



PEORIA CIVIC CENTER®

PEORIA CIVIC CENTER AUTHORITY  
Minutes of September 26, 2019  
Meeting FY19 No. 1

Chairman DiGiallonardo via tele-conference called the regular meeting of the Peoria Civic Center Authority to order at 4:03 p.m., Thursday, September 26, 2019 at the Peoria Civic Center in Meeting Room 220.

VOTING AUTHORITY MEMBERS PRESENT:

**Chairman Paul DiGiallonardo : Tele-Conference**  
**Commissioner Pratima Gandhi**  
**Commissioner Greer-Batton**  
**Commissioner Matthew Bartolo**  
**Commissioner Robert Manning**  
**Commissioner Henry Vicary**

VOTING AUTHORITY MEMBERS ABSENT:

**Commissioner Laith Al-Khafaji**

NON-VOTING AUTHORITY MEMBERS PRESENT:

**Commissioner Sid Ruckriegel**  
**Commissioner Roethler**  
**Commissioner Dalfonso**  
**Commissioner Michael Eddlemon**

NON-VOTING AUTHORITY MEMBERS ABSENT:

**Commissioner Sylvia Hasinger**

SMG/PCC STAFF PRESENT:

**Rik Edgar, General Manager**  
**Danette Snopek, Director of Finance**  
**Sarah Luthy, Director of Food & Beverage**  
**Will Kenney, Director of Operations**  
**Adam Smith, Director of Booking**  
**Erin Schaefer, Senior Sales Manager**

OTHERS IN ATTENDANCE:

**Dave Stuckel, PCCA Legal Counsel**

Chairman DiGiallonardo called the meeting to order at 4:03 pm. He requested that a roll call be taken. Quorum present.

Chairman DiGiallonardo requested a motion to approve the minutes of the August 29, 2019 PCCA meeting minutes.

Commissioner Greer-Batton made a motion to amend the meeting minutes of August 29, 2019 to include: deferred maintenance from lack of Capital Funds to avoid significant operational problems and The Strategic Planning Committee will review the new business plan.

**Motion to Amend Meeting Minutes of August 29, 2019 Meeting:**

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

**General Manager Report:**

General Manager Rik Edgar reported that the merger of SMG and ASM Global has been completed and will be effective as of October 1, 2019. With this merger, it will enhance our ability to outreach for talent rather than relying on just facility management resources.

Before accountant audit, the facility is ahead of budget by \$945, 219 for FY19. Adjusted gross income was up by \$1,378,977 versus FY18 and net income is \$1.07 million better than same time period. Gross Ticket Sales for FY19 are at 14.9 million. Previous venue record was \$11,675,988 in FY13 and five year average was just under \$8.9 million.

August was a very strong month for the Theater. With a sold out Weird Al Yankovich concert, Brandi Carlile, Tom Segura, Happy Together and first time Cody Jinks all exceeded expectations.

**Food & Beverage Report:**

Director of Food and Beverage Sarah Luthy introduced Chef Leo Carney, who in turn introduced a new dessert which will be included in the new backstage action stations. A mini apple pie taco was presented to the board. Banana Foster was served to the Weird Al Yankovich tour and a vegan menu was served to the Hairball band and both groups were extremely pleased and even posted it on social media.

Commissioner Manning requested more information about having the highest per-caps of alcohol for the Cody Jinks concert. She reported that after contacting other venues that had hosted the performer, they offered her insight to what patrons were consuming. They put together a plan and executed that plan, with no more than three to four patrons deep at any given time. The board congratulated her team.

**Facility and Operations Report:**

Director of Operations Will Kenney reported that the LED lighting project for the parking lot is complete and have received great feedback on how much brighter and safer the parking lot is.

Natural Gas and Electrical usage for the month of August was below average and also below the twelve year history average. FY18 electrical usage was up slightly due to The Lion King was in the theater for almost four weeks. With the increase of the volume of events in the facility, we have still seen good energy savings.

**Marketing Report:**

Director of Booking Adam Smith reported that the monthly Turnkey report showed that we met or exceeded SMG average in all categories. The four concerts that were held in the month of August scored an 8.3 average or better.

### **Convention Center Sales Report:**

In the absence of Director of Sales Jess McMullin, Erin Schaefer, Senior Marketing Manager reported that the sales team for the month of August acquired thirty-one leads, wrote twenty-one proposals and executed eight contracts.

Usually August is a slow month for convention sales but this month we more than doubled our revenue. Jess McMullin is attending a Small Market Meeting along with Joni Staley of the PACVB in Green Bay, Wisconsin. This is a meeting with event planners to cultivate relationships and entice them to Peoria and see what we have to offer. Erin Schaefer will be attending meetings in late October and one in November. Jess and Erin will be attending another conference at the beginning of November.

### **Strategic Planning Committee:**

In the absence of Commissioner Hasinger, Commissioner Vicary reported that the Strategic Planning Committee had their initial meeting this morning with positive results. Scope and collaboration between the PCCA board, City Hall and PCC are crucial for success. A list of questions will be presented to the board and PCC staff to ensure that the committee is on the right track. Feedback from patrons and to let their voices be heard is also key. A good understanding of financials, so the committee has a better understanding of the long term vision for the PCC.

### **Finance Committee:**

Commissioner Gandhi reported that the committee had met and turned the floor over to General Manager, Rik Edgar. The General Manager welcomed Director of Finance, Danette Snopek back. The Flex Analysis report showed that with several unbudgeted concerts in the Theater, service revenues and expenses towards those events were up and we netted about \$50,000 more than projected.

The PCC formally closed out FY19, where we showed more ancillary income and Ticketmaster rebates. Venue has been in the black only one other time since the annex was built and that came in around \$32,000. For FY19 we are in the black by about one-half million.

The FY20 budget was presented to the Peoria City Council and was adopted with no dissent. The board thanked the PCC staff for all their efforts.

### **Old Business: Ice Floor/Refrigeration Options**

Director of Operations, Will Kenney presented his report on what the options are when the R-22 refrigerant for the ice rink ceases production at the end of this year. Prices for the R-22 refrigerant have tripled within the last two years. We cannot use another type of refrigerant, due to the system that we have. Also the age of the chillers and compressors that run the system are original to the building. The condenser was last replaced in 2000. Two options were presented to the board. Option 1: Stockpile the R-22 with enough to last two years or more. We have the safe space to store it and it has no expiration date. Peoria Fire Department just requires that it is reported annually. We also have the option of selling any unused R-22 to other venues. Option 2: Replace the system. This would require a twelve week down time in the Arena. After a lengthy discussion, the board has asked the Director of Operations to submit a report in October compiling a five year analysis on loss of revenue if decision is made to replace.

### **New Business: PACVB**

Chairman DiGiallonardo welcomed back Commissioner Dalfonso in his new role as President of the PACVB.

Commissioner Dalfonso reported that he has appreciated all the help that he has received and with the monthly meetings and collaboration with the PCC sales staff.

Chairman DiGiallonardo thanked the PCC staff for an excellent fiscal year.

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

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

**Adjournment:**

Chairman DiGiallonardo requested a motion to adjourn.

**Motion to Adjourn:**

Motion made by Commissioner Manning. Seconded by Commissioner Gandhi . Motion passed unanimously.

Meeting adjourned at 4:52 p.m.