



PEORIA CIVIC CENTER®

**PCCA MEETING
MINUTES
March 27, 2020**



PEORIA CIVIC CENTER®

PEORIA CIVIC CENTER AUTHORITY
Minutes of March 27, 2020
Meeting FY20 No. 7

Chairman Bartolo called the regular meeting of the Peoria Civic Center Authority to order at 12:01 p.m., Friday, March 27, 2020 at the Peoria Civic Center via conference call.

VOTING AUTHORITY MEMBERS PRESENT:

Chairman Matthew Bartolo
Commissioner Robert Manning
Commissioner Henry Vicary
Commissioner Yvonne Greer-Batton
Commissioner Michael Eddlemon

VOTING AUTHORITY MEMBERS ABSENT:

Commissioner Pratima Gandhi
Commissioner Laith Al-Khafaji

NON-VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Deborah Roethler
Commissioner Sid Ruckriegel
Commissioner Richard Semonis
Commissioner Joseph Dalfonso

NON-VOTING AUTHORITY MEMBERS ABSENT:

Commissioner Sylvia Hasinger

SMG/PCC STAFF PRESENT:

Rik Edgar, General Manager
Mindi Baumann, Interim Director of Finance
Will Kenney, Director of Operations
Adam Smith, Director of Booking
Sarah Luthy, Director of Food & Beverage
Erin Schaefer, Senior Sales Manager

OTHERS IN ATTENDANCE:

Dave Stuckel, PCCA Legal Counsel

Chairman Bartolo called the meeting to order at 12:01 pm. He requested that a roll call be taken. Quorum present.

Chairman Bartolo requested a motion to proceed with the meeting solely by automated attendance.

Motion to proceed with PCCA meeting solely by automated attendance:

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

Chairman Bartolo requested a motion to approve the minutes of the February 27, 2020 PCCA meeting minutes.

Motion to Approve Regular Meeting Minutes of February 27, 2020 Meeting:

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

General Manager Report:

General Manager Rik Edgar reported that February was very good month. Revenue was up by \$300,000 ahead of budget, we were projecting to be in the black by \$337,000. Due to the COVID-19 pandemic, to date we have lost 1.3 million dollars in revenue so far for this fiscal year.

Most all ticketed events have been rescheduled for either this fiscal year, but some were rescheduled for FY21.

Food & Beverage Report:

Director of Food and Beverage Sarah Luthy that February was also a very good month for SAVOR. She wanted to give kudos to the concessions staff on their outstanding job at the Luke Combs concert. A plan was devised and executed perfectly.

Facility and Operations Report:

Director of Operations Will Kenney filed his report and was accepted as written by the PCCA board.

Due to the COVID-19 pandemic, he reported what steps had been taken to secure the building and reduce operating costs:

1. The building has been totally locked down to prevent anyone from entering. Security is doing their walk throughs to prevent anyone from entering.
2. All unnecessary equipment and systems have been shut down to reduce gas and electricity usage. Ice out was completed and the system was shut down. Other systems have been adjusted to reduce usage. Maintenance comes in regularly to make sure that systems are working properly.
3. SAVOR has condensed all coolers and freezers. Unused coolers and freezers have been turned off.
4. Maintenance agreements for equipment that is not in use have been suspended.

Marketing Report:

Director of Booking Adam Smith reported that the monthly Turnkey report showed that scores for the month of February were down slightly, due to Monster Jam.

Rescheduled ticketed events will be posted on our web site and social media.

Convention Center Sales Report:

Senior Sales Manager Erin Schaeffer reported that for the month of February we received twenty-one leads, wrote thirteen proposals and executed ten contracts.

Convention Center hosted in the month of February: Midwest Truckers, IHSA Chess and Speech, IESA Chess and several large banquets and meetings.

Have been working with clients about rescheduling their events. Most have rescheduled for later this summer or fall. Only one small meeting has canceled altogether.

Finance and Facility Committee:

In Commissioner Gandhi absence, Commissioner Manning reported that the committee had met and turned the floor over to Interim Director of Finance, Mindi Baumann. February was another successful month with forty-seven event days and 81,000 patrons attending. The month ended with an Adjusted Gross Income of \$951,000 which is \$300,000 over budget.

The City of Peoria has informed the Peoria Civic Center that HRA taxes will be down or non-existent due to the COVID-19 pandemic.

PACVB Report:

Commissioner Dalfonso reported that the PACVB has been closely monitoring the legislation on the stimulus and grant monies to help businesses that have been closed by the virus.

Old Business: None

New Business: ASM Contract and Incentive Program:

Chairman Bartolo turned the floor over to PCCA legal counsel, David Stuckel, who explained the new incentive program to the PCCA board. This agreement will take affect on September 1, 2020.

Chairman Bartolo requested a motion to approve the new ASM Contract and Incentive Program.

Motion to Approve ASM Contract and Incentive Program

Moved: Commissioner Manning. Seconded: Commissioner Vicary.

Chairman Bartolo called for a roll call vote. Motion passed unanimously

Public Comment: There was no Public Comment.

Noting there was no need for an Executive Session; Chairman Bartolo reminded everyone that the next regular PCCA meeting will be held April 27, 2020 at 4:00 pm, in a location TBD. A reminder will be sent out one week prior to the meeting.

Adjournment:

Chairman Bartolo requested a motion to adjourn

Motion to Adjourn :

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

Meeting adjourned at 12:33 p.m.