

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

Meeting Minutes: June 8, 2021

Chairperson Carrie Fenwick called the Charleston Coliseum & Convention Center / Municipal Auditorium Board to order at 4:00 P.M. on June 8, 2021 in Parlor C of the Convention Center. Those members in attendance included Tim Brady, Kim Burton, John Cavacini, Carrie Fenwick, Mary Beth Hoover, Bernie Layne, Ronnie Murad, 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. Also in attendance was Director of Human Resources Mandi Carter.

Ms. Fenwick reported that the minutes of the board meeting held on April 27, 2021 were distributed prior to the meeting. Mr. Richardson motioned to accept the minutes as distributed. Ms. Burton seconded the motion. Motion approved.

Ms. Fenwick stated that the Budget & Rates Committee and Personnel Committee both met on June 3. The Personnel Committee met to discuss the across the board raise as it relates to the furloughed employees that have returned to work. It was also recommended to bring back furloughed employees July 1. Mr. Storage motioned to go into executive session so that they may discuss personnel items. Mr. Richardson seconded the motion. Motion approved.

Mr. Storage motioned to catch up all three employees who were on the payroll on the effective date of the pay raise but were furloughed. Mr. Cavacini seconded the motion. Motion approved.

Mr. Nelson gave a financial report. He stated that the April 2021 Auditorium statement reflects income of \$2,400, which was rent from a church for Easter Service. No income was received in April 2020 due to closure of the facility for Covid-19. Year to date revenue is \$6,900, compared to \$34,000 last year to date. Year to date expenditures are \$108,000 lower than last year to date.

Operating revenues for the CCCC in April 2021 totaled \$77,000, compares to just over \$12,000 last April. The significant increase in Rent was the result of receiving payment for the January and February vaccination clinics as well as the proceeds from the Motor Cross event. Year to date operating revenues are \$140,350, which is nearly \$2M lower than the previous year to date.

April 2021 operating expenses total \$266,000, compared to \$230,000 last year. No events were held last April so the expenses were mainly for Salaries & Wages, Utilities, and Contracted Services. This year our expenses are reflective of hosting vaccine clinics, a few small meetings, and the Girls High School Basketball Tournament. Year to date operating expenses are \$960,000 lower than the last year to date.

In April we received almost \$328,000 of the additional CARES Act grand fund for expenses that we had already incurred. Due to this receipt, an operational subsidy was not required during April 2021. Ms. Hoover motion to accept and file the financial statement as presented. Ms. Burton seconded the motion. Motion approved.

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Mr. Nelson updated the Board on the Budget & Rates Committee meeting that was held on June 3. A package with the new format was sent out, and after meeting a couple of times to discuss the different options, the committee chose Option B.

Mr. Leahy stated that if approved, Ms. Tinney would convert the budget to the City format. Mr. Thompson gave a summary on the package that was distributed. He stated that they were conservative when planning but are confident with the number of events that have been booked. He anticipates an active concert season - \$580,000 more than FY 2018/19. Mr. Nelson motioned for the board to accept and approve budget as presented. Mr. Richardson seconded the motion. Motion approved.

Mr. Leahy gave a venue report for April, updating the board on all departments. He also welcomed new board member, Mary Beth Hoover.

Mr. Brady announced that now that OVG is managing the facility, the board should consider going to quarterly meetings instead of monthly. He stated that we are at the point where we can hand the keys over. Mr. Leahy agreed and said that a monthly venue report could still be produced, to keep everyone informed of events, financials, etc. Mr. Leahy stated that quarterly meetings are industry standard.

After a brief discussion, Ms. Fenwick asked everyone to think about a new meeting format and it would be discussed at the next meeting.

Next board meeting: August 24, 2021

Meeting adjourned.