

NITRO CVB BOARD OF DIRECTORS MEETING AGENDA
APRIL 5, 2016 ~ 6:00 pm

Call to Order: Bill Racer, Chairman
Welcome & Introductions

Secretary's Report: Mayor Casebolt
Review of Minutes from March 1, 2016 meeting

Financial Report: John Young, Treasurer

Old Business:

- Grant Partnership between Nitro CVB and Mardi Gras Casino & Resort

New Business:

- Scout Troop 188 support request
- CVB move to Nitro Museum ~ Mayor Casebolt
- June/July Movie Nights ~ Tuesdays. Suggestions for Family Movies

Other:

Adjournment

The next Board meeting will be held on May 3, 2016

David Casebolt

From: Dave Casebolt <caseboltdave@gmail.com>
Sent: Thursday, April 7, 2016 9:41 PM
To: dcasebolt@cityofnitro.org
Subject: NITRO CVB BOARD OF DIRECTORS MEETING AGENDA

NITRO CVB BOARD OF DIRECTORS MEETING AGENDA April 5th, 2016 @6:00 PM

Call to Order: Bill Racer, Chairman

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

Welcome and Introductions

CVB Director Linda Quinn was in attendance.

Secretary's Report: Dave Casebolt

Review of minutes from March 2016 meeting minutes Dave makes a motion to approve the minutes as written with a second from Bill Javins Motion passed.

Financial Report: John Young

Financials were provided and are attached to the meeting minutes. Ivan makes a motion to accept the financials as presented with a second from Susan. Motion passed.

Old Business

* Grant Partnership between Nitro CVB and Mardi Gras Casino & Resort

Bob Lagg presented to the Board the Grant Partnership Agreement. It is attached to the meeting minutes.

New Business

* Scout Troop 188 support request Scout Troop 188 requested a \$2000 contribution to purchase a trailer. The Board determined the request did not fall into CVB donation guidelines.

* CVB move to Nitro Museum- Mayor Casebolt Mayor Casebolt suggested to the Board to move Linda's office to the museum. This would open the museum on a daily basis and allow the opportunity to apply for grants and advertise on the interstate. John Slater suggested we contact senior services about hiring an individual to work the times the museum is not manned by volunteers. John will check with senior services and report to the board at the next meeting.

* June /July Movie Nights-Tuesday's. Suggestions for Family Movies Linda solicited from the Board suggestions for movies to purchase for this years movie nights.

Other

Linda presented to the Board the new CVB website. It is attached to the meeting.

Attached to the minutes is the application to purchase brick pavers that will be used at Living Memorial Park.

Adjournment

Susan makes a motion to adjourn with John Young. Motion passed.

The next Board meeting will be held on Tuesday, April 5, 2016 at 6:00 pm

Sent from my iPad=

CITY OF NITRO CONVENTION & VISITORS CY

Balance Sheet
March 31, 2016

ASSETS

Current Assets		
Regular Checking Account	\$	46,751.51
Total Current Assets		46,751.51
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	\$	50,472.30

LIABILITIES AND CAPITAL

Current Liabilities		
Federal Payroll Taxes Payable	\$	263.43
State Payroll Taxes Payable		78.00
SUTA Payable		232.86
Total Current Liabilities		574.29
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		574.29
Capital		
Retained Earnings		60,321.55
Net Income		(10,423.54)
Total Capital		49,898.01
Total Liabilities & Capital	\$	50,472.30

Unaudited - For Management Purposes Only

CITY OF NITRO CONVENTION & VISITORS CY
Income Statement
For the Nine Months Ending March 31, 2016

	Current Month Actual	Current Month Budget	Current Month LY	Year to Date Current Year	Year to Date Budget	Year to Date LY
Revenues						
Prior Year Carryforward	\$ 0.00	\$ 4,728.75	\$ 0.00	\$ 0.00	42,558.75	0.00
Program Service Revenue	7,030.43	8,750.00	7,439.19	73,965.32	78,750.00	78,707.28
Miscellaneous Income	0.00	0.00	0.00	75.00	0.00	175.00
Contributions-Restricted	0.00	0.00	0.00	5,175.00	0.00	750.00
Total Revenues	7,030.43	13,478.75	7,439.19	79,215.32	121,308.75	79,632.28
Expenses						
Cost of Goods Sold						
Cost of Sales-Rentals	0.00	0.00	0.00	2,500.00	0.00	1,000.00
Materials Purchased	0.00	0.00	0.00	3,164.75	0.00	5,058.21
Winnings & Trophies	0.00	0.00	0.00	0.00	0.00	300.00
Sponsorships	2,835.27	7,719.50	4,578.42	23,510.93	69,475.50	33,768.59
Sponsorships Bands	499.00	0.00	449.00	2,397.00	0.00	4,248.99
Total Costs of Goods Sold	3,334.27	7,719.50	5,027.42	31,572.68	69,475.50	44,375.79
Expenses						
Grant and Allocation Exp.	0.00	0.00	0.00	1,500.00	0.00	0.00
Bank Chargest Expense	44.18	6.25	2.50	347.11	56.25	22.50
Advertising	7,280.00	1,667.00	97.52	19,745.00	15,003.00	13,880.02
Calendars	0.00	0.00	0.00	0.00	0.00	339.90
Professional Services	0.00	0.00	0.00	0.00	0.00	425.00
Employee Benefit Programs Exp	450.00	493.00	488.00	3,443.50	4,437.00	4,442.00
Dues & Subscriptions	213.81	292.00	203.14	2,579.28	2,628.00	2,646.70
Internet Expense	129.75	0.00	0.00	299.70	0.00	0.00
Supplies Expense	0.00	208.00	419.65	1,036.95	1,872.00	1,322.34
Telephone Expense	156.98	108.00	96.63	1,030.49	972.00	1,089.43
Postage and Shipping Expense	0.00	31.00	0.00	49.00	279.00	302.00
Occupancy Expense	600.00	600.00	600.00	4,800.00	5,400.00	3,600.00
Insurance Expense	0.00	62.50	0.00	491.00	562.50	601.00
Maintenance Expense	0.00	0.00	0.00	(172.72)	0.00	172.72
Publications	0.00	0.00	0.00	0.00	0.00	6.89
Travel Expense	0.00	0.00	0.00	240.35	0.00	0.00

For Management Purposes Only

CITY OF NITRO CONVENTION & VISITORS CY
Income Statement
For the Nine Months Ending March 31, 2016

	Current Month Actual	Current Month Budget	Current Month LY	Year to Date Current Year	Year to Date Budget	Year to Date LY
Conferences Expense	0.00	0.00	0.00	275.10	0.00	0.00
Payroll Tax Expense	238.10	208.34	211.14	1,828.32	1,875.06	1,758.43
Wages Expense	2,097.70	0.00	2,040.00	20,573.10	0.00	20,120.00
Wages Expense Admin Asst	0.00	2,083.40	0.00	0.00	18,750.60	0.00
Total Expenses	14,544.79	13,478.99	9,186.00	89,638.86	121,310.91	95,104.72
Net Income	\$ (7,514.36)	\$ (0.24)	\$ (1,746.81)	\$ (10,423.54)	(2.16)	(15,472.44)

For Management Purposes Only

CITY OF NITRO CONVENTION & VISITORS CY
Account Register
For the Period From Mar 1, 2016 to Mar 31, 2016
10200 - Regular Checking Account

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			47,954.37
3/1/16	030116	Deposit	CITY OF NITRO	6,233.88		54,188.25
3/1/16	2868	Withdraw	NITRO DEVELOPMENT		600.00	53,588.25
3/1/16	2888	Withdraw	WVPEIA		163.00	53,425.25
3/2/16	2869	Withdraw	MARDI GRAS CASINO		5,000.00	48,425.25
3/2/16	2871	Withdraw	SUDDENLINK		213.81	48,211.44
3/2/16	2872	Withdraw	AT& T		156.98	48,054.46
3/2/16	2874	Withdraw	EXECUTIVE INK, LLC		950.00	47,104.46
3/4/16	ach0300416	Withdraw	Huntington Bank		263.43	46,841.03
3/9/16	2875	Withdraw	WVPEIA		124.00	46,717.03
3/9/16	2876	Withdraw	WVPEIA		163.00	46,554.03
3/9/16	2877	Withdraw	INTER-QUEST, CORP		30.00	46,524.03
3/9/16	2878	Withdraw	WV RADIO CORP		1,330.00	45,194.03
3/11/16	2879	Withdraw	LINDA A. Keeling		826.66	44,367.37
3/15/16	ACH116795340	Withdraw	WV STATE TAX DE[T		78.00	44,289.37
3/17/16	2866	Withdraw	BRAVO - LIVE DJ		499.00	43,790.37
3/17/16	2880	Withdraw	UNITED BANKCARD CE		2,125.07	41,665.30
3/17/16	2881	Withdraw	H&H ENTERPRISES		710.20	40,955.10
3/17/16	2883	Withdraw	INTER-QUEST, CORP		99.75	40,855.35
3/23/16	ach1493753	Withdraw	Huntington Bank		263.43	40,591.92
3/25/16	2884	Withdraw	LINDA A. Keeling		826.66	39,765.26
3/28/16	032816	Deposit	CITY OF NITRO	7,030.43		46,795.69
3/31/16	03/31/16	Other	Service Charge		44.18	46,751.51
			Total	13,264.31	14,467.17	



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: 03/01/16 to 03/31/16		Beginning Balance	\$49,917.33
Days in Statement Period 31		Credits (+)	13,263.31
Average Ledger Balance* 49,072.03		Regular Deposits	13,263.31
Average Collected Balance* 49,072.03		Debits (-)	14,160.24
* The above balances correspond to the service charge cycle for this account.		Regular Checks Paid	13,555.38
		Electronic Withdrawals	604.86
		Total Service Charges (-)	44.18
		Ending Balance	\$48,976.22

Deposits (+)

Account: 01221213866

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
03/01	6,232.88	152426328	Brch/ATM	03/28	7,030.43	152420650	Brch/ATM

Checks (-)

Account: 01221213866

Date	Amount	Check #	Date	Amount	Check #
03/01	600.00	2868	03/15	30.00	2877
03/08	5,000.00	2869	03/15	1,330.00	2878
03/14	213.81	2871*	03/11	826.66	2879
03/14	156.98	2872	03/24	2,125.07	2880
03/11	950.00	2874*	03/28	710.20	2881
03/11	124.00	2875	03/30	499.00	2882
03/11	163.00	2876	03/28	826.66	2884*

(*) 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
03/04	263.43	IRS USATAXPYMT 030416 270646442862430
03/17	78.00	WVTREASURY WWTAXPAYPB 160317 STO1872936960

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Other Debits (-)

Account: 01221213866

Date	Amount	Description
03/23	263.43	IRS USATAXPYMT 032316 270648361493753

Service Charge Detail

Account: 01221213866

Date	Service Charge (-)	Waives and Discounts (+)	Description
03/15	44.18		PRIOR MONTH'S SERVICE CHARGES

Service Charge Summary

Account: 01221213866

Previous Month Service Charges (-)	\$44.18
Total Service Charges (-)	\$44.18

Balance Activity

Account: 01221213866

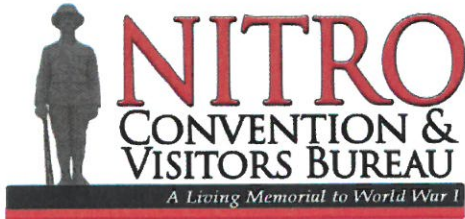
Date	Balance	Date	Balance	Date	Balance
02/29	49,917.33	03/11	48,223.12	03/23	46,106.72
03/01	55,550.21	03/14	47,852.33	03/24	43,981.65
03/04	55,286.78	03/15	46,448.15	03/28	49,475.22
03/08	50,286.78	03/17	46,370.15	03/30	48,976.22

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.

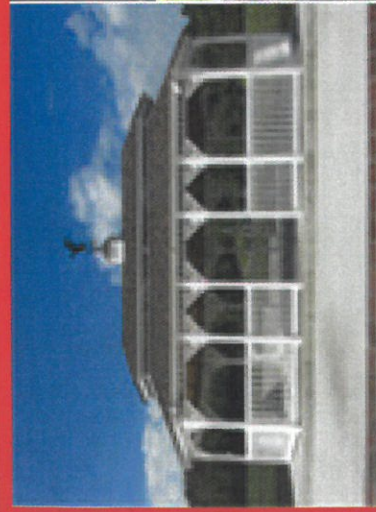
Balancing Your Statement - For your convenience, a balancing page is available on our web site <https://www.huntington.com/pdf/balancing.pdf> and also available on Huntington Business Online.



NITRO CVB GRANT PARTNERSHIP WITH MARDI GRAS CASINO & RESORT

The Grant Partnership agreement includes the following items:

1. One color ad in the Mardi Gras monthly promotion eblast offer.
 - *The attached ad was placed in March showing the Nitro CVB logo, contact information and 2016 Calendar of Events.*
2. One eblast sent to Mardi Gras Casino's email database promoting tourism in Nitro.
 - *sent as an email: **DRAFT~ Nitro – A Living Memorial to World War I. An explosive past igniting the future! Explore Nitro, from Mardi Gras Casino & Resort to town, see it all. Visit the “Nitro World War I Museum”, find treasures in the antique district, shop a variety of stores and experience dinning to satisfy any appetite. Come enjoy the pleasant outdoors at our parks. Did you know Nitro has a Kanawha River boat ramp and dock, also a lakeside Gazebo you can rent for your special occasions? Nitro offers a year round schedule of community events and activities.***
The Nitro Convention & Visitors Bureau invites you to start or relocate your business in the city that has a clear direction and plan. Benefit from Nitro's aggressive B&O Tax structure for new businesses, 20 year plan, competitive rent rates and great interstate access. Choose an involved community where people want our business to succeed! Visit on line at nitrocvb.com, email nitrowv.cvb@gmail.com or call 304-721-9800.
3. One color quarter page ad in the Mardi Gras hotel directory.
 - *The hotel ad is attached*
4. One welcome message on the outdoor Daktronic board at Mardi Gras main entrance.
 - *The welcome message say's: Nitro Convention & Visitors Bureau Welcomes You. Enjoy and Good Luck! Nitrocvb.com / 304-721-9800*
5. **“Lousie”** Band sponsorship. Five bands on five nights. Dates to be determined.
6. **“Cash Ball Give Away”** to be held Oct. 15, 2016



Whatever you are looking for, the city of Nitro has it! Shopping, entertainment, recreation or business - come explore Nitro - a city with a historic past and a promising future.

NITRO

CONVENTION & VISITORS BUREAU

A Living Memorial to World War I

201 21st Street • Nitro, WV 25143
304.721.9800 • www.nitrocvb.com

2016 CALENDAR OF EVENTS

JUNE & JULY: Free Family Movie
Nights each Tuesday

JULY 9TH: Taste of Nitro

SEPTEMBER 8TH - 10TH:
Nitro Boomtown Days

OCTOBER 22ND:

Halloween Parade & Hoedown

DECEMBER 10TH: Nitro Christmas
Parade & Tree Lighting



Whatever you are looking for, the city of Nitro has it! Shopping, entertainment, recreation or business - come explore Nitro - a city with a historic past and a promising future.

RIDENOUR LAKE
Weddings • Fishing
Picnics

NITRO'S ANTIQUE DISTRICT

VETERANS' MEMORIAL

30+ DINING OPTIONS



NITRO
CONVENTION &
VISITORS BUREAU

A Living Memorial to World War I

201 21st Street
Nitro, WV 25143
304.721.9800
www.nitrocvb.com



BOY SCOUT TROOP 188 REQUESTING FUNDS TO PURCHASE TRAILER

Charity Thompson, Troop Leader has request assistance in a donation of funds to purchase the trailer shown in the picture. The owner of the trailer is asking \$2,000 .

The Scout Troop is actively involved in Nitro Community events, movie nights, parades. They contribute to the Nitro community by working the park & playground clean-up project, food drives that benefits the Nitro Food Pantry.

Fundraising projects such as Movie Nights provides funds for the troops needs such as badges, camp, learning materials, uniforms and for scouts who need assistance in order to be a member.

The funds raised are quickly used in programing. The trailer would benefit the scout troop by having a way of storing and transporting all the necessary event items, coolers, camping equipment etc. At this time the different parents are storing in different homes and using personal vehicles to transport as it fits among the scouts being driven. This creates some difficulty in planning and recruiting chaperones that can provide for the entire troop. Not ideal for organization.

The Troop Leaders, Chaperones and the Scouts would appreciate your consideration for a donation and in return as well as continuing to support the Nitro Community activities, events and projects they would proudly display the Nitro CVB logo and contact information as a Sponsor on the side of the Trailer.

NITRO

CONVENTION & VISITORS BUREAU

A Living Memorial to World War I

HOME UPCOMING EVENTS PHOTO GALLERY ABOUT US CONTACT US

Home

Welcome to Nitro. What to see and do: parks, river access, Mardi Gras Casino & Resort, restaurants, businesses, and community activities – movie night, concerts in the park, to name a few. On this website the Nitro Convention and Visitors Bureau can provide you information about Nitro's lodging, dining, attractions, events, museums, arts and culture, history and recreation. You will find on this website our showcase of top area attractions and activities lists, visit the photo gallery, things to do and schedule of activities, celebrations and events. Our goal is to help make your visit to Nitro, social or for business and for the citizens an enjoyable and memorable experience. Our local office at City Hall, can provide you information on where one can find maps, brochures, travel professionals, local insight, visitor's guides, and more.

MISSION: *The Nitro Convention and Visitors Bureau (CVB) is a destination marketing organization that promotes Nitro, West Virginia in order to increase the number of visitors. It promotes the development and marketing of Nitro, focusing on convention sales, tourism marketing, and services.*

The fundamental mission of the Nitro CVB is the promotion of the economic development of Nitro by increasing visits from tourist and business travelers, which generates overnight lodging for Nitro, visits to area restaurants, and shopping revenues. The Convention and Visitors Bureau is directly responsible for marketing Nitro's brand through travel and tourism "product awareness" to visitors.

The Nitro CVB is a non-for-profit agency, working independently under the direction of the board of elected directors, dedicated to marketing Nitro and the surrounding region as business events destination, tourism destinations, and recreation destination to interstate and interstate markets.



A Living Memorial to World War I



Rich Hively
Executive Director
201 71st Street
Nitro, WV 25143

304-755-7876

www.NitroDevelopment.com

Promoting the Business Growth & Development of Nitro

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An Advantage Systems Interactive Website Developed and Hosted by Inter-Quest



