



**MINUTES OF THE  
GREATER WHEELING SPORTS & ENTERTAINMENT AUTHORITY  
January 30, 2024**

**Members Present:** Mayor Glenn Elliott (Chair), Robert Herron, Dave Palmer, Kevin Duffin, Karen Stakem, Rich Lucas, Cecily Powell-Spangler, Rocky Fitzsimmons

**Members Absent:** David Croft, Ned George (excused)

**Others Present:** Kelly Tucker, Nancy Hughes (Arena/Theatre)

**Media:** None

With a quorum present Mr. Elliott, called the meeting to order at 12:05 pm.

On a motion by Mr. Duffin and seconded by Mrs. Stakem, minutes of the November 28, 2023 meeting were passed unanimously.

**FINANCIAL REPORT**

Mrs. Hughes made the following financial report

**Audit**

- The audit was completed and issued on 1/25/2024. The Auditors Report to the Board and the FY23 audit were reviewed.
- The Auditors report to the Board included two internal control suggestions that we have already implemented. The first was for Kelly's approval to be indicated on all invoices - before they are paid and the second was to eliminate the use of pre-signed checks. All checks will now be signed by both Sonya and Kelly. In the event Sonya and Kelly are not available, then the second signature will be obtained from a board member.
- The results of operations for FY23 as audited were also reviewed.

**December. 2023**

- Cash in Operating was \$92,787. A Cash Flow Transfer of \$100,000 was made on 12/27/2023.
- Excess Cash in Agency was \$2,071,507
- There was no use of ARPA funds in December 2023
- There were 4 Co-Pro events in December. Three events (Motown, Kenny G, and Charlie Brown) returned money to the Co Pro Fund and one event (Ice Nine Kills) resulted in money being transferred from Co Pro to the Operating. Please Note: Ice Nine Kills was a

successful event! The Co Pro formula returns concessions and merchandise commissions to the promotor and then the Co Pro Fund reimburses us. Since Ice Nine had high concessions and merch revenue, it resulted in the reimbursement.

- There were 14 events in December, bringing our 6-month year to date total of events to 50.
- Operating Revenues were \$370,782; Operating Expenses were \$364,869 resulting an operating profit of \$5,912 for the month of December.
- YTD operating revenues were \$1,356,212, YTD operating expenses were \$1,540,227. Combined with non-operating revenues of \$400,022, we are at overall net income of \$216,000 at 12/31/2023. (Cash basis)
- December's 14 events resulted in a new #1 (Ice Nine Kills); and two top 10 events.

#### Historical Financial Data

- We reviewed historical audited figures from 2015-2023; comparing Operating Revenues, Operating Expenses, and Non-Operating Revenues, noting that we are trending very positively.

#### Other:

- The total cost of the new ice was \$1,899,237. We received reimbursements of \$1,870,000. The question was asked if it was the intention for us to use funds from operating to fund the difference.
- In addition, we paid \$11,172 to HE Neuman in July and again in November. We charged the ARPA funds for the July installment but don't believe that is correct.
- We asked for clarification on how the shortage of \$29,237 should be handled as well as the additional costs of \$22,344. Mr. Herron said he will review and get back to us.

#### Other #2:

We were the victims of a fraud attempt; but WesBanco identified and stopped the transaction. We must participate in "Positive Pay" as a result.

#### EVENTS:

Motion to accept the Financial Report – Mr. Palmer

Second – Mr. Fitzsimmons

Motion passed unanimously

#### **OPERATIONS REPORT**

Ms. Tucker reported on the following information:

Another busy month full of great events

#### Recap on December

- Ice Nine Kills/Hockey – wrapped up the year with larger attendance which is reflected in our concession's numbers
- Ice Nine Kills – Lines with fans that went down Water Street and to table 304 waiting to get in the building, lots of excitement in the air and it was great night in Wheeling!

- Christmas shows – Historically Christmas show do not perform well but Nutcracker, Clairvoyants, Scotty McCreery, Motown, Cique Holiday, Charlie Brown were all successful shows at the theatre.
- We accomplished so much in that last month of the year, hosted 7 events in 4 days– transformation of ice to concert back to ice was a huge undertaking, thanks to the operations crew and management team for working so hard!

#### January Recap

- WSO – Harry Potter - Sold out, we served over 500 butter beers
- OVAC Wrestling – Had to cancel the event on Friday which moved to a longer Saturday
- Disney on Ice – Over 12,000 tickets sold for 7 performances

The team is gearing up for a very busy next 2 months at the arena and theatre

- Toughman & Symphony and Lee Brice (pre-party and after party)
- Nailers – Promotions – Pups & Pucks, Penns night and Country night on the 24<sup>th</sup> featuring Jason Michael Carrol all happening in February
- Dropkick Murphys – (1700 sold) Pre-Party at Waterfront Hall featuring Bastard Bearded Irishmen in conjunction with the Building & Trades and Electrical Workers – important industry to the band and will be doing a meet & greet at the Walter Ruether statue prior to the show
- PBR – Saturday almost sold out and Friday is on its way there

New Shows –

- Toughest Monster Truck Tour Announced
- Confirmed Pickleball Tournament in August

Benedum Foundation Grant – we have booked the first 3 in our series to promote the history of music in West Virginia – these shows will take place on the stage with seating

Still working on some Spring bookings but already booking into the Fall and Christmas at the theatre

New exterior doors are almost complete and will be finished by the end of next week

Ms. Tucker worked with Oglebay and was able to get some furniture from The Glass works for the club.

In the process of rolling out the new employee handbook and meeting one on one with all full-time staff to set goals for the year.

The contract for the Nailers is up renegotiation – going through the process of renewal with some changes.

OVAC museum revamp is still a work in progress. I have met with the museum committee, and they have requested a walk through that would include any board members. Mrs. Stakem and Mr. Lucas both volunteered to be a part of that meeting.

Ms. Tucker also shared Food & Beverage net sales numbers along with attendance for the month of December and January broken down by each event.

- For December - Total income \$199,600.42 with attendance at 19,732 making an overall per head come in at \$10.12
- For January – Total income \$170,959.29 with attendance at 23,653 making an overall per head come in at \$7.23

Motion to accept the Operations Report – Mr. Fitzsimmons

Second – Mr. Lucas

Motion passed unanimously.

### **COMMITTEE REPORTS**

None

### **NEW BUSINESS**

None

With no further business Mr. Palmer made a motion to adjourn the meeting seconded by Mr. Lucas

Mr. Elliott adjourned the meeting at 12:47 pm.

The next regularly scheduled meeting of the Board will be February 27, at 12:00 noon.

Respectfully submitted,

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Glenn Elliott, Chairman

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David Croft, Secretary