

## FINANCE COMMITTEE MEETING MINUTES

November 29, 2016

11:30 AM - 2<sup>nd</sup> floor conference room – Peoria Civic Center

PRESENT:	ROBERT MANNING	PEORIA CIVIC CENTER AUTHORITY
	PAUL DIGIALLONARDO	PEORIA CIVIC CENTER AUTHORITY
	JIM LYNCH	PEORIA CIVIC CENTER AUTHORITY
	JIM SCROGGINS	CITY OF PEORIA
	ANNE CLAYTON	PEORIA CIVIC CENTER
	DANETTE SNOPEK	PEORIA CIVIC CENTER
	DAWN HOLLY	PEORIA CIVIC CENTER
	ANDREW VANDEWEGHE	PEORIA CIVIC CENTER
	WILL KENNEY	PEORIA CIVIC CENTER
	ERIN SCHAEFER	PEORIA CIVIC CENTER
	JESSICA MCMULLIN	PEORIA CIVIC CENTER
	BEAU SUTHERLAND	PEORIA CIVIC CENTER
	BEN HOLETON	PEORIA CIVIC CENTER
	STEVEN PERRONE	CLIFTON LARSON ALLEN
	ADAM PULLEY	CLIFTON LARSON ALLEN
	LINDSEY SAMP	CLIFTON LARSON ALLEN

### **Call to Order**

The meeting was called to order by Robert Manning at 11:30 am.

### **Finance Meeting Minutes**

Jim Scroggins made a motion to approve the minutes from the October 25, 2016 meeting. It was seconded by Jim Lynch. The motion was passed unanimously.

### **New Business –**

#### **Fiscal Year 2016 Audit – Clifton Larson Allen**

Steven Perrone presented the 2016 Audit Closing Discussion. Clifton Larson Allen issued an unmodified audit opinion over financial statements.

#### **October 2016 Financial Statements**

Danette Snopek reported there were 64 event days versus a budget of 61. Event income was over budget by \$204,008. Operating Income was over budget by \$227,357. In the Convention Center, the consumer show Life Expo was unbudgeted. Two conventions came in 27% over budget combined. Two large meetings were booked that caused this category to be over budget by \$10,000. In the arena, the Bassnectar concert was 763 patrons over budgeted attendance and 67% over budget. The two Rivermen games were 29% under budget. In the theater, the Garrison Keillor show was substantially over budget and the Michael Carbonaro show was unbudgeted. Octonauts did not meet budgeted expectations.

The sixteen shows of Wicked came in over budget by \$133,000. This was due to 3,151 more patrons attending than budgeted as well as higher per cap spending in all the ancillary income categories. Anne reported they continue to work hard on Arena concerts for FY17. FFDP/Shinedown did well in November, but the numbers are not finalized yet. Also in November, Tedeschi Trucks Band and Kip Moore both came in over budget. Other Income is under budget due to a suite being open. It was reported by Beau Sutherland that a contract has been signed in November for that suite.

#### **Business Insurance Renewal**

Danette Snopek presented the Business Insurance Renewal from Liberty Mutual. A motion was made by Paul DiGiallonardo to accept the 2016-2019 coverage renewal and present this contract renewal to the PCCA for approval at the meeting on December 1, 2016. It was seconded by Jim Scroggins. The motion was passed unanimously. Anne Clayton recognized Will Kenney for his safety precautions that he continuously works on with staff.

#### **Heart Technologies**

Heart Technologies provides our desktop and phone support. A 1 year contract for \$12,479 / month was presented. Paul DiGiallonardo made a motion to present this contract renewal to the PCCA for approval at the meeting on December 1, 2016. It was seconded by Jim Lynch. The motion was passed unanimously.

#### **Siemens Maintenance Agreement**

Will Kenney presented a \$28,220 annual three year maintenance agreement with Siemens Building Technologies for our building HVAC and lighting control systems. This is a sole source vendor. Paul DiGiallonardo made a motion to present this renewal to the PCCA for approval at the meeting on December 1, 2016. It was seconded by Jim Scroggins. The motion passed unanimously.

### **Finance Committee Threshold Approval Discussion**

Will Kenney presented a memo outlining the approval guidelines for the Capital Committee.

The following guidelines are used for the Capital Committee:

Up to	9,999	SMG Staff
10,000	24,999	Capital Committee
25,000	and Above	Peoria Civic Center Authority

Jim Lynch made a motion that the Finance Committee use the same guidelines as the Capital Committee. It was seconded by Jim Scroggins. The motion was approved unanimously.

Danette Snopek will create a memo for the December 1, 2016 PCCA meeting outlining these guidelines for the Finance Committee.

### **HRA Funding Requests –**

The grant approval process was discussed. Paul DiGiallonardo stated that we need to continue the approval of grants at the Finance Committee meetings.

### **American Legion Annual Convention 2018 – Event Cancelled**

**2018 - \$31,684**

Erin Schaefer reported the American Legion Annual Convention 2018 cancelled.

### **IL Great Rivers Annual Conference – Requested Amounts:**

**2018 - \$40,000, 2019 - \$40,000, 2020 - \$40,000, 2021 - \$40,000, and 2022 - \$40,000**

Paul DiGiallonardo made a motion to approve the request. It was seconded by Jim Lynch.

The motion was passed unanimously.

### **2019 Illinois State Medical Society Annual Meeting – Requested Amounts:**

**2019 - \$24,160**

Jim Lynch made a motion to approve the request. It was seconded by Jim Scroggins. The motion was passed unanimously.

### **IESA State Chess Tournament – Requested Amount –**

**2019 - \$11,000, 2020 - \$11,000, and 2021 - \$11,000**

Paul DiGiallonardo made a motion to approve the request. It was seconded by Jim Lynch.

The motion was passed unanimously.

**Skyward User Group – Requested Amount -**

**2018 - \$5,000, 2019 - \$5,000, and 2020 - \$5,000**

Jim Lynch made a motion to approve the request. It was seconded by Paul DiGiallonardo.

The motion was passed unanimously.

**Xcel Regional Gymnastics Meet – Requested Amount –**

**2017 - \$36,000**

Paul DiGiallonardo made a motion to approve the request. It was seconded by Jim

Scroggins. The motion was passed unanimously.

**Additional Tourism Grant Information**

On future grant requests the committee has requested information regarding the R Tax and the estimated Total Event Income for the event.

The travel/spending plan for the Joint Marketing Fund will be presented at the Finance Committee Meeting in January.

**Adjournment**

Jim Lynch made a motion to adjourn the meeting at 12:30 pm. It was seconded by Paul DiGiallonardo. The motion was passed unanimously.