



PEORIA CIVIC CENTER®

PEORIA CIVIC CENTER AUTHORITY  
Minutes of December 5, 2019  
Meeting FY20 No. 3 & 4

Vice Chairman Bartolo called the regular meeting of the Peoria Civic Center Authority to order at 4:00 p.m., Thursday, December 5, 2019 at the Peoria Civic Center in Meeting Room 402.

VOTING AUTHORITY MEMBERS PRESENT:

**Commissioner Yvonne Greer-Batton**  
**Commissioner Matthew Bartolo**  
**Commissioner Robert Manning**  
**Commissioner Henry Vicary**  
**Commissioner Laith Al-Khafaji**

VOTING AUTHORITY MEMBERS ABSENT:

**Commissioner Pratima Gandhi**

NON-VOTING AUTHORITY MEMBERS PRESENT:

**Commissioner Sylvia Hasinger 4:04 p.m.**  
**Commissioner Deborah Roethler 4:05 p.m.**  
**Commissioner Sid Ruckriegel**  
**Commissioner Joseph Dalfonso**  
**Commissioner Michael Eddlemon**

NON-VOTING AUTHORITY MEMBERS ABSENT:

SMG/PCC STAFF PRESENT:

**Rik Edgar, General Manager**  
**Danette Snopek, Director of Finance**  
**Will Kenney, Director of Operations**  
**Adam Smith, Director of Booking**  
**Jess McMullin, Director of Sales & Marketing**  
**Shelley Nordwall, Human Resources Manager**

OTHERS IN ATTENDANCE:

**Dave Stuckel, PCCA Legal Counsel**

Vice Chairman Bartolo called the meeting to order at 4:00 pm. He requested that a roll call be taken. Quorum present.

Vice Chairman Bartolo requested a motion to approve the minutes of the October 24, 2019 PCCA meeting minutes.

**Motion to Approve Meeting Minutes of October 24, 2019 Meeting:**

Moved: Commissioner Manning. Seconded: Commissioner Vicary. Correction was noted due to General Managers first name was misspelled. Passed unanimously by voice vote.

**Nominations for Chairman to fill unexpired term of Paul DiGiallonardo:**

Vice Chairman Bartolo asked for nominations to fill the vacated Chairman seat and any other seat left vacated by election of Chairman.

Commissioner Vicary placed into nomination Vice Chairman, Matthew Bartolo for Chairman and Commissioner Robert Manning for Vice Chairman.

**Motion to Accept Slate into nomination:**

Vice Chairman Bartolo asked if there were any other nomination. Siting none, he requested for a motion for Election by Acclamation. Moved: Commissioner Vicary. Seconded: Commissioner Al-Khafaji.

**Motion for Election by Acclamation:**

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

Chairman Bartolo asked the board if they had an issue with moving the Fiscal 2019 Audit report up the agenda. Siting none, Adam Pulley from Clifton Larson Allen gave the following report: The audit showed no deficiencies. Event revenues saw an increase of 4%. Ancillary income and operating income, not including depreciation saw a decrease. Estimated HRA tax, accounts receivable and payable saw a significant balance at the end of the calendar year. Operating expenses went up to almost 6.3 million in FY18 to 7.1 million for FY19 but revenue did out take the expenses. Uncollateralized deposits totaling 3.4 million. Operating Expenses other than depreciation increased approximately 12.5% for current year. The change in the net position after taking into account all operating and non-operating activity for FY18 was \$5,910,134 and for FY19 \$4,030,330.

**Motion to receive and file Fiscal 2019 Audit.**

Chairman Bartolo asked for a motion to receive and file the FY19 Auditor's report.

**Motion to receive and file Fiscal 2019 Audit.**

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

**General Manager Report:**

General Manager Rik Edgar reported that the Chris Stapleton concert held here in October was the second highest grossing country concert in the venue's history. Announced this month was KISS, ticket sales have been very strong. We also announced Reba McEntire who will be here in May. On December 6<sup>th</sup> we will dedicate the crosswalk as Reba McEntire Way. We have confirmed nine arena concerts and twenty-five theater concerts. In the month of October, we also announced George Lopez, Get The Led Out, Baby Shark, Sesame Street and DeRay Davis.

Received letters from patron's and promoters on the facility, staff and the variety of entertainment.

**Food & Beverage Report:**

Director of Food and Beverage Sarah Luthy was absent and the PCCA accepted her report as written.

**Facility and Operations Report:**

Director of Operations Will Kenney reported for the months of October and November energy usage was below the ten-year average and FY18.

With LED projects being completed, we have seen a savings of over \$30,000. LED lights and dimmers were installed in the arena club room and Triangle Lobby. Ballroom lighting control project has been completed

**Marketing Report:**

Director of Booking Adam Smith reported that the monthly Turnkey report showed that we met or exceeded ASM Global average in all categories.

**Convention Center Sales Report:**

Director of Sales Jess McMullin that for the month of October we hosted five repeat conventions that brought over 7,700 patrons into the area. We also hosted several large banquets, Unity Point Black & White Gala, Peoria Journal Star, The Best of the Best, plus a number of smaller banquets. We also hosted two community events – The Big Table and The Greater Peoria CareerSpark.

October and November were busy travel months for the sales department. Erin Schaefer attended the Connect Faith Conference and the IESA State Convention with PACVB and the ASM Global National Conference that focuses on sporting events. Jess McMullin attended the ASM Global National Sales Meeting that was held in Las Vegas.

For the month of October, two customer surveys were returned for a score of 9.4.

**Strategic Planning Committee:**

Commissioner Hasinger reported that the committee had met several times and it was determined that in order for the committee to be effective, it was suggested that the full PCCA board be involved in laying down the framework for which the committee would work.

**Finance Committee:**

In Commissioner Gandhi's absence, Chairman Bartolo turned the floor over to Commissioner Manning who reported that the committee had met and turned the floor over to Director of Finance Danette Snopek. Adjusted Gross Income was down approximately \$83,000 due to Sponge Bob the Musical revenue was neutral and missed budget projections by \$60,000, also Peppa Pig missed budget projections by approximately \$17,000. Conventions and banquet revenue were down more than projected. Non-Operating HRA revenue was down approximately \$83,000 based on information received by the city, hotel and motel tax was down significantly.

**Renewal of FY20 Business Insurance:**

Director of Finance, Danette Snopek presented the renewal premiums for business insurance for FY20. Liberty Mutual, our current carrier proposed a one-year renewal rate of \$131,178 for Property insurance. This is an increase of \$12,000.

General Liability includes several categories. Commercial General Liability covers our TULIP policy that can be purchased from a client who does not have insurance but is required. Other categories include business vehicles and storage tank liability. Renewal premium for General Liability saw an increase of \$78,933.

**Finance and Facility Committee cont.:**

After a lengthy discussion about different options and extending the RFP to be sent out in June or July to allow insurance carriers more time to put together a concise bid. It was also decided to split the insurance bids into two separate motions. This will give the PCC staff more time to research insurance companies for additional quotes for General Liability Insurance.

**Motion to approve Liberty Mutual Property Insurance:**

Chairman Bartolo asked for a motion to approve for one year with a premium of \$131,178.

**Motion to approve Liberty Mutual Property Insurance:**

Moved: Commissioner Manning. Seconded: Commissioner Al-Khafaji. Chairman Bartolo called for a roll call vote. Motion passed unanimously by voice vote.

**Old Business:** None

**New Business: PACVB**

Commissioner Dalfonso reported that PCC and PACVB had their monthly meeting. He will start submitting a monthly report to give at the PCCA meeting.

**Motion to Authorize a discussion with ASM Global for renewal of management agreement.**

Commissioner Bartolo requested a motion to allow himself and PCCA Counsel David Stuckel to discuss renewal of management agreement.

**Motion to Authorize Chairman Bartolo and PCCA Counsel David Stuckel for renewal of management agreement with ASM Global.**

Moved: Commissioner Greer-Batton. Seconded: Commissioner Vicary. Motion passed unanimously.

**Public Comment: There was no Public Comment.**

Noting there was no need for an Executive Session; Vice Chairman Bartolo reminded everyone that the next regular PCCA meeting will be held January 24, 2019 at 4:00 pm, in a location TBD. A reminder will be sent out one week prior to the meeting.

**Adjournment: Reconvene for the sole purpose of discussing Liberty Mutual General Liability Coverage:**

Chairman Bartolo requested a motion to adjourn and reconvene on December 11, 2019 at 8:00 am.

**Motion to Adjourn and Reconvene for the sole purpose of discussing Liberty Mutual General Liability Coverage:**

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

Meeting adjourned at 4:47 p.m.