



## PEORIA CIVIC CENTER AUTHORITY – FINANCE COMMITTEE

**December 7, 2021 at 11:30AM – Regular Meeting No. 3**

### **MINUTES**

Chairman Ross called the regular meeting of the Finance Committee of the Peoria Civic Center Authority to order at 11:31 a.m., Tuesday, December 7, 2021 at the Peoria Civic Center via video, conference call, and in person.

#### **Present:**

**Chairman Karrie Ross**  
**Commissioner Richard Semonis**  
**Commissioner Robert Manning**  
**Commissioner Lon Lyons**  
**Commissioner Kyle Cratty**  
Commissioner Matt Bartolo  
General Manager Rik Edgar  
Director of Finance Mindi Baumann  
Director of Operations Will Kenney  
Director of Sales and Marketing Beau Sutherland  
Sales Manager Marilyn Messmer  
PCC Booking Coordinator Ashley Clayton  
PCC Accounting Staff Dawn Holly  
Legal Counsel Robert Gates

Chairman Ross requested that roll call be taken, Quorum present.

#### **Motion of Unanimous Consent to proceed with the Finance Committee meeting by automated attendance:**

Passed unanimously by voice vote.

#### **Regular Business:**

##### **October 2021 Financial Statements**

Director of Finance Mindi Baumann reviewed the types of settlements we use and explained the details of what is included in each of them. When reviewing the financial statements using the Total Event Income line gives the best representation of how the events did for the month. This is because there are so many different factors that determine each line item for different types of events. Director of Finance Mindi Baumann reviewed the October 2021 Financial Statements. We had 17 event days with an attendance of 12,765. All events this month met or exceeded budget. Adjusted

Gross Income is down this month actual vs budget due to 13 events being cancelled or rescheduled. Net Salaries and Utilities were reclassified to the deferred grant. Operating Expenses were up due to the purchase of refrigerant. Repairs and Maintenance Expenses were up due to Zamboni repairs. Utilities were down due to the expenses being moved to SVOG. HRA Tax Revenue was not recognized because documentation was not available from the City at the time of closing our October books. Director of Finance Mindi Baumann reviewed the new Deferred Grants spreadsheet. General Manager Rik Edgar stated we had a really good month and hit our show budget for each event this month. He also stated we have a new Ticketmaster deal that ASM brought and we are seeing good signs in the theater.

**Consent Agenda Items:**

- 1. Minutes from the October 26, 2021 Finance Committee Meeting**
- 2. Recommendation to submit Financial Report to PCCA**

**Motion of Unanimous Consent to Approve Consent Agenda Items as presented:**

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

**Discussion/Informational Items:**

**1. Insurance – Cyber Liability Insurance and Director & Officer Insurance**

John Kovach with Amicus Insurance Services, LLC is continuing to work on information to share with the PCCA regarding this insurance.

**Action Items:**

**1. Heart Managed Services, Backup & Phone Agreement Recommendation: Accept the Proposal and Proceed with Purchasing the 3-Year Managed Services, Backup & Phone Agreement from Heart Technology for \$12,076.00 Monthly with a One-Time Implementation Fee of \$1,595.00.**

Director of Operations Will Kenney explained that the current phone system is 23 years old. The new system will include approximately 50 phones. The phones will be for staff, events, and conference rooms.

**Motion to Approve the Heart Managed Services, Backup & Phone Agreement Recommendation: Accept the Proposal and Proceed with Purchasing the 3-Year Managed Services, Backup & Phone Agreement from Heart Technology for \$12,076.00 Monthly with a One-Time Implementation Fee of \$1,595.00.**

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

**2. Johnson Controls Service Agreement Recommendation: Accept the Proposal and Proceed with Purchasing the 3-Year Planned Service Agreement for \$36,150.00.**

The 3-Year Planned Service Agreement was discussed. It was decided to only accept a 1-Year Plan then go out for a competitive RFQ.

**Motion to Approve the Heart Managed Services, Backup & Phone Agreement for 1-Year of Planned Service at a cost of \$36,150.00**

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

**3. Request for Disposal of Equipment**

**Motion to Approve Disposal of Equipment as presented in Memo Dated December 7, 2021:**

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

**4. Grant Request – Clean Water Celebration – April 2023 – Transfer 2022 Grant**

Director of Sales and Marketing Beau Sutherland introduced the new Sales Manager Marilyn Messmer. He informed the committee that in the future she will be the one presenting the funding requests.

The grant request is to transfer the 2022 \$7,000 approved grant to their April 2023 event. The grant money would still be used for Facility Rental.

**Motion to Approve the Clean Water Celebration – April 2023 – Transfer 2022 Grant in the Amount of \$7,000.00 Request:**

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

**5. Grant Request – IL Great Rivers Annual Conference – June 2023 – Transfer 2021 Grant**

The grant request is to transfer the 2021 \$42,500 approved grant to their June 2023 event. The grant money would still be used for Facility Rental.

**Motion to Approve the IL Great Rivers Annual Conference – June 2023 – Transfer 2021 Grant in the Amount of \$42,500 Request:**

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

**Adjournment:**

Chairman Ross requested a motion to adjourn.

**Motion to Adjourn:**

Motion made by Commissioner Semonis. Motion passed unanimously by voice vote.

Meeting adjourned at 12:16 p.m.