

PEORIA CIVIC CENTER AUTHORITY
Minutes of the July 23, 2020
Meeting FY20 No. 11

Chairman Bartolo called the regular meeting of the Peoria Civic Center Authority to order at 4:01pm., Thursday, July 23, 2020 at the Peoria Civic Center via video & conference call.

VOTING AUTHORITY MEMBERS PRESENT:

Chairman Matthew Bartolo
Commissioner Henry Vicary
Commissioner Robert Manning
Commissioner Michael Eddlemon
Commissioner Richard Semonis

VOTING AUTHORITY MEMBERS ABSENT:

Commissioner Yvonne Greer-Batton
Commissioner Laith Al-Khafaji

NON-VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Deborah Roethler
Commissioner Cristell Frausto Aboytes

NON-VOTING AUTHORITY MEMBERS ABSENT:

Commissioner Sid Ruckriegel
Commissioner Joseph Dalfonso

SMG/PCC STAFF PRESENT:

Rik Edgar, General Manager
Mindi Baumann, Interim Director of Finance
Sarah Luthy, Director of Food & Beverage
Will Kenney, Director of Operations
Erin Schaefer, Senior Sales Manager
Beau Sutherland, Business Development Manager

OTHERS IN ATTENDANCE:

Robert Gates, PCCA Legal Counsel

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Chairman Bartolo called the meeting to order at 4:01pm. He requested that a roll call be taken, Quorum present.

Chairman Bartolo requested a motion that the Commission waive the requirement that a quorum of its members be physically present and that this meeting proceed through means of electronic communication as permitted in the Executive Order 2020-07.

Motion to proceed with PCCA meeting solely by automated attendance:

Moved: Commissioner Manning. Seconded: Commissioner Eddlemon. Passed unanimously by roll call vote.

Motion to Approve Regular Meeting Minutes of June 25, 2020 Meeting:

Moved: Commissioner Eddlemon. Seconded: Commissioner Vicary. Passed unanimously by roll call vote.

General Manager Report:

General Manager Rik Edgar stated that operation income year to date is \$58,790. FY20 financial projections are now showing a loss of (\$359,677). The PCC would have made budget if they were working from the FY19 budget of (-\$390,000). Rik thanked staff for their outstanding effort in working to cut expenses. There will be no funding from the city for the rest of FY20. Rivermen are planning on a late December 2020 start date. Staffing expenses were reduced by 64% versus the total average first six months of the fiscal year. The American Theater Guild is doing well with the 2020-2021 BTS renewals. They are using mailers and direct contact with members to help them with the transition to the new renewal process. Customers are being offered incentives for renewing early and also being given refund possibilities with the unknown of the coming year. Commissioner Vicary asked what we can learn from the Theater Guild. With this new partnership the Peoria Civic Center can learn better ways to reach our audiences. Commissioner Rick Semonis reported on the modified St. Jude Telethon that was held in the exhibit hall. He said staff did a fantastic job with the event.

Facility and Operations Report:

Director of Operations Will Kenney reviewed his report. In June we used zero natural gas. Electrical usage was reduced 62%. The tenants were cleaned and serviced. This helps with airflow and leaks. The fire extinguisher and alarm inspections were completed. They all passed. Planning for the St. Jude Telethon was a great team effort. It took three weeks, working a little at a time. A good job was done to spread things out for social distancing.

Safety and Policy Committee Report:

Commissioner Mike Eddlemon reported on the first Safety and Policy Committee meeting. They are working to see what it will take to re-open the Peoria Civic Center. They are monitoring where Peoria is as far as COVID-19. They are also looking for any grant opportunities. Chairman Bartolo stated staff has been very productive with conservations. Commissioner Eddlemon stated it was good to have people from the safety and medical fields at the meeting. General Manager Rik Edgar stated corporate has released the first draft of the ASM VenueShield Reactivation Guide (Guide). Venue safety meetings

will be held every month. Signage is going to be the most crucial element to create customer awareness when re-opening. Chairman Bartolo requested the Guide be sent out to all PCCA members. Staff is working to edit the documents for our specific building. As soon as that has been done, the document will be sent to the PCCA members. Chairman Bartolo stated the first meeting was very productive.

Capital Committee Report:

Chairman Bartolo gave an update. Currently the committee is focusing on the prioritization of capital projects needed and the grant criteria. Commissioner Roethler stated they are exploring options and that she was given a good orientation on the job of the Capital Committee. Director of Operations Will Kenney said it was a good meeting and they are getting guidance from contractors to be ready to move when the grant money has been received. Commissioner Frausto stated she got a better idea of the duties of the Capital Committee.

Finance and Facility Committee:

Interim Director of Finance Mindi Baumann presented the June 2020 financial report. We had no events in June due to COVID-19. Service revenue and expenses were recorded for IHSA and other cancelled events. \$6,000 in other income was received from the sale of the Winterfest tent. We received a credit for cable service. We received the \$19,000 credit from the utility company due to the previously reported broken meter. General Manager Rik Edgar updated that staff is continuing to work to collect Accounts Receivable and it is going well. Commissioner Robert Manning reviewed the FY21 Budget – 1st Revision with the PCCA. He stated this is the most realistic budget for FY21.

Motion to Post the FY21 Budget - 1st Revision as Final for 30 Days to the Public:

Moved: Commissioner Manning. Seconded: Commissioner Semonis. A roll call vote was taken and passed unanimously.

Convention Center Sales Report:

Senior Sales Manager Erin Schaefer reported she is continuing to work with clients on rescheduling and extending contracts for events that have been postponed due to COVID-19. Spring time is beginning to look better. General Manager Rik Edgar stated that prior to the next meeting, the HRA report will be sent out.

PACVB Report:

Commissioner Dalfonso was unable to attend the meeting. His report was included in the packet for PCCA review.

Old Business: NONE

New Business: NONE

Public Comment: There was no Public Comment.

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Noting there was no need for Executive Session; Chairman Bartolo reminded everyone that the next regular PCCA meeting will be held August 27, 2020 at 4:00pm, in a location TBD.

Adjournment:

Chairman Bartolo requested a motion to adjourn.

Motion to Adjourn:

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