

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

Meeting Minutes: March 31, 2020

Chairperson Carrie Fenwick called the Charleston Coliseum & Convention Center / Municipal Auditorium Board to order at 4:00 P.M. on Tuesday, March 31, 2020 Zoom video / conference call. Those members in attendance included Tim Brady, Kim Burton, John Cavacini, Carrie Fenwick, Andrew Jordon, Bernie Layne, Belle Manjong, Sam Minardi, Ronnie Murad, Eric Nelson, Andy Richardson, Chad Robinson, City Manager Jonathan Storage, Tessa White, Interim General Manager Jim Smith, and Business Manager Betty Tinney. Other persons in attendance included Administrative Assistant Anna Westfall and Distinctive Gourmet General Manager Todd Tinney.

Ms. Fenwick reported that the minutes of the Board meeting held on February 25 and March 12, 2020 were distributed prior to the meeting. Mr. Nelson noted that he was in attendance of the March 12 meeting and would like the minutes updated to reflect that. Mr. Brady moved that the minutes be updated and approved. Mr. Nelson seconded the motion. Motion approved.

Ms. Fenwick gave an update on the Executive Director search. She stated that the applicants had been narrowed down to five people, but one of those has withdrawn their application. Previously, in person interviews had been scheduled for March 23-25, but as of now the process has been put on pause.

Ms. Fenwick gave an update on OVG. She stated that we did get the approval from City Council with unanimous consent to go forward with the contract. We have not yet signed the contract but will have that for review soon. OVG will be placing five people on-site. Three of those positions are open and are currently posted online.

Mr. Nelson gave a financial report. He stated that for February 2020 the Municipal Auditorium Financials reflect income of \$4,600 which is from rental deposits for upcoming events. Last year's income of \$12,840 was the proceeds from the Rodney Carrington and Dancing with the Stars events along with deposits for upcoming events. YTD income is \$29,000 lower than the previous YTD.

Municipal Auditorium expenses for February 2020 were \$2,400 higher than last year. Medical & Life Insurance ran higher for the month while Contractual Expenses were lower. YTD expenditures are \$9,400 lower than the previous YTD.

Operating revenues for the Coliseum & Convention Center for February 2020 totaled \$427,000 which is \$16,200 lower than the last YTD. Rent and Patron Services are lower while Commissions and Advertising are running higher than last February. The decreases are mainly due to a timing difference in our receipts. The WV Outdoor Sports Show was settled in February last year but will be in March this year. The receipt of the Ticketmaster Commissions increased that line item with the receipt of advertising funds from Coca Cola, Poca Valley Bank, and the Coal Association all contributed to that increase. YTD operating revenue totals \$1,631,500 which is about \$65,000 lower than the previous YTD.

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Operating expenses for February 2020 are \$367,000 compared to \$294,000 last year. Increases are present in Medical & Life Insurance, Utilities, Building & Equipment Rental and Contracted Services. As has been highlighted in the past, the Building & Equipment Rental line item and the Contracted Services line item are directly tied to activity in the building. YTD operating expenses are \$86,700 higher than the previous YTD. This increase is entirely due to the Medical & Life Insurance line item.

The CCCC did not require a subsidy in February 2020 or 2019. Total operating subsidy remains at \$318,000 compared to \$563,000 during the same time last year.

Mr. Nelson gave a report on the financial impact that COVID-19 has had on the CCCC for March, April and May. Lost revenue from Rent & Ancillary Items due to cancellations is approximately \$429,018, \$90,000 of which is from the basketball tournaments and \$75,000 is from the WV Contractors EXPO. He also reported that lost revenue from Distinctive Gourmet is approximately \$250,000.

Mr. Cavacini moved to approve and file the February 2020 financial statements. Mr. Brady seconded the motion. Motion approved.

Mr. Smith gave a construction report. He stated that the Quarrier Street elevator repair is complete, and the invoice will be paid from the Capital Improvement Fee. The AV Room repair project is ready to be tested, but we are holding off on that for now.

Mr. Smith updated the board on the LEED Silver Certification. He said that we had previously scheduled a press conference for April 22 (Earth Day) to announce our new LEED status. He asked the board for direction on postponing or holding a virtual event. Mr. Brady suggested that we move forward with a virtual event as it is important for us to stay relevant and we can use this as good publicity. Mr. Smith will work with the staff to plan a virtual event.

Mr. Smith gave an operations report. He stated that the staff has installed an alarm system so that our skeleton crew can now work 9 to 5 and the building is secure at night. Maintaining the health and safety of our employees and community has been our highest priority, so our staff is there to make sure the building is staying clean, doing mail runs, and making sure all mechanical items are running properly. He said the staff has been participating in webinars regarding our industry and how they are dealing with the COVID-19 situation. The staff has also been working very hard to reschedule postponed events and everyone is focused on recovery.

Mr. Smith gave a quick activity report. There is a KCEAA Blood Drive scheduled for April 7th and 21st. The KCEAA has assured us that they are taking every precaution to practice social distancing and to make sure there are never more people in the building than are allowed. Also, Kanawha County Schools will be using the CCCC as a distribution site for school lunches on April 6-7 and April 13-14.

A member of the board asked if there was a contingency plan in place should the COVID-19 effect our business longer than expected and what can we do to get ready. Some

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suggestions were to cut back further on utilities and if needed we will have to use general funds until we start to receive more income. Some things we can do to get ready is to look at the next 90 days and make a list of fixed expenses. We will have some revenue for March, so we will see where we can go from there.

The question was asked if we were going to follow the recommendations at the federal level or the state level for social distancing and COVID-19 mandates. Mr. Richardson moved that the board allow Mr. Smith to follow orders at the city level and go by what the Mayor mandates. Mr. Brady seconded the motion. Motion approved. As of today, the mandate is that there are to be no social gatherings more than 10 people until April 20, 2020.

The next board meeting will take place on Tuesday, April 28, 2020.

Meeting adjourned.