

Agenda

Nitro Convention and Visitors Bureau

6:00 pm

May 1, 2018

1. Call to order
2. Determination of Quorum
3. Approval of minutes
4. Financial report
5. Update of activities
 - a. Travel Guide Charleston CVB
 - b. Web Site
 - i. www.visitnitro.com
 - c. May 12, 2018 event
 - i. Press conference tomorrow at barn
 - ii. Schedule of events
 1. Horse parade Noon
 2. Band starts at 12:30 on stage
 3. Veterans event at 2:00pm
 4. Band starts after
 5. Budget
 - iii. Boom Town
 1. Friday car show
 2. Saturday 5 k
 3. Car Show
 4. Vendors
 5. Music
 6. Italian Festival
 7. Headliner
 8. Fireworks
6. Job Description
 - a. Timeline
 - b. Process
7. Other
 - a. Fairs and festivals
8. Adjourn

Minutes

City of Nitro Convention and Visitors Bureau

April 3, 2018

The meeting was called to order at 5:30 p.m. by Chair Racer. Members in attendance were Bill Fortune, Susan Valleau, Bill Racer, Julia Washington, Bob Lagg, John Young, Ivan Meadows and Mayor Dave Casebolt. Also attending were Rachel Coffman and Tom Susman of TSG Consulting.

A quorum of members was present. The minutes of the March 20, 2018, meeting were reviewed. A motion to accept the minutes was made by Mayor Casebolt with a second by John Young. The motion was adopted.

John Young presented the financial report. The board discussed the report. A copy of the report is attached. Susan Valleau moved that the report be accepted, and Bobb Lagg seconded the motion. The motion was adopted.

TSG Consulting provided an update of activities, including a new rack card for the museum and the May 12th memorial celebration event and parade. An update was provided of the new multi-jurisdictional travel guide that will be released on April 10th.

Mayor Casebolt discussed the Run for the Wall event and a request to help sponsor a new event at Ridenour Lake in July for \$4,000. After a discussion of that event, no formal motion was made, but given the current financial reserves of the CVB, it was the consensus of members to not co-sponsor the event at this time.

Rachel Coffman of TSG presented a preview of the new CVB website.

John Young moved that the new start time for CVB meeting be at 6:00 p.m. His motion was seconded by Susan Valleau. It was adopted.

Ivan Meadows moved that future CVB meetings be held at the new police headquarters building, so it would be easier for those attending City Council. John Young seconded the motion, and it passed.

John Young moved for adjournment, Bob Lagg seconded the motion, and it was adopted.

The meeting was adjourned at 6:15 p.m.

Veterans event budget

12-May

Band	\$ 500.00	
Horse Parade	\$ 500.00	
Police	\$ 720.00	(high need to get with Chief)
Porta jons	\$ 400.00	
Radio	\$ 600.00	
Misc	\$ 200.00	
Total	\$ 2,920.00	

Run of Show May 12 revised MAY 1

9:00 am downtown streets closed
10:00 am- any vendors we have set up
10:00 am- chairs set up and mic on stage
11:00 am- Music starts over PA need chairs on stage flags, military, national and state need podium and decorations
9:00 am horses start arriving
Noon horse parade starts
12:30 pm band starts on stage Stephanie Stacy 304 881 1462
2:00 pm event starts on stage

- Call together Mayor
- Posting of colors Winfield Post 187
- Prayer ? Bill getting a person
- Pledge Master Sargent Virginia Moles Ret. from The Air Force 23 years of service
- Singing National Anthem Nitro student
- Welcome from Mayor Casebolt
- Four vignettes 2 mins each Susan
- Deborah Sampson
- Frances Clalin
- Cathy Williams
- Loretta Perfectus Walsh
- Introduction of Principal Ashley Garrett – Mayor
- Principal Ashley Garrett Nitro elementary
- General Paige Hunter
- Winfield American Legion marine Corp Commander Gary Blankenship tribute to Delmer including parking space. Will probably be Commander Delbert Winfield Post 187
- THE SIGN WILL BE UNVIELD ON STAGE PARKING SPACE WILL BE COVERED AND SHOWN
- Nitro band will play
- Distribution of coins?
- Benediction
- Retreat of colors
- Question any music from Nitro Band? Someone is checking with Nitro band head
- Any other veteran speakers?

Issues

Chairs

Sound system

Porta Jons

Police needed

Street closures

Trash cans

Clean up after horses

Other

2:00pm Music resumes until 4:00pm

May 2

2018 Press conference with horses

May 8th press event with coins

Boomtown Days planning document

Friday Cruz In

5:00pm until dark Music will be DJ

Nitro Football is home (Do something after game?)

Saturday

8:00 am 5 K race and walk

10:00 am Vendors and cars set up

10:00 am parade

11:00 am Kids Area

11:00 am Car Show starts

Noon first band

2:30 pm until 5:00pm music is DJ

4:00 pm Italian Dinner

5:00 pm first evening band

7:30 pm headline band

Intermission all prizes are given out no other interruptions

10:00 pm Fireworks

CITY OF NITRO CONVENTION & VISITORS CY
Balance Sheet
April 30, 2018

ASSETS

Current Assets		
Regular Checking Account	\$	10,010.49
Total Current Assets		10,010.49
Property and Equipment		
Furniture and Fixtures		2,000.00
Equipment		6,095.48
Accum. Depreciation		(2,992.71)
Total Property and Equipment		5,102.77
Other Assets		
Deposits		512.50
Total Other Assets		512.50
Total Assets	\$	15,625.76

LIABILITIES AND CAPITAL

Current Liabilities		
SUTA Payable	\$	117.51
Total Current Liabilities		117.51
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		117.51
Capital		
Retained Earnings		43,876.78
Net Income		(28,368.53)
Total Capital		15,508.25
Total Liabilities & Capital	\$	15,625.76

CITY OF NITRO CONVENTION & VISITORS CY

Income Statement
For the Ten Months Ending April 30, 2018

Page 1a

CITY OF NITRO CONVENTION & VISITORS CY

Income Statement
For the Ten Months Ending April 30, 2018

Page 1b

	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	\$ 0.00	\$ 0.00	\$ 0.00	41,373.19	0.00
Sales/Snack Stand	0.00	0.00	0.00	2,140.00	0.00	0.00
Program Service Revenue	4,532.48	8,848.00	9,344.19	70,780.09	88,480.00	86,181.87
Sale of Cookbooks	120.00	0.00	0.00	164.85	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	280.00	0.00	0.00
Contributions-Restricted	0.00	0.00	0.00	2,255.00	0.00	2,700.00
Total Revenues	4,652.48	8,848.00	9,344.19	75,599.94	129,853.19	88,881.87
Expenses						
Cost of Goods Sold						
Cost of Sales/Rentals	0.00	0.00	0.00	0.00	0.00	580.00
Materials Purchased	0.00	0.00	336.77	12,495.66	0.00	6,652.36
Winnings & Trophies	0.00	0.00	0.00	1,906.27	0.00	1,999.00
Sponsorships	0.00	2,525.00	873.01	17,679.85	23,250.00	26,115.50
Sponsorships Bands	0.00	0.00	200.00	5,851.00	0.00	3,298.00
Total Cost of Goods Sold	0.00	2,525.00	1,409.78	37,932.78	25,250.00	38,644.86
Expenses						
Grant and Allocation Exp.	0.00	0.00	0.00	50.00	0.00	0.00
Bank Charge Expense	8.16	42.00	45.16	495.59	420.00	463.94
Advertising	0.00	2,084.00	1,250.00	23,599.05	20,840.00	22,146.26
Professional Services	2,500.00	0.00	0.00	7,500.00	0.00	0.00
Employee Benefit Programs Exp	0.00	358.00	981.56	3,641.46	3,580.00	5,247.32
Dues & Subscriptions	213.62	275.00	205.15	2,887.50	2,750.00	2,796.11
Internet Expense	0.00	30.00	34.95	619.70	300.00	329.90
Supplies Expense	0.00	125.00	0.00	2,068.25	1,250.00	839.64
Telephone Expense	0.00	121.00	48.21	742.91	1,210.00	1,250.09
Postage and Shipping Expense	0.00	25.00	0.00	1,879.00	250.00	1,50.40
Occupancy Expense	600.00	600.00	0.00	6,000.00	6,000.00	5,400.00
Insurance Expense	0.00	42.00	0.00	557.00	420.00	576.00
Maintenance Expense	0.00	0.00	0.00	870.00	0.00	0.00
Travel Expense	0.00	0.00	0.00	119.20	0.00	530.82
Conferences Expense	0.00	25.00	0.00	0.00	250.00	652.25
Meetings Expense	0.00	0.00	0.00	289.13	0.00	0.00
Payroll Tax Expense	0.00	217.00	238.10	1,199.66	2,170.00	1,995.52
Wages Expense	0.00	2,380.00	2,097.70	15,208.34	23,800.00	22,025.85
Total Expenses	3,321.78	8,849.00	6,310.61	103,968.47	88,490.00	103,048.96
Net Income	\$ 1,330.70	\$ (1.00)	\$ 3,033.58	\$ (28,368.53)	\$ 41,363.19	\$ (14,167.09)

For Management Purposes Only

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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 Public Funds Economy Checking

Account: 01221213866

Statement Activity From:
 04/01/18 to 04/30/18

Days in Statement Period 30
 Average Ledger Balance* 12,036.61
 Average Collected Balance* 12,036.61

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

Beginning Balance	\$11,610.81
Credits (+)	4,642.40
Regular Deposits	4,642.40
Debits (-)	3,313.62
Regular Checks Paid	3,313.62
Total Service Charges (-)	8.08
Ending Balance	\$12,931.51

Deposits (+)

Account: 01221213866

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
04/13	4,522.40	155688294	Brch/ATM	04/13	120.00	155688293	Brch/ATM

Checks (-)

Account: 01221213866

Date	Amount	Check #	Date	Amount	Check #
04/12	2,500.00	3254	04/04	213.62	3256
04/02	600.00	3255			

(*) 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.

Service Charge Detail

Account: 01221213866

Date	Service Charge (-)	Waives and Discounts (+)	Description
04/16	3.00		STATEMENT CHARGE
04/16	.08		BRANCH CASH DEPOSIT PROCESSING FEE
04/16	5.00		BUSINESS ONLINE SERVICE FEES

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