CHARLESTON COLISEUM & CONVENTION CENTER / MUNICIPAL AUDITORIUM BOARD

Meeting Minutes: September 29, 2020

Chairperson Carrie Fenwick called the Charleston Coliseum & Convention Center / Municipal Auditorium Board to order at 4:00 P.M. on September 29, 2020 by Zoom meeting. 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 Shura Garnett, Assistant Manager Jim Smith, Business Manager Betty Tinney, and Interim Marketing Director Veronica Ratcliff.

Ms. Fenwick reported that the minutes of the board meetings held on August 4 & 11, 2020 were distributed prior to the meeting. Mr. Layne moved that the minutes be approved as distributed. Mr. Minardi seconded the motion. Motion approved.

Mr. Nelson gave a financial report. He stated that the August 2020 Municipal Auditorium financial statement reflects no income, compared to $3,000 in August 2019. Operating expenses for the month are approximately $10,000, which is $16,000 less than last year. Year to date revenue is down by $8,150 and year to date expenses are down by almost $6,000.

Mr. Nelson stated that the CCCC financial statement for August indicates operating revenue of $12,000 compared to almost $80,000 in August 2019. Year to date operating revenue is $169,000 lower than last year to date. Operating expenses for August 2020 total almost $156,000, which is $98,000 lower than August 2019. Year to date operating expenses are approximately $96,000 lower than the previous year to date. The CCCC required a subsidy of $95,000 in August making the year to date subsidy total $186,000.

Ms. White moved to approve and file the financial report for August 2020. Mr. Jordon seconded the motion. Motion approved.

Ms. Fenwick began the discussion regarding furloughed employees. She reminded the board that we currently have five people furloughed and the original plan was to bring them back on October 1, 2020. Considering there has been no change in the circumstances, a decision needs to be made to extend the furlough and for how long. After a discussion, Ms. White moved to continue the current employee furlough through December 31, 2020 with the option to end sooner if there is a change in circumstances. Mr. Layne seconded the motion. Motion approved.

Ms. Fenwick stated that a decision needed to be made regarding employee raises also. Previously, the decision was made to defer the raises until October 1, 2020 and then distribute the increase over the remaining paychecks in the current fiscal year. After a lengthy discussion, Ms. White moved to continue to postpone raises with the option to review on a monthly basis. Mr. Richardson seconded the motion. Motion approved.

Ms. Fenwick gave an update on the relationship with OVG. She stated that on August 11, 2020, the contract with OVG was approved by the Finance Committee and City Council and representatives from OVG were in the building the next day. She stated that the Executive Director search has been officially terminated and the final payment of $12,500 was paid to Searchwide Global by OVG. A payment plan to reimburse us for the amount previously paid to Searchwide Global is being discussed.

Ms. Fenwick gave an update on the discussion with Centerplate. She informed the board that all but two employees have been furloughed, and those two employees are here on a reduced basis. They are currently working through all losses and OVG is working with Centerplate to see what we can do. They are hopeful that there will be an amendment to the contract to present by the next meeting.

Ms. Garnett gave a report on the OVG transition. She stated that on September 16 there was a full staff meeting / pizza luncheon. She went on to outline the progress that is being made in each department. The events team has been working with Director of Bookings Brian Sipe to work on the calendar and meet about upcoming events and our team is still working with the Governors team to determine what exceptions to essential business categories can be made for upcoming events with appropriate social distancing. She also stated that the finance team would be on site next week to work with Ms. Tinney on a fully revised budget for the current fiscal year. Ms. Garnett introduced Marketing Director Veronica Ratcliff to the board.

Ms. Ratcliff gave an update on marketing efforts. She stated that she has been working with both members of the OVG marketing team and members of the CCCC staff to create some handouts for clients and material for social media. She stated that she has also been working with Saffire to update the website and hopes to revamp it in a way that better highlights the beauty of the venue.

Mr. Smith gave a construction report. He stated that the agreement with American Tower has been signed. This agreement requires zero financial investment from us; they are securing all of the investors for this deal. This project is very important to boost the cell phone signals, which will be important to support contactless transactions such as mobile ticketing. He stated the staff has completed several projects in the last month and has been busy staying up to date with cleaning / disinfecting training sessions and catching up on work orders. He said his team is also working on an RFP for Network Support and that should be completed and ready to be sent to the purchasing department next week.

Mr. Smith gave an activity report updating the board on events that were held during the last two months and an updated list of upcoming events.

Next board meeting – October 27, 2020.

Meeting adjourned.