

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

Call to Order: Bill Racer, Chairman
Welcome & Introductions

Secretary's Report: Dave Casebolt
Review of minutes from June 8, 2015 meeting

Financial Report: John Young

Old Business:

- Advertising Committee Meeting Report
- Taste of Nitro, July 11 ~ This Saturday
- Contract with Nitro HS for Event Photo Coverage

New Business:

- Board Election
- Movie Night Projector / Equipment
- Event Street Cones
- Scholarship Calendars
 - Mardi Gras 3x5 = \$249.95
 - Nitro CVB 2x2 = \$ 89.95
- Brochure Order with New Logo ~ 1000 - \$295.00

David Casebolt

From: Dave Casebolt <casebolt@dave@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 B.11 SAVINS*

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

Options were discussed for the purchase of security cones for CVB events. City Council will discuss alternative methods to pay for the cones.

* Scholarship Calendars

#Mardi Gras 3x5=\$249.95

Nitro CVB 2x2=\$ 89.95

Linda will meet with High School to discuss the calendars.

* Brochure Order with New Logo~1000-\$295.00 John Young makes a motion with a second from Vicki to approve the purchase of the brochures. Motion passed.

Comments

Jim Mckay makes a motion with a second from Bill Javins to move next months meeting to August 10th. Motion passed.

Bob Lagg discussed bringing former Major League umpire Larry Barnette out to Mardi Gras for a statewide radio talk show.

Adjourn

John Slater made a motion to adjourn with a second from Bill Javins. Motion passed.

Sent from my iPad=

CITY OF NITRO CONVENTION & VISITORS CY
Income Statement
For the Twelve Months Ending June 30, 2015

	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	\$ 5,701.00	\$ 0.00	\$ 0.00	68,368.00	0.00
Reimbursements	0.00	0.00	0.00	0.00	25.00	19.50
Contributions-Unrestricted	0.00	0.00	13,612.95	0.00	0.00	18,762.95
Program Service Revenue	9,001.16	8,385.00	17,490.17	105,511.84	100,664.00	101,377.09
Miscellaneous Income	0.00	0.00	0.00	175.00	0.00	0.00
Contributions-Restricted	0.00	515.00	0.00	750.00	6,180.00	0.00
Total Revenues	9,001.16	14,601.00	31,103.12	106,436.84	175,237.00	120,159.54

Expenses

Cost of Goods Sold						
Cost of Sales-Rentals	0.00	124.00	0.00	500.00	1,543.00	1,286.00
Materials Purchased	39.90	245.00	0.00	5,098.11	2,962.00	2,600.77
Winnings & Trophies	0.00	10.00	2,000.00	300.00	120.00	2,100.00
Sponsorships	940.47	7,344.00	2,807.54	38,462.51	88,139.00	34,137.74
Sponsorships Bands	0.00	1,461.00	800.00	4,248.99	17,576.00	15,447.00
Total Costs of Goods Sold	980.37	9,184.00	5,607.54	48,609.61	110,340.00	55,571.51

Expenses

Grant and Allocation Exp.	0.00	67.00	3,211.95	0.00	837.00	3,909.71
Bank Chargest Expense	28.16	0.00	2.50	117.54	9.00	12.50
Advertising	1,490.00	1,459.00	1,950.00	18,431.77	17,442.00	26,484.64
Calendars	0.00	0.00	0.00	339.90	0.00	0.00
Contributions	0.00	0.00	0.00	0.00	0.00	(600.00)
Professional Fundraising Fees	0.00	0.00	0.00	0.00	0.00	25.00
Professional Services	0.00	0.00	0.00	425.00	0.00	0.00
Employee Benefit Programs Exp	484.00	384.00	996.00	5,414.00	4,608.00	843.00
Dues & Subscriptions	412.74	321.00	51.19	3,266.90	3,852.00	3,261.04
Supplies Expense	0.00	0.00	0.00	1,961.34	0.00	381.98
Telephone Expense	198.60	106.00	198.10	1,288.03	1,294.00	1,375.30
Postage and Shipping Expense	0.00	36.00	0.00	306.90	443.00	369.00
Occupancy Expense	1,200.00	600.00	0.00	6,000.00	7,200.00	0.00
Insurance Expense	0.00	66.00	0.00	601.00	814.00	678.00
Maintenance Expense	0.00	0.00	0.00	172.72	0.00	0.00

For Management Purposes Only

CITY OF NITRO CONVENTION & VISITORS CY
Income Statement
For the Twelve Months Ending June 30, 2015

	Current Month Actual	Current Month Budget	Current Month LY	Year to Date Current Year	Year to Date Budget	Year to Date LY
Publications	0.00	0.00	0.00	6.89	0.00	0.00
Payroll Tax Expense	156.06	222.00	180.00	2,336.77	2,598.00	2,551.65
Depreciation Expense	0.00	0.00	623.00	0.00	0.00	623.00
Wages Expense	2,040.00	2,150.00	2,000.00	26,240.00	25,800.00	25,500.00
Total Expenses	6,989.93	14,595.00	14,820.28	115,518.37	175,237.00	120,986.33
Net Income	\$ 2,011.23	\$ 6.00	\$ 16,282.84	\$ (9,081.53)	0.00	(826.79)



Other Debits (-)

Account: 01221213866

Date	Amount	Description
06/17	102.00	WV TREASURY WVTAXPAYPB 150617 ST01872936960
06/24	254.97	IRS USATAXPYMT 062415 270557530426816

Service Charge Detail

Account: 01221213866

Date	Service Charge (-)	Waives and Discounts (+)	Description
06/15	28.16		PRIOR MONTH'S SERVICE CHARGES

Service Charge Summary

Account: 01221213866

Previous Month Service Charges (-) **\$28.16**
 Total Service Charges (-) **\$28.16**

Balance Activity

Account: 01221213866

Date	Balance	Date	Balance	Date	Balance
05/31	47,818.81	06/12	52,958.02	06/23	59,712.02
06/04	56,583.30	06/15	52,495.26	06/24	59,146.22
06/05	55,569.30	06/16	61,496.42	06/29	58,951.18
06/08	55,370.70	06/17	61,394.42	06/30	58,351.18
06/10	53,370.76	06/19	60,224.52		

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.

CITY OF NITRO CONVENTION & VISITORS CY
Account Register
For the Period From Jun 1, 2015 to Jun 30, 2015
10200 - Regular Checking Account

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
6/1/15	accrual	Other	Beginning Balance			55,814.22
6/3/15	2708	Withdraw	hotel motel tax city		8,764.49	47,049.73
6/3/15	2709	Withdraw	AT&T		198.60	46,851.13
6/3/15	2710	Withdraw	WVPEIA		320.00	46,531.13
6/5/15	2711	Withdraw	WVPEIA		164.00	46,367.13
6/5/15	2711V	Withdraw	LINDA A. QUINN		809.06	45,558.07
6/5/15	2712	Withdraw	LINDA A. QUINN		-809.06	46,367.13
6/5/15	2713	Withdraw	WV RADIO CORP		1,490.00	44,877.13
6/5/15	2714	Withdraw	H&H ENTERPRISES		82.00	44,795.13
6/5/15	2715	Withdraw	SUDDENLINK		412.74	44,382.39
6/5/15	ach060515	Withdraw	LINDA A. QUINN		530.00	43,852.39
6/9/15	2716	Withdraw	Huntington Bank		509.94	43,342.45
6/15/15	2719	Withdraw	H&H ENTERPRISES		352.60	42,989.85
6/15/15	ACH061515	Withdraw	UNITED BANKCARD CE		310.83	42,679.02
6/16/15	061615	Withdraw	WV STATE TAX DET	9,001.16	102.00	42,577.02
6/16/15	2720	Deposit	CITY OF NITRO			51,578.18
6/16/15	2721	Withdraw	INDUSTRIAL SANITATI		195.04	51,383.14
6/16/15	2722	Withdraw	H&H ENTERPRISES		286.20	51,096.94
6/16/15	2724	Withdraw	West Virginia State Tax		837.18	50,259.76
6/18/15	060415	Deposit	CITY OF NITRO	8,764.49		59,024.25
6/18/15	2721V	Withdraw	H&H ENTERPRISES		-286.20	59,310.45
6/18/15	2726	Withdraw	NITRO DEVELOPMENT		600.00	58,710.45
6/18/15	2727	Withdraw	HSA BANK		512.50	58,197.95
6/18/15	2728	Withdraw	Linda Quin		39.90	58,158.05
6/19/15	2723	Withdraw	LINDA A. QUINN		530.00	57,628.05
6/24/15	ach062415	Withdraw	Huntington Bank		254.97	57,373.08
6/30/15	0630/15	Other	Service Charge		28.16	57,344.92
6/30/15	2729	Withdraw	NITRO DEVELOPMENT		600.00	56,744.92
Total				17,765.65	16,834.95	

CITY OF NITRO CONVENTION & VISITORS CY
Balance Sheet
June 30, 2015

ASSETS

Current Assets		
Regular Checking Account	\$	56,744.92
Total Current Assets		56,744.92
Property and Equipment		
Furniture and Fixtures	2,000.00	
Equipment	3,113.00	
Accum. Depreciation - Equipmen	(623.00)	
Total Property and Equipment		4,490.00
Other Assets		
Deposits	512.50	
Total Other Assets		512.50
Total Assets	\$	61,747.42

LIABILITIES AND CAPITAL

Current Liabilities		
State Payroll Taxes Payable	\$ 34.00	
SUTA Payable	110.16	
Total Current Liabilities		144.16
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		144.16
Capital		
Retained Earnings	70,684.79	
Net Income	(9,081.53)	
Total Capital		61,603.26
Total Liabilities & Capital	\$	61,747.42

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



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

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 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: 06/01/15 to 06/30/15	Beginning Balance Credits (+) Regular Deposits	\$47,818.81 17,765.65 17,765.65
Days in Statement Period	Debits (-) Regular Checks Paid Electronic Withdrawals	7,205.12 6,338.21 866.91
Average Ledger Balance*	Total Service Charges (-)	28.16
Average Collected Balance*	Ending Balance	\$58,351.18

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

Deposits (+)

Account: 01221213866

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
06/04	8,764.49	147697440	Brch/ATM	06/16	9,001.16	149834408	Brch/ATM

Checks (-)

Account: 01221213866

Date	Amount	Check #	Date	Amount	Check #
06/08	198.60	2708	06/24	310.83	2719*
06/05	320.00	2709	06/29	195.04	2720
06/05	164.00	2710	06/19	530.00	2723*
06/10	1,490.00	2712*	06/19	600.00	2726*
06/15	82.00	2713	06/23	512.50	2727
06/12	412.74	2714	06/19	39.90	2728
06/05	530.00	2715	06/30	600.00	2729
06/15	352.60	2716			

(*) 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
06/10	509.94	IRS USATAXPYMT 061015 270556151626088

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NITRO CONVENTION & VISITORS BUREAU
BOARD OF DIRECTORS ELECTION – JULY 6, 2015

CURRENT BOARD MEMBERS

- | | |
|--------------------------|---------------|
| 1. Dave Casebolt | Secretary |
| 2. Bill Racer | Chairman |
| 3. John Slater | Vice Chairman |
| 4. John Young | Treasurer |
| 5. Bill Javins | |
| 6. Robert Lagg | |
| 7. Vicki Shumate-Jackson | |
| 8. Jeff Covert | |
| 9. Ivan Meadows | |
| 10. Jim McKay | |

OFFICER NOMINATIONS

- | | | |
|------------|-------|---------------|
| CHAIRMAN | _____ | B.11 Racer |
| VICE CHAIR | _____ | John Slater |
| SECRETARY | _____ | Dave Casebolt |
| TREASURER | _____ | John Young |

OPEN POSITION NOMINATION :

NOMINATED RETURNING BOARD MEMBERS:

- JOHN YOUNG
- BILL RACER (Appointed by council)
- ROBERT LAGG
- VICKI SHUMATE-JACKSON

VOTE RESULTS:

- CHAIR _____
- VICE CHAIR _____
- SECRETARY _____
- TREASURER _____

IVAN MAKES MOTION WITH SECOND
FROM BILL SLATER TO RETAIN THE
CURRENT OFFICERS.
PASSED UNANIMOUSLY.

NITRO CONVENTION & VISITORS BUREAU
JULY 2014
BOARD OF DIRECTORS

Term ending July

Dave Casebolt
City of Nitro Mayor

2016

John Young
CPA
City of Nitro Treasure

2015

Bill Racer
Nitro City Councilman

2015

John Slater

2017

Bill Javins
Nitro City Councilman
Real Estate

2015

Robert Lagg
Manager, Mardi Gras Casino & Resort

2017

Vicki Shumate – Jackson
Senior Account Executive, WV Radio Corporation

2015

Jeff Covert
Regional Marketing Manager, Bath Fitters

2015

Ivan Meadows
Retired, Nitro Citizen

2016

Jim McKay

2017

Open Position

2015

NITRO CVB BY-LAWS
ARTICLE IV
SECTION 2
BOARD OF DIRECTORS
COMPOSITION, SELECTION AND TERMS OF OFFICE OF THE
BOARD OF DIRECTORS

The Board of Directors will consist of nine (9) members who, during their respective term in office, shall be active members of the Corporation and in good standing. The Board of Directors shall be selected in the following manner.

- A. The incorporators shall be the initial Directors of the Corporation as described in Article Five of the Articles of Incorporation. The initial Directors of the Corporation shall, at the first meeting subsequent to the meeting in which these By-Laws are voted upon and approved, determine through voting, elect the new members of the Board of Directors.
- B. The Board of Directors shall be composed of the Mayor and two (2) members from the City Council of the City of Nitro, and six (6) persons who demonstrate an interest of promoting tourism in the City of Nitro, West Virginia.
- C. The terms of office of the Mayor and the members of the City Council of the City of Nitro, West Virginia shall run concurrent with their respective term of office in City government. The terms of office of the remaining members of the Board of Directors shall be staggered with the members being appointed for one (1) year, two (2) year, or three (3) year terms, and thereafter, all terms of office shall be for three (3) years.
- D. The City Council of the City of Nitro, West Virginia may provide appropriate advice on the appointment of members to the Board of directors; however, consent of the City Council is required for a person or persons to be appointed to the Board of Directors as Directors.
- E. The Board of Directors shall recommend to the City Council of the City of Nitro, West Virginia for consideration candidates to replace those members who have fulfilled their term of office.

ARTICLE VI
SECTION 1
OFFICERS
ELECTION OF OFFICERS

Officers of the Corporation shall be the Chairman of the Board, Vice-Chairman of the Board, Secretary of the Board, Treasurer of the Board, and Executive Director of the Bureau. The Chairman, Vice Chairman, Secretary, and Treasurer shall be elected by a majority of the Board of Directors at the first meeting of the fiscal year. The term of office for all officers shall be for one (1) year, or until their successor is elected and qualified and shall commence at the close of the meeting at which they were elected. All Officers shall be members of the Board of Directors.

SECTION 2
CHAIRMAN OF THE BOARD

- A. The Chairman of the Board shall preside at all the meetings of the Corporation, the Board of directors and the Executive Committee, with the power to vote in each such meeting, and shall have authority to call special meetings of the Board and meetings of the Executive Committee between regular meetings of the Board. He/she shall make, on the behalf of the Board, an annual report of the Corporation.

- B. The Chairman of the Board shall appoint the chairman of each Standing or Special Committee of the Board of Directors or membership from among those eligible to serve on such committees. The Chairman of the Board shall be an ex-officio member of all Standing and Special Committees with the power to vote thereon.
- C. Any matter may be referred by mail, e-mail, fax or telephone by the Chairman of the Board to the member of the Board of Directors, in which case the Board of Directors may act by referendum, provided that a majority of the whole Board shall participate in such referendum in order to constitute a quorum.
- D. Notice of meetings of the Board of Directors, the Executive Committee and the membership shall be the responsibility of the Chairman of the Board as provided in these By-Laws.

SECTION 3

VICE-CHAIRMAN OF THE BOARD

- A. The Vice-Chairman of the Board shall assume the office of Chairman of the Board whenever such vacancy occurs and shall serve until the next meeting of the Board of Directors or until his/her successor is elected.
- B. The Vice-Chairman of the Board shall also perform such other duties as are determined by these By-Laws, the Board of Directors, or the Chairman of the Board.

SECTION 4

SECRETARY

- A. The Secretary of the Corporation shall see the proper recording of the proceedings of the meetings of the Corporation membership, Board of directors, Executive Committee, and all other committee; and carry into execution all orders, votes, resolutions not otherwise referred for handling. He/she shall keep the seal of the Corporation.
- B. In absence of the Chairman of the Board and Vice-Chairman of the Board from a meeting of the membership, Board of Directors, or Executive Committee, the Secretary shall preside.
- C. The Secretary shall forward a copy of all approved minutes from all the meetings of the Convention and Visitors Bureau of the City of Nitro, West Virginia to the Office of the Recorder of the City of Nitro, West Virginia so they can be included in the official records of the City Council of the City of Nitro, West Virginia.

SECTION 5

TREASURER

- A. The Treasurer shall have general supervision of the financial affairs of the Corporation, including all receipts and disbursements of the Corporation and any subordinate group or committee of the Corporation. He/she shall see that adequate and accurate records are maintained and reviewed covering all such receipts and disbursements, as well as all reserve and special funds of the Corporation, and shall have responsibility, in consultation with the Finance Committee, of recommending for final approval by the Board of Directors standards for such record-keeping and reports. He/she shall furnish such financial information and according to the Board and/or Executive Committee as they may direct.
- B. The Treasurer shall, within ninety (90) days after the close of the fiscal year, be required to obtain a review of the Corporation's financial records by Certified Public Accountant. Upon

- receipt of such review, copies shall be submitted to the Board of Directors of the Corporation and to the City Council of the City of Nitro, West Virginia.
- C. The Treasure or other signer or signers specifically designated by the Board of Directors, shall co-sign with the Executive Director of the Bureau and check, draft, or other order of the Corporation for payment of money for any item not pre-approved by the Board and/or included in the operating budget of the Corporation.
- D. The Treasurer shall provide for the custody and safe keeping of all securities of the Corporation, subject to the directors of the Board of Directors. The Treasurer and such other Directors designated by the Board of Directors, acting jointly, shall have the right of access to such securities. All transactions affecting such securities shall be recorded and submitted to the Board of Directors.
- E. The Treasurer shall provide to the City Council of the City of Nitro, West Virginia for review and public announcement a copy of the Corporation's annual budget, quarterly financial statements and annual report.
- F. Such duties of the Treasure, as may be specified by the Board of Directors, may be delegated to the Executive Director of the Corporation or a designated member of his/her staff.
- G. In the absence of the Chairman of the Board, Vice-Chairman of the Board, Secretary of the Board from a meeting of the membership, Board of Directors, or Executive Committee, the Treasurer shall preside.
- H. In case of a vacancy in the office of Chairman, Vice-Chairman, and Secretary of the Board, the Treasurer shall assume the office of Chairman of the Board and shall serve until the next meeting of the Board of Directors or until his/her successor is elected.