

CHARLESTON COLISEUM & CONVENTION CENTER / MUNICIPAL AUDITORIUM BOARD

Meeting Minutes: November 24, 2020

Chairperson Carrie Fenwick called the Charleston Coliseum & Convention Center / Municipal Auditorium Board to order at 4:00 P.M. on November 24, 2020 by Zoom meeting. Those members in attendance included Tim Brady, Carrie Fenwick, Bernie Layne, Belle Manjong, Sam Minardi, Eric Nelson, Andy Richardson, City Manager Jonathan Storage, Tessa White, Interim General Manager Shura Garnett, Business Manager Betty Tinney, Booking Director Patrick Leahy, and Interim Marketing Director Veronica Ratcliff.

Ms. Fenwick reported that the minutes of the board meeting held on October 20, 2020 and minutes of the Budget and Rates Committee meeting held on November 19, 2020 were distributed prior to the meeting. Mr. Richardson moved that both sets of minutes be approved as distributed. Mr. Brady seconded the motion. Motion approved.

Ms. Fenwick stated that when OVG came on board, part of the deal was they would come up with a revised budget. Ms. Tinney sent everyone a shortened version, as the final version is very detailed. This new budget format will allow us to get a good handle on how we can make the most profit. The Budget & Rates Committee met on November 19, 2020 and went over the revised budget. Following an in-depth discussion, the committee voted to present this version of the budget to the full board for approval. Ms. Fenwick informed the board that if anyone was interested at a more in-depth look at the new budget to get with Ms. Tinney or Ms. Garnett as it is fantastic.

Mr. Nelson stated that this level of detail in our budget would be very beneficial going forward and thanked Ms. Tinney for all of the extra time spent getting this finalized as this would be an excellent tool to use for future financial decisions.

Mr. Storage moved that board approve the revised budget as presented to take to City Council to request an additional \$1m for operational subsidy. Mr. Richardson seconded the motion. Motion approved.

Mr. Nelson gave a financial report. He stated that no revenue was received for the Municipal Auditorium in October 2020 compared to \$2,350 in October 2019. Operating expenses for the month were just under \$10,000, which is approximately \$6,600 higher than last year. October 2020 was a three-payroll month so that is the reason for the overall increase. YTD revenue for the Municipal Auditorium is \$1,500 compared to \$10,500 last YTD. YTD expenses are \$48,000, approximately \$19,000 lower than the previous YTD.

The CCCC financial statement for October indicates an operating loss of \$21,600, which is due to the \$80,000 payment to Centerplate. CCCC operating expenses for October 2020 are approximately \$203,000, which is about \$90,000 lower than October 2019. YTD operating expenses are approximately \$279,000 lower than the previous YTD. The CCCC required a subsidy of \$210,000 in October 2020 compared to \$67,000 in October 2019. YTD subsidy totals \$494,000 compared to \$174,000 in the previous YTD.

Ms. Garnett informed the board that Mr. Smith had submitted his resignation and his last day was Friday, November 20, 2020. She stated that Mr. Smith had put a lot of blood, sweat and tears into this facility and it was much appreciated. She stated that he will be missed and the team wishes him all the best.

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Ms. Garnett introduced Patrick Leahy. He is currently the Director of Booking and will move into the General Manager position on February 1, 2021.

Ms. Garnett presented an executive summary. She stated that beginning January 1, 2021 Veronica Ratcliff will move full time into the Director of Marketing position and Andrew Thompson would start as the Assistant General Manager. Mr. Thompson will also fill the role of Facility Superintendent. She went on to update the board on activity, events and projects of each department.

Next board meeting – January 26, 2021.

Meeting adjourned.