CHARLESTON COLISEUM & CONVENTION CENTER / MUNICIPAL AUDITORIUM BOARD

Meeting Minutes: September 28, 2021

Chairperson Carrie Fenwick called the Charleston Coliseum & Convention Center / Municipal Auditorium Board to order at 4:00 P.M. on September 28, 2021 in Conference Room 202 of the Convention Center. Those members in attendance included Kim Burton, John Cavacini, Carrie Fenwick, Mary Beth Hoover, Andrew Jordon, Ronnie Murad, Eric Nelson, Andy Richardson, Chad Robinson, City Manager Jonathan Storage, General Manager Patrick Leahy, Assistant General Manager Andrew Thompson, and Business Manager Betty Tinney.

Mr. Leahy introduced two new CCCC employees to the board – Sales Manager Karen White and Event Coordinator Noah Kennedy. The board welcomed them to the staff.

Ms. Fenwick reported that the minutes of the board meeting held on August 24, 2021 were distributed prior to the meeting. Mr. Cavacini motioned to accept the minutes as distributed. Ms. Burton seconded the motion. Motion approved.

Mr. Nelson gave a financial report. He stated a meeting of the Budget & Rates Committee was held on Thursday, September 23 to go over details as it relates to the budget and what information would be presented in the financial statements each month. A new format was presented to the board and several members expressed how much they liked the way the information was presented.

He went on to give a financial update on August 2021. The CCCC had a net income of $184,448. Concerts are above budget by $194,000 which makes the most significant impact. Distinctive Gourmet had a large employee retention credit – that in addition to a very successful month helped to eliminate our debt to them. In August 2021 we required a subsidy of $13,000, compared to $95,000 in August 2020. Year to date subsidy totals $75,000 compared to $186,000 in the previous year to date.

Mr. Richardson gave a Nominating Committee Report. The Nominating Committee met on August 27 and after a discussion unanimously adopted the motion my Mr. Murad, seconded by Ms. White, that the following slate be offered to the board for the 2021-22 year:

Chair	Carrie Fenwick
Vice Chair	Andy Richardson
Treasurer	Eric Nelson
Secretary	Kim Burton

Mr. Richardson motioned that the board accept the recommendations of the Nominating Committee to reelect the existing slate of officers for the 2021/22 fiscal year. Mr. Storage seconded the motion. Motion approved.

Mr. Jordon gave a Building & Grounds Committee report. He stated that the committee met on September 22 in order to discuss the use of capital improvement funds to cover the cost of the Life Line Fall Protection system in the Coliseum. The quote for this system came back higher than we originally budgeted and approved. This increase in price was due to needing a larger spread of the safety system to become OSHA compliant. It was the recommendation of the committee to approve the reallocation of the prior approved CIF projects and approve an additional $16,500 in order to award the project to the low bidder.

Mr. Storage presented this recommendation to City Council on Monday, September 20th for approval prior to the board meeting so that if the board approved, the project could begin as soon as possible. Ms. Burton motioned to accept the recommendation of the Building & Grounds Committee and allow the reallocation of CIF and additional CIF be used for the Life Line Fall Protection System in the Coliseum. Ms. Fenwick seconded the motion. Motion approved.

Ms. Fenwick inquired about discussions that the staff had with Senator Manchin regarding federal funding for the Municipal Auditorium. Members of the board and staff spoke with Senator Manchin and he stated that there is money available and there are possibilities for us to receive these funds for renovations or new construction, but he needs a plan.

Mr. Robinson, who is a member of the Facilities Committee, stated that the Facilities Committee is very interested in moving forward with a plan for the Auditorium, and could be ready very quickly to make a decision regarding its future if they are presented with something. All members of the board agreed that we need to move quickly so that we don't miss an opportunity for funding.

Discussion continued regarding an external consultative approach, in respects to the needed support from OVG, to assist in plan development for the auditorium. Mr. Jordon referenced OVG as the possible solution for this support. This resulted in conversational agreement among the board.

Mr. Leahy indicated that he and Mr. Thompson have been working to create a proforma for the Auditorium and working with corporate OVG to generate a report for the board covering an event and financial proforma of events for their use.

Mr. Storage motioned to request a plan for a facility within the capacity range of 2,000-4,500 from Mr. Leahy and OVG for the Municipal Auditorium. Mr. Richardson seconded the motion. Motion approved.

Mr. Leahy gave a venue report for August 2021, updating the board on all departments.

Next board meeting: September 28, 2021

Meeting adjourned.