

NITRO CVB BOARD OF DIRECTORS MEETING AGENDA  
AUGUST 1, 2017

Call to Order: Bill Racer, Chairman  
Introduction of Guest: NACC

Secretary's Report: Mayor Casebolt  
Review of Minutes from July 11, 2017 meeting

Financial Report: John Young, Treasurer

New Business:

- BoomTown Days Budget (NACC)

Old Business:

- 2017-2018 Board of Directors Election Process

Other/notice:

- State CVB Meeting Aug. (8 out of town)
- CVB Day at Power Park Aug. 17

Adjourned

Next Meeting will be on Sept. 5, 2017 at 5:30 pm

## David Casebolt

---

**From:** Dave Casebolt <caseboltdave@gmail.com>  
**Sent:** Wednesday, August 2, 2017 8:02 AM  
**To:** dcasebolt@cityofnitro.org  
**Subject:** NITRO CVB BOARD OF DIRECTORS MEETING AGENDA

### NITRO CVB BOARD OF DIRECTORS MEETING AGENDA

August 1st, m2017~6 PM

Call to Order: Bill Racer,

Bill Racer called the meeting to order at 5:30 pm. In attendance was Dave Casebolt, Ivan Meadows, Carmen Kostelansky, Bill Javins, Bob Lagg, John Young

Introduction of Guest

Bill Fortune, Dave Miller, Kenny Samms, Bernard Mitchell from the NACC were in attendance.

Secretary's Report: Dave Casebolt

Dave Casebolt made a motion with a second from Ivan Meadows to approve the July 11th meeting minutes as written.

Financial Report: John Young

John Young provided the financials and they are attached to meeting minutes. Dave makes a motion to accept the financials as presented with a second from Bill Javins. Motion passed

New Business:

\* BoomTown Days Budget. ( NACC)

Bill Fortune presented to the Board a budget request for BoomTown Days. Ivan makes a motion to approve \$10,860 for the BoomTown Days budget (attached) with a second from Dave Casebolt. Motion passed

Old Business

\* 2017-2018 Board of Directors Election Process

Dave Casebolt makes a motion to approve new terms for Bill Javins and Carmen Kostelansky with a second from John Young. Motion passed.

John Young makes a motion with a second from Ivan Meadows not to accept proxy votes. Motion passed. I make a motion to accept the votes to nominate to the Board Michael Jarrell and Bill Fortune. Motion passed. Dave Casebolt makes a motion with a second from Ivan to nominate Bill Racers for President, Dave Casebolt for Secretary, Bill Javins for Vice President, and John Young for Treasurer. Motion passed.

Other/notice

\* State CVB Meeting August 8th ( out of town)

Linda will be attending a CVB meeting at New River Gorge.

\* CVB Day at Power Park August 17th

All CVB members are invited to the CVB day on August 17th at Power Park.

Adjournment

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

Motion passed.

Next Meeting. September 5th, 2017 at 6:00 ( Board Election)

Sent from my iPad=

CITY OF NITRO CONVENTION & VISITORS CY  
Balance Sheet  
June 30, 2017

**ASSETS**

Current Assets		
Regular Checking Account	\$	41,873.19
Total Current Assets		41,873.19
Property and Equipment		
Furniture and Fixtures		2,000.00
Equipment		3,113.00
Accum. Depreciation		(2,992.71)
Total Property and Equipment		2,120.29
Other Assets		
Deposits		512.50
Total Other Assets		512.50
Total Assets		\$ 44,505.98

**LIABILITIES AND CAPITAL**

Current Liabilities		
Federal Payroll Taxes Payable	\$	263.43
State Payroll Taxes Payable		117.00
SUTA Payable		248.77
Total Current Liabilities		629.20
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		629.20
Capital		
Retained Earnings		59,391.48
Net Income		(15,514.70)
Total Capital		43,876.78
Total Liabilities & Capital		\$ 44,505.98

**CITY OF NITRO CONVENTION & VISITORS CY**  
**Income Statement**  
 For the Twelve Months Ending June 30, 2017

Year to Date                      Year to Date                      Year to Date LY  
 Current Year                      Budget

**Revenues**

Prior Year Carryforward	\$ 0.00	56,969.88	0.00
Program Service Revenue	102,458.60	106,170.00	100,608.68
Miscellaneous Income	0.00	0.00	75.00
Contributions-Restricted	3,400.00	0.00	5,175.00
<b>Total Revenues</b>	<u>105,858.60</u>	<u>163,139.88</u>	<u>105,858.68</u>

**Expenses**

**Cost of Goods Sold**

Cost of Sales-Rentals	580.00	0.00	2,500.00
Materials Purchased	8,547.01	56,969.88	3,164.75
Winnings & Trophies	3,374.00	0.00	0.00
Sponsorships	30,002.05	30,300.00	25,276.74
Sponsorships Bands	3,298.00	0.00	2,397.00
<b>Total Costs of Goods Sold</b>	<u>45,801.06</u>	<u>87,269.88</u>	<u>33,338.49</u>

**Expenses**

Grant and Allocation Exp.	0.00	0.00	1,500.00
Bank Chargest Expense	558.77	500.00	484.82
Advertising	24,132.26	25,000.00	21,775.00
Professional Fundraising Fees	25.00	0.00	0.00
Employee Benefit Programs Exp	5,738.10	4,300.00	4,141.50
Dues & Subscriptions	3,003.28	3,300.00	3,253.00
Internet Expense	399.80	360.00	359.70
Supplies Expense	1,067.60	1,500.00	1,326.95
Telephone Expense	1,629.92	1,450.00	1,434.34
Postage and Shipping Expense	199.40	300.00	137.00
Occupancy Expense	7,200.00	7,200.00	6,600.00
Insurance Expense	576.00	500.00	491.00
Maintenance Expense	0.00	0.00	(172.72)
Travel Expense	530.82	0.00	240.35
Conferences Expense	652.25	300.00	275.10
Meetings Expense	109.22	0.00	0.00
Payroll Tax Expense	2,479.72	2,600.00	2,601.17
Depreciation Expense	0.00	0.00	1,088.00
Wages Expense	27,270.10	28,560.00	27,915.05
<b>Total Expenses</b>	<u>121,373.30</u>	<u>163,139.88</u>	<u>106,788.75</u>
<b>Net Income</b>	<u>\$ (15,514.70)</u>	<u>0.00</u>	<u>(930.07)</u>

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

Statement Activity From: 06/01/17 to 06/30/17		Beginning Balance	\$47,452.15
Days in Statement Period	30	Credits (+)	8,568.89
Average Ledger Balance*	42,308.78	Regular Deposits	8,568.89
Average Collected Balance*	42,308.78	Debits (-)	10,121.30
* The above balances correspond to the service charge cycle for this account.		Regular Checks Paid	9,516.44
		Electronic Withdrawals	604.86
		Total Service Charges (-)	49.13
		Ending Balance	\$45,850.61

**Deposits (+)**

Account: 01221213866

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
06/30	8,568.89	155688275	Brch/ATM				

**Checks (-)**

Account: 01221213866

Date	Amount	Check #	Date	Amount	Check #
06/15	275.00	3066	06/02	826.66	3110
06/01	350.00	3102*	06/26	947.74	3111
06/01	175.00	3104*	06/16	113.61	3112
06/09	2,250.00	3105	06/15	496.00	3113
06/07	135.00	3106	06/16	34.95	3114
06/07	355.78	3107	06/16	826.66	3115
06/12	226.84	3108	06/30	826.66	3120*
06/08	600.00	3109	06/30	1,076.54	3122*

(\* ) 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
06/09	263.43	IRS USATAXPYMT 060917 270756071446750

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

The Huntington National Bank is Member FDIC. and Huntington are federally registered service marks of Huntington Bancshares Incorporated. ©2017 Huntington Bancshares Incorporated.



**Other Debits (-)**

Account: 01221213866

Date	Amount	Description
06/19	78.00	WWTREASURY WWTAXPAYPB 170619 STO1872936960
06/21	263.43	IRS USATAXPYMT 062117 270757254728535

**Service Charge Detail**

Account: 01221213866

Date	Service Charge (-)	Waives and Discounts (+)	Description
06/15	49.13		PRIOR MONTH'S SERVICE CHARGES

**Service Charge Summary**

Account: 01221213866

Previous Month Service Charges (-)	\$49.13
Total Service Charges (-)	\$49.13

**Balance Activity**

Account: 01221213866

Date	Balance	Date	Balance	Date	Balance
05/31	47,452.15	06/09	42,496.28	06/21	40,132.66
06/01	46,927.15	06/12	42,269.44	06/26	39,184.92
06/02	46,100.49	06/15	41,449.31	06/30	45,850.61
06/07	45,609.71	06/16	40,474.09		
06/08	45,009.71	06/19	40,398.09		

**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**  
**General Ledger**

**For the Period From Jun 1, 2017 to Jun 30, 2017**

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 Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
10200	6/1/17			Beginning Balance			43,633.91
Regular Checking Acc	6/1/17	3106	CDJ	WVPEIA		135.00	
	6/1/17	3107	CDJ	WVPEIA		355.78	
	6/1/17	3108	CDJ	INDUSTRIAL SANI		226.84	
	6/1/17	3109	CDJ	NITRO DEVELOP		600.00	
	6/2/17	3110	PRJ	LINDA A. Keeling		826.66	
	6/7/17	3111	CDJ	UNITED BANKCA		947.74	
	6/7/17	3112	CDJ	AT& T		113.61	
	6/7/17	3113	CDJ	WV RADIO CORP		496.00	
	6/7/17	3114	CDJ	INTER-QUEST, C		34.95	
	6/9/17	ACH14467	CDJ	Huntington Bank		263.43	
	6/15/17	ACH12755	CDJ	WV STATE TAX D		78.00	
	6/16/17	3115	PRJ	LINDA A. Keeling		826.66	
	6/21/17	ACH54728	CDJ	Huntington Bank		263.43	
	6/21/17	3124	CDJ	NITRO DEVELOP		1,200.00	
	6/29/17	3123	CDJ	SECRETARY OF S		25.00	
	6/29/17	3117	CDJ	AT& T		148.61	
	6/29/17	3118	CDJ	IMPRESSION PRO		95.00	
	6/29/17	3119	CDJ	INDUSTRIAL SANI		250.57	
	6/29/17	3122	CDJ	TRINTY REBAR &		1,076.54	
	6/29/17	3125	CDJ	BRISTOL BROAD		840.00	
	6/29/17	3126	CDJ	BRISTOL BROAD		650.00	
	6/30/17	3120	PRJ	LINDA A. Keeling		826.66	
	6/30/17	deposit	GEN	mardi gras check	8,568.89		
	6/30/17	06/30/17	GEN	Service Charge		49.13	
	6/30/17			Current Period Cha	8,568.89	10,329.61	-1,760.72
	6/30/17			Ending Balance			41,873.19



CITY OF NITRO CONVENTION & VISITORS CY  
Balance Sheet  
July 31, 2017

ASSETS

Current Assets		
Regular Checking Account	\$	43,118.49
		43,118.49
Total Current Assets		
Property and Equipment		
Furniture and Fixtures	2,000.00	
Equipment	3,113.00	
Accum. Depreciation	(2,992.71)	
		2,120.29
Total Property and Equipment		
Other Assets		
Deposits	512.50	
		512.50
Total Other Assets		
		512.50
Total Assets		\$ 45,751.28
		45,751.28

LIABILITIES AND CAPITAL

Current Liabilities		
Federal Payroll Taxes Payable	\$	263.43
State Payroll Taxes Payable	78.00	
SUTA Payable	117.51	
		458.94
Total Current Liabilities		
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
Total Liabilities		458.94
Capital		
Retained Earnings	43,876.78	
Net Income	1,415.56	
		45,292.34
Total Capital		
Total Liabilities & Capital		\$ 45,751.28
		45,751.28

**CITY OF NITRO CONVENTION & VISITORS CY**  
**Account Register**  
**For the Period From Jul 1, 2017 to Jul 31, 2017**  
**10200 - Regular Checking Account**

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
7/1/17	3121	Withdraw	Beginning Balance			41,873.19
7/3/17	3127	Withdraw	NITRO DEVELOPMENT		600.00	41,273.19
7/3/17	3128	Withdraw	WVPEIA		135.00	41,138.19
7/14/17	3116	Withdraw	WVPEIA		355.78	40,782.41
7/14/17	ACH071417	Withdraw	LINDA A. Keeling		826.66	39,955.75
7/14/17	ACH93165738	Withdraw	WV STATE TAX DE[T		117.00	39,838.75
7/19/17	ACH8305614	Withdraw	Huntington Bank		263.43	39,575.32
7/28/17	3129	Withdraw	Huntington Bank		263.43	39,311.89
7/28/17	3130	Withdraw	LINDA A. Keeling		826.66	38,485.23
7/28/17	3131	Withdraw	INDUSTRIAL SANITATI		87.33	38,397.90
7/28/17	3132	Withdraw	AT& T		143.91	38,253.99
7/28/17	3132	Withdraw	INTER-QUEST, CORP		34.95	38,219.04
7/28/17	3133	Withdraw	BRICKSTREET INSURA		557.00	37,662.04
7/28/17	3134	Withdraw	WVPEIA		389.78	37,272.26
7/28/17	3135	Withdraw	WVPEIA		177.00	37,095.26
7/28/17	3136	Withdraw	CITY OF NITRO		635.50	36,459.76
7/28/17	3137	Withdraw	SUDDENLINK		420.41	36,039.35
7/28/17	3138	Withdraw	CITY OF NITRO		1,559.85	34,479.50
7/31/17	07/31/17	Other	Service Charge		46.71	34,432.79
7/31/17	3139	Withdraw	WV UNEMPLOYMENT		131.26	34,301.53
7/31/17	deposit	Other	tristate racing	8,816.96		43,118.49
			<b>Total</b>	<b>8,816.96</b>	<b>7,571.66</b>	

CITY OF NITRO CONVENTION & VISITORS CY  
Income Statement  
For the One Month Ending July 31, 2017

	Year to Date Current Year	Year to Date Budget	Year to Date LY
<b>Revenues</b>			
Program Service Revenue	\$ 8,816.96	0.00	9,448.39
Total Revenues	<u>8,816.96</u>	<u>0.00</u>	<u>9,448.39</u>
<b>Expenses</b>			
	<b>Cost of Goods Sold</b>		
Cost of Sales-Rentals	0.00	0.00	(500.00)
Materials Purchased	0.00	0.00	939.88
Sponsorships	1,718.71	0.00	7,621.04
Total Costs of Goods Sold	<u>1,718.71</u>	<u>0.00</u>	<u>8,060.92</u>
<b>Expenses</b>			
Grant and Allocation Exp.	50.00	0.00	0.00
Bank Chargest Expense	46.71	0.00	44.39
Advertising	498.20	0.00	861.00
Employee Benefit Programs Exp	1,057.56	0.00	632.20
Dues & Subscriptions	420.41	0.00	225.91
Internet Expense	34.95	0.00	30.00
Supplies Expense	124.99	0.00	0.00
Telephone Expense	143.91	0.00	143.10
Occupancy Expense	600.00	0.00	600.00
Insurance Expense	557.00	0.00	576.00
Travel Expense	(109.22)	0.00	0.00
Payroll Tax Expense	160.48	0.00	160.48
Wages Expense	2,097.70	0.00	2,097.70
Total Expenses	<u>7,401.40</u>	<u>0.00</u>	<u>13,431.70</u>
Net Income	<u>\$ 1,415.56</u>	<u>0.00</u>	<u>(3,983.31)</u>

CITY OF NITRO CONVENTION & VISITORS CY  
Balance Sheet  
July 31, 2017

ASSETS

Current Assets		
Regular Checking Account	\$	<u>43,118.49</u>
Total Current Assets		43,118.49
Property and Equipment		
Furniture and Fixtures	2,000.00	
Equipment	3,113.00	
Accum. Depreciation	<u>(2,992.71)</u>	
Total Property and Equipment		2,120.29
Other Assets		
Deposits	<u>512.50</u>	
Total Other Assets		<u>512.50</u>
Total Assets	\$	<u><u>45,751.28</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Federal Payroll Taxes Payable	\$	263.43
State Payroll Taxes Payable	78.00	
SUTA Payable	<u>117.51</u>	
Total Current Liabilities		458.94
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		458.94
Capital		
Retained Earnings	43,876.78	
Net Income	<u>1,415.56</u>	
Total Capital		<u>45,292.34</u>
Total Liabilities & Capital	\$	<u><u>45,751.28</u></u>



**Other Debits (-)**

**Account: 01221213866**

Date	Amount	Description
07/19	263.43	IRS USATAXPYMT 071917 270760083056134

**Service Charge Detail**

**Account: 01221213866**

Date	Service Charge (-)	Waives and Discounts (+)	Description
07/17	46.71		PRIOR MONTH'S SERVICE CHARGES

**Service Charge Summary**

**Account: 01221213866**

Previous Month Service Charges (-)	\$46.71
Total Service Charges (-)	\$46.71

**Balance Activity**

**Account: 01221213866**

Date	Balance	Date	Balance	Date	Balance
06/30	45,850.61	07/13	41,550.65	07/19	40,033.42
07/03	43,902.00	07/14	40,460.56	07/28	39,206.76
07/05	43,160.65	07/17	40,413.85	07/31	47,431.77
07/07	41,670.65	07/18	40,296.85		

**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 Jul 1, 2017 to Jul 31, 2017**  
**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			41,873.19
7/1/17	3121	Withdraw	NITRO DEVELOPMENT		600.00	41,273.19
7/3/17	3127	Withdraw	WVPEIA		135.00	41,138.19
7/3/17	3128	Withdraw	WVPEIA		355.78	40,782.41
7/14/17	3116	Withdraw	LINDA A. Keeling		826.66	39,955.75
7/14/17	ACH071417	Withdraw	WV STATE TAX DE[T		117.00	39,838.75
7/14/17	ACH93165738	Withdraw	Huntington Bank		263.43	39,575.32
7/19/17	ACH8305614	Withdraw	Huntington Bank		263.43	39,311.89
7/28/17	3129	Withdraw	LINDA A. Keeling		826.66	38,485.23
7/28/17	3130	Withdraw	INDUSTRIAL SANITATI		87.33	38,397.90
7/28/17	3131	Withdraw	AT& T		143.91	38,253.99
7/28/17	3132	Withdraw	INTER-QUEST, CORP		34.95	38,219.04
7/28/17	3133	Withdraw	BRICKSTREET INSURA		557.00	37,662.04
7/28/17	3134	Withdraw	WVPEIA		389.78	37,272.26
7/28/17	3135	Withdraw	WVPEIA		177.00	37,095.26
7/28/17	3136	Withdraw	CITY OF NITRO		635.50	36,459.76
7/28/17	3137	Withdraw	SUDDENLINK		420.41	36,039.35
7/28/17	3138	Withdraw	CITY OF NITRO		1,559.85	34,479.50
7/31/17	07/31/17	Other	Service Charge		46.71	34,432.79
7/31/17	3139	Withdraw	WV UNEMPLOYMENT		131.26	34,301.53
7/31/17	deposit	Other	tristate racing	8,816.96		43,118.49
			<b>Total</b>	<b>8,816.96</b>	<b>7,571.66</b>	

## PROPOSED 2017 BOOM TOWN DAYS BUDGET

- CVB Expense:
  - Friday Band \$1,000.00 SPONSORS
  - Saturday Band ~~\$1,000.00~~ SPONSORS
  - NPD Overtime \$1,000.00
  - Johnny on the Spot \$ 360.00
  - Event Tee Shirts 150 x \$10 \$1,500.00
  - H&H Enterprises (games/inflatables) \$ 400.00
  - DJ (kids area) \$ 400.00
  - Charleston Newspaper Advertisement \$ 500.00
  - CVB Handouts (fans) \$ 500.00
  - NEW Street Banner *Double Sided Print* \$ 500.00
  - Posters \$ 200.00

Total \$7,360.00
  
- Nitro Antique Car Club Request:
  - Prize – Cash Award for NACC \$1,500.00
  - Event Dash Plaques for NACC entries \$ 500.00
  - Trophy Award Plaques \$ 1,000.00
  - NACC Forms, Vote Ballots, Club Cards \$ 1,000.00
  - NACC Ball caps/Hats 300 \$ 1,500.00

Total \$ 5,500.00

**EVENT TOTAL \$12,860.00**

# Sponsorship Opportunities

1917-2017



**NITRO**  
*A Living Memorial to*  
**World War I** **100<sup>th</sup>**

A special ceremony celebrating  
Nitro's centennial

**Boomtown Days**  
**September 8th, 9th, & 10th**



**NITRO**  
Development Authority  
Of Kanawha & Putnam Counties

City of Nitro ... "A Living Memorial to World War I"



**NITRO**  
CONVENTION &  
VISITORS BUREAU

*A Living Memorial to World War I*



## **Friday Night Events:**

- Music in Living Memorial Park located on corner of 21st Street and Second Avenue.
- Antique Car Cruise-In and various food trucks.

Sponsorship for Music in Living Memorial Park would include signage, logo on stage, recognition in some advertising, and acknowledgement in program.

*\*Two sponsors at \$500 each*

## **Saturday Morning:**

Doughboy 5K Route will run through the heart of Nitro starting at Living Memorial Park and going through Ridenour Lake.

Sponsorship for Doughboy 5K would include logo on front of race t-shirts, recognition in some advertising, and acknowledgement in program.

*\*Sponsorship of \$1,000*

*Sponsorships to be featured on the back of the Doughboy 5K race t-shirt plus additional signage can be purchased for \$100.*

## **Saturday Morning Parade:**

Nitro 100th Anniversary Parade

Sponsorship for parade would include signage, banners, and acknowledgement in program

*\*Two sponsors at \$500 each*

## **Food Truck Contest Sponsorship:**

Food trucks will begin late morning and continue throughout the day. Your sponsorship will award the best food truck chosen by consumers.

Sponsorship for Food Truck Contest would include signage, recognition in some advertising, banners, and acknowledgement in program.

*\*Sponsorship of \$500*



### **Saturday Afternoon Music:**

Music in Living Memorial Park located on corner of 21st Street and Second Avenue.

Sponsorship for Music in Living Memorial Park would include signage, logo on stage, recognition in some advertising, and acknowledgement in program.

*\*Two sponsors at \$500 each*

### **Saturday Night Music:**

Music in Living Memorial Park located on corner of 21st Street and Second Avenue, featuring the Esquires

*\*\$3,000 sponsorship sold to Peyton Law Firm*



Sponsorship for Music in Living Memorial Park would include signage, logo on stage, recognition in some advertising, and acknowledgement in program.

### **Supporting Sponsorships:**

Support Boomtown Days with a sponsorship. Benefits of supporting Nitro would include signage and Facebook advertising.

*\*Sponsorships \$200*



If interested in supporting Nitro Boomtown Days, please fill out form below, attach check, and send to Nancy Harrison at  
**PO Box 308 Nitro, WV 25143**

**Name of company:**

\_\_\_\_\_

**Address:**

**Street Name:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Date:**

\_\_\_\_\_

**Person to contact:**

\_\_\_\_\_

**Event you wish to sponsor:**

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Please send logo in JPEG format to [shelbymowery@tsgsolution.com](mailto:shelbymowery@tsgsolution.com).**  
All checks can be made out to The City of Nitro.  
FEIN # 55-6000223

*Contact The City of Nitro if you have any questions at (304) 755-0705.*



*Thank you for your interest in sponsorship of Nitro Boomtown Days.*

NITRO CONVENTION & VISITORS BUREAU  
BOARD OF DIRECTORS ELECTION – JULY 2017  
AGENDA / PROCESS

CURRENT BOARD MEMBERS

TERM ENDING JULY

1. Dave Casebolt	Secretary	2019
2. Bill Racer	Chairman	2018
3. John Slater	Vice Chairman	2017
4. John Young	Treasurer	2018
5. Bill Javins		2017
6. Robert Lagg		2018
7. Vicki Shumate-Jackson		2018
8. Ivan Meadows		2019
9. Susan Valleau		2019
10. Carmen Kostelansky		2017
11. NEW MEMBER		2020

Nomination of New Member: Discussion

1. Bill Fortune
2. Jay Silverman
3. Kenneth Terry
4. Michael Jarrell

Vote for extended terms of Current Members: Term to Serve

- |                       |      |
|-----------------------|------|
| 1. John Slater        | 2020 |
| 2. Bill Javins        | 2020 |
| 3. Carmen Kostelansky | 2020 |

Nomination of Officers: Discussion

Chairman \_\_\_\_\_

Vice Chairman \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Signatures of Code of Conduct Agreement and

Signature of Agreement to Board Term and Responsibilities

Review of Nitro CVB By-Laws, Article IV, Section 2: Board of Directors

Adjourned



## BOARD OF DIRECTORS

### CODE OF CONDUCT AGREEMENT

I, \_\_\_\_\_ have received a copy of the Nitro  
(print name)

Convention and Visitors Bureau's Code of Conduct. As a Director on the Board, I have read and thoroughly understand all sections of the Code of Conduct and as a Director for the Nitro Convention and Visitors Bureau I willfully agree to abide by the Code of Conduct at all times during my tenure as a Director on the Board of Directors of the Nitro Convention and Visitors Bureau.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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 eleven (11) members who, during their respective terms 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, determined 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 of the City Council of the City of Nitro, and eight (8) 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 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, Treasurer shall be elected by a majority of the Board of Directors at the first meeting of the fiscal year (July). 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 executive 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 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 Treasurer or other signer or signers specifically designated by the Board of Directors, shall co-sign with the Executive Director of the Bureau any 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 Treasurer, 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.



## **CANDIDACY FOR NITRO CONVENTION AND VISITORS BUREAU BOARD OF DIRECTORS MEMBERS**

Candidacy for membership on the Nitro Convention and Visitors Bureau  
of Nitro, West Virginia, Inc. Board of Directors Procedures

Candidates who have been requested by a Board Member to become a member of the Nitro Convention and Visitors Bureau of Nitro, West Virginia will follow these procedures:

1. The Chairman of the Board or the Executive Director will meet with the candidate.
2. The candidate will receive a briefing from that CVB member concerning a concise overview of the organization, expectations, responsibilities and participation; a review of the Code of Conduct will also be covered at this briefing.
3. The candidate will be asked to prepare a Resume/Biography, letter of interest to include a brief history of the individual's education, experiences, volunteer participation, business involvement, interest in Nitro, and why they wish to become a member of the Board of Directors.
4. At the Board meeting following the request, the candidate will be nominated and the Board will discuss the candidate, review the interest resume/biography and receive a motion to receive or not the candidates.
5. Should the candidate be selected to become a member of the Board, the Board's recommendation for membership will be presented to the Nitro City Council for approval or disapproval.
6. If the candidate is approved by the Nitro City Council, the member will begin serving as a member beginning with the next meeting of the Board of Directors.
7. If the candidate is not approved by the Nitro City Council, the Board will notify the candidate that the Nitro City Council did not approve their membership on the Board.

Nitro CVB,

I Michael Jarrell, am applying for candidacy to become a board member for the Nitro Convention and Visitors Center.

Although I was not raised in Nitro, I have worked here at the post office for 22 years and been a resident of Nitro off and on throughout this time period. I truly love the town of Nitro and all that it does for the community. I love its rich heritage and the commitment to its residents.

I served 20 years in the US Army with 3 tours of combat and appreciate the manner in which Nitro honors the men and women who have served this country.

I currently volunteer as one of Nitro's WWI doughboys which is a great honor. They always thank me for doing this but the honor is truly all mine.

I hope you consider me for this position. Thank you and God bless.

Sincerely,



Michael Wayne Jarrell

My name is Kenneth Terry, and I am interested in serving on the CVB. I have been a lifelong citizen of Nitro, coached baseball, and served on the Nitro Little League Board. I love our city and believe it to be the best around. I would greatly appreciate the opportunity to serve on the board for the city, and the great citizens of Nitro.

Thank you,

A handwritten signature in blue ink, appearing to read "Kenneth Terry", with a long horizontal flourish extending to the right.

Kenneth Terry

304-415-4443

kennetherry@gmail.com



Greetings Nitro CVB Board Members,

I am submitting my letter of interest in serving with this proud Board of Officers for one of the great cities in the Kanawha Valley. I have enjoyed many of the great events that Nitro has given my family since I have lived in the area over the last five years, I have seen great progress and I see great things with the many improvements that the Mayor's Office have and will do to make this city a continued location for fun family entertainment.

I have over 25 years of putting together events such as, charitable football events, apartment community events, educational field trips (12 years), after school programming, television commercial field producing (10 years), Minor League Baseball promotional events (14 years), local fraternal events (5 years) and radio remote events (1 + years). The experience comes with many successful outcomes, each teaching me how to become better for the next event. I have served as many roles from leader to role player and I work well under any circumstance with the willingness to assist as any need possible.

I would appreciate your consideration to be apart of this proud Board of Officers of the Nitro CVB.

Respectfully,



James Jay Silverman

LM Communications Inc.  
100 Kanawha Terrace, St. Albans, WV 25177  
P: (304) 722-3308 F: (304) 727-1300

**William W." Bill" Fortune**

**108 Holly Street**

**Nitro, WV 25143**

**Nitro CVB Board of Directors**

**RE: Request for membership**

**Ladies and Gentlemen:**

**I formally request you consider me as a member of the Nitro CVB Board. I believe that I have a lot of experience and enthusiasm that would provide a positive influence to the works of the Nitro CVB.**

**BRIEF RESUME**

**EDUCATION:**

**Graduate--St. Albans High**

**Graduate--B.A. WVSU Secondary Education**

**Graduate--M.A. WVU School Administration**

**30 plus hours of post graduate work --WVU--MU**

**Work Experience:**

**40 Years Kanawha Co.Board of Ed. --most at Nitro Jr. and Sr.High School----Teacher**

**2 years Good News Mountaineer Garage---management**

**15 years Bill Fortune Pontiac Parts---sales**

**Civic and Church Experience:**

**50 + years --St. Paul's United Methodist Church Nitro--all leadership positions--choir--teacher**

**40+ years---Nitro Antique Car Club---all leadership positions**



201 21<sup>st</sup> Street, Nitro WV 25143  
304-721-9800 ~ fax 304-721-9801  
[Nitrowv.cvb@gmail.com](mailto:Nitrowv.cvb@gmail.com)

Hello,

With this letter we are inviting you, your business, organization, school, church group or club to participate in the "NITRO CENTENNIAL PARADE". The parade will be held during the Nitro BoomTown Days on Saturday, September 9, 2017 at 10:00 am. The line up will be at Pickens Road, travel down 1<sup>st</sup> Avenue (RT 25) to 21<sup>st</sup> Street, the center of BoomTown activities.

Being the Nitro 100 birthday, we are focusing the parade theme on the Centennial. We welcome military, veteran's representation to honor our history as a Living Memorial to WWI. You can participate as a walking group, have a float, truck or car, bikes...use your imagination to join in the celebration. In your planning please know for safety reasons you cannot throw candy or items from a vehicle or float, however if you are walking you may hand out candy and items.

We hope you will consider how this opportunity will make a positive impression, advertising and letting the community know about you and how you are involved in the exciting and fun happenings here in Nitro.

Please return the enclosed form to commit your participation. If you have any questions, please contact me at the Nitro CVB office 304-721-9800 or email [nitrowv.cvb@gmail.com](mailto:nitrowv.cvb@gmail.com). Once I receive your commitment with this form, I will be sending you confirmation letter and parade information which will include the lineup order you will be placed in. Please return by August 28, 2017.

I look forward to adding your name to our parade lineup.

Kind regards,

Linda Quinn Keeling  
Executive Director  
Nitro CVB





## **NITRO 2017 CENTENNIAL BOOMTOWN DAY PARADE**

PARTICIPANT \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF GROUP: (example ~ Antique Car, Float, Walking Group, Band)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return this form by August 28, 2017 to:

Nitro CVB  
201 21<sup>st</sup> Street  
Nitro, WV 25143

Or Fax to: 304-721-9801

Once I have received your commitment with this form I will send you confirmation letter and parade information which will include the lineup order you will be placed in.