

Columbus Sports & Entertainment Authority

Regular Minutes

July 13, 2026 • 1:00 pm

Columbus Civic Center, Hospitality Suites

400 4th St, Columbus, GA 31901

ATTENDANCE:

Voting Members Present (In-person) – Andy Luker (Chair), Ashley Woitena (Secretary), Herman Lewis Jr. (Treasurer), Mike Welch, Jim Rutland, Gerald Miley, and Morgan Moore.

Voting Members Absent – Robert Wadkins Jr. (Vice Chair)

Ex-Officio Members Present – Jeremy Miles, Ryan Pruett, Charles Auer, Jeff Croop

Ex-Officio Members Present (Virtual) – Holli Browder and Kelly Phillips

Ex-Officio Members Absent – Deputy City Manager Lisa Goodwin

Visitor(s) Present (Virtual): Deputy City Manager Pam Hodge

1. Call to Order

- Andy Luker, Chair, called the meeting at 1:05pm.

2. Roll Call

- Authority Department Secretary – Zeanne Abano, Civic Center

3. Approval of Minutes

- Morgan Moore noted joining Zoom late (attendance clarification).
- Questions asked about whether virtual vs. in-person attendance needs to be noted (Andy confirmed virtual counts as attendance but may affect voting).
- Motion to approve minutes made by Ashley Woitena and seconded by Gerald Miley. Andy called for vote; minutes approved unanimously.

4. Elections of Officers (2026-2027)

- Chair: Andy Luker was nominated (re-nomination) by Morgan, second by Gerald; no other nominations; Andy approved by unanimous vote to remain Chair.
- Vice Chair: Robert Wadkins was nominated by Andy, seconded by Jim. Robert was not present; Andy indicated Robert had confirmed willingness. No other nominations; Robert was elected unanimously as Vice Chair.
- Secretary: Ashley Woitena nominated by Andy, seconded by Mike Welch. No other nominations; Ashley elected Secretary.

5. Executive Director Search Firm RFP Committee Update:

- Andy reported that the executive director's search firm RFP committee had been selected; committee met briefly.

- Mike Welch provided brief update: quick meeting, several people nominated, waiting on RFP selection.
- Andy noted Robert submitted the RFP to the City; Andy to email board with committee membership list and follow up with purchasing to determine RFP closing date and extension details (City previously granted extension to allow vendor responses).
- **Action:** Andy to email SEA Board Members with the list of RFP committee members and follow up with City Purchasing on RFP status/closing date.

6. **Civic Center & Ice Rink Update:** *Kanise Wiggins*

- **Momentum Elite Booking Software:**
 - i. Kanise presented proposals to evaluate Momentum Elite Booking Software to enhance booking operations. Key benefits described:
 1. Auto-population of contracts from event data.
 2. Centralized visibility for board and staff across buildings and holds.
 3. Shareable calendars for collaboration with partners/vendors.
 4. Financial workflow automation, itemized quotes, automated space rentals.
 5. Improved notifications when holds or events change.
 6. Simplified proposals to help fill seats faster; expected revenue/booking improvements.

Kanise offered to send detailed materials to Board Members and scheduled a demo on Friday, July 17.

➤ **Cost and Concerns:**

- Jim Rutland, RiverCenter representative noted Momentum cost experience (~\$10,000/year) and questioned value.
- Kanise clarified the vendor quoted \$99/month figure initially but acknowledged final pricing varies by number of users, possible build-out fees, and would likely be higher. She emphasized operational benefits (contract accuracy, reduce post-event invoicing by tighter pre-event settlements).
- Andy asked for a full quote after demo with user counts estimated (e.g 10 users) to compare actual yearly cost.
- Concerns raised about integration: Momentum may not integrate with QuickBooks used by some venues, limiting usefulness of reporting functions.
- Jim characterized Momentum as an expensive calendar; for their center it resulted in duplication of work and limited financial integration.

➤ **Procurement/Purchasing Process Considerations:**

- Jeremy Miles, IT representative, emphasized that any purchase above threshold requires either an RFP or use of cooperative contract; cannot simply select software vendor without following procurement rules.
- Andy and Kanise agreed to check with Purchasing (Lisa Goodwin and Lucy Sheftall) regarding whether an RFP is required or whether cooperative contracts or authority purchasing option (similar to Trade Center's authority model) could be used.
- Andy referenced that Trade center has a different purchasing process due to its authority status; Hayley provides details on that process to understand possible approaches for Civic Center.
- IT involvement highlighted as necessary for evaluation and integration.

➤ **Action:**

- Conduct Momentum demo and obtain full pricing breakdown (per-user, build out, annual cost).

- Confirm procurement path (RFP vs. cooperative contract vs authority procurement) with Lisa, Lucy and IT before proceeding.
 - Andy and Kanise coordinate with Hayley to understand Trade Center purchasing model and draft potential verbiage.
- **Concession Financials:**
 - i. Last time a single vendor operated all concessions was FY2013. Report provided showing potential revenue increase (~\$99,209) if concession approach changed.
 - ii. Current anchor tenant terms: low monthly rents (e.g. \$1,000) and small per-item fees (e.g. \$2.25 per drink) resulting in modest revenue. Contracts currently staggered (Bruster's in November) but proposal to align expirations to February 2027 for RFP issuance.
 - Proposal discussed:
 - Move to single vendor to operate concessions (potential revenue and operational benefits).
 - Alternatively, require all tenants to use same POS, report monthly sales, and pay percentage of sales in addition to rent.
 - Operational concerns:
 - Customer complaints (quality, line, limited breakfast options at Ice Rink)
 - Health/cleanliness issues with at least one tenant
 - Need for better metrics.
 - Actions: issue RFP for concessions; request concession metrics and customer survey data; provide existing concession contracts and surveys to Board.
- **Operational/Facilities Update:**
 - i. **IAVM Training Conference Update:** Kanise Wiggins, Jennifer Babin, and Caryn Hammond received venue management training in Palm Spring, California covering security, negotiation, project management, sustainability and received positive feedback.
 - ii. **Roof Maintenance:** Moisture study and minor repairs discussed; roofing consultant process described. Concerns about leaks and need for comprehensive fix noted.
 - iii. **Energy Usage & Cost Reduction Efforts:** brief mention of exploring cost-saving measures; IT and Facilities department to be looped in for further options.
- **Facility Fee Proposal:**
 - i. Proposal introduced for a per-ticket facility fee (ranges suggested 50¢ - \$2.50) for Civic Center events including River Dragons games. Recommendation to Jeff and Kanise to finalize and present recommendation at next meeting; suggestion to slow rollout tied to visible improvements.

7. New Business – No Action Taken

8. Adjournment

- Meeting adjourned at 2:12 pm following Mike Welch made the motion to adjourn, Jim Rutland second.

Minutes Recorded by: Zeanne Abano, Civic Center, Authority Department Secretary

*Next meeting is scheduled for **Monday, August 10, 2026, at 1:00 pm,***

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