

Nitro CVB

Agenda

August 17, 2021

- Call To order
- Determination of Quorum
- Minutes of last meeting
- Financial Update
 - June Financials – John Young
- Director's Update
 - Upcoming and Recent Events Report
 - Wagging Tails News Conference
 - Rack Cards Progress Report – Welcome Centers
 - Get It To Go In Nitro – Banners & Posters
 - Community Yard Sale
 - 55 in 55 Campaign
- New Business
 - 2021 CVB Standards of Conduct
 - 2021 Event Calendar
 - August Events
 - Nitro Wars Museum
 - Christmas Parade
- Other
- Adjourn

Minutes

The City of Nitro Convention and Visitors Bureau

July 6, 2021

The Nitro Convention and Visitors Bureau met on Tuesday, July 6, 2021. The meeting was called to order at 6:00 pm by Chairman Bill Javins and held in City Council chambers. Those attending the meeting in person were Bill Javins, Ivan Meadows, Susan Valleau, Eric Althaus, Dave Casebolt, Carmen Kostelansky, Tracy Toler, Bill Fortune and John Young. Also, in attendance was CVB Executive Director Joe Stevens

A quorum was determined, and the minutes were reviewed and a motion to accept the minutes of the previous meeting was made by Ivan Meadows and seconded by Susan Valleau. The motion was adopted.

A financial report was presented by Treasurer John Young and a motion to accept the report was made by Susan Valleau and seconded by Carmen Kostelansky. The motion was adopted.

Stevens called on Mardi Gras' President/General Manager Eric Althaus to provide an update on the casino and he reported that operations were getting back to normal. The hotel was opening another night. A recent Job Fair was successful.

Joe Stevens presented the board his director's report. Stevens and Treasurer Young met concerning the 2021/2022 budget, which will be emailed to board members. Stevens reported on upcoming and recent events. Noting that the first Cruise In for antique cars was very successful and a fishing tournament, Ridenour Regatta and Food Pantry 5k were coming up later in July. The new city and museum's rack cards have been sent to the state's Welcome Centers. Stevens went over the advertising the CVB purchased to promote the museum reopening, Cruise In and Fishing Tournament. Stevens also present the board the CVB's yearly report to Nitro City Council.

In New Business, Stevens asked the board to allow Nitro High School Girl's Softball Team to use Movie Screen and projector, which was approved. Get It Go In Nitro will be doing one more restaurant, the Café' at Mardi Gras.

The meeting was adjourned at 6:30 pm on a motion by John Young and seconded Ivan Meadows. The next meeting to take place, Tuesday, 17, 2021.

CITY OF NITRO CONVENTION & VISITORS CY
Balance Sheet
July 31, 2021

ASSETS

Current Assets		
Regular Checking Account	\$	55,367.61
Cash-Tournaments		500.00
		<u>55,867.61</u>
Total Current Assets		
Property and Equipment		
Furniture and Fixtures		2,000.00
Equipment		6,095.48
Accum. Depreciation		(6,523.00)
		<u>1,572.48</u>
Total Property and Equipment		
Other Assets		
		<u>0.00</u>
Total Other Assets		
		<u>0.00</u>
Total Assets		
	\$	<u><u>57,440.09</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
		<u>0.00</u>
Total Current Liabilities		
		0.00
Long-Term Liabilities		
Notes Payable-Noncurrent	\$	500.00
		<u>500.00</u>
Total Long-Term Liabilities		
		500.00
Total Liabilities		
		500.00
Capital		
Retained Earnings		53,894.90
Net Income		3,045.19
		<u>56,940.09</u>
Total Capital		
		56,940.09
Total Liabilities & Capital		
	\$	<u><u>57,440.09</u></u>

**CITY OF NITRO CONVENTION & VISITORS CY
General Ledger**

For the Period From Jul 1, 2021 to Jul 31, 2021

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	7/1/21			Beginning Balance			52,322.42
Regular Checking Acc	7/6/21	3453	CDJ	LM Communication		460.00	
	7/6/21	3454	CDJ	NITRO LAND REU		600.00	
	7/6/21	3456	CDJ	SUDDENLINK		74.38	
	7/8/21	3457	CDJ	Greg Williamson		500.00	
	7/15/21	3458	CDJ	TSG CONSULTIN		175.00	
	7/23/21	3459	CDJ	JOE DEISS		187.71	
	7/31/21	073021	CRJ	CITY OF NITRO	5,042.28		
				Current Period Cha	5,042.28	1,997.09	3,045.19
	7/31/21			Ending Balance			55,367.61

CITY OF NITRO CONVENTION & VISITORS CY
Income Statement
For the One Month Ending July 31, 2021

	Year to Date Current Year	Year to Date Budget	Year to Date LY
Revenues			
Events Registration	\$ 0.00	166.00	0.00
Hotel Motel Tax 50%	5,042.28	8,000.00	0.00
Sponsorship Income	0.00	334.00	0.00
Total Revenues	5,042.28	8,500.00	0.00
Expenses			
Cost of Goods Sold			
Cost of Sales-Fireworks	0.00	417.00	0.00
Cost of Festivals	0.00	279.00	0.00
Sponsorships	0.00	833.00	0.00
Sponsorships Bands	500.00	559.00	0.00
Total Costs of Goods Sold	500.00	2,088.00	0.00
Expenses			
Advertising	460.00	1,291.00	0.00
Professional Services	175.00	833.00	0.00
Employee Benefit Programs Exp	0.00	405.00	0.00
Dues & Subscriptions	74.38	167.00	73.88
Social Media Expense	0.00	667.00	0.00
Supplies Expense	187.71	167.00	0.00
Telephone Expense	0.00	75.00	0.00
Postage and Shipping Expense	0.00	83.00	0.00
Occupancy Expense	600.00	600.00	600.00
Insurance Expense	0.00	50.00	0.00
Maintenance Expense	0.00	42.00	0.00
Printing Expense	0.00	208.00	0.00
Travel Expense	0.00	167.00	0.00
Conferences Expense	0.00	83.00	0.00
Payroll Tax Expense	0.00	130.00	0.00
Wages Expense	0.00	1,442.00	0.00
Total Expenses	1,997.09	8,498.00	673.88
Net Income	\$ 3,045.19	2.00	(673.88)

Nitro CVB
Budget 2021-2022

Carry Forward \$52,322

Revenue

Tax \$ 96,000.00 Expected H/M tax collection
Sponsorships \$ 4,000.00 Projected sponsorships
Sales \$ 2,000.00 Registrations, vendors, cookbooks, etc.

Total \$ 154,322.00

Advertising \$ 15,500.00
Bands \$ 6,705.00
Festival's expense \$ 52,842.00
Fireworks \$ 5,000.00
Sponsorships \$ 10,000.00
Professional Services \$ 10,000.00 Video, Photography, IT
Employee benefits \$ 6000.00 PEIA
Dues and subscriptions \$ 2000.00
Web & Social Media \$ 8000.00
Supplies \$ 2000.00
Telephone \$ 900.00
Postage \$ 1000.00
Insurance \$ 600.00
Occupancy \$ 7,200.00
Maintenance \$ 500.00
Printing \$ 2,500.00
Travel \$ 2000.00
Conferences \$ 1000.00
Payroll Tax \$ 1550.00
Wages \$ 17305.00
Retirement \$ 1720.00

Total \$154,322.00

Sponsorships (Detailed)

Car Club \$ 2000.00
CVB XC Invitational \$1000.00
Beer Festival \$ 3,500.00
Horse Parade \$ 500.00
CVB Joint Sponsorships \$ 3,000.00

Total \$ 10,000.00

Carry Over Assets \$52,322.42

Confirmed
City of Nitro
Fairs & Festivals Events
2021

Fix Em' Kanawha Valley Winter Series – Sunday, February 28

Shamrock Shuffle 5K Trail Run – Saturday, March 20

Easter Bunny Drive Thru – Saturday, March 27 – Nitro Public Library

Easter Fire Truck Parade – Tuesday, March 30

Rivers To Ridges 5k Mountain Bike/Trail Run – Sunday, April 18.

Third Floor Comics Mini-Con – Saturday, May 22

Flag of Honor (Motorcycle Event) – May 26 & 27

Family Movie Night- June 8, 15, & 22 & July 6

Riverfest – June 17 – 20

Nitro Fishing Tournament I – Friday – July 23

Nitro Pantry 5k – Saturday, July 24

Ridenour Regatta – Saturday, July 24

Nitro Antique Car Club Cruise In – Friday, August 6, 2021

City of Nitro Catfish Tournament II – Friday, August 20, 2021

Nitro Jeepfest – Saturday, September 4, Nitro Library Parking Lot

Labor Day Fireworks – Sunday, September 5, City Park

City of Nitro Fishing Tournament III – Friday, September 24, 2021 – Nitro Football?

Festival of Fright - October 9 (Rain date October 16) – Night Time Horror Movies at Ridenour Lake

Halloween Hoedown - October 26 (Rain date October 29)

Veteran's Day Ceremony - November 10-11

Wagging Tails 5K – Saturday, November 13

Wagging Tails & Nitro Ales Chili Cookoff, Smoke On The Water Edition – Saturday, November 13

Christmas Parade - December 4