

Nitro CVB
Agenda
October 2, 2018

- Call to order
- Determination of Quorum
- Minutes of last meeting
- Financial Update
- Director's Update
 - Boomtown Days
 - Upcoming Events
 - Fright Night 10/5 & 6
 - Halloween Hoedown 10/23
 - Wagging Tales Chili Cookoff 11/10
- Old Business
 - Text update system – Heads Up Community Presentation
- New Business
 - Hotel/Motel Tax Regulations
 - Funding Requests from CVB
- Other
- Adjourn

Minutes

The City of Nitro Convention and Visitors Bureau

September 4, 2018

The Nitro Convention and Visitors Bureau met on September 4th the meeting was called to order in the training room of at the police station. Those in attendance were Bill Javins, Ivan Meadows, Julia Washington, Carmen Kostelansky, Susan Valleau, Ivan Meadows, Chair Bill Racer, Mayor David Casebolt. Also in attendance were Tom Susman of TSG Consulting LLC and Joe Deiss.

A quorum was determined to be present and the minutes were reviewed and a motion to accept the minutes was made by Bill Fortune and seconded by Susan Valleau. The motion was adopted.

Since the treasurer was not present the financial report was not reviewed and will be reviewed at he next meeting.

Tom Susman updated the CVB on Boomtown Days and the growth in social media presence of the CVB.

Tom also presented the budget, which was reviewed at the last meeting. The budget was discussed. Bill Fortune made a motion to adopt the budget. Susan Valleau seconded the motion. The motion was adopted.

Tom Susman presented a Memo regarding the recommendation for a permanent director for the CVB. The Memo is attached. Julia Washington a member of the CVB who had applied for the position recused her self from this portion of the meeting and did not participate in this agenda item.

After an extensive discussion a motion was made by Mayor Casebolt and seconded by Carmen Kostelansky that the recommendation be accepted and that Joe Deiss be hired as Executive Director starting September 17. The motion was adopted.

Joe addressed the board and discussed his future plans.

The meeting adjourned at 6:45 pm.

CITY OF NITRO CONVENTION & VISITORS CY
Income Statement
For the Three Months Ending September 30, 2018

	Current Month Actual	Current Month Budget	Current Month LY	Year to Date Current Year
Revenues				
Sales-Booth Rentals	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,620.00
Sales-Snack Stand	0.00	0.00	1,200.00	0.00
Events Registration	1,340.00	0.00	0.00	1,560.00
Program Service Revenue	7,984.27	0.00	8,669.65	26,213.50
Sale of Cookbooks	0.00	0.00	0.00	200.00
Sponsorship Income	150.00	0.00	0.00	150.00
Contributions-Restricted	0.00	0.00	1,255.00	0.00
Total Revenues	9,474.27	0.00	11,124.65	29,743.50
Expenses				
Cost of Goods Sold				
Materials Purchased	1,190.00	0.00	10,084.10	1,190.00
Purchase Returns and Allowance	100.00	0.00	0.00	100.00
Winnings & Trophies	0.00	0.00	1,606.27	0.00
Sponsorships	90.00	0.00	5,084.56	2,135.66
Sponsorships Bands	500.00	0.00	5,150.00	5,000.00
Total Costs of Goods Sold	1,880.00	0.00	21,924.93	8,425.66
Expenses				
Grant and Allocation Exp.	0.00	0.00	0.00	0.00
Bank Chargest Expense	8.00	0.00	47.79	24.00
Advertising	93.22	0.00	9,603.10	93.22
Professional Services	3,076.93	0.00	0.00	9,000.55
Employee Benefit Programs Exp	0.00	0.00	516.78	0.00
Dues & Subscriptions	215.68	0.00	265.31	638.72
Internet Expense	0.00	0.00	479.90	0.00
Supplies Expense	2,099.34	0.00	674.09	2,099.34
Telephone Expense	0.00	0.00	163.91	0.00
Postage and Shipping Expense	0.00	0.00	98.00	0.00
Occupancy Expense	600.00	0.00	0.00	1,800.00
Insurance Expense	0.00	0.00	0.00	0.00
Travel Expense	0.00	0.00	0.00	0.00
Payroll Tax Expense	0.00	0.00	160.48	(65.00)
Wages Expense	0.00	0.00	2,097.70	0.00
Total Expenses	7,973.17	0.00	36,031.99	22,016.49
Net Income	\$ 1,501.10	\$ 0.00	\$ (24,907.34)	\$ 7,727.01

For Management Purposes Only

CITY OF NITRO CONVENTION & VISITORS CY
Income Statement
For the Three Months Ending September 30, 2018

Year to Date Budget	Year to Date LY
Revenues	
0.00	0.00
0.00	1,200.00
0.00	0.00
0.00	27,067.30
0.00	0.00
0.00	0.00
0.00	2,255.00
0.00	30,522.30
Expenses	
Cost of Goods Sold	
0.00	11,181.60
0.00	0.00
0.00	1,606.27
0.00	9,212.16
0.00	5,150.00
0.00	27,150.03
Expenses	
0.00	50.00
0.00	140.70
0.00	10,147.29
0.00	0.00
0.00	1,574.34
0.00	1,394.68
0.00	549.80
0.00	799.08
0.00	307.82
0.00	98.00
0.00	1,200.00
0.00	557.00
0.00	(5.00)
0.00	481.44
0.00	6,293.10
0.00	50,738.28
0.00	(20,215.98)

CITY OF NITRO CONVENTION & VISITORS CY
Account Register
For the Period From Sep 1, 2018 to Sep 30, 2018
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			26,811.45
9/7/18	3287	Withdraw	THE RENTAL PARTY		618.09	26,193.36
9/7/18	3288	Withdraw	Stephanie Stacy		500.00	25,693.36
9/7/18	3289	Withdraw	LARRY HOSKINS		350.00	25,343.36
9/7/18	3290	Withdraw	M&M PARTY CENTRAL		550.00	24,793.36
9/14/18	3220	Withdraw	CHARLESTON NEWSP		93.22	24,700.14
9/14/18	3291	Withdraw	NITRO MINISTERIAL A		90.00	24,610.14
9/14/18	3293	Withdraw	F.L. ENTERPRISES		1,190.00	23,420.14
9/14/18	3294	Withdraw	SUDDENLINK		215.68	23,204.46
9/14/18	3295	Withdraw	NITRO DEVELOPMENT		600.00	22,604.46
9/14/18	3296	Withdraw	TSG CONSULTING		3,076.93	19,527.53
9/21/18	092118a	Deposit	MISC	1,180.00		20,707.53
9/21/18	0921b	Deposit	MISC	50.00		20,757.53
9/21/18	0921c	Deposit	MISC	100.00		20,857.53
9/21/18	0929d	Deposit	MISC	160.00		21,017.53
9/21/18	3330	Withdraw	JOE DEISS		581.25	20,436.28
9/24/18	3302	Withdraw	ALTO DESIGN		100.00	20,336.28
9/28/18	092818	Deposit	CITY OF NITRO	7,984.27		28,320.55
9/30/18	09/30/18	Other	Service Charge		8.00	28,312.55
			Total	9,474.27	7,973.17	

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

ASSETS

Current Assets		
Regular Checking Account	\$	28,312.55
		28,312.55
Total Current Assets		
		28,312.55
Property and Equipment		
Furniture and Fixtures		2,000.00
Equipment		6,095.48
Accum. Depreciation		(2,992.71)
		5,102.77
Total Property and Equipment		
		5,102.77
Other Assets		
Deposits		512.50
		512.50
Total Other Assets		
		512.50
Total Assets		
	\$	33,927.82

LIABILITIES AND CAPITAL

Current Liabilities		
Total Current Liabilities		0.00
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
		0.00
Total Liabilities		
		0.00
Capital		
Retained Earnings	\$	26,200.81
Net Income		7,727.01
		33,927.82
Total Capital		
		33,927.82
Total Liabilities & Capital		
	\$	33,927.82

Boomtown Report

Boomtown days was a success we fought the threat weather all day. Successful parade, the Friday night Cruz in and the car show as a success the threat of rain kept the number of cars down.

We had 61 entrants in the 5 k with a good turn out and lot of fun

The Music was good but between the WVU game, the Marshall game and the threat of rain the attendance for the evening music was down.

The Italian dinner had the largest crowd ever and was sold out by 5:00pm

There was a good selection of foods.

The fireworks were amazing.

AJ and his crew and Bobby and the city police did a great job.

Tom Susman