

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

Meeting Minutes: January 28, 2020

Chairperson Carrie Fenwick called the Charleston Coliseum & Convention Center / Municipal Auditorium Board to order at 4:00 P.M. on Tuesday, January 28, 2020 in the Jordon Board Room. Those members in attendance included Tim Brady, Kim Burton, John Cavacini, Carrie Fenwick, Andrew Jordon, Bernie Layne, Belle Manjong, Samuel Minardi, Ronnie Murad, Chad Robinson, City Manager Jonathan Storage, Tessa White, Interim General Manager Jim Smith, Business Manager Betty Tinney, and Sales and Marketing Manager Anna Campbell. Other members of the staff that were present included Administrative Assistant Anna Westfall, Event Coordinators Joe Varney, Jo Beyer, and Kelli Peters and Facilities Superintendent Dan Brown. Todd Tinney, General Manager of Distinctive Gourmet & Doug Conner, SVP of Centerplate were also in attendance.

Ms. Fenwick reported that the minutes of the Board meeting held on December 10 & 19, 2019 were distributed prior to the meeting. Mr. Richardson noted that the December 19 Board minutes needed to be updated to reflect that he attended by phone. Mr. Richardson moved that the minutes be updated and approved. Mr. Cavacini seconded the motion. Motion approved.

Ms. Fenwick introduced Mark Gnatovic, Executive Vice President with Searchwide Global. Mr. Gnatovic met with several members of the staff, Board and Mayor's office while in WV to try to get an understanding of what the CCCC needs in a new Executive Director. Mr. Gnatovic gave a brief report on the Searchwide Global process and handed out a tentative work plan and time line.

Ms. Fenwick updated the Board on the Foodservice Contract. She stated that the new contract was signed and in place prior to the December 31, 2019 deadline and the new terms began on January 1, 2020.

Mr. Conner, SVP of Centerplate introduced himself to the board and he and Mr. Tinney gave an update on the new point of sale system that Distinctive Gourmet has been using. Mr. Tinney stated that there were some behind the scenes issues they have been working out, but everything has been working well during events. They have also rolled out their new menu items and are expecting to begin concession stand remodeling in June. He went on to explain how they are expecting a major increase in sales due to them being able to accept credit card payments now.

Mr. Brady asked if we would be able to get zip code information from purchases made through the POS system and Mr. Tinney said he would look into what kind of permissions we need to access those reports.

Ms. Fenwick then gave an update on the Booking / Marketing Firm RFI. She stated that the Personnel Committee had met on January 23, 2020 to discuss the four responses to our RFI. She said that the committee reviewed and discussed each proposal and narrowed it down to two firms that they would like to hear formal presentations from – OVG and Spectra. Once the committee has in-person meetings with the selected groups, they will be ready to make a formal recommendation to the full board.

Ms. Tinney gave a financial report. She stated that the December Auditorium financial statement reflects income of \$11,544 but no income was received in December 2018. In 2019 we hosted two performances of Nick Jr. Live and received some deposits for upcoming dance competitions. YTD

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revenue totals \$22,000 compared to \$20,800 last YTD. Expenditures for the month are consistent. December 2019 was about \$2,300 lower than last December. YTD expenditures total \$109,000, which is \$8,900 lower than the last YTD. Utilities and Materials & Supplies are the line items with the most significant decrease.

She went on to report on the Coliseum & Convention Center. She stated that operating revenues for December total \$244,000, which is about \$10,000 lower than last December. AV Equipment and Advertising are down on a monthly basis while Distinctive Gourmet is up significantly. The decrease in Advertising and AV Equipment can be attributed to a timing difference in payments received. The increase in Distinctive Gourmet is mainly due to the WV Coal Symposium and the State Electric Banquet that we hosted in November. YTD operating revenues are \$1,034,000 compared to \$937,000 last YTD.

Operating expenses for December 2019 are consistent with last year totaling \$305,000 compared to \$299,500. Personnel Costs are up substantially particularly Medical & Life Insurance. Otherwise, most other operating expenses are actually down. YTD operating expenses are \$13,000 higher than the previous YTD. The CCCC did not require a subsidy in December of 2019 but was required in December 2018. YTD subsidy stands at \$318,000 compared to \$560,000 in the previous YTD.

Mr. Richardson moved to approve and file the December 2019 financial statements. Ms. White seconded the motion. Motion approved.

Mr. Minardi asked if we had acted on looking for any new sponsorship opportunities. Ms. Fenwick stated that nothing had been done yet due to the search for a marketing firm. She stated that being represented by a firm could bring in bigger names and that she thinks the committee should wait until the search for a marketing firm and a new Executive Director are done. Many members of the board agreed that this was a good idea and could maximize our worth.

Mr. Robinson inquired about where parking money goes and if we could consider raising the cost of our parking. Ms. Tinney explained that the money for the Municipal Auditorium goes back to the City but the revenue from the two attached garages stays at the CCCC. Mr. Storage stated that the Budget & Rates Committee was interested in raising the cost of parking but he needs to first research to see if there is a city ordinance in regards to that pricing structure.

Mr. Cavacini stated that he would plan to have a Budget & Rates Committee meeting in the next week or two in order to discuss the price of parking and would have something to present at the next board meeting.

Mr. Smith gave a financial report for the Municipal Auditorium. He stated that the revenue vs. operating expenditures differences were so high because of the salaries and healthcare positions that come out of the MA operating budget. He explained that if we did not factor in those positions there was an approximate \$28,000 deficit. He stated that there are over \$1m in repairs needed as identified in the master facility plan. Mr. Smith will present his financial report to the Facility Committee on February 3.

Mr. Smith gave a construction update. He stated that we are now 70% done with the fencing under the Ballroom. The cold weather stopped progress on that project but as soon as it warms up it will be

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completed. He stated that we are 50% done with the AV Room and progress continues to be made to get that completed. Mr. Smith went on to state that we are LEED Certified! We are looking into Silver Certification. The USGBC is reviewing an appeal for the water efficiency credit that was submitted on December 27 by our consultant. We should have an update on February 4.

Mr. Smith gave an operations report. He stated that our American Tower contract and the Power Curtailment contract are both being reviewed by our attorney and we should be able to submit those to City Council soon for approval.

Mr. Smith introduced Kelli Peters to the Board. Kelli has been with the CCCC for two years and has been promoted to Event Coordinator.

Ms. Campbell gave a report on the Wedding Expo. She stated that this year we had 75 vendors and 988 paid admissions, which was up from last year. We stand to make \$35,000 in profit in 2020.

Mr. Smith presented an activity report for the month of January 2019 and went over some of the notable events we have recently had in the building.

Mr. Murad asked about the bubbling paint on the Clendenin Street side of the facility. Mr. Storage stated that BBL is coming to Charleston for a meeting to discuss the paint sometime in February and he would give the Board an update hopefully at the next meeting.

Meeting adjourned.