



PEORIA CIVIC CENTER®

PEORIA CIVIC CENTER AUTHORITY  
Minutes of June 28, 2018  
Meeting FY18 No. 10

Chairman DiGiallonardo called the regular meeting of the Peoria Civic Center Authority to order at 4:00 p.m., Thursday, June 28, 2018 at the Peoria Civic Center in Meeting Room 401.

VOTING AUTHORITY MEMBERS PRESENT:

**Commissioner Matthew Bartolo**  
**Commissioner Robert Manning**  
**Commissioner Joseph Dalfonso**  
**Chairman Paul DiGiallonardo**

VOTING AUTHORITY MEMBERS ABSENT

**Commissioner Sylvia Hasinger**  
**Commissioner Pratima Gandhi**  
**Commissioner Greer-Batton**

NON-VOTING AUTHORITY MEMBERS PRESENT:

**Commissioner Laith AlKhafaji**  
**Commissioner Sid Ruckriegel**

NON-VOTING AUTHORITY MEMBERS ABSENT:

**Commissioner James Lynch**  
**Commissioner Don Welch**

SMG/PCC STAFF PRESENT:

**Rik Edgar, General Manager**  
**Danette Snopek, Director of Finance**  
**Jess McMullin, Director of Sales & Marketing**  
**Clare Zell, Marketing Coordinator**  
**Stephan Hefler, Box Office Manager**  
**Whitney Mills, Marketing Intern**

OTHERS IN ATTENDANCE:

**Dave Stuckel, PCCA Legal Counsel**  
**Cara Allen, PACVB**

Chairman DiGiallonardo called the meeting to order at 4:00 pm. He requested that a roll call be taken. Quorum present.

Chairman DiGiallonardo requested a motion to approve the minutes of the May 24, 2018 PCCA meeting minutes.

**Motion to Approve Meeting Minutes of May 24, 2018 Meeting:**

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

Chairman DiGiallonardo requested a motion to approve the minutes of the June 8, 2018 PCCA meeting minutes.

**Motion to Approve Meeting Minutes of June 8 , 2018 Meeting:**

Moved: Commissioner Bartolo. Seconded: Commissioner Dalfonso. Passed unanimously by voice vote.

**General Manager Report:**

General Manager Rik Edgar reported that Broadway season tickets went on sale to the general public. Jason Aldean and PJ Masks and I Mom So Hard were almost sold out events. In the theater, Derek Hough tickets went on sale and sales are extremely strong for an event almost a year out. Also in the theater we announced Daniel Tiger and Ghost on November 2<sup>nd</sup>. 70% of tickets have already been purchased. In the arena, we will host God Smack/Shinedown concert on September 30<sup>th</sup> and Lynyrd Skynyrd for November 3<sup>rd</sup>. Ticket sales for both concerts are selling extremely well.

**Food & Beverage Report:**

Director of Food and Beverage Sarah Luthy was absent and board admitted the report as written. Commissioner Manning inquired about any concession improvements that are scheduled for FY19. General Manager, Rik Edgar informed the board that an update will be given at the next PCCA meeting.

**Facility and Operations Report:**

Director of Operations Will Kenney was absent and board admitted the report as written. Commissioner Bartolo updated the board on the arena LED lighting project. Bid has been awarded and materials have been ordered. Lexus club renovation should be completed by the end of July.

**Marketing Report:**

Marketing Coordinator Clare Zell reported that Broadway season tickets went on sale to the general public on June 18<sup>th</sup>. Mini season tickets will go on sale July 10<sup>th</sup>. This allows patrons to purchase two or three shows instead of a whole season. Individual tickets for the Lion King will go on sale August 17<sup>th</sup>. In conjunction with Ticketmaster, the marketing department and box office have been working to identify websites that sell tickets to bogus shows or concerts that state the event will be hosted here at the PCC. Warnings have been posted on social media websites and the PCC website on how to identify them. Clare Zell introduced our new summer marketing intern, Whitney Mills to the board.

**Convention Center Sales Report:**

Director of Sales and Marketing Jess McMullin reported that the sales team for the month of May acquired fifty-three leads, wrote twenty-eight proposals, and executed thirteen signed contracts. IESA have extended their contracts through 2027. Snap-On Tools, a first time client hosted a tradeshow and seminars. They were impressed with the facility and staff and remarked that they would be back. The promotional flyers for the Broadway theater series, the dinner and show promotion have been distributed and have already booked two groups. This is for groups of 25 or more. We welcomed the Courageous Pacers into the facility. This is a group of special needs children who walk for charity and usually finish with a mile walk along the riverfront. Due to inclement weather, they finished their mile in Hall D.

**Booking Report:**

Stephan Hefler, Box Office Manager, reported that we announced two concerts in the arena with God Smack and Shinedown and Lynyrd Skynyrd. In the theater we announced Daniel Tiger and Derek Hough. Rivermen 2018-2019 season schedule was announced and now waiting for Bradley to confirm their schedule with the Missouri Valley Conference.

**Sales and Marketing Committee:**

Commissioner Dalfonso reported that the committee had met in June. The committee is working on the strategic plan for FY19. It will be presented to the board at the July PCCA meeting. Committee members have been providing leads for potential sponsorships for the arena LOFTS to Beau Sutherland. Customer Service scores with 12 surveys returned is a 9.1. YTD average is 9.2.

**Capital Committee:**

Commissioner Bartolo reported that the committee had met in June. Committee has gone over the Capital budget and projects that have been deferred and what the priorities are.

**Finance Committee:**

In the absence of Commissioner Gandhi, Commissioner Manning turned the floor over to Director of Finance Danette Snopek. May financials consisted of 45 actual events versus 47 budgeted with event income under budget by \$119,000. In the convention center, seven banquets occurred versus twelve budgeted and five meetings compared to five budgeted. The Unity Point Employees Recognition banquet exceeded budget. The PJS The Best of the Best banquet was unbudgeted. A new event, Snap-On North Central Franchise Development Training was also an unbudgeted event. In the arena, Jason Aldean was and unbudgeted concert and had attendance over 7,000. In the theater one concert, Three Dog Night was also unbudgeted. Family show PJ Masks was almost sold out and was not budgeted. Non-Operating income, HRA was under budget by \$146,000. Commissioner Manning informed the board that at the next PCCA meeting will be reviewing and voting on the budget for FY19.

**Old Business: None**

**New Business:**

Cara Allen from the PACVB reported that the Meeting in Peoria campaign is going very well. Updated photographs have been taken of the facility to be included in the new brochure. Also the PCC was included in about \$24,000 worth of advertising. On the digital side, in the month of May the PCC had over 70,000 impressions and 2600 clicks.

**Public Comment: None**

Noting there was no need for an Executive Session; Chairman DiGiallonardo reminded everyone that the next PCCA meeting will be held July 26, 2018 at 4:00 pm, in meeting room 401. A reminder will be sent out one week prior to the meeting.

**Adjournment:**

Chairman DiGiallonardo requested a motion to adjourn.

**Motion to Adjourn:**

Moved by Commissioner Bartolo. Seconded by Commissioner Manning. Passed unanimously by voice vote.

Meeting adjourned at 4:29 p.m.