Service score for the month of July was 9.4 out of 10.

MOTION to Approve Strategic Planning Report for FY17:

A motion to approve was made by Commissioner Dalfonso and seconded by Commissioner DiGiallonardo. Passed unanimously by voice vote.

Capital Committee:

Commissioner Bartolo reported that the Capital Committee met on August 19th and took action to put improvements to the PNC Winterfest site out for bid. Preparatory work is needed to assist with drainage issues and to ready the site to receive the ice rink. Also discussed was the SAVOR/Spotted Cow project that should be completed by October 21st.

Finance Committee:

Commissioner Gandhi reported that the Finance Committee met on August 23rd. She turned the floor over to Danette Snopek, Director of Finance. For the month of July there were 25 event days versus 18 budgeted, bringing event income over budget by \$57,000. Non-budgeted events were 3 banquets, Chris Cornell in the theater and the Church of the Living God Convention.

FY17 Operating Budget:

General Manager, Anne Clayton reported that the stretch goal in the meetings category was adjusted down \$40,000. Operating Revenues were projected with an increase of 13%, but this has been reduced to 12%. The Operating Income Before Depreciation loss was previously \$395,245 and has been adjusted to a loss of \$436,308. The Capitol Budget now includes the reallocated dollars for Winterfest.

Motion to Approve the Operating and Capital FY17 Budget:

A motion to approve was made by Commissioner Gandhi and seconded by Commissioner DiGiallonardo. Passed unanimously by voice vote.

PAVCB:

Old Business:

The Intergovernmental Agreement was passed by the Peoria City Council for the Peoria Civic Center to assume primary responsibility for long-term convention sales. Additions to sales staff will be forthcoming.

Motion to Approve the 2016 Intergovernmental Agreement:

Motion: Commissioner DiGiallonardo and seconded by Commissioner Gandhi.
Passed: Unanimously by voice vote.

New Business:

Approval of FY17 Meeting Dates.

Motion to Approve FY Meeting Dates:

Moved: Commissioner Bartolo. Seconded: Commissioner Greer-Batton. Passes: Unanimously by voice vote.

Public Comment: None

Noting that there was no need for an Executive Session, Chairman Manning reminded everyone the next PCCA meeting will be held September 22, 2016 in Bradley Club Room at 4:00 pm. A reminder will be sent out one week prior to meeting.

Chairman Manning requested a motion to adjourn.

Motion to Adjourn:

Moved: Commissioner Dalfonso. Seconded: Commissioner Greer-Batton. Passed: Unanimously by voice vote. Meeting adjourned at 4:34 pm.