

CHARLESTON COLISEUM & CONVENTION CENTER / MUNICIPAL AUDITORIUM BOARD

Meeting Minutes: January 27, 2021

Chairperson Carrie Fenwick called the Charleston Coliseum & Convention Center / Municipal Auditorium Board to order at 4:00 P.M. on January 27, 2021 by Zoom meeting. Those members in attendance included Tim Brady, Kim Burton, John Cavacini, Carrie Fenwick, Bernie Layne, Belle Manjong, Ronnie Murad, Andy Richardson, Chad Robinson, City Manager Jonathan Storage, Tessa White, Booking Director Patrick Leahy, Assistant General Manager Andrew Thompson, Business Manager Betty Tinney, and Marketing Director Veronica Ratcliff.

Ms. Fenwick reported that the minutes of the board meeting held on November 24, 2020 were distributed prior to the meeting. Mr. Richardson moved the minutes be approved as distributed. Ms. Burton seconded the motion. Motion approved.

Ms. Tinney gave a financial report. She stated that the Municipal Auditorium did not receive any income for November or December 2020. Expenses for November & December 2020 were a minimal \$3,500 and \$4,000 respectively. All three employees on the MA payroll have been furloughed. Utilities are much lower and will be the main expense of the building until we begin holding events again.

The CCCC financial statement for November indicates an operating revenue loss of \$23,958, which is due to refunding the Jurassic Quest deposit of \$28,600 due to them cancelling. December's operating revenues total \$33,500 compares to \$244,000 last December. YTD operating revenues total \$70,000 compares to \$1,040,000 last YTD.

Operating expenses for November are approximately \$142,000, which is about \$243,000 lower than last November. YTD operating expenses are about \$650,000 lower than the last YTD.

The CCCC required an operational subsidy of \$141,500 in November 2020 and \$152,500 in December 2020. Last year we required \$144,000 in November and none in December. YTD Subsidy totals \$788,000 compares to \$318,000 last YTD.

Ms. White moved to accept and file the financial statement as presented. Mr. Richardson seconded the motion. Motion approved.

Mr. Storage presented a Finance Manual to the board. He stated that per OVG's contract, we were to work together to create a Finance Manual as a handbook on how financial matters were to be governed at the CCCC. Many people worked together to create this starter document with the understanding that provisions may need to be added as we go and see need to. He explained that this manual highlights processes and expectations to include purchasing and expenditure procedures.

Mr. Storage moved to approve the Finance Manual as presented. Mr. Brady seconded the motion. Motion approved.

Mr. Storage reported that on December 18, 2020 Governor Justice awarded the CCCC, along with three other coliseum / arena facilities in WV, \$500,000 in cares act money. We do have to follow the cares act stipulations and can only spend this money on COVID related expenses. In addition, he explained that it must be spent by December 31, 2021. At the January 19, 2021 City Council meeting, a resolution was approved to create a special revenue fund account for

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this money so its balance is not subject to the timing of our fiscal year. Since this money is going to be used to reimburse ourselves for purchases that were already approved, Mr. Storage moved to allow the City Manager to reimburse the CCCC as needed for all things that fall under the cares act. Mr. Richardson seconded the motion. Motion approved. Mr. Richardson requested that the board be updated monthly on how the money is being disbursed.

Ms. Fenwick introduced Patrick Leahy to the Board. Mr. Leahy has been the Director of Booking since November 1, 2020 and will step into the role of General Manager on February 1, 2021. She stated that Mr. Leahy has been in the industry for more than 25 years and she is confident from what she has seen that with his help we will hit the ground running as soon as we are allowed to resume normal business.

Ms. Fenwick also wanted to give a shout out to Patrick, Joe Varney, Wes Smith and Victor Hodges. She stated that when volunteering at the most recent vaccination clinic at the CCCC our process looked like a well-oiled machine. The KCHD took in almost 4,000 people and everyone involved was amazing. She stated that we are a model of how other cities can and should be utilizing large facilities to distribute vaccines and our facility is going to be the light and return stronger than ever because of what we are doing here right now.

Mayor Goodwin welcomed Mr. Leahy. She stated that our vaccine distribution process is so great because we have the best model. The City of Charleston, County, KCSH and Ambulance Authority have all been in constant communication and that is what is making this work so smoothly. If we did not have such strong teamwork, we could not do this.

Mr. Leahy thanked Mayor Goodwin and Ms. Fenwick, said that he is happy to be here, and thanked them for their support.

Mr. Leahy presented an executive summary to the board. He gave updates on activity, events and projects of each department.

Next meeting – February 23, 2021.

Meeting adjourned.