CHARLESTON COLISEUM & CONVENTION CENTER / MUNICIPAL AUDITORIUM BOARD

Meeting Minutes: January 31, 2023

Chairperson Carrie Fenwick called the Charleston Coliseum & Convention Center / Municipal Auditorium Board to order at 4:00 P.M. on January 31, 2023 in the Jordon Board Room. Those members in attendance included Tim Brady, John Cavacini, Carrie Fenwick, Mary Beth Hoover, Andrew Jordon, Bernie Layne, Brad Marple, Ronnie Murad, Eric Nelson, Andy Richardson, Chad Robinson, Tessa White, General Manager Patrick Leahy, Assistant General Manager Andrew Thompson, Director of Sales & Marketing Veronica Ratcliff, and Business Manager Betty Tinney.

Ms. Fenwick reported that the minutes of the board meeting held on December 13, 2022 were distributed prior to the meeting. Mr. Moore motioned to accept the minutes as distributed. Mr. Brady seconded the motion. Motion approved.

Ms. Tinney gave a financial report for December 2022 and noted that the report for November 2022 had been circulated prior to the meeting. After presenting a summary of the report, Mr. Richardson motioned to accept and file the financial report as distributed. Mr. Cavacini seconded the motion. Motion approved.

Ms. Fenwick started a discussion regarding the OVG Qualitative Incentive. She stated that she had formed a committee to discuss and create a measurement of qualitative metrics and distributed a document outlining their suggested metrics for the current fiscal year. Mr. Richardson motioned to go into Executive Session. Mr. Moore seconded the motion. Motion approved.

Once Executive Session had ended, Ms. Fenwick stated that no decision had been made while in session. Mr. Richardson motioned to adopt the criteria that was outlined in the current metrics document created by the committee for the 2021-22 and 2022-23 fiscal years. Ms. White seconded the motion. Motion approved. Ms. Fenwick requested that the board review the metrics and be ready to discuss and vote on the metrics and measurement criteria at the February meeting.

Ms. Fenwick asked for an update on the Coliseum seating replacement discussion. Mr. Robinson requested a written proposal to present to the mayor to explain what is needed, why and what the estimated costs are. Mr. Richardson motioned to direct the staff to prepare a Coliseum seating report to cover all of the aspects Mr. Robinson mentioned. Mr. Brady seconded the motion. Motion approved.

Mr. Leahy informed the board that the Theater roof is in urgent need of replacement. There is significant leaking, and the current roofing material is deteriorated and can no longer be patched and repaired. Mr. Leahy is requesting to put out an RFP for replacement asap and funding for the replacement would come from the Capital Improvement Funds reserve. Mr. Richardson motioned to approve the staff to prepare and submit an RFP through the city purchasing department. Mr. Jordon seconded the motion. Motion approved.

Mr. Leahy gave a venue report for the month of December 2023.

Next meeting February 28, 2023. Meeting adjourned.