



PEORIA CIVIC CENTER®

PEORIA CIVIC CENTER AUTHORITY
Minutes of September 28, 2017
Meeting FY18 No. 1

Chairman DiGiallonardo called the regular meeting of the Peoria Civic Center Authority to order at 4:00 p.m., Thursday, September 28, 2017 at the Peoria Civic Center in Meeting Room 405.

VOTING AUTHORITY MEMBERS PRESENT:

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

VOTING AUTHORITY MEMBERS ABSENT

Commissioner Sylvia Hasinger
Commissioner Yvonne Greer - Batton

NON-VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Sid Ruckriegel
Commissioner Don Welch
Commissioner Laith AlKhafaji

NON-VOTING AUTHORITY MEMBERS ABSENT:

Commissioner James Lynch

SMG/PCC STAFF PRESENT:

Anne Clayton, General Manager
Will Kenney, Director of Operations
Megan Pedigo, Senior Marketing Manager
Erin Schaefer, Senior Sales Manager

OTHERS IN ATTENDANCE:

Dave Stuckel, PCCA Legal Counsel
Joni Staley, PACVB
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 August 24, 2017 PCCA meeting.

Motion to Approve Meeting Minutes of August 24, 2017 Meeting:

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

General Manager Report:

General Manager Anne Clayton reported that FY17 ended on a strong note. In August, the Peoria Civic Center hosted the 40th annual St. Jude Telethon, where a record \$10 million was raised. Ignite Peoria held its 4th annual event and plans are being made to return in 2018. Due to only a minimal increase in year-over-year attendance, the Deer and Turkey Expo that was hosted here in July cancelled their Illinois event moving forward. September was a busy month with the Illinois Healthcare Association Convention, the Illinois Government Finance Officers Association Convention, the IHSA Student Leadership Conference, two weddings, and a sold-out REO Speedwagon theater concert among other events. The Peoria Civic Center also hosted the largest naturalization ceremony in Peoria's history with 576 people from 97 countries becoming U.S. citizens. Chief Judge of the U.S. District Court James Shadid praised the Peoria Civic Center staff on their professionalism and attention to detail to make the event a success. Lastly, Anne mentioned the upcoming Mischief Live theater tour was cancelled by the client and the Wizard World Comic Con client shifted five of their dates, including Peoria, to 2018.

SAVOR Report:

In the absence of Director of Food and Beverage Andrew VanDeweghe, General Manager Anne Clayton reported the concessions department received favorable comments from Jenn Gordon, Executive Director of Arts Partners on the food and beverage service for Ignite Peoria.

Operations Report:

Director of Operations Will Kenney reported that for the fourth consecutive month, there were no patron or employee accidents. Capital projects are being completed that include the parking lot, emergency exterior stairways, the basketball floor, and the theater floor. The ballroom sound project is almost complete and should be online next week. The parking office has been moved closer to security. The ballroom balcony paver project was delayed due to the Texas hurricane, but is now progressing. An annual fire drill was held in conjunction with the Peoria Fire Department. They were pleased with staff and made some suggestions on improvement. Significant savings were noted in utilities, resulting from the new LED lighting in the exhibit halls.

Marketing Report:

Senior Marketing Manager Megan Pedigo reported that the rescheduled Joe Bonamassa concert in August beat ticket predictions set in March. Moving the concert to a weekend, versus the originally scheduled weekday, played a key factor.

Sales and Booking Report:

In the absence of Director of Sales and Marketing Jess McMullin, Senior Sales Manager Erin Schaefer reported that in August there were 35 leads, 32 written proposals and 12 signed contracts. Jess McMullin is attending a Small Market Meetings Conference in South Bend, IN. In August, Jess McMullin, Erin Schaefer and sales staff from the PACVB attended Connect Marketplace in New Orleans and are currently following up on leads from that event. In October, Erin Schaefer will be attending the Connect

Faith Marketplace in Cincinnati, OH. Facility marketing has been focusing on promoting holiday parties, local meetings and banquets. Local ads are running in the monthly editions of iBi magazine, as well as the upcoming Chamber Report.

Sales and Marketing Committee:

Commissioner Dalfonso reported that the committee had met. Client Survey scores saw an uptick from the previous two years. FY17 ended with a 9.0, FY16 was an 8.8 and FY15 was an 8.9. Commissioner Dalfonso presented the Sales and Marketing Strategic Plan for FY18 to the Peoria Civic Center Authority Board for approval.

Motion to adopt the Sales and Marketing Strategic Plan for FY18

Motion was made by Commissioner Dalfonso. Seconded by Commissioner Bartolo. Chairman DiGiallonardo called for a voice vote. Motion was passed unanimously.

Capital Committee:

Commissioner Bartolo reported that the Capital Committee met and reviewed proposals for the Winterfest site ornamental fencing in the amount of \$31,042 and two basketball goals in the amount of \$28,270. The Capital Committee made a recommendation to the board to move forward with these projects.

Motion to approve the recommendation of \$31,042.00 to Hohulin Fence Co.

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

Motion to approve the recommendation of \$28,270.00 to SNA Sports

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

Finance Committee:

Commissioner Gandhi reported that the committee had met and in the absence of Director of Finance Danette Snopek, turned the floor over to General Manager, Anne Clayton. August financials consisted of 17 events versus 23 budgeted with event income being under budget and indirect expenses being over budget. Recapping FY17 in the convention center, consumer, conventions, sporting, and trade shows came in over budget. In the arena, concerts, family, and entertainment were over budget. In the theater, all categories came in over budget. The actual re-projected operating loss net of TRF grants is just under \$73,000.

PAVCB:

Commissioner Welch turned the floor over to Joni Staley, Director of Sales. She reported that the joint sales effort between the PACVB and Peoria Civic Center at the Connect Marketplace in New Orleans was a success. Commissioner Welch reported that the IESA luncheon that was hosted by the PACVB in Springfield was well attended by the Peoria area. The campaign "Bring Your Meeting Home" is going well. In September, the PACVB will host the IL Council of Convention and Visitors Bureaus with 39 different bureaus attending.

Old Business: None

New Business: None

Public Comment: None

Noting there was no need for an Executive Session, Chairman DiGiallonardo reminded everyone that the next PCCA meeting will be held October 26, 2017 in Meeting Room 401 at 4:00 pm. 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 Bartolo. Passed unanimously by voice vote.

Meeting adjourned at 4:21 p.m.