

CHARLESTON COLISEUM & CONVENTION CENTER / MUNICIPAL AUDITORIUM BOARD

Meeting Minutes: ~~April 27~~ October 26, 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 Tim Brady, Kim Burton, John Cavacini, Carrie Fenwick, Mary Beth Hoover (by phone), Andrew Jordon, Bernie Layne, Belle Manjong, Brad Marple, Ronnie Murad, Eric Nelson, Andy Richardson, Chad Robinson, City Manager Jonathan Storage, Tessa White, General Manager Patrick Leahy, Assistant General Manager Andrew Thompson, and Business Manager Betty Tinney.

Ms. Fenwick reported that the minutes of the board meeting held on September 28, 2021 were distributed prior to the meeting. Mr. Brady motioned to accept the minutes as distributed. Ms. Burton seconded the motion. Motion approved.

Mr. Nelson gave a financial report. For the month of August 2021 we had a net income of \$184,448. He stated that concerts are over budget by \$194,000, which is making the most significant impact. Expenses are lower than projected due to some positions not being filled. Centerplate had a large employee retention credit that was applied, along with a very successful month, which helped eliminate our debt to them. In August 2021 the CCCC required a subsidy of \$13,000, compared to \$95,000 in August 2020. Year to date subsidy totals \$75,000 compared to \$186,000 this time last year. Mr. Nelson motioned to accept and file the financial statement as presented. Mr. Cavacini seconded the motion. Motion approved.

Mr. Leahy stated that we need to add new signors onto our checking account. Ms. Tinney explained that the previously approved signors for the ticket account are either no longer employees of the facility or have transitioned to OVG employees. She stated that we need to replace those with city of Charleston employees, as it takes two signatures to process a check. Ms. Tinney recommended for approval to have her remain on the account, remove John Robertson, Jim Smith and Joe Varney and add Anna Westfall, Wes Smith, and Victor Hodges. Mr. Richardson motioned to authorize those employees as recommended by the staff. Mr. Brady seconded the motion. Motion approved.

Mr. Leahy gave a venue report for October 2021, updating the board on all departments. In addition to the facility update, he also gave a presentation to the board on the newly designed Pedestrian Plaza concept for the Municipal Auditorium. He stated that he had had conversations with Terry Allen (City Parking Dept.), Matt Hartline, and City Manager Storage regarding placement of a permanent tent outside of the MA. We currently are using a temporary tent/fencing operation that has been very successful at helping with crowd congestion. This setup also allows us to open the doors earlier and get advance beverage sales before the show opens.

With a temporary setup, Centerplate is required to obtain a liquor permit for each show at \$750 each. If we obtain permanent fencing enclosing the proposed pedestrian plaza area, we would not be required to purchase that permit each time. Mr. Leahy stated that he would like approval to move forward with this project and begin conversations with the appropriate committees and City Council. Mr. Richardson motioned to proceed with the pedestrian plaza project as recommended by the staff. Mr. Brady seconded the motion. Motion approved.

Next board meeting: November 30, 2021

Meeting adjourned.