



PEORIA CIVIC CENTER®

PEORIA CIVIC CENTER AUTHORITY
Minutes of March 1, 2018
Meeting FY18 No. 6

Chairman DiGiallonardo called the regular meeting of the Peoria Civic Center Authority to order at 8:02 a.m., Thursday, March 1, 2018 at the Peoria Civic Center in the Lexus Club Room.

VOTING AUTHORITY MEMBERS PRESENT:

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

VOTING AUTHORITY MEMBERS ABSENT

Commissioner Sylvia Hasinger
Commissioner Dalfonso
Commissioner Yvonne Greer-Batton

NON-VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Laith AlKhafaji

NON-VOTING AUTHORITY MEMBERS ABSENT:

Commissioner James Lynch
Commissioner Sid Ruckriegel
Commissioner Don Welch

SMG/PCC STAFF PRESENT:

Will Kenney, Director of Operations
Danette Snopek, Director of Finance
Jess McMullin, Director of Sales & Marketing
Megan Pedigo, Senior Marketing Manager

OTHERS IN ATTENDANCE:

Dave Stuckel, PCCA Legal Counsel
Thomas Bruch, PJS

Chairman DiGiallonardo called the meeting to order at 8:02 am. He requested that a roll call be taken. Quorum present.

Chairman DiGiallonardo requested a motion to approve the minutes of the January 25, 2018 PCCA meeting minutes.

Motion to Approve Meeting Minutes of January 25, 2018 Meeting:

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

General Manager Report:

In the absence of General Manager Anne Clayton, the PCCA took the report as written. Highlights for January included, the announcement of Keith Urban in October and Jason Aldean for May. We hosted ILMEA which brought over 16,000 participants to Peoria. IL Fertilizer & Chemical Association Convention, with over 1,000 attending. IESA Cheerleading Championships were held with over 81 schools participating. Avenged Sevenfold with special guests Breaking Benjamin and Bullet for My Valentine performed for a large crowd in the arena. Jeff Dunham also performed in the arena, with an almost sold out show. PNC Winterfest concluded on January 14th.

SAVOR Report:

In the absence of Interim Director of Food and Beverage Sarah Luthy, the PCCA took the report as written. Source of revenue for the January was broken down as 46% concessions and 54% catering. Highlights for January included, Concessions had 16 events in the Arena & Theater. Catering hosted the Martin Luther King Luncheon, IL Fertilizer and Chemical Association Luncheon and seven ILMEA receptions.

Operations Report:

Director of Operations Will Kenney reported that for the month of January our electrical use was up slightly from last year's average. Operations completed a total of twelve change overs in the arena alone. The maintenance department completed over 209 work orders and preventive maintenance orders. Director of Operations, Will Kenney will present an updated report at the next PCCA meeting on the SMG Security report on the facility review and where we stand on recommendations and completion of any deficiencies. Press Box conversion is scheduled to be completed by the end of March.

Marketing Report:

Senior Marketing Manager Megan Pedigo reported that with the Peoria Civic Center being the only venue in Illinois to host the Avenged Sevenfold concert and Jeff Dunham, most ticket sales came from out of the area bringing many new people to the area and building. Megan Pedigo, Senior Marketing Manager and Clare Zell, Marketing Coordinator were awarded two ADDY awards by the Advertising Federation for their work on PNC Winterfest and Ameren Broadway Theater Series, that featured a sidewalk chalk artist. The PCCA congratulated them on their accomplishments.

Sales and Booking Report:

Director of Sales and Marketing Jess McMullin reported that the sales team for the month of January acquired forty-three leads, wrote seventeen proposals, and executed thirteen signed contracts. In January we contracted two new conventions. Maechter International, they host two conventions a year; in January and July. Each convention has an estimated attendance of around 3,000 participants. Along with the PACVB, we also contracted the 2020 Aldersgate Renewal Conference; this is a Christian based conference that is held in July. The Civic Center Scoop hosted At-Large Councilmember Sid Ruckriegel about the George Washington Day Banquet and Lisa Scott with the Official Spring Home Show.

Sales and Marketing Committee:

In the absence of Commissioner Dalfonso, Chairman DiGiallonardo turned the floor over to Jess McMullin. The committee had not met, due to scheduling difficulties. Customer Service scores for January were 9.5, with six surveys returned. Customer Services scores YTD are 9.3.

Capital Committee:

Commissioner Bartolo reported that the Capital Committee had met and have no action items to put before the PCCA.

Finance Committee:

Commissioner Pratima Gandhi reported that the committee had met and turned the floor over to Director of Finance Danette Snopek. January financials consisted of 115 actual events versus 122 budgeted with event income over budget by \$133,000 and other income was over budget by \$9,000. In the convention center, twenty-one banquets occurred versus twenty-two budgeted and ten meetings compared to ten budgeted. The Gimme Shelter event and Bradley Baseball Practice were unbudgeted. In the arena, the Avenged Sevenfold concert and Jeff Dunham exceeded budget. X-treme International Ice Racing occurred in January but was budgeted in February. Rivermen were over budget by 2,000 attendees and Bradley held five games versus a budget of four. Non-Operating income is over budget by \$51,000.

Old Business: None

New Business:

Cara Allen, Vice President of Marketing and Operations for the PAVCB reported the implementation plans for the 2018 IHSA State Basketball Championships are in full swing. The new text alert program for area businesses is going well, with over 50 businesses already signed up.

Public Comment: None

Noting there was no need for an Executive Session; Chairman DiGiallonardo reminded everyone that the next PCCA meeting will be held March 22, 2018. 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 Bartolo. Seconded by Commissioner Ghandi. Passed unanimously by voice vote.

Meeting adjourned at 8:23 a.m.