Chairman Silverthorn called the regular meeting of the Peoria Civic Center Authority to order at 4:05 p.m., Thursday, October 25, 2012 at the Peoria Civic Center in Meeting Room 405.

**AUTHORITY MEMBERS PRESENT:**
Chairman Dan Silverthorn
Commissioner Harold Burdess
Commissioner Patrick Roesler
Commissioner Leonard Unes
Commissioner Bob Manning
Commissioner Ryan Spain
Commissioner Mark Wright

**AUTHORITY MEMBERS ABSENT:**
Commissioner Sylvia Hasinger
Commissioner Laraine Bryson

**SMG/PCC STAFF PRESENT:**
Jim Wetherington, General Manager
Shaun Schoonover, Asst. General Manager/Director of Finance
Will Kenney, Director of Operations
Robin Barnes, Director of Convention Sales
Kim Strong, Facility Manager

**OTHERS IN ATTENDANCE:**
Bill Woosley, General Manager, Centerplate
Dave Stuckel, Corporation Counsel for the PCCA
Don Welch, PACVB CEO

**CONSENT AGENDA:**
Commissioner Manning made a motion to approve the items on the consent agenda, as submitted.
Commissioner Unes seconded the motion.
Approved unanimously by voice vote.

**APPROVAL OF MINUTES:**
Commissioner Manning made a motion to approve the minutes from the September 27, 2012 regular meeting. Seconded by Commissioner Burdess.
Approved unanimously by voice vote.

**GENERAL MANAGER’S REPORT:**
Jim Wetherington, General Manager, reported the following:
- Megan Pedigo has assumed her role as Assistant Director of Marketing. She has also been acting in the role of PR Coordinator, and
MOTIONS:

APPROVAL OF WIRELESS UPGRADE:
Commissioner Unes made the motion and
Commissioner Burdess seconded the motion to
approve the purchase of a Meru wireless controller
and 50 access points from Heart Technologies for the
amount of $62,729.43 plus shipping – and to fund
$56,000 of the purchase from Project 314 –
Data/Communications Equipment and the balance
from Project 240 – Capital Project Contingency.
Approved unanimously by roll call vote:

Commissioner Burdess      Aye
Commissioner Manning      Aye
Commissioner Roesler      Aye
Commissioner Unes          Aye
Chairman Silverthorn        Aye

DISCUSSION ITEMS:

completed her final event as Event Manager.
• Kate DeGroot has been hired as PR
  Coordinator. Commissioner Unes commented
  on the favorable experience he had working
  with Kate.
• Annette Mc Morrow has been hired as
  Executive Assistant. She will begin working
  on November 12, 2012.
• Jim Wetherington, Shaun Schoonover, and
  Debbie Ritschel went to New York to meet
  with theatrical agents. The show War Horse is
  being considered for the next Broadway
  season. Input from the board was solicited.
• Ice in for the hockey season went well.
• Peoria Promise, Ringling Brothers Circus,
  Illinois Library, and Illinois Fire Chiefs were
  among the events hosted in October.

SALES & MARKETING COMMITTEE
REPORT:
Commissioner Roesler reported the Sales and
Marketing Committee met on October 24. The
following goals were accomplished:
  1. An update from the PACVB was given.
  2. A three point view was looked at; utilization
     vs. plan, revenue vs. plan, and market
     impact.
  3. The matrix was reviewed for Client
     Satisfaction and Diversity forms. The forms
     will be reviewed at the next meeting.

CAPITAL COMMITTEE REPORT:
Commissioner Unes reported that a bid for a
landscaping bid is still in committee.

Client demands for wireless connectivity are rising.
The current wireless access points have a capacity of
50 devices each. $56,000 was budgeted to replace
the existing Cisco wireless controller and access
points with a Meru controller and access points. This
equipment will increase the capacity of each access
point from 50 to 246 devices.

Will Kenney stated that the expected life of this
equipment is around ten years, but technology
changes rapidly. Commissioner Roesler requested
that other facilities be surveyed to see if there is
opportunity to charge individuals as they log on to
the equipment. Will Kenney will get the information
to Commissioner Roesler prior to the next Sales and
Marketing Committee meeting.

Will Kenney also reported that a buyer is being
MOTIONS:

APPROVAL FOR EXPENDITURE FROM CENTERPLATE 1% CAPITAL FUND
Commissioner Unes made the motion and Commissioner Burdess seconded the motion to approve the expenditure of $8,750 from Centerplate’s 1% Capital Fund

Approved unanimously by roll call vote:

- Commissioner Burdess: Aye
- Commissioner Manning: Aye
- Commissioner Roesler: Aye
- Commissioner Unes: Aye
- Chairman Silverthorn: Aye

DISCUSSION ITEMS:

pursued for the old wireless equipment.
Chairman Silverthorn reported that he appointed Dana Oaks to the Capital Committee. He also reported that Dave Stuckel will review bid documents. He hopes to have this review completed prior to the next Capital Committee meeting.

Will Kenney reported that utility costs are still doing well and he will evaluate water usage.

FINANCE COMMITTEE:
Shaun Schoonover, Director of Finance and Assistant General Manager, reviewed the monthly financial report as submitted and made the following reports for September, 2012.

- Operating loss was $200,151 vs. budget of $165,056.
- This is the first month of our fiscal year.
- There were 30 event days vs. 31 budgeted for the month.
- Event income was $146,098 vs. $215,404 budgeted.
- Other income was $87,667 vs. $80,396 budgeted.
- Facility fees and ticket rebates were under budget.
- Advertising is over budget due to changes to the Budweiser contract.
- Maintenance agreements and utilities (both electricity and heating) are under budget.
- The HRA tax subsidy distributed to the PCC is down vs. last year.
- The projected operating loss for FY13 is $25,000.

Commissioner Roseler requested that details of an action plan designed to get the budget back on track be presented at the next PCCA meeting.

Commissioner Manning presented the Finance Committee’s recommendation to spend $8,750 from Centerplate’s 1% Capital Fund to repair a walk in cooler in the commissary and to replace a printer and 3 computers. The fund will have a remaining balance of $42,628.11 after this expense.

Commissioner Manning presented the Finance Committee’s recommendation to approve Centerplate’s request for a price increase on concession items as outlined in Centerplate’s handout due to rising food costs.
MOTIONS:

APPROVAL FOR CENTERPLATE PRICE INCREASE

Commissioner Manning made a motion to approve Centerplate’s price increase as presented. Commissioner Burdess seconded the motion. The motion was approved by voice vote. Commissioner Unes was opposed.

DISCUSSION ITEMS:

Commissioner Unes questioned whether there might be a point where food prices might prevent patrons from attending events at the facility.

Commissioner Unes requested a per cap comparison of sales in six months.

Commissioner Roseler questioned how Centerplate revenue is shared with the PCCA. Mr. Stuckel reported that it varies depending upon activity. A copy of the Centerplate contract will be sent to Commissioner Roseler.

PACVB:

Don Welch, the CEO of the PACVB, reported the following:

- A bid has been sent to representatives of the Lutheran Women to hold their 2019 convention here in Peoria.
- A Meeting was held with representatives of APWA for their 2014 or 2015 convention.
- Susan Wilkes has assumed the position in sales and a new Administrative Assistant has been hired.
- PACVB staff and Robin Barnes just returned from the Rejuvenate conference.
- PACVB staff will attend a Small Market Meetings Conference in Jacksonville, FL. Their opening luncheon will be sponsored by the PACVB, which will allow them to give a 30 minute presentation in front of a 130 meeting planners.

OTHER COMMITTEE REPORTS:

STRATEGIC PLANNING COMMITTEE:
Commissioner Hasinger will conduct a Strategic Planning Meeting on November 6 to create a one page strategic plan document.

OLD BUSINESS:
There is no update on the Marriott project. Chairman Silverthorn requested that a representative of the project attend the next PCCA meeting.

NEW BUSINESS:
Jim Wetherington reported that a five year advertising agreement has been signed with Budweiser for an exclusive signage arrangement. This includes a suite, the wireless café, the two Bud
MOTIONS:

ADJOURNMENT:
The meeting was adjourned at 5:00 pm.

DISCUSSION ITEMS:

and Bud Light lounges. This does not give Budweiser exclusive pouring rights for alcohol, but there will be more Budweiser products than other products.

Note: A portion of the meeting was not recorded due to operator error.