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

Meeting Minutes: June 30, 2020

Chairperson Carrie Fenwick called the Charleston Coliseum & Convention Center / Municipal Auditorium Board to order at 4:00 P.M. on June 30, 2020 in the Grand Lobby of the Convention Center. Those members in attendance included 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.

Ms. Fenwick reported that the minutes of the board meetings held on May 26 and June 4, 2020 were distributed prior to the meeting. Mr. Murad moved that the minutes be approved as distributed. Ms. White seconded the motion. Motion approved.

Mr. Nelson gave a financial report. He stated that the May 2020 Auditorium financial statements show no income compared to $3,750 in May 2019. YTD income remains at $34,101 compared to $78,391 in the same time last year.

Operating expenses for the Auditorium for May totaled $19,589, which is $8,831 lower than May 2019. All line items were down with Utilities indicating the largest decrease. YTD expenses are $31,129 lower than the previous YTD with almost all line items showing decreases at this time.

Operating revenues for the Coliseum & Convention Center for May 2020 are just over $83,000 with all line items reflecting significant decreases with the exception of the Advertising line item. The Advertising line item shows the WV Lottery Payment. YTD operating revenues are $2,143,000 with is $489,000 lower than the last year to date.

Operating expenses for the Coliseum & Convention Center for May 2020 are approximately $112,000 lower than the previous YTD. All line items indicate decreases except for the Medical & Life Insurance line item. YTD operating expenses are $3,219,000, which is $152,000 lower than the last YTD.

The CCCC required a subsidy of $114,000 in May 2020 but did not require any in May 2019. YTD subsidy totals $548,000 at the end of May. Moving on to June, we have required $109,000 in subsidy this month but did not require any in June 2019. YTD subsidy now totals $657,000 compared to $563,000 last fiscal year.

Mr. Layne moved to approve and file the financial statements for May 2020. Mr. Jordon seconded the motion. Motion approved.

Mr. Smith gave a construction report. He stated that in the last month BBL had been given the approval to continue the exterior re-painting project. The City Engineer did a pull test today on the paint and we are waiting on the results. This is the last piece of the construction report and once it is completed, we can remove this line from the agenda.

Mr. Smith went on to give an operational report. He stated that the CCCC is heavily booked for January through May 2021. Luke Bryan has cancelled his 2020 dates but are now looking at September of next year. James Taylor and Brantley Gilbert have also moved to 2021. Aaron Lewis is still very interested in holding their concert at the Municipal Auditorium in September.

Our Box Office employees are currently working on a social distancing seating arrangement and trying to figure out how to make that happen.

He went on to say that the entire staff completed COVID-19 training. This free training on cleaning and safety lasted almost an entire day and we should be receiving the certificates of competition this week.

Mr. Smith told the board that since we have never had the luxury of time before, we have taken much advantage and used this down time to take out, clean and organize all of our equipment.

Mr. Storage gave a brief update on the reopening plans. He stated that as of now we are working with many people to get our reopening plan approved. The KCHD has given their blessing on our reopening guidelines and right now we are waiting on the governor's orders. Many members of the board questioned why casinos were allowed to open at 50% capacity but we are not able to hold small meetings (under 100 people) with proper social distancing. Mr. Storage stated that we would get a group of people together to try to find a way to get approval for small meetings. Mr. Smith explained that large facilities in other areas have been given the greenlight to open at limited capacities – Fort Wayne is open with 20% capacity in the arena and 50% capacity in their meeting spaces.

Ms. Fenwick gave an update on OVG and the Executive Director Search. She stated that the ED search is still on hold. The candidates had been narrowed down to four people in March, but they did not move forward with interviews due to travel restrictions. Ms. Fenwick stated that she did not feel comfortable doing these interviews over zoom and wanted to wait until we can do them in person.

She went on to update on OVG saying that we have been given the greenlight from City Counsel to proceed with our relationship with OVG, but since then we have not had any revenue to get that started. She stated that she had met with Sims Hinds from OVG to discuss what other facilities are doing in regards to COVID-19 and ways that we could get started working together. Mr. Hinds proposed three options for her to choose from - booking & marketing management, a hybrid contract where the facility would be managed by OVG but the employees would still be City of Charleston employees, or full management services.

Mr. Murad moved to go into Executive Session because this discussion deals with personnel. Mr. Storage seconded the motion. Motion approved.

The board returned from Executive Session and Ms. Fenwick explained that the board discussed the three options from OVG and decided to move forward with the arrangement in which OVG would manage the facility but the current employees would remain employed by the City of Charleston. Ms. Fenwick moved to be allowed to appoint a committee to negotiate the contract with OVG and come back in July to present to the full board for approval. Mr. Cavacini seconded the motion. Motion approved.

Meeting adjourned.