

**NITRO CVB BOARD OF DIRECTORS MEETING AGENDA
AUGUST 3, 2015 ~ 6:00 PM**

Call to Order: Bill Racer, Chairman
Welcome & Introductions
Guest: *Greg Tidd, Nitro Historical Commission*

Secretary's Report: Dave Casebolt
Review of minutes from July 6, 2015 meeting

Financial Report: John Young

Old Business:

- 2015- 2016 Board Members Terms, Election Results
- Boom Town Days
- Advertising

New Business:

- CVB Personal Policies
- Nitro Famous People ~ Empire Larry Barnette visiting Nitro \$400. Requested from CVB

Other:

Adjournment

The next Board meeting will be held on Sept. 7 ,2015 at 6:00 pm.

David Casebolt

From: Dave Casebolt <caseboltlave@gmail.com>
Sent: Tuesday, July 7, 2015 7:47 AM
To: dcasebolt@cityofnitro.org
Subject: NITRO CVB BOARD OF DIRECTORS MEETING AGENDA

NITRO CVB BOARD OF DIRECTORS MEETING AGENDA
JULY 6, 2015~6:00 PM

Call to Order: Bill Racer, Chairman

Bill called the meeting to order at 6pm. In attendance was Ivan Meadows, Bill Javins, Bob Lagg, Jim McKay, Vicki Shumate Jackson, John Slater, John Young, Dave Casebolt. Also in attendance was CVB Director Linda Quinn.

Welcome and Introductions
There were no guests to introduce.

Secretary's Report: Dave Casebolt

Review of Minutes from June 8, 2015 Meeting Jim McKay makes a motion with a second from John Young to approve the minutes as written. Motion passed

Financial Report: John Young

John Young provided a financial report to the Board. The financials are attached to the meeting minutes. Jim McKay makes a motion with a second from Bill Javins to accept the financials as presented. Motion passed. John Young makes a motion with a second from Jim McKay to carry forward into fiscal year 2015-16 \$56744.92 and place it in sponsorships. Motion passed.

Old Business:

* Advertising Committee Meeting Report Jim McKay made a motion with a second from John Young to table this report. Motion passed.

* Taste of Nitro, July 11~ This Saturday Linda reminded the Board of this Saturday's Taste of Nitro fundraiser for the Nitro Mission Team. The dinner will be from 4pm to 6pm.

* Contract with Nitro HS for Event Photo Coverage Linda discussed the recent contract agreement with Nitro High School. Linda will setup a meeting with Ms. Petry to discuss the agreement.

New Business

* Board Election WITH SECONDS FROM BILL JAVINS

Dave Casebolt makes a motion to approve John Young, Bob Lagg and Vicki Shumate Jackson for three more years with terms ending in July of 2018. Motion passed.

Motion was made by Ivan with a second from Jim to retain the current officers. Motion passed.

* Movie Night Projector/ Equipment Dave presented to the Board a couple of options for new movie screens and projectors. Linda will review and present to the Board at the next meeting.

* Event Street Cones

CITY OF NITRO CONVENTION & VISITORS CY

Balance Sheet

July 31, 2015

ASSETS

Current Assets		
Regular Checking Account	\$ 49,261.17	
Accounts Receivable	8,169.33	
Total Current Assets		57,430.50
Property and Equipment		
Furniture and Fixtures	2,000.00	
Equipment	3,113.00	
Accum. Depreciation - Equipment	(623.00)	
Total Property and Equipment		4,490.00
Other Assets		
Deposits	512.50	
Total Other Assets		512.50
Total Assets	\$	<u>62,433.00</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Federal Payroll Taxes Payable	\$ 131.33	
State Payroll Taxes Payable	52.00	
Total Current Liabilities		183.33
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		183.33
Capital		
Retained Earnings	61,603.26	
Net Income	646.41	
Total Capital		<u>62,249.67</u>
Total Liabilities & Capital	\$	<u>62,433.00</u>

Unaudited - For Management Purposes Only

CITY OF NITRO CONVENTION & VISITORS CY

Income Statement
For the One Month Ending July 31, 2015

	Current Month Actual	Current Month Budget	Current Month LY	Year to Date Current Year	Year to Date Budget	Year to Date LY
Prior Year Carryforward	\$ 0.00	\$ 4,728.75	\$ 0.00	\$ 0.00	\$ 4,728.75	\$ 0.00
Program Service Revenue	8,169.33	8,750.00	8,895.97	8,169.33	8,750.00	8,895.97
Total Revenues	8,169.33	13,478.75	8,895.97	8,169.33	13,478.75	8,895.97
Expenses						
Cost of Sales-Rentals	500.00	0.00	0.00	500.00	0.00	0.00
Materials Purchased	550.00	0.00	0.00	550.00	0.00	0.00
Sponsorships	1,944.84	7,719.50	6,751.13	1,944.84	7,719.50	6,751.13
Sponsorships Bands	0.00	0.00	1,000.00	0.00	0.00	1,000.00
Total Costs of Goods Sold	2,994.84	7,719.50	7,751.13	2,994.84	7,719.50	7,751.13
Expenses						
Bank Charge Expense	39.75	6.25	2.50	39.75	6.25	2.50
Advertising	0.00	0.00	3,910.00	0.00	0.00	3,910.00
Professional Services	0.00	0.00	425.00	0.00	0.00	425.00
Employee Benefit Programs Exp	647.00	493.00	538.00	647.00	493.00	538.00
Dues & Subscriptions	203.28	292.00	134.35	203.28	292.00	134.35
Supplies Expense	290.00	208.00	0.00	290.00	208.00	0.00
Telephone Expense	193.58	108.00	99.41	193.58	108.00	99.41
Postage and Shipping Expense	0.00	31.00	0.00	0.00	31.00	0.00
Occupancy Expense	0.00	600.00	0.00	0.00	600.00	0.00
Insurance Expense	278.00	62.50	601.00	278.00	62.50	601.00
Payroll Tax Expense	224.47	208.34	180.01	224.47	208.34	180.01
Wages Expense	2,652.00	0.00	2,000.00	2,652.00	0.00	2,000.00
Wages Expense Admin Assi	0.00	2,083.40	0.00	0.00	2,083.40	0.00
Total Expenses	7,522.92	13,478.99	15,641.40	7,522.92	13,478.99	15,641.40
Net Income	\$ 646.41	\$ (0.24)	\$ (6,745.43)	\$ 646.41	\$ (0.24)	\$ (6,745.43)

CITY OF NITRO CONVENTION & VISITORS CY
 Balance Sheet
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THE HUNTINGTON NATIONAL BANK
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 COLUMBUS OH 43216-1558



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 NITRO WV 25143-0395

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1-800-480-2001

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Huntington Analyzed Checking

Account: 01221213866

Statement Activity From:
 07/01/15 to 07/31/15

Days in Statement Period 31

Average Ledger Balance* 55,015.71

Average Collected Balance* 55,015.71

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

Beginning Balance \$58,351.18

Debits (-) 6,438.58

Regular Checks Paid 5,860.64

Electronic Withdrawals 577.94

Total Service Charges (-) 39.75

Ending Balance \$51,872.85

Checks (-)

Account: 01221213866

Date	Amount	Check #	Date	Amount	Check #
07/06	837.18	2724	07/17	809.06	2742*
07/06	320.00	2731*	07/23	774.45	2743
07/06	164.00	2732	07/27	195.04	2744
07/07	96.80	2733	07/24	54.75	2745
07/08	203.28	2734	07/31	105.26	2746
07/06	545.02	2735	07/27	550.00	2747
07/17	500.00	2737*	07/29	310.00	2748
07/16	264.04	2738	07/23	131.76	2749

(*) 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
07/08	254.97	IRS USATAXPYMT 070815 270558924369768
07/17	68.00	WVTREASURY WWTAXPAYPB 150717 STO1872936960
07/22	254.97	IRS USATAXPYMT 072215 270560350237775

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CITY OF NITRO CONVENTION & VISITORS CY

General Ledger

For the Period From Jul 1, 2015 to Jul 31, 2015

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	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Account Description							
10200	7/1/15			Beginning Balance			56,744.92
Regular Checking Acc	7/1/15	2730	CDJ	H&H ENTERPRIS		328.60	
	7/1/15	2731	CDJ	WVPEIA		320.00	
	7/1/15	2732	CDJ	WVPEIA		164.00	
	7/1/15	2733	CDJ	AT& T		96.80	
	7/1/15	2734	CDJ	SUDDENLINK		203.28	
	7/3/15	2735	PRJ	LINDA A. QUINN		545.02	
	7/8/15	ach243697	CDJ	Huntington Bank		254.97	
	7/9/15	2737	CDJ	CHARLESTON PA		500.00	
	7/9/15	2738	CDJ	West Virginia State		264.04	
	7/10/15	2740	CDJ	CHARLESTON PA		500.00	
	7/15/15	ach870592	CDJ	WV STATE TAX D		68.00	
	7/17/15	2742	PRJ	LINDA A. QUINN		809.06	
	7/17/15	2743	CDJ	CITY OF NITRO		774.45	
	7/17/15	2744	CDJ	INDUSTRIAL SANI		195.04	
	7/17/15	2745	CDJ	UNITED BANKCA		54.75	
	7/17/15	2746	CDJ	NITRO MINISTERI		105.26	
	7/17/15	2747	CDJ	F. L. ENTERPRISE		550.00	
	7/17/15	2748	CDJ	H&H ENTERPRIS		310.00	
	7/17/15	2749	CDJ	WV UNEMPLOYM		131.76	
	7/22/15	ach072215	CDJ	Huntington Bank		254.97	
	7/29/15	2750	CDJ	BRICKSTREET IN		278.00	
	7/29/15	2752	CDJ	INDUSTRIAL SANI		176.74	
	7/29/15	2753	CDJ	AT& T		96.78	
	7/29/15	2754	CDJ	IMPRESSION PRO		290.00	
	7/29/15	2756	CDJ	WVPEIA		163.00	
	7/29/15	2740V	CDJ	CHARLESTON PA	500.00		
	7/31/15	2757	PRJ	LINDA A. QUINN		509.48	
	7/31/15	07/31/15	GEN	Service Charge		39.75	
				Current Period Cha	500.00		
				Ending Balance		7,983.75	-7,483.75
	7/31/15						49,261.17

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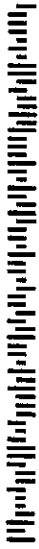
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2015-2016 NITRO CVB BOARD OF DIRECTORS

OFFICERS:

Chairman: Bill Racer
Vice Chair: John Slater
Secretary: Dave Casebolt
Treasurer: John Young

EXECUTIVE DIRECTOR

Linda Quinn Keeling
304-932-2300 CVB cell
304-721-9800 office

BOARD MEMBERS

Term Ending July

Dave Casebolt
Mayor, City of Nitro
304- 419-2333 c
2016

John Young
Treasure, City of Nitro
304-541-0823 c
2018

Bill Racer
Nitro City Councilman
304-982-0551
2018

John Slater
DNR and Nitro Moose
304-552-3267
2017

Bill Javins
Nitro City Councilman
Real Estate
304-539-5211
2017

Robert Lagg
Manager, Mardi Gras Casino & Resort
304-776-1000
2018

Vicki Shumate-Jackson
Senior Account Executive, WV Radio
304-342-8131 x 615
2018

Jeff Covert
Regional Marketing Manager, Bath Fitters
304-634-5745
2017

Ivan Meadown
Retired Nitro Citizen
304-881-6296
2016

Jim McKay
Nitro Citizen
304-415-4514
2017



NITRO CONVENTION AND VISITORS BUREAU
Executive Director
PERSONNEL MANUAL

DRAFT

2015

EMPLOYEE ACKNOWLEDGEMENT FORM

The Employee Handbook describes important information about the general personnel policies of the Nitro Convention and Visitors Bureau (the "Bureau") and about the privileges and obligations of being an employee of the Bureau.

I understand that this Handbook is intended to be a "living document." Information, policies, and benefits described in the Handbook are subject to change and revisions to the Handbook will be made on a periodic basis, depending on new conditions as they arise and depending on the needs of management and the employees. The only exception is that the Bureau will not change or cancel its employment-at-will policy. I understand that the Bureau may add new policies to the Handbook as well as replace, change, or cancel existing policies.

I became an employee at the Bureau voluntarily. I understand and acknowledge that there is no specified length to my employment at the Bureau and that my employment is "at will." I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that the Bureau may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand that the contents of this Handbook are presented as a matter of information only and do not include the full text of all policies, procedures and benefit plans. While the Bureau believes wholeheartedly in the plans, policies, and procedures described herein, they are not conditions of employment. I understand and acknowledge that the Bureau reserves the right to modify, revoke, or change any or all such plans, policies, or procedures at any time. I understand that the language used in this handbook is not intended to create, nor is it to be construed to constitute, a contract of continued employment, nor any other type of contract or legal document, between the Bureau and any of its employees.

This will acknowledge that I have received an explanation of the Employee Handbook covering employees of the Bureau, that I have reviewed the Employee Handbook, and that I understand its contents. I further understand that it is my responsibility to follow all policies contained herein as well as any changes made to the Handbook.

EMPLOYEE NAME (printed): _____

EMPLOYEE SIGNATURE: _____

DATE: _____

Welcome to the Nitro Convention and Visitors Bureau

This Employee Handbook is intended to explain some of the current policies and procedures of the Bureau. This Handbook will give you important information about working at CVB. In addition, the information provided in this Handbook should be helpful in familiarizing you with many of the policies, benefits, and regulations of this office. However, this Handbook cannot cover every situation or answer every question about policies and benefits at the Bureau. CVB will always consider the facts of each particular situation and CVB is not required to follow every policy and practice in these guidelines in every situation.

This Handbook is not intended to (and does not) create a contract or promise of employment for any particular period of time, or any other type of contract or promise between CVB and any employee. Your employment with CVB is at-will. This means that neither you nor CVB has entered into a contract regarding the duration of your employment. You are free to terminate your employment with CVB at any time, with or without notice, for any reason or for no reason. Likewise, CVB has the right to terminate your employment or otherwise discipline, transfer, or demote you at any time, with or without notice, at the sole discretion of CVB. CVB reserves the unilateral right to change, withdraw or add to these guidelines at any time.

The contents of this Handbook are presented as a matter of information only and do not include the full text of all policies, procedures and benefit plans. While the Bureau believes wholeheartedly in the plans, policies, and procedures described herein, they are not conditions of employment. Information, policies, and benefits described in the Handbook are subject to change and revisions to the Handbook will be made on a periodic basis, depending on new conditions as they arise and depending on the needs of management and the employees. You may not receive written notice of any such changes. The only exception is that the Bureau will not change or cancel its employment-at-will policy.

This Handbook replaces any and all Handbooks and/or policies and practices that may have previously been in place, whether or not those policies or practices were in writing or oral.

EQUAL EMPLOYMENT OPPORTUNITY

To give equal employment and advancement opportunities to all people, we make employment decisions at the Bureau based on each person's performance, qualifications, and abilities. CVB does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to CVB.

Our Equal Employment Opportunity policy covers all employment practices, including recruitment, hiring, job assignment, promotion, compensation, discipline, termination, wage reviews, access to benefits and training, and similar terms and conditions of employment.

If you have a question about any type of discrimination at work, or suggestions with respect to Equal Employment Opportunity, talk with your immediate supervisor, the President or the Chair of the Personnel Committee. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.

EMPLOYMENT CLASSIFICATIONS

It is important that you understand the definitions of the employment classifications at CVB and know your classification. The reason is because your employment classification helps determine your employment status and what benefits for which you are eligible. If you have questions or are not sure what your employment classification is, see your immediate supervisor, the President, or the Chair of the Board of Directors Committee.

Depending on your job, you are either nonexempt or exempt from federal wage and hour laws. An exempt employee is one who is in a salaried supervisory, technical, or professional position.

Exempt positions are excluded from minimum wage, overtime regulations, and other rights and protections afforded to nonexempt workers.

You are a full-time employee if you are regularly scheduled to work a full-time schedule of 37.5- 40 hours each week. In most cases, regular full-time employees are eligible for all CVB benefit programs, subject to the terms, conditions, and limitations of each benefit program.

PERSONNEL PROCEDURES

The CVB is an equal opportunity employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

As stated earlier, all employment is "at-will" which means the Bureau may terminate your employment at any time with or without cause and that you are free to terminate your employment with the Bureau at any time and for any reason.

Employment Applications

We rely on the accuracy of the information you put on your employment application. We also expect that you and your references give accurate and true information during the hiring process and employment. If we find that any information is misleading, false, or incomplete, we may reject an applicant from further consideration, or, if the candidate was already hired, it could result in termination of employment.

Hiring Practices

Upon accepting an offer of employment from the CVB, all employees will be required to complete a federal form I-9 and provide proof of eligibility to work in the United States in a manner consistent with the regulations of the U.S. Immigration and Naturalization Service. Employees of the CVB will be provided copies of all benefit plans for which they qualify; it is the responsibility of the employee to complete any necessary enrollment forms. Employees may also be given CVB property upon their hiring, or later in their employment (such as keys, computers, etc.), it is the employee's responsibility to maintain this property and return it to the CVB should the employee leave the CVB's employment for any reason.

Rehire Policy

Former employees who left the company with good records and who gave two weeks notice prior to leaving, may, providing their qualifications are equal to the qualifications of other applicants, be considered for rehire. Rehires shall be considered as new applicants, having forfeited their seniority rights by their previous termination of employment, unless they are rehired into their former position within six months of leaving that position in good standing.

Timesheets

Full-time employees are expected to work Monday through Friday, and do not have to complete a timesheet. You are responsible for recording your time for your own reference.

Performance Appraisals

All employees will be subject to performance evaluations once a year or as needed. These appraisals will be with the employee's immediate supervisor and any other individual designated by the President or Chairman of the CVB.

Performance appraisals will be based on, at least in part, the employee's success at carrying out the job responsibilities as set out in the employee's job description and the employee's success at meeting any and all goals or standards established with the employee at an earlier date.

Compensation

An employee's compensation will be established by the Board of Directors at the time the employee is hired.

Employees will be considered for salary adjustments on a yearly basis. Adjustments will be at the sole discretion of the Board of Directors but with input from the employee's supervisor.

The CEO/President also has the unfettered authority to award discretionary performance bonuses. The decision to award a bonus and the amount of such a bonus is reserved to the sole discretion of the Board Chairperson.

Performance bonus standards are established by the Board of Directors .

Your pay rate is a personal matter and should not be a topic of discussion with other employees. The Board of Directors will be pleased to speak to you anytime you have questions regarding compensation.

Resignations

While not a requirement, as a professional courtesy, the Bureau asks that employees give two weeks notice in the event they decide to resign employment.

WORK AND PAY PROVISIONS

Hours of Work

Normal office hours for the CVB are 40 hours., Monday through Friday. All employees are expected to notify _____ if they eare going to be absent from work.

Because of the nature of CVB business, some weekend or evening work may be required. All hours worked outside of normal business hours and in excess of 40 hours will be considered PTO. It is the employee's responsibility to directly communicate additional hours worked with _____.

If working more than the normal 40 hours per week, the employee may elect to take time off as soon as possible if the employee's schedule allows for immediate time off.

All time off must be approved by Board of Directors.

Breaks

All employees are expected to take an unpaid 60-minute lunch break. While on your lunch break, you are relieved of all duties and are not expected to work on CVB matters.

Overtime Work

Overtime work (hours worked in excess of 40 hours per week) may occur during peak business periods or whenever the volume of work makes it necessary to extend work schedules. When this happens, you may be required to work on an overtime basis.

Overtime compensation is based on applicable Federal laws. Employees will be compensated time off at 1.5 times for all hours worked in excess of 40 hours during any work week.

Pay Schedule

The normal pay period is every two week _____ if a payday falls on a weekend or holiday, the paycheck will be issued on the preceding day the office is open. Paychecks for each period will include all compensation due through the two week period

All deductions required by state or federal law, as well as those involving the employee's cost for insurance and retirement, will be made automatically. Paychecks cannot be issued to another person, unless written authorization is provided to the VP of Operations.

Travel Compensation

Mileage record

Sick Days

Earned sick days per month

Pay Practices

The CVB intends to and will comply with the Federal Fair Labor and Standards Act (FLSA) in paying all of its employees. Salaried employees who are exempt from receiving overtime payments under the FLSA will be paid their full weekly salary for any work week in which the employee performs any work minus only those deductions previously mentioned.

The CVB intends to, and will, fully comply with the FLSA and all Department of Labor regulations promulgated under the FLSA.

If any salaried exempt employee believes that the CVB has made an improper deduction from the employee's paycheck, the employee shall bring this alleged error to the attention of your Board of Directors as soon as the employee notices the error.

The CVB will investigate the employee's complaint and if the CVB finds that it has made an improper deduction, it shall promptly reimburse the employee (and any other employee from whom a similar improper deduction was made). Furthermore, the CVB shall make a good faith commitment to correct any internal policies or procedures that may have lead to the improper deduction so that the CVB shall be in full compliance with the FLSA in the future.

Paid Time Off (PTO)

The CVB has an established paid time off (PTO) plan for all full-time employees, hereinafter called eligible employees.

PTO may be used for time off such as vacations, personal business, health or dental care, family emergencies and illnesses. An eligible employee may take PTO after 90 days of employment. Individuals on unpaid leave will not accumulate PTO, except as provided by law.

The annual PTO period is from January 1 to December 31 of each year. Eligible employees receive 15 PTO days per year. Eligible employees with five years of service are eligible for 20 PTO days per year beginning the January after their 5th anniversary date with the CVB. Those with more than 10 years of service are eligible for 25 days per year beginning the January after their 10th anniversary with the CVB.

PTO should be used within the calendar year. No more than five days (40 hours) may be carried over from one calendar year into the next year calendar year; all other unused PTO days will be forfeited. Carry over days are not considered earned. Employees are encouraged to use their PTO throughout the year, avoiding excessive time off at the end of the calendar year.

PTO hours are granted at the beginning of each calendar year.

New employees: Following the first 90 days of continuous service, full-time employees are eligible for PTO in the current calendar year, prorated based on the number of remaining months in the calendar year.

Requests for PTO should be made, where possible, a minimum of five working days in advance to the Board of Directors.

Requests will be granted to the extent possible while maintaining staffing responsibilities; conflicting issues will be resolved by the CVB president.

If five days advance notice is not possible, employees should give as much notice as is possible. Failure to give advance notice, where such notice is reasonable, will result in discipline up to and including termination.

An employee may not take time off without pay if the employee has accumulated PTO. All time off will be charged against outstanding PTO hours until all accumulated PTO hours have expired. Taking time off after the exhaustion of an employee's yearly allotment of PTO, without prior approval from the President or an excuse from a treating health care practitioner, may result in discipline up to and including termination.

Upon cessation of employment, employees will not be compensated for any unused accrued PTO, regardless of the reason for the cessation of employment (i.e. termination, resignation, voluntary termination, retirement, etc.). Unused accrued PTO is forfeited and lost.

The employee will keep all PTO requests on file, in addition to, reporting PTO balances to the contracted accounting firm/ payroll department. PTO balances are included on each pay stub. If an employee notices a discrepancy it should be reported immediately to the Payroll Dept. and the Board of Directors.

Family Leave

The Charleston CVB will provide three weeks of family PTO for the birth or adoption of a child. An employee must be employed with the CVB for at least six months to be eligible for family PTO. Employee taking family leave must first utilize all accrued PTO before utilizing family PTO. No PTO will accrue during any portion of family leave. The CVB will continue to pay health insurance premiums for eligible employees on family leave. Employees must request family leave by notifying the Board of Directors and/or . Exceptions to the provisions of this policy for emergencies or extenuating circumstances may be made at the discretion of the President of the Board of Directors on a case-by-case basis.

Civil Leave

It is possible at some time during your employment you may be called to serve on jury duty. The Bureau encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons.

It is the policy of the Bureau that an employee will not lose pay because he/she may be required to serve on a jury. If a full-time or part-time employee is called upon to serve on a jury, the Bureau will pay the difference between your base rate of pay for the number of hours you normally would have worked that day and any jury fees you receive. In order to be compensated for the difference in pay, the employee must document his/her attendance by returning the official jury attendance record to your immediate supervisor.

Upon receiving a summons, you must, the next working day, present the summons to the Board of Directors. This will help us plan for possible absence from work. Failure to notify the Board regarding the need for civil leave will exclude the employee from receiving any compensation from the Bureau for the absence and may result in disciplinary action, up to and including termination of employment.

You shall be excused from work for the day(s) required in serving as a juror. However, we expect you to report to work whenever you are not required by the court to be in attendance.

If necessary, the Bureau may request that you seek leave of the court to be excused from jury duty service. We may request that you seek leave from going on jury duty if, in the opinion of the Board of Directors, your absence would cause serious operational problems for the Bureau.

In addition, the CVB complies with all state and federal laws relating to leave given to members of the military, national guard, or other uniformed services or the family members of such employees.

Unpaid Medical Leave

The CEO/President may grant unpaid medical leave to employees who have exhausted their PTO who are applying disability leave under the plans provided by the CVB. However, unpaid medical leave is contingent upon the employee making a good-faith effort to apply for and receive either short-term or long-term disability benefits.

Failure of an employee to file an application for disability leave within 30 days of the start of any unpaid medical leave will result in the termination of the unpaid medical leave. Similarly, the failure to comply with a request for information submitted from the insurance company in a timely manner will result in the termination of the unpaid medical leave.

Employees on unpaid medical leave will not be paid for holidays, nor will they accrue PTO. Employees on unpaid medical leave will be eligible for health insurance benefits in accordance with the plan document for the health insurance plan maintained by the CVB.

Emergency Leave

The Board Chairperson or _____ may grant other unpaid emergency leave for good cause shown based on all factors, including the staffing needs of the Bureau and the reason given for requesting leave.

Any decision to grant emergency leave will be independent of any other request and the decision to grant emergency leave in one instance will not create a precedent for awarding it similar circumstances.

Employees on unpaid emergency leave will not be paid for holidays, nor will they accrue PTO, except as required by law.

Holidays

The following are paid holidays for all full-time employees:

- New Year's Eve - December 31
- New Year's Day - January 1
- Martin Luther King Day - Third Monday in January
- President's Day - Second Monday in February
- Memorial Day - Last Monday in May
- West Virginia Day - June 20
- Independence Day - July 4
- Labor Day - First Monday in September
- Columbus Day - Second Monday in October
- Veterans' Day - Second Tuesday in November
- Thanksgiving - Fourth Thursday in November
- Day after Thanksgiving
- Christmas Eve - December 24
- Christmas Day - December 25

During state/federal election years, the President may designate the days of the primary and general elections as holidays.

Where any of these holidays should fall on a Saturday or Sunday, the Bureau will designate an alternate holiday, generally, though not necessarily, the Friday before the holiday.

Where any of these holidays fall on a day that an employee is not regularly scheduled to work, the employee and the Bureau shall agree to an alternative day off which does not impair the Bureau's work.

Any employee who requires other than the above-stated holidays for reasons of a religious nature should speak to their immediate supervisor and the CEO/President. The CVB will use its best efforts to accommodate the employee's religious belief, provided no undue hardship is created for the Bureau or its employees.

DISCIPLINE AND WORK RULES

Standards of Conduct

It is not possible to provide employees a complete list of every possible type of disciplinary offense. However, in order to provide some guidance concerning unacceptable behavior, the following are examples of types of conduct that are considered impermissible.

The list below is intended to provide examples of disciplinary offenses which may result in disciplinary action, up to and including immediate termination of employment without prior warning.

- Falsification of, or making a material omission on forms, records or reports, including timesheets, application materials, or other official CVB records.
- Violation of office confidentiality.
- Engaging in excessive personal phone calls and discussions.
- Unexcused absences after exhausting PTO.
- Carelessness or negligence when performing duties.
- Unsatisfactory performance.
- Refusing to follow directions or other disrespectful conduct.
- Unauthorized possession or removal of Bureau property, records or other materials.
- Engaging in conduct that creates a safety or health hazard.
- Unauthorized use of company property, supplies or time.
- Unauthorized or misuse of the company credit card (see credit card usage policy for more details).
- Conduct which the Bureau feels reflects adversely on the employee or employer.
- Fighting, horseplay or other disorderly conduct which endangers the well-being of any employee or the company.
- Willful or repeated violation of the safety rules.
- Use, possession, sale, purchase of being under the influence of alcoholic beverages, illegal drugs or other intoxicants at any time on CVB's property.
- Harassment in any form.
- Engaging in any unlawful activity in or out of the workplace.

Disciplinary policy

Generally a modified progressive disciplinary policy is followed which includes four steps:

- 1) Verbal warning
- 2) Written warning
- 3) Plan of improvement with three month improvement period
- 4) Suspension (of up to five days) and/or probation
- 5) Termination

However, any or all of those steps can be skipped at the sole discretion of the Board of Directors. Nothing contained herein in any way alters or changes the fact that all employment at the CVB is “at will” and may be terminated by either party for any reason at any time.

The Board of Directors shall have final authority on all discipline involving the issuance of warnings, suspensions of up to five days or probation. Employees who have been terminated, may ask for a review of the Board of Directors decision by the Chairman, whose decision shall be final.

Workplace Harassment

CVB is committed to creating and maintaining a professional work environment that is free from intimidation, hostility or other offensive conduct that might interfere with work performance. As a result, CVB strongly disapproves of and does not tolerate workplace harassment of any sort—verbal, non-verbal, physical or visual. This includes race, color, religion, sex, sexual orientation, age, national origin and ancestry, disability, medical condition, and veteran’s status.

The CVB regards harassment as a very serious matter and prohibits it in the workplace by any person and in any form.

Workplace harassment can take many forms and is not necessarily sexual in nature. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, email jokes or statements, pranks, intimidation, physical assaults or contact or violence.

It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, articles of harassing or offensive nature, taking retaliatory action against an employee for discussing or making a harassment complaint, and using work schedules as a means of discriminating or retaliating against employees.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Offensive sexually flirtatious behavior.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- Verbal or physical conduct that is threatening or intimidating to another individual.

Sexual harassment, like age and gender boundaries, cannot be stereotyped. It can involve, among other situations, two women or two men. Sexual harassment includes behavior which is unwelcome, personally offensive and interferes with a person's ability to work.

If you experience or witness sexual or other unlawful harassment at work, report it immediately to Board of Directors. If the complaint involves your immediate supervisor, employees should report harassment to the VP of Operations or CEO/President.

No employee will suffer retaliation or intimidation as a result of reporting sexual harassment, asking questions, or raising concerns about it.

Individuals who believe a Board member has engaged in inappropriate conduct should report their concerns to the Board chairman or _____.

All allegations of unlawful harassment will be quickly, discretely, and thoroughly investigated. Appropriate corrective action will be initiated following confirmation of the allegations. To the extent possible, all good faith reports of harassment will be treated as confidential.

Your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. However, confidentiality cannot be guaranteed. The complaining employee will be advised of the general findings and conclusions reached after the investigation. There will be no discrimination, retaliation or adverse employment action taken against any employee for making a good faith harassment complaint.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the President or another member of management so it can be investigated in a timely and confidential manner. Neither verbal nor non-verbal harassment will be tolerated. Any employee who engages in sexual or other unlawful harassment will be subject to appropriate disciplinary action up to and including immediate termination of employment.

Use of computers and other electronic equipment

Electronic equipment and technology systems, such as computers, scanners, the Internet, email, cameras and video equipment are for legitimate CVB business use only and are not for personal use. All CVB electronic equipment and technology systems are solely the property of CVB. CVB employees are not to use such equipment to create material intended for personal or other purposes not related to the Bureau. No employee has any right of privacy connected to the use of CVB computers or electronic equipment.

Access to the Internet and usage of email and other electronic equipment is limited to employees or students specifically authorized for business or educational purposes.

The CVB has the right to access and disclose, for any purpose, the contents of any Internet or email communication.

Employees should have no expectation of privacy in email or Internet usage conducted at CVB. Employees are strictly prohibited from viewing, downloading, copying, sending, posting or accessing information that is illegal, obscene, violent and/or pornographic or otherwise offensive or inappropriate.

Employees are prohibited from transmitting, without prior authorization, confidential or proprietary information via email. Employees also are prohibited from attaching executable program files to email that have not been scanned for viruses, or from executing such a file before it has been scanned for viruses.

The CVB's electronic equipment, including email, may not be used for any wrongful or illegal purpose, including distributing any false, harassing or slanderous messages, attachments or any messages or attachments that violate intellectual property rights or copyright licenses.

Use of CVB electronic equipment and/or services is solely for legitimate and employee related business or educational purposes that are job related.

The CVB's Workplace Harassment policy is fully incorporated within the policy regarding the use of electronic equipment.

You may not use email to ask other people to contribute to or to tell them about businesses outside of CVB, religious or political causes, outside organizations, or any other nonbusiness matters.

Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

Workplace Violence

We are committed to preventing workplace violence and making the Bureau a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at anytime.

You are expected to treat your co-workers with courtesy and respect at all times. You should not fight, play tricks on others, or behave in any way that might be dangerous or offensive to other people. We do not allow firearms, weapons, and other dangerous or hazardous devices or substances on the premises of the Bureau without proper authorization.

The CVB does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee, a customer, or a member of the public. This includes off-duty periods.

We do not permit any act of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

You should immediately report a threat of violence or an act of violence by anyone to the Chairperson of the Board of Directors and/ or _____. If you report a threat of violence, give every detail you can.

Be sure to immediately report any suspicious person or activities to _____ or the chairman of the board.

Do not place yourself in danger. If you see or hear trouble or a disturbance near your work area, do not try to see what is happening and do not try to stop it.

We will promptly, discretely, and completely investigate all reports of violent acts or threats of violence. We will also promptly and completely investigate all suspicious people and activities. We will protect the identity of a person who makes a report to the extent possible, but cannot guarantee confidentiality.

Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or to do the investigation.

Neither verbal nor non-verbal acts of violence will be tolerated. If you commit a violent act, threaten violence, or violate these guidelines in another way, you will be subject to disciplinary action, up to and including termination of employment.

If you are having a dispute with another employee, we encourage you to talk it over with your immediate supervisor. The Bureau wants to help you work out problems before they become more serious and possibly violent. We will not discipline you for bringing these types of problems to our attention.

Confidentiality

The CVB conducts business with individuals, organizations, corporations, and other entities. As an employee with the Bureau you will have access to varying degrees of information about these organizations, businesses, and people which is confidential and not to be shared. It is vital to the Bureau's best interest and success of every employee to maintain the strictest confidence and not disclose confidential information to any one who does not have a business reason to know the information.

Examples of confidential information may include, but are not limited to, the following types of information:

- Financial information
- Marketing strategies
- Strategic business planning
- Prices and rate structures
- Technology
- Client and customer lists (names of customers, telephone numbers, addresses, etc.)
- Inside publications
- Forms (unless authorized)

Failure to comply with this provision will result in discipline up to and including termination.

Drug and Alcohol Abuse

Illicit sale, purchase, use or possession of drugs or alcohol by an employee while on company premises or during working hours, is prohibited. Engaging in such conduct may result in disciplinary action, up to and including termination of employment.

An employee will be placed on a leave of absence in case the taking of prescribed medications impairs the employee to the extent that he/she cannot perform the requirements of the job or that a safety hazard might be created.

A leave of absence under this policy will be in accordance with the unpaid leave absence for medical leave discussed earlier in this document.

Communications (Open Door Policy)

During your employment with the Bureau, we want to know if anything is troubling you about your job or the practice.

If you have a problem or a question, talk with the Board of Directors about it. Without feedback from you, we cannot know what you are thinking.

We need to share information to avoid mistakes and unhappiness. Whenever you are in doubt about anything, ask..

Enhancement of communication is expedited by the use of regularly scheduled employee meetings.

All staff is required to attend designated meetings.

Access to Personnel Files

The Bureau keeps personnel files on all employees. The personnel files include the job applications and related hiring documents, training records, performance documentation, salary history, and other employment records. It is important that you keep this file updated by informing the CVB if your address or other personal information changes.

Personnel files are the property of the Bureau. Because personnel files contain confidential information, only authorized company personnel with a legitimate business reason will have access to your file. These people are bound by the Bureau's rules for handling confidential information. The Bureau will, however, release information when required to do so by law.

If you wish to review your own file, contact the Board Chairperson. You will need to give advance notice if you wish to see your file. You may review your file only when a representative of the Bureau is also present.

Release of Employment Information

The Bureau will collect, use and retain only those items of personal information which are required for legal or business reasons. This information will not be disclosed outside of the office unless the information to be released is previously authorized by the employee, except in the following circumstances:

- Information on employment dates, titles or positions, will be made available for employment checks or credit approvals. Information regarding wages will not be made available without written authorization by the employee.

- Information on employment dates, titles or positions, work location and dates of attendance at work will be made available to properly identified law enforcement authorities.
- Information will be available, as necessary, to the practice's insurance carriers.
- Materials and information which are properly and legally subpoenaed.

If you are expecting a verification of employment to be presented, please notify the Board of Directors.

Employees may not release any information concerning co-workers or other employees, including telephone numbers and addresses, to any party, without prior authorization from the Board of Directors.

If you receive a telephone call requesting such information, the call must be referred to the VP of Operations. Failure to do so may result in disciplinary action, up to and including termination of employment.

No Smoking Policy

We are committed to a philosophy of good health and a safe work place. In keeping with this philosophy, it is important that the workplace reflect the company's concern for good health. Smoking, therefore, is not permitted inside the building or in any work areas. Employees who wish to smoke must limit their smoking to meal periods to designated locations found outside of the building.

Dress Code

In order to convey the professional image necessary to instill and preserve confidence of our visitors, all employees are expected to be clean, neat and professional at all times.

The Bureau will make any and all reasonable accommodations requested to address the religious, cultural or disability-related concerns of its employees, providing such accommodations do not create an undue hardship for the Bureau or its employees.

BENEFITS

The CVB offers benefits to its full-time employees, including but not limited to medical (health and dental) insurance, life insurance and disability insurance. Full-time employees will have the option to purchase additional dependent insurance through the contracted insurance carrier.

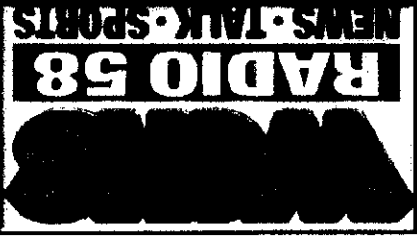
Full-time employees are also permitted to participate in the state of West Virginia's Public Employee Retirement System.

You should receive summary plan descriptions of any and all plans for which you qualify. Because terms of these plans will change periodically, please review the most recent summary plan description or plan document for a more complete description of the benefit currently available.

Insurance carriers and associated plans are reviewed often and are subject to change.

(Developed for Nitro CVB 8/10/15 LQK)

BUSINESS MATTERS ON THE ROAD SPECIAL EDITION



Business Matters hosted by Dale Cooper will broadcast live on location from a business in the Kanawha Valley.

Business Matters On the Road will feature the same benchmarks and information as the studio broadcast of the show, but incorporate additional features highlighting the sponsor/host of the live broadcast.

The sponsor/host of Business Matters On the Road will receive the following during the 2015 broadcast year:

- A live broadcast on location from 1:00pm – 2:00pm Saturday inviting listeners to meet "Larry Barnett".

- During the hour Dale will provide and interview segment with special guest "Larry Barnett" plus there will be at least one segment with sponsors/host representative.

- A minimum of 20 recorded promos per week (with sponsor name)

- A minimum of 15 rejoin liners per week, aired during MetroNews Talking, MetroNews Sportsline, MetroNews Hotline, and Rush Limbaugh.

- The live show will be available for podcast for 90 days after air date on the WCHS homepage

- 24 :30 commercials to run the week of the broadcast (M-F 6am-7pm)

INVESTMENT ONLY:

\$900

***INCLUDES \$75 Talent/Engineering Fee required*

