

NITRO CVB BOARD OF DIRECTORS MEETING AGENDA  
SEPT. 1, 2015 ~ 6:00 CANCELED DUE TO LACK OF QUORUM  
OCT. 6, 2015 ~ 6:00 PM

Call to Order: Bill Racer, Chairman  
Welcome & Introductions

Secretary's Report: Mayor Casebolt  
Review of minutes from Aug. 10, 2015 meeting

Financial Report: John Young

Old Business:

- ❖ Boom Town Days ~ follow up
- ❖ Approval of CVB Board Elections
- ❖ CVB Personnel Policies / Manual Draft

New Business:

- ❖ Announcement ~ Approval from the WVACVB for Full Membership
- ❖ 2016 West Virginia State Firemen's Association Convention Partnership in planning event with Mardi Gras Casino & Resort
- ❖ Nitro Museum / CVB Staff
- ❖ Gambill Amusements
- ❖ Doughboy Uniforms
- ❖ Halloween HoeDown
- ❖ Request from Town & County for Tournament Nov. 8, 2015 sponsorship.
- ❖ WV ACVB Governors Conference Oct. 26-28 at Oglebay

Other:

Adjournment

The next Board meeting will be held on Tuesday, Nov. 3, 2015 at 6:00 pm

**David Casebolt**

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**From:** Dave Casebolt <casebolt@dave@gmail.com>  
**Sent:** Wednesday, October 7, 2015 10:49 PM  
**To:** dcasebolt@cityofnitro.org  
**Subject:** NITRO CVB BOARD OF DIRECTORS MEETING AGENDA

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

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

**Welcome and Introductions**  
CVB Director Linda Quinn was in attendance

**Secretary's Report:** Dave Casebolt  
Review of minutes from August 3rd meeting minutes Dave makes a motion to approve the minutes as written with a second from Ivan. 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 Bill Javins. Motion passed.

**Old Business**

\* Boom Town Days-follow  
Linda gave a report on the BoomTown event and we were \$4106 under budget.

\* Approval of CVB Board Elections City Council approve the CVB recommendations for the new Board members.

\* CVB Personnel Policies/Manual Draft The Board will review the policy and make recommendations at the next meeting.

**New Business:**

\* Announcement-Approval from the WVACVB for Full Membership Linda announced that the Nitro CVB has been fully approved for full membership to the WVACVB

\* 2016 West Virginia State Fireman's Association Convention Partnership in Planning Event with Mardi Gras Casino & Resort Mardi Gras will hosting a Firemans Association Convention in 2016. Bob will verify the date at the next meeting.

\* Nitro Museum/ CVB Staff The Board will wait until the Museum Committee provides a volunteer schedule.

\* Gambill Amusements

The Nitro Show Choir is requesting permission to hold a three day Gambill carnival fundraiser next year at the City Park. The Board believes early next August would be the best date. More information will be available at the next meeting.

**\* Doughboy Uniforms**

Linda presented to the Board options for purchasing Dough Boy uniforms to use in our parades and events. Bill Javins makes a motion with a second from Dave to approve Linda to purchase Dough Boy uniforms. Motion passed.

**\* Halloween Hoedown**

Linda presented to the Board a fact sheet about the Halloween Hoedown. It is attached to the meeting minutes.

**\* Request from Town N Country for Tournament Sponsorship Nov. 8, 2015** Tim Allen has requested CVB Board to donate \$1000 for prize money for a bowling tournament to be held on Nov. 8th. Dave makes a motion with a second from John Young to donate \$500 toward the bowling tournament. Motion passed.

**\* WV ACVB Governors Conference Oct. 26-28 at Oglebay** Linda requested that the Board fund a trip for her to attend the ACVB conference at Oglebay. John Slater makes a motion with a second from Dave to approve up to \$700 to cover Linda's cost to attend the conference. Motion Passed.

**Other:**

Susan Valteau presented to the Board a disk with ideas for new festivals. Linda will bring highlights from the disk to discuss at the next meeting.

**Adjournment**

Bill Javins makes a motion to adjourn with a second from Ivan. Motion passed.

The next Board meeting will be held on Tuesday, Nov. 3, 2015 at 6:00 pm

**New Business:**

**\* CVB Personnel Policies**

Linda presented to the Board for consideration a personnel manual. Jim makes a motion to pay Linda for the four days she took off for family emergency with a second from Bob. Motion passed.

**\* Nitro Famous People~Umpire Larry Barnette** visiting Nitro. \$400 requested from CVB Greg Tidd discussed the upcoming visit of former Major League umpire Larry Barnette. On August 21st Mr. Barnette will visit the Nitro Museum. On the 22nd, from 1pm to 2pm, he will be interviewed live by Dale Cooper and Business Matters on the Road. From 2pm to 5pm Mr. Barnette will hold an open mike and answer questions from the audience. Jim makes a motion with a second from Ivan to pay \$450 for half the cost of Mr. Barrettes visit. Motion passed.

**Other**

Jim makes a motion with a second from John Slater to hold all CVB meetings on the first Tuesday of each month. Motion passed.

**Adjournment**

John Young makes a motion to adjourn with a second from Jim. Motion passed.

The next Board meeting is scheduled for Tuesday, Sept. 1st, 2015 at 6:00 pm.

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

ASSETS

Current Assets		
Regular Checking Account	\$	59,404.68
Accounts Receivable		49.70
<b>Total Current Assets</b>		<b>59,454.38</b>
Property and Equipment		
Furniture and Fixtures		2,000.00
Equipment		3,113.00
Accum. Depreciation - Equipmen		(623.00)
<b>Total Property and Equipment</b>		<b>4,490.00</b>
Other Assets		
Deposits		512.50
<b>Total Other Assets</b>		<b>512.50</b>
<b>Total Assets</b>	<b>\$</b>	<b>64,456.88</b>

LIABILITES AND CAPITAL

Current Liabilities		
State Payroll Taxes Payable	\$	68.00
<b>Total Current Liabilities</b>		<b>68.00</b>
Long-Term Liabilities		<u>0.00</u>
<b>Total Long-Term Liabilities</b>		<b>0.00</b>
<b>Total Liabilities</b>		<b>68.00</b>
Capital		
Retained Earnings		61,603.26
Net Income		2,785.62
<b>Total Capital</b>		<b>64,388.88</b>
<b>Total Liabilities &amp; Capital</b>	<b>\$</b>	<b>64,456.88</b>

**CITY OF NITRO CONVENTION & VISITORS CY**  
**Account Register**  
**For the Period From Sep 1, 2015 to Oct 31, 2015**  
**10200 - Regular Checking Account**

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
9/3/15	ach33425446	Withdraw	Beginning Balance			58,000.78
9/9/15	090915	Deposit	Huntington Bank	5,000.00	254.97	57,745.81
9/9/15	2739	Deposit	BAYER CROPSCIENCE	25.00		62,770.81
9/9/15	2763V	Withdraw	ROCK BRANCH BANK		800.00	62,770.81
9/9/15	2764V	Withdraw	CRIMSON CONSPIRAC		-500.00	62,470.81
9/9/15	2777	Withdraw	CHARLESTON PARKS		-500.00	62,970.81
9/9/15	2777V	Withdraw	CHARLESTON PARKS		809.06	62,161.75
9/9/15	2778	Withdraw	LINDA A. QUINN		-809.06	62,970.81
9/9/15	2779	Withdraw	LINDA A. QUINN		809.06	62,161.75
9/9/15	2780	Withdraw	NITRO DEVELOPMENT		600.00	61,561.75
9/9/15	2781	Withdraw	NITRO ANTIQUE CAR C		1,500.00	60,061.75
9/9/15	2782	Withdraw	UNITED BANKCARD CE		195.98	59,865.77
9/9/15	2783	Withdraw	WV RADIO CORP		1,395.00	58,470.77
9/9/15	2784	Withdraw	AMERICAN FIREWORK		2,295.00	56,175.77
9/9/15	2785	Withdraw	H&H ENTERPRISES		1,007.00	55,168.77
9/9/15	2786	Withdraw	BRAVO - LIVE DJ		499.00	54,669.77
9/9/15	2787	Withdraw	ELK CITY SALES, LLC		538.00	54,131.77
9/9/15	2788	Withdraw	INDUSTRIAL SANITATI		195.04	53,936.73
9/15/15	091515	Withdraw	SUDDENLINK		205.36	53,731.37
9/15/15	ACH632896	Deposit	CITY OF NITRO	9,395.33		63,126.70
9/16/15	ach91605377	Withdraw	WV STATE TAX DET		78.00	63,048.70
9/18/15	2739V	Withdraw	Huntington Bank		254.97	62,793.73
9/18/15	2789	Withdraw	CRIMSON CONSPIRAC		-800.00	63,593.73
9/23/15	2790	Withdraw	KEVIN CHESHIRE		800.00	62,793.73
9/25/15	2791	Withdraw	LINDA A. QUINN		809.06	61,984.67
9/28/15	092215	Withdraw	CITY OF NITRO		2,412.74	59,571.93
		Deposit	MISC	51.00		59,622.93
		Deposit	MISC	25.00		59,647.93
		Deposit	MISC	50.00		59,697.93
9/30/15	09/30/15	Other	Service Charge		38.28	59,659.65
10/1/15	ach41445621	Withdraw	Huntington Bank		254.97	59,404.68
10/1/15	2775	Withdraw	NITRO DEVELOPMENT		600.00	58,804.68
10/1/15	2792	Withdraw	HSA BANK		512.50	58,292.18
10/1/15	2793	Withdraw	WVPEIA		124.00	58,168.18
10/1/15	2794	Withdraw	WVPEIA		163.00	58,005.18
10/1/15	2796	Withdraw	SUDDENLINK		207.33	57,797.85
10/1/15	2797	Withdraw	INDUSTRIAL SANITATI		580.67	57,217.18
10/1/15	2798	Withdraw	AT&T		96.78	57,120.40
10/1/15	2799	Withdraw	IMPRESSION PRODUCE		350.00	56,770.40
10/1/15	2800	Withdraw	ELK CITY SALES, LLC		1,847.11	54,923.29
10/1/15	2801	Withdraw	F.L. ENTERPRISES		1,532.40	53,390.89
			<b>Total</b>	<b>14,546.33</b>	<b>19,156.22</b>	

**CITY OF NITRO CONVENTION & VISITORS CY**  
**Income Statement**  
**For the Four Months Ending October 31, 2015**

	Current Month	Current Month	Current Month LY	Current Year	Budget	Year to Date LY
	Actual	Budget	Current Month LY	Year to Date	Year to Date	Year to Date LY
<b>Revenues</b>						
Prior Year Carryforward	\$ 0.00	\$ 4,728.75	\$ 0.00	\$ 0.00	18,915.00	0.00
Program Service Revenue	0.00	8,750.00	8,389.11	27,998.48	35,000.00	37,904.28
Miscellaneous Income	0.00	0.00	0.00	75.00	0.00	175.00
Contributions-Restricted	0.00	0.00	750.00	5,175.00	0.00	750.00
<b>Total Revenues</b>	<b>0.00</b>	<b>13,478.75</b>	<b>9,139.11</b>	<b>33,248.48</b>	<b>53,915.00</b>	<b>38,829.28</b>
<b>Expenses</b>						
Cost of Sales-Rentals	0.00	0.00	0.00	500.00	0.00	0.00
Materials Purchased	1,532.40	0.00	0.00	2,255.86	0.00	0.00
Winnings & Trophies	0.00	0.00	0.00	0.00	0.00	0.00
Sponsorships	2,427.78	7,719.50	5,025.85	12,064.12	30,878.00	25,957.82
Sponsorships Bands	0.00	0.00	500.00	1,299.00	0.00	3,799.99
<b>Total Costs of Goods Sold</b>	<b>3,960.18</b>	<b>7,719.50</b>	<b>5,825.85</b>	<b>16,118.98</b>	<b>30,878.00</b>	<b>30,057.81</b>
<b>Expenses</b>						
Grant and Allocation Exp.	0.00	0.00	0.00	1,500.00	0.00	0.00
Bank Charge Expense	0.00	6.25	2.50	115.05	25.00	10.00
Advertising	0.00	1,667.00	0.00	4,190.00	6,668.00	5,815.00
Professional Services	0.00	0.00	0.00	0.00	0.00	425.00
Employee Benefit Programs Exp	799.50	493.00	488.00	1,907.50	1,972.00	2,002.00
Dues & Subscriptions	207.33	292.00	578.21	1,500.68	1,168.00	1,651.30
Internet Expense	0.00	0.00	0.00	30.00	0.00	0.00
Supplies Expense	350.00	208.00	107.09	941.49	832.00	350.38
Telephone Expense	96.78	108.00	0.00	387.14	432.00	298.23
Postage and Shipping Expense	0.00	31.00	89.80	0.00	124.00	155.00
Occupancy Expense	600.00	600.00	600.00	1,800.00	2,400.00	600.00
Insurance Expense	0.00	62.50	0.00	278.00	250.00	601.00
Publications	0.00	0.00	0.00	0.00	0.00	6.89
Payroll Tax Expense	0.00	208.34	153.00	567.81	833.36	715.51
Wages Expense	0.00	0.00	2,000.00	7,140.00	0.00	9,000.00
Wages Expense Admin Asst	0.00	2,083.40	0.00	0.00	8,333.60	0.00

For Management Purposes Only

CITY OF NITRO CONVENTION & VISITORS CY  
 Income Statement  
 For the Four Months Ending October 31, 2015

	Current Month Actual	Current Month Budget	Current Month LY	Year to Date Current Year	Year to Date Budget	Year to Date LY
Total Expenses	6,013.79	13,478.99	9,844.45	36,476.65	53,915.96	51,688.12
Net Income	\$ (6,013.79)	\$ (0.24)	\$ (705.34)	\$ (3,228.17)	(0.96)	(12,858.84)

For Management Purposes Only

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 Analyzed Checking**

Account: 01221213866

<b>Statement Activity From:</b> 09/01/15 to 09/30/15		<b>Beginning Balance</b>	\$60,843.71
Days in Statement Period		<b>Credits (+)</b>	14,546.33
Average Ledger Balance*		Regular Deposits	14,546.33
Average Collected Balance*		Debits (-)	14,849.40
* The above balances correspond to the service charge cycle for this account.		Regular Checks Paid	14,006.49
		Electronic Withdrawals	842.91
		<b>Total Service Charges (-)</b>	38.28
		<b>Ending Balance</b>	\$60,502.36

**Deposits (+)**

Account: 01221213866

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
09/09	5,025.00 ✓	149834384	Brch/ATM	09/28	126.00	149834390	Brch/ATM
09/15	9,395.33	149834386	Brch/ATM				

**Checks (-)**

Account: 01221213866

Date	Amount	Check #	Date	Amount	Check #
09/03	30.00 ✓	2772	09/14	1,007.00	2784
09/01	96.78 ✓	2773	09/18	499.00	2785
09/09	618.47 ✓	2775*	09/14	538.00	2786
09/10	809.06	2778*	09/17	195.04	2787
09/14	600.00	2779	09/16	205.36	2788
09/09	1,500.00	2780	09/22	800.00	2789
09/22	195.98	2781	09/25	809.06	2790
09/14	1,395.00	2782	09/30	2,412.74	2791
09/24	2,295.00	2783			

(\*) 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.

Investments are offered through the Huntington Investment Company, Registered Investment Advisor, member FINRA/SIPC, a wholly-owned subsidiary of Huntington Bancshares Inc.

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**Other Debits (-)**

Account: 01221213866

Date	Amount	Description
09/02	254.97 ✓	IRS USATAXPYMNT 090215 270564533425446
09/16	254.97 ✓	IRS USATAXPYMNT 091615 270565991605377
09/17	78.00	WVTREASURYWVTAXPAYPB 150917 STO1872936960
09/30	254.97 ✓	IRS USATAXPYMNT 093015 270567341445621

**Service Charge Detail**

Account: 01221213866

Date	Service Charge (-)	Waives and Discounts (+)	Description
09/15	38.28		PRIOR MONTH'S SERVICE CHARGES

**Service Charge Summary**

Account: 01221213866

Previous Month Service Charges (-) **\$38.28**  
 Total Service Charges (-) **\$38.28**

**Balance Activity**

Account: 01221213866

Date	Balance	Date	Balance	Date	Balance
08/31	60,843.71	09/14	59,019.43	09/24	63,853.13
09/01	60,746.93	09/15	68,376.48	09/25	63,044.07
09/02	60,491.96	09/16	67,916.15	09/28	63,170.07
09/03	60,461.96	09/17	67,643.11	09/30	60,502.36
09/09	63,368.49	09/18	67,144.11		
09/10	62,559.43	09/22	66,148.13		

**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/pdfbalancing.pdf> and also available on Huntington Business Online.

## NITRO CVB 2015 BOOM TOWN BUDGET REPORT

Expense	Budget	Cost	Difference
<u>NACC Expense:</u>			
Prize Money for NACC	\$1,500.00	\$1,500.00	
Dash Plaques for NACC	\$ 400.00	\$ 400.00	
Trophy Awards (Ribbons)	\$1,000.00	\$ 428.95	+\$ 501.05
Trophy plates		\$ 70.00	
NACC Printing	\$1,700.00	\$ 265.37	
Flyers		CVB Office	+\$1,434.63
NACC Goodie Bags	\$ 500.00	\$ 610.00	-\$ 110.00
Decals		\$ 130.00	
Dash plates		\$ 400.00	
Club Card		\$ 50.00	
#2 Decals		\$ 30.00	
300 Hats for NACC	\$1,500.00	\$1,542.30	-\$ 42.30
Charleston Newspaper	\$ 300.00	\$ 124.74	+\$ 175.26
Street Banner (CVB)	\$ 100.00	\$ 30.00	+\$ 70.00
NACC ID Lanyards(150)	\$ 750.00	\$ 102.94	+\$ 647.06
Wrist Bands		\$ 80.14	-\$ 80.14
Tickets		\$ 6.44	-\$ 6.44
<u>Nitro CVB:</u>			
Friday Night Band	\$1,000.00	\$ 0.	+\$ 1,000.00
Sat. Band	\$1,000.00	\$ 800.00	+ \$ 200.00
Nitro PD Overtime	\$1,000.00	\$1,000.00	
Johnny on the Spot	\$ 500.00	\$ 360.00	+ \$ 140.00
Stage Rental	\$ 500.00	\$ 0	+ \$ 500.00
300 T-Shirts	\$1,800.00	\$1,847.11	-\$ 47.11
CVB Fans	\$ 500.00	\$ 570.00	-\$ 70.00
Kid Zone Rentals	\$ 800.00	\$1,007.00	-\$ 207.00
D.J.	\$ 500.00	\$ 499.00	\$ 1.00
Fireworks	\$4,500.00	\$4,500.00	
Totals	<u>\$ 19,850.</u>	<u>\$ 15,743.99</u>	<u>\$ 4,106.01</u> under budget

\$275.00 made from Vendor Registration (\$25.00 per.)

## 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  
Treasurer, 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 Shurnate-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

# FACT SHEET

## 2015 NITRO HALLOWEEN PARADE & HOEDOWN

**SATURDAY OCTOBER 24, 2015**

Rain date October 31

**SPONSORED BY THE NITRO CVB AND PD**



**HALLOWEEN PARADE 4:30 pm**

Line up at 3:30 on 21<sup>st</sup> street, in front of the Nitro Post Office.

**Parade route goes down 21<sup>st</sup> Street to 1<sup>st</sup> Ave left to 19<sup>th</sup> down to Nitro City Park.**

The Parade is open to anyone who is in appropriate costume. We invite Nitro area businesses to join in with their team of staff/employees, mascots to promote your community support and business.

**HALLOWEEN HOEDOWN STARTS AT 5:00 PM**

**NITRO CITY PARK**

ACTIVITIES INCLUDE:

**TRICK OR TREAT AROUND THE TRACK, COSTUME CONTEST, FREE HOT DOGS  
& DRINK, DANCE WITH D.J. AND HAYRIDES, AND LIVE REMOTE GUEST THE  
WOLF 96.1**

*We are inviting area businesses, organizations and groups to join in the Trick or Treat by setting up a decorated table or booth to give candy to the kids and your information to the adults regarding your business or membership.*

### **COSTUME CONTEST**

*Costumes will be judged in 3 age groups: 1-4, 5-9 and 10-16. All participants must register. You will be given a number to pin to your costume for the judging lineup. A parent of Guardian must be with the winner to collect the cash prize. Judging will consider in each age group: Most Creative, Cutest and Scariest.*

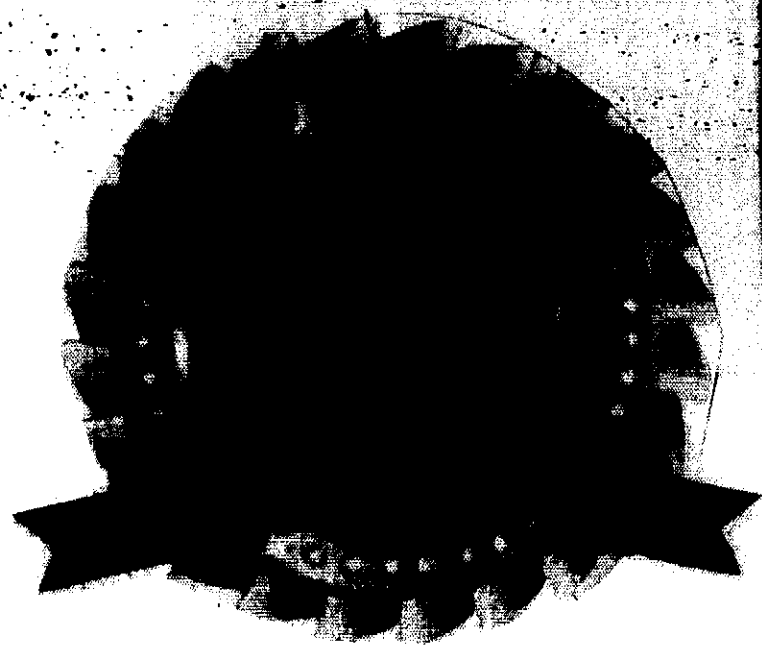
**FOR MORE INFORMATION CONTACT THE NITRO CVB AT 304-721-9800**

# NITRO

## Wading Lakes

Kanawha:  
Indian Lake and  
Pedenour Lake (tie)

Putnam: Pedenour Lake



## Pet Grooming

Kanawha:  
Mane of Hounds

## Dentist

Kanawha:  
Terry McWaters

## Mexican Restaurant

Kanawha:  
Rio Grande

## Fitness Club

Kanawha:  
Anytime Fitness

## Antique Shop

Kanawha:  
Somewhere in Time

Putnam:  
Nitro Antiques