

NITRO CVB BOARD OF DIRECTORS MEETING AGENDA
APRIL 4, 2017

Call to Order: Bill Racer, Chairman
Introduction of Guest

Secretary's Report: Mayor Casebolt

Financial Report: John Young, Treasurer

New Business:

Check for \$2,500.00 needs to be approved back to the CVB. The Museum applied for a grant for an audio/video system through the CVB and was approved. Check made to "Nitro Museum Association."

Fathers Day Fishing Event – June 11, 2017

Old Business:

- Board Election: Postpone for Regular Election June meeting. All positions are up for reappointments and new applications for open positions. All Terms begin July 1, 2017.
- Easter Eggstravaganza, April 8
- UPDATE PLANS:
All Horse Parade
Living Memorial Park Dedication
Rolling Thunder ~ Run for the Wall

Other:

Adjournment
Next Meeting: May , 2017 at 6:00 pm.

MEDICAL LEAVE

Surgery March 20

Recovery 4-6 weeks. Cannot drive for 4 weeks. Release according to Dr. recommendation as recovery proceeds.

Mail Pick Up: P.O. Box

Calls from Home: CVB Cell phone also pick up office phone messages.

Easter Eggstravaganza: Ready prior to Leave

Projects to work on:

- WWSACVB Accreditation
- Centennial Cookbook
- 2018 Calendar
- Branding tasks for May events
- Email and Website updates
- Phone Conference Calls for meetings such as Wed. Branding Meetings

David Casebolt

From: Dave Casebolt <casebolt@dave@gmail.com>
Sent: Tuesday, April 4, 2017 8:12 PM
To: dcasebolt@cityofnitro.org
Subject: NITRO CVB BOARD OF DIRECTORS MEETING AGENDA

NITRO CVB BOARD OF DIRECTORS MEETING AGENDA April 4, 2017~6 PM

Call to Order: Bill Racer, Chairman

Chairman Racer called the meeting to order at 6pm. In attendance was Dave Casebolt, John Slater, Susan Valleau, Ivan Meadows, Carmen Kostelansky, Bill Javins, John Young, Bob Lagg

Introduction of Guest

John Montgomery was in attendance

Secretary's Report: Dave Casebolt

Dave Casebolt made a motion with a second from John Young to approve the February 4th meeting minutes as written. Motion passed.

Financial Report: John Young

John Young provided financials to the Board. They are attached to the meeting minutes. John Slater makes a motion with a second from Bill Javins to accept the financials as presented. Motion passed

New Business

* Check for \$2500 needs to be approved back to the CVB.

The Museum applied for a grant for an audio/video system through the CVB and was approved. Check made to "Nitro Museum Association."

Dave makes a motion with a second from Susan to donate \$2500 to the Nitro Museum. Motion passed.

* Fathers Day Fishing Event-June 11, 2017 Vicki Shumate was not in attendance to present this event to the Board. Will discuss at May meeting.

Old Business:

* Board Election: Postpone for regular election June meeting. All positions are up for reappointments and new applications for open positions. All terms begin July 1, 2017.

* Easter Eggstravaganza, April 8th

Dave makes a motion with a second from Bill Javins to allow \$450 for Jupiter jumps for the event. Motion passed

* UPDATE PLANS:

All Horse Parade

Susan informed the Board that planning for the All Horse Parade on May 13th is going extremely well and she is expecting a large turnout.

Living Memorial Park Dedication

The Branding Committee is still planning the event.

Rolling Thunder~ Run for the Wall John Slater makes a motion with Bob Lagg to allocate \$500 to offset costs for this event. Motion passed.

Other:

No further comments

Adjournment

Susan makes a motion to adjourn with a second from Bill Javins.

Motion passed.

Next Meeting. May, 2017 at 6:00 pm

Sent from my iPad=

CITY OF NITRO CONVENTION & VISITORS CY
Balance Sheet
March 31, 2017

ASSETS

Current Assets		
Regular Checking Account	\$	40,132.34
Total Current Assets		40,132.34
Property and Equipment		
Furniture and Fixtures		2,000.00
Equipment		3,113.00
Accum. Depreciation - Equipmen		(1,904.71)
Total Property and Equipment		3,208.29
Other Assets		
Deposits		512.50
Total Other Assets		512.50
Total Assets		\$ 43,853.13

LIABILITIES AND CAPITAL

Current Liabilities		
Federal Payroll Taxes Payable	\$	263.43
State Payroll Taxes Payable		78.00
UTA Payable		232.89
Total Current Liabilities		574.32
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		574.32
Capital		
Retained Earnings		60,479.48
Net Income		(17,200.67)
Total Capital		43,278.81
Total Liabilities & Capital		\$ 43,853.13

**CITY OF NITRO CONVENTION & VISITORS CY
General Ledger**

For the Period From Mar 1, 2017 to Mar 31, 2017

Filter Criteria includes: 1) IDs from 10200 to 10200. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
10200	3/1/17			Beginning Balance			40,157.72
Regular Checking Acc	3/10/17	3064	CDJ	WVPEIA		355.78	
	3/10/17	3065	CDJ	RETIREE HEALTH		135.00	
	3/10/17	3066	CDJ	MARDI GRAS CAS		275.00	
	3/10/17	3067	CDJ	SUNNY BUNNY		2,730.12	
	3/10/17	3069	CDJ	INTER-QUEST, C		30.00	
	3/10/17	3070	CDJ	SUDDENLINK		204.98	
	3/10/17	3071	CDJ	UNITED BANKCA		311.95	
	3/10/17	3072	PRJ	LINDA A. Keeling		826.66	
	3/10/17	3073	CDJ	NITRO HIGH SCH		400.00	
	3/15/17	432940092	CDJ	Huntington Bank		526.86	
	3/15/17	ACH98841	CDJ	WV STATE TAX D		78.00	
	3/16/17	531041243	CDJ	Huntington Bank		263.43	
	3/24/17	3074	PRJ	LINDA A. Keeling		826.66	
	3/31/17	mardigras	GEN	mardi gras deposit	6,985.41		
	3/31/17	03/31/17	GEN	Service Charge		46.35	
				Current Period Cha	6,985.41	7,010.79	-25.38
	3/31/17			Ending Balance			40,132.34

CITY OF NITRO CONVENTION & VISITORS CY
Income Statement
For the Nine Months Ending March 31, 2017

	Year to Date Current Year	Year to Date Budget	Year to Date LY
Revenues			
Program Service Revenue	\$ 76,837.68	79,632.00	73,965.32
Miscellaneous Income	0.00	0.00	75.00
Contributions-Restricted	2,700.00	0.00	5,175.00
Total Revenues	79,537.68	79,632.00	79,215.32

Expenses

Cost of Goods Sold

Cost of Sales-Rentals	580.00	0.00	2,500.00
Materials Purchased	6,315.59	0.00	3,164.75
Winnings & Trophies	1,999.00	0.00	0.00
Sponsorships	25,242.49	22,725.00	23,510.93
Sponsorships Bands	3,098.00	0.00	2,397.00
Total Costs of Goods Sold	37,235.08	22,725.00	31,572.68

Expenses

Grant and Allocation Exp.	0.00	0.00	1,500.00
Bank Chargest Expense	418.78	378.00	347.11
Advertising	20,896.26	18,756.00	19,745.00
Employee Benefit Programs Exp	4,265.76	3,222.00	3,443.50
Dues & Subscriptions	2,590.96	2,475.00	2,579.28
Internet Expense	294.95	270.00	299.70
Supplies Expense	839.64	1,125.00	1,036.95
Telephone Expense	1,201.88	1,089.00	1,030.49
Postage and Shipping Expense	150.40	225.00	49.00
Occupancy Expense	5,400.00	5,400.00	4,800.00
Insurance Expense	576.00	378.00	491.00
Maintenance Expense	0.00	0.00	(172.72)
Travel Expense	530.82	0.00	240.35
Conferences Expense	652.25	225.00	275.10
Payroll Tax Expense	1,757.42	1,953.00	1,828.32
Wages Expense	19,928.15	21,420.00	20,573.10
Total Expenses	96,738.35	79,641.00	89,638.86
Net Income	\$ (17,200.67)	(9.00)	(10,423.54)

CITY OF NITRO CONVENTION & VISITORS CY
Income Statement
For the Nine Months Ending March 31, 2017

	Current Month Actual	Current Month Budget	Current Month LY
Revenues			
Program Service Revenue	\$ 6,985.41	\$ 8,848.00	\$ 7,030.43
Total Revenues	<u>6,985.41</u>	<u>8,848.00</u>	<u>7,030.43</u>
Expenses			
Cost of Goods Sold			
Sponsorships	3,442.07	2,525.00	2,835.27
Sponsorships Bands	0.00	0.00	499.00
Total Costs of Goods Sold	<u>3,442.07</u>	<u>2,525.00</u>	<u>3,334.27</u>
Expenses			
Bank Chargest Expense	46.35	42.00	44.18
Advertising	275.00	2,084.00	7,280.00
Employee Benefit Programs Exp	490.78	358.00	450.00
Dues & Subscriptions	204.98	275.00	213.81
Internet Expense	30.00	30.00	129.75
Supplies Expense	0.00	125.00	0.00
Telephone Expense	0.00	121.00	156.98
Postage and Shipping Expense	0.00	25.00	0.00
Occupancy Expense	0.00	600.00	600.00
Insurance Expense	0.00	42.00	0.00
Conferences Expense	0.00	25.00	0.00
Payroll Tax Expense	238.10	217.00	238.10
Wages Expense	2,097.70	2,380.00	2,097.70
Total Expenses	<u>6,824.98</u>	<u>8,849.00</u>	<u>14,544.79</u>
Net Income	<u>\$ 160.43</u>	<u>\$ (1.00)</u>	<u>\$ (7,514.36)</u>

**CITY OF NITRO CONVENTION & VISITORS CY
General Ledger**

For the Period From Mar 1, 2017 to Mar 31, 2017

Filter Criteria includes: 1) IDs from 59700 to 59700. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
59700	3/1/17			Beginning Balance			21,800.42
Sponsorships	3/10/17	3067	CDJ	SUNNY BUNNY -	2,730.12		
	3/10/17	3071	CDJ	UNITED BANKCA	311.95		
	3/10/17	3073	CDJ	NITRO HIGH SCH	400.00		
				Current Period Cha	3,442.07		3,442.07
	3/31/17			Ending Balance			25,242.49

THE HUNTINGTON NATIONAL BANK
 PO BOX 1558 EA1W37
 COLUMBUS OH 43216-1558



THE NITRO CONVENTION & BUSINESS BUR
 PO BOX 395
 NITRO WV 25143-0395

Have a Question or Concern?

Stop by your nearest
 Huntington office or
 contact us at:

1-800-480-2001

www.huntington.com/
 businessresources

Huntington Analyzed Checking

Account: 01221213866

Statement Activity From: 03/01/17 to 03/31/17		Beginning Balance	\$40,925.96
		Credits (+)	6,985.41
		Regular Deposits	6,985.41
Days in Statement Period 31		Debits (-)	6,689.44
		Regular Checks Paid	5,821.15
Average Ledger Balance* 37,730.21		Electronic Withdrawals	868.29
Average Collected Balance* 37,730.21		Total Service Charges (-)	46.35
		Ending Balance	\$41,175.58

* The above balances correspond to the service charge cycle for this account.

Deposits (+)

Account: 01221213866

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
03/31	6,985.41	154357123	Brch/ATM				

Checks (-)

Account: 01221213866

Date	Amount	Check #	Date	Amount	Check #
03/13	355.78	3064	03/29	311.95	3071
03/13	135.00	3065	03/10	826.66	3072
03/14	2,730.12	3067*	03/15	400.00	3073
03/13	30.00	3069*	03/29	826.66	3074
03/15	204.98	3070			

(*) Indicates the prior sequentially numbered check(s) may have 1) been voided by you 2) not yet been presented 3) appeared on a previous statement or 4) been included in a list of checks.

Other Debits (-)

Account: 01221213866

Date	Amount	Description
03/15	526.86	IRS USATAXPYMT 031517 270747432940092
03/16	263.43	IRS USATAXPYMT 031617 270747531041243
03/17	78.00	WWTREASURY WWTAXPAYPB 170317 STO1872936960

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Service Charge Detail

Account: 01221213866

Date	Service Charge (-)	Waives and Discounts (+)	Description
03/15	46.35		PRIOR MONTH'S SERVICE CHARGES

Service Charge Summary

Account: 01221213866

Previous Month Service Charges (-)	\$46.35
Total Service Charges (-)	\$46.35

Balance Activity

Account: 01221213866

Date	Balance	Date	Balance	Date	Balance
02/28	40,925.96	03/14	36,848.40	03/17	35,328.78
03/10	40,099.30	03/15	35,670.21	03/29	34,190.17
03/13	39,578.52	03/16	35,406.78	03/31	41,175.58

In the Event of Errors or Questions Concerning Electronic Fund Transfers (electronic deposits, withdrawals, transfers, payments, or purchases), please call either 1-614-480-2001 or call toll free 1-800-480-2001, or write to The Huntington National Bank Research - EA4W61, P.O. Box 1558, Columbus, Ohio 43216 as soon as you can, if you think your statement or receipt is wrong or if you need more information about an electronic fund transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name, your business's name (if appropriate) and the Huntington account number (if any).
2. Describe the error or the transaction you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error. We will investigate your complaint or question and will correct any error promptly.

Verification of Electronic Deposits If you authorized someone to make regular electronic fund transfers of money to your account at least once every sixty days, you can find out whether or not the deposit has been received by us, call either 1-614-480-2001 or call toll free 1-800-480-2001.

Balancing Your Statement - For your convenience, a balancing page is available on our web site <https://www.huntington.com/pdf/balancing.pdf> and also available on Huntington Business Online.