

**CHARLESTON COLISEUM & CONVENTION CENTER /
MUNICIPAL AUDITORIUM BOARD**

Meeting Minutes: April 27, 2021

Chairperson Carrie Fenwick called the Charleston Coliseum & Convention Center / Municipal Auditorium Board to order at 4:00 P.M. on April 27, 2021 in Conference Room 202-203 of the Convention Center. Those members in attendance included Tim Brady, Kim Burton, John Cavacini, Carrie Fenwick, Andrew Jordon, Belle Manjong, Eric Nelson, Andy Richardson, Chad Robinson, City Manager Jonathan Storage, Tessa White, General Manager Patrick Leahy, Assistant General Manager Andrew Thompson, Business Manager Betty Tinney, and Director of Sales & Marketing Veronica Ratcliff.

Ms. Fenwick reported that the minutes of the board meeting held on March 30, 2021 were distributed prior to the meeting. Mr. Richardson motioned to accept the minutes as distributed. Mr. Cavacini seconded the motion. Motion approved.

Mr. Nelson gave a financial report. He stated that the MA financial statement reflects income of \$3,000 compared to \$2,900 in 2020. Year to date revenue is still running \$30,000 lower than the last year to date. Expenses for March totaled \$6,200 compared to \$18,600 for March 2020.

CCCC operating revenues for March 2021 total \$1,500, which is \$414,000 lower than March 2020. Year to date operating revenues are a little over \$54,000 compared to \$2,050,000 last year to date. Operating expenses for March 2021 totaled \$229,000, which is about \$122,000 lower than last March. Operational expenses are \$993,000 lower than last year to date.

An operational subsidy of \$450,200 was required this year but none was needed in March 2020. Year to date subsidy totals \$1,564,200 compared to \$318,000 last year to date. The significant increase in subsidy is due to the scheduled payment for our annual building insurance and payment of OVG salaries through Paylocity.

Mr. Nelson stated that on the financial statement, the Insurance line item and Workers Comp Insurance line item in the budget column needed to be switched. Mr. Storage moved to accept and file the financial statement with the change mentioned above. Mr. Jordon seconded the motion. Motion approved.

Mr. Nelson gave a Budget & Rates Committee report. He stated that the committee met two weeks ago and received a nice presentation from Mr. Leahy regarding rate increases and language changes. The committee agreed that the rate language had not been looked at to this level in a long time. The suggested language will give management more flexibility and allow the packaging of rooms and equipment and adds new language regarding non-profit organizations. Mr. Storage moved that the Board adopt the recommendation of the Budget & Rates Committee as to the proposed fee structure. Mr. Brady seconded the motion. Motion approved.

Mr. Storage further moved that the Board recommend to City Council approval of the proposed fee structure, pursuant to Municipal Code § 2-553, as well as to authorize the Chairperson to take all necessary action to convey the recommendation to the City Council. Mr. Richardson seconded the motion. Motion approved.

Mr. Storage additionally moved that the Board recommend to City Council amending Municipal Code § 2-556 to remove the requirement that the schedule of fees, rates, and charges for the

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use of the Charleston Coliseum & Convention Center and Municipal Auditorium be posted on the facility's website and authorize the Chairperson to take all necessary action to convey the recommendation to the City Council. Mr. Richardson seconded the motion. Motion approved.

Mr. Storage also moved that the Board recommend to City Council the repeal of Municipal Code § 82-4 and authorize the Chairperson to take all necessary action to convey such recommendation to the City Council. Mr. Richardson seconded the motion. Motion approved.

Mr. Nelson stated that the Budget & Rates Committee would meet at 4pm on May 18 to discuss the FY 21/22 budget and FY 20/21 4th quarter subsidy.

Mr. Jordon gave a Building & Grounds Committee report. He stated that the committee met last week and reviewed a list of proposed projects put together by Mr. Leahy and the staff. The list was categorized by life safety needs, high priority and medium priority. Mr. Leahy explained that the first focus is on life safety projects. The list was categorized also, by where the money would come from – FF&E, Capital Improvement, or Grants.

Mr. Storage stated that the spending threshold for the Capital Improvement Funds was \$15,000 for non-emergency items, which makes some items on the list ineligible for capital funding. Mr. Leahy said as the list is worked through, staff will make sure a discussion seeking authorization for each project expenditure takes place regarding how to pay for each project / repair in a manner that is permitted and makes everyone most comfortable.

Mr. Jordon moved that the Board approve the list of repairs / improvements as it was presented. Mr. Brady seconded the motion. Motion approved.

Mr. Leahy gave a venue report outlining the month of March. He outlined the activity for each department and announced two shows returning in June – Monster Jam and Disney on Ice. He and Mr. Tinney also presented the concession stand renovation and rebranding designs.

Ms. Fenwick stated that due to budget preparation and city council timing, we would combine May and June's meeting to take place on June 8.

Meeting adjourned.