

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

Meeting Minutes: May 26, 2020

Chairperson Carrie Fenwick called the Charleston Coliseum & Convention Center / Municipal Auditorium Board to order at 4:00 P.M. on Tuesday, May 26, 2020 by 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 Distinctive Gourmet General Manager Todd Tinney and CCCC employees Anna Westfall, Kelli Peters, Wes Smith and Dan Brown.

Ms. Fenwick reported that the minutes of the Board meeting held on April 28, 2020 were distributed prior to the meeting. Mr. Richardson moved that the minutes be approved as distributed. Mr. Jordon seconded the motion. Motion approved.

Ms. Fenwick stated that the Budget & Rates Committee met on May 6 & 14 and the Personnel Committee met on May 11. All of these meetings were held with the purpose of trying to finalize the CCCC FY 20-21 budget to recommend to the full board for approval.

Mr. Nelson gave a Budget & Rates Committee update. He explained to the board that at the meeting on May 6, the CCCC staff presented their first draft of the budget and Mr. Storage informed the committee that the maximum amount of subsidy that would be available for this fiscal year is \$570,000, so many adjustments needed to be made in order to reach this goal. At this meeting, Mr. Storage also suggested that we come up with a furlough plan because our biggest expense is personnel.

Ms. Fenwick, keeping in step with the City, asked Mr. Smith and Ms. Tinney to create a furlough plan as part of cutting the budget. This was the discussion topic at the May 11 Personnel Committee meeting where a plan was presented to cut 30% of the CCCC work force. The Personnel Committee approved the furlough plan as presented.

Mr. Nelson stated that the Budget & Rates Committee met again on May 14 where an updated budget was presented and approved to present to the full board. Ms. Fenwick explained to the board that information was just received about a payment that was due to Centerplate that could affect the budget, so it would not be voted on at this time. Another Budget & Rates Committee meeting will be held in the next few days to discuss and a special Board meeting will be held to approve an updated budget at that time.

Ms. Tinney gave a brief review of the proposed budget. Mr. Jordon moved to accept the financial report. Mr. Richardson seconded the motion. Motion approved.

Ms. Fenwick gave an update on the Executive Director search. She stated that the process has been put on hold until we are able to bring the applicants in for in-person interviews.

Ms. Fenwick gave an update on OVG. She stated that Sims Hinds was going to be in Charleston in the upcoming week to meet and discuss how we can get started with no money being paid to them.

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Mr. Smith gave a construction report. He stated that the City and BBL have reached an agreement in regards to the paint and AV room issue and that work on painting the building has already started. The old paint has already been scraped off and the project should be completed within a couple of weeks. He stated that he and the staff have been working on a Resiliency & Reopening Plan as Mr. Cavacini suggested. He explained that our reopening plan was based on guides published by Tampa & Orlando and we are looking for any suggestions on ways we can improve our plan here at the facility.

Mr. Smith also updated on events that we still have on our schedule for the upcoming months. He stated that we are still hopeful that TBT will choose Charleston as their location for their tournament in July. They are planning a fan-less event that would have the potential to bring in \$30,000 in rent and approximately \$150,000 in food and beverage. We have also been working closely with the Kanawha County Board of Education on plans for high school graduations. No plans have been finalized at this time.

Meeting adjourned.