

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

Meeting Minutes: October 20, 2020

Chairperson Carrie Fenwick called the Charleston Coliseum & Convention Center / Municipal Auditorium Board to order at 4:00 P.M. on October 20, 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 meeting held on September 29, 2020 were distributed prior to the meeting. Mr. Layne moved that the minutes be approved as distributed. Mr. Richardson seconded the motion. Motion approved.

Ms. Fenwick informed the board that she had an amendment to the Centerplate contract to recommend. She stated that Centerplate has agreed to waive the monthly management fee for April through August 2020. After that, we will be charged 50% of the management fee for September 2020 through March 2021, going to the full cost of the management fee in April 2021. Centerplate has incurred approximately \$200,000 in operating losses and we have agreed to pay - \$80,000 within 30 days and \$120,000 recovered from net operating profits from food and beverage sales once we are up and running again. There will be no extension of the current contract. Mr. Richardson moved to approve the amendment to the current Centerplate agreement as presented. Mr. Cavacini seconded the motion. Motion approved.

Mr. Nelson gave a financial report. He stated that the September Municipal Auditorium financial statement reflects income of \$1,500, which is a deposit for a dance competition. No income was received in September 2019. Operating expenses for September 2020 are approximately \$13,000, which is \$6,500 lower than September 2019. YTD revenue is down by \$6,650 and YTD expenses are down by \$12,500.

The CCCC financial statement for September 2020 indicates operating revenue of \$38,000, compared to approximately \$82,000 in September 2019. YTD operating revenue is almost \$195,000 lower than the previous year to date. Operating expenses for September 2020 are approximately \$157,000, which is \$88,000 lower than the previous year. YTD operating expenses are approximately \$221,000 lower than the previous YTD.

The CCCC required a subsidy of \$98,000 in September 2020, compared to \$107,000 in September 2019. YTD subsidy totals \$284,000, compared to \$107,000 in the previous YTD.

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

Ms. Fenwick stated that the Personnel Committee had met with Ms. Garnett and Mr. Higgons to discuss the CCCC budget in regards to cuts and furloughs. Mr. Richardson moved that the board go in to Executive Session since they were going to discuss personnel. Ms. White seconded the motion. Motion approved.

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The board went back into regular session. Mr. Richardson moved to authorize the furlough of seven CCCC employees through June 30, 2021 and to align the five existing furloughed employees to also have a return date of June 30, 2021 or until activity in the building deems in necessary. Mr. Cavacini seconded the motion. Motion approved.

Ms. Garnett stated that Ms. Tinney and Chris Asouzu have been working very hard on an updated budget and they are planning to have it finalized and ready to present to the finance committee within the next couple of weeks.

Mr. Richardson moved to give OVG the authorization to make additional hires to align with their marketing plan to include a Director of Booking to begin on November 1, 2020 and two additional positions on January 1, 2021. Mr. Cavacini seconded the motion. Motion approved.

Ms. Burton moved to discuss and review the across the board raise for CCCC employees quarterly beginning at the January 2021 meeting. Mr. Richardson seconded the motion. Motion approved.

Ms. Garnett gave an update on the OVG transition. She stated that the management team is now meeting on a weekly basis and next month we will begin monthly staff meetings. Staff is continuing to work on 3rd and 4th quarter events to clean up the calendar and confirm, move or cancel events. She also explained that the sales and marketing staff have been working on a multi-year contract with the WVSSAC for basketball and volleyball. In addition, the first draft of the booking guidelines has been completed and is now being reviewed by staff and the CVB.

Mr. Garnett informed the board that there was a client interested in hosting a large scale ethnic wedding in the ballroom and that they are requesting to bring in their own chef to use our kitchen equipment. Several board members voiced their concerns, but ultimately it was decided that as long as Centerplate was involved with all meals they were okay with it.

Mr. Smith gave a construction report. He stated that the team is working on the concession stand with an estimated completion date of December 18. He said that the majority of the work is being done in-house with some being outsourced, but we are well within our budget. All of our elevators and escalators were inspected this week and all passed.

He stated that we do have an issue with an electrical transformer in the coliseum and that repair is going to cost \$3,395. Due to an increase in Coliseum events, this work needs to be done immediately as it is a life safety issue.

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 – November 24, 2020.

Meeting adjourned.