CHARLESTON COLISEUM & CONVENTION CENTER / MUNICIPAL AUDITORIUM BOARD

Meeting Minutes: August 4 & 11, 2020

Chairperson Carrie Fenwick called the Charleston Coliseum & Convention Center / Municipal Auditorium Board to order at 3:30 P.M. on August 4, 2020 in Parlor D of the Convention Center. Those members in attendance included Tim Brady, Kim Burton, John Cavacini, Carrie Fenwick, Andrew Jordon, Bernie Layne, 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 June 30, 2020 were distributed prior to the meeting. Mr. Richardson moved that the minutes be approved as distributed. Ms. Burton seconded the motion. Motion approved.

Mr. Nelson gave a financial report. He stated that we did not have financial statements to present, but Revenue & Expenses statements for the CCCC & MA were distributed prior to the meeting. He stated that June's revenues for the CCCC are made up of collections for previous events since we are not open to the public at that time. The total operational subsidy for the FY 19-20 was $637,000 compared to $563,000 for FY 18-19. He went on to say that July shows a small amount of rent from meetings that were hosted in the facility along with the Advertising payment from Appalachian Power. Operational subsidy of $91,000 was required for July.

Ms. Burton moved to approve and file the financial report for June and July 2020. Mr. Richardson seconded the motion. Motion approved.

Mr. Smith gave a construction report. He stated that the Coliseum painting project had been completed and that after inspection it was determined that there was adequate adhesion. It was suggested that we have the adhesion tested again in a few months before the warranty expires. Ms. Fenwick asked if there were any construction projects we could work on while the building was closed. Mr. Smith stated we do have a concession stand project on hold currently due to funding, as it was estimated to cost approximately $70,000. Mr. Storage stated that since money was already set aside in the FF&E account he would look into releasing those funds so we could go ahead and do that project now.

Mr. Smith gave an activity report. He stated that our focus right now is the bounce back. We are continuing to work on building our clients confidence in us through social media, our website and by offering site tours. We have been focused on showing the local market our ability to host virtual meetings and in person meetings safely. Mr. Smith stated that he and Ms. Tinney had been involved with their Associations by teleconference to learn about best practices that other markets are implementing in their venues.

Ms. Fenwick gave an update on the contract discussions with OVG. She stated that OVG took the lead and within a week presented a full contract to her. The contract had been reviewed by City HR, finance, bond council and the legal department and all gave good feedback. Mr. Cavacini, Ms. Burton, and Mr. Minardi met to discuss the contract and have been involved in its review. She explained that the contract is exactly what they had envisioned for full management of the facility with current staff remaining city employees. Ms. Fenwick went on to explain that the board would still have full approval of decisions and that this would be a collaborative process with the city, board and employees.

Several members of the board asked questions regarding the agreement and as to how this was going to affect the budget. Mr. Richardson moved to recess in order to review the questions brought up by the board and reconvene on August 11, 2020 at 4 PM. Mr. Brady seconded the motion. Motion approved.

Ms. Fenwick called the Charleston Coliseum & Convention Center / Municipal Auditorium Board to order at 4:00 P.M. on August 11, 2020 in Parlor D of the Convention Center. Those members in attendance included Tim Brady, Kim Burton, John Cavacini, Carrie Fenwick, Andrew Jordon, Bernie Layne, Belle, Manjong, Samuel 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 stated that this was a continuation of the previous meeting held on August 4, 2020 to discuss the city contract with OVG. She stated that since the last meeting she continued to ask for input from the city, bond council and OVG to finalize the contract. Mr. Nelson stated that he had met with representatives from OVG to answer his questions about the budget.

Mr. Storage moved to go into Executive Session. Mr. Murad seconded the motion. Motion approved.

The board returned from Executive Session. Mr. Storage moved to authorize Ms. Fenwick to finalize and authorize the adoption of the contract presented by OVG and present to the Finance Committee on September 8, 2020. Mr. Layne seconded the motion. Motion approved.

Meeting adjourned.