

**NITRO CVB BOARD OF DIRECTORS MEETING AGENDA
AUGUST 2, 2016 ~ 6:00 PM**

Call to Order: Bill Racer, Chairman
Introduction of Guest:
Mark March and members of the Nitro Antique Car Club

Secretary's Report: Mayor Casebolt
Review of Minutes from July 26, 2016 meeting.

Financial Report: John Young, Treasurer

New Business:

- Boom Town Days
Parade (morning)
New Street Sign – Double Sided
Activity Map
- Bayer CorpScience Donation

Old Business:

- Board members to sign " Code of Conduct" for year 2016- 2017
- WV Radio Contract discussion regarding renewing and funding of the Centennial Celebration Contract
- New Logo for CVB Trailer

Other:

Adjournment

The next CVB Board meeting is scheduled for Sept. 6, 2016

David Casebolt

From: Dave Casebolt <casebolt@dave@gmail.com>
Sent: Tuesday, August 2, 2016 9:26 PM
To: dcasebolt@cityofnitro.org
Subject: NITRO CVB BOARD OF DIRECTORS MEETING AGENDA

NITRO CVB BOARD OF DIRECTORS MEETING AGENDA August 2nd, 2016 @6:00 PM

Call to Order: Linda Quinn facilitated the meeting and called it to order at 6pm.

In attendance was Dave Casebolt, Bill Javins, John Young, Susan Valleau, Ivan Meadows, Bob Lagg, Vicki Shumate Jackson, Bill Racer

Welcome and Introductions

Guests in attendance were Mark March, Mike and Steve Gandy, members of the Nitro Antique Car Club

Secretary's Report: Dave Casebolt

Review of minutes from July 26, meeting minutes Dave makes a motion to approve the minutes as written with a second from John Young. Motion passed.

Financial Report: John Young

Financials were provided by John and are attached to the meeting minutes. John Young makes a motion to accept the financials as presented with a second from Susan. Motion passed. John Young presented to the Board a proposed budget for fiscal year 2016-17. Dave Casebolt makes a motion with a second from Bill Racer to approve the proposed budget including increasing the revenue number by \$170. Motion passed. All financials and proposed budget are attached to the meeting minutes.

Old Business

* Board members to sign "Code of Conduct for year 2016-2017 All members signed a Code of Conduct for the 2016-2017

* WV Radio Contract discussion regarding renewing and funding of the Centennial Celebration Contract Discussion was held about funding the marketing campaign through the TSG group.

* New Logo for CVB Trailer Linda has requested from Screen Graphics a quote for changing the logo on the CVB trailer.

New Business

- * Boom Town Days
- Parade (morning)
- New Street Sign-Double sided
- Activity Map

Linda provided to the Board a proposed event map for the Boom Town celebration. The map is attached to the meeting minutes. Mark March spoke to the Board about new ideas for the event including a parade with veterans on Saturday morning. There will be more activities for kids.

* Bayer CropScience Donation Bayer CropScience has agreed to donate \$2500 to the CVB to cover the cost of remotes for our events.

Other
No further comments

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

The next Board meeting will be held on September 6th, 2016 at 6:00 pm

Sent from my iPad=

CITY OF NITRO CONVENTION & VISITORS CY

Balance Sheet

July 31, 2016

ASSETS

Current Assets		
Regular Checking Account	\$	53,506.43
Total Current Assets		53,506.43
Property and Equipment		
Furniture and Fixtures		2,000.00
Equipment		3,113.00
Accum. Depreciation - Equipmen		(1,904.71)
Total Property and Equipment		3,208.29
Other Assets		
Deposits		512.50
Total Other Assets		512.50
Total Assets	\$	<u>57,227.22</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Federal Payroll Taxes Payable	\$	263.43
State Payroll Taxes Payable		78.00
UTA Payable		0.03
Total Current Liabilities		341.46
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		341.46
Capital		
Retained Earnings		60,479.48
Net Income		(3,593.72)
Total Capital		56,885.76
Total Liabilities & Capital	\$	<u>57,227.22</u>

Unaudited - For Management Purposes Only

CITY OF NITRO CONVENTION & VISITORS CY
Income Statement
For the One Month Ending July 31, 2016

	Year to Date Current Year	Year to Date Budget	Year to Date LY
Revenues			
Contributions-Unrestricted	9,448.39	0.00	0.00
Program Service Revenue	0.00	0.00	8,169.33
Total Revenues	9,448.39	0.00	8,169.33
Expenses			
Cost of Goods Sold			
Cost of Sales-Rentals	(500.00)	0.00	500.00
Materials Purchased	939.88	0.00	550.00
Sponsorships	7,621.04	0.00	1,944.84
Total Costs of Goods Sold	8,060.92	0.00	2,994.84
Expenses			
Bank Chargest Expense	0.00	0.00	39.75
Advertising	861.00	0.00	0.00
Employee Benefit Programs Exp	287.00	0.00	647.00
Dues & Subscriptions	225.91	0.00	203.28
Internet Expense	30.00	0.00	0.00
Supplies Expense	0.00	0.00	290.00
Telephone Expense	143.10	0.00	193.58
Occupancy Expense	600.00	0.00	0.00
Insurance Expense	576.00	0.00	278.00
Payroll Tax Expense	160.48	0.00	224.47
Wages Expense	2,097.70	0.00	2,652.00
Total Expenses	13,042.11	0.00	7,522.92
Net Income	(3,593.72)	0.00	646.41

For Management Purposes Only

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

For the Period From Jul 1, 2016 to Jul 31, 2016

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	7/1/16			Beginning Balance			
Regular Checking Acc	7/1/16	2921	CDJ	WVPEIA		124.00	56,969.88
	7/1/16	2922	CDJ	WVPEIA		163.00	
	7/12/16	2924	CDJ	SUDDENLINK		225.91	
	7/12/16	2925	CDJ	AT& T		143.10	
	7/12/16	2926	CDJ	WV RADIO CORP		861.00	
	7/12/16	2927	CDJ	INTER-QUEST, C		30.00	
	7/12/16	2928	CDJ	UNITED BANKCA		6,754.05	
	7/12/16	2929	CDJ	Linda Quinn		162.89	
	7/12/16	2930	CDJ	SCREEN GRAPHI		115.00	
	7/12/16	2931	CDJ	F.L. ENTERPRISE		905.00	
	7/13/16	2933	CDJ	NITRO DEVELOP		600.00	
	7/13/16	2934	CDJ	WV UNEMPLOYM		211.16	
	7/14/16	2397	CDJ	CITY OF NITRO		26.24	
	7/14/16	2398	CDJ	CITY OF NITRO		562.86	
	7/15/16	2932	PRJ	LINDA A. Keeling		826.66	
	7/20/16	acg201267	CDJ	Huntington Bank		263.43	
	7/25/16	ach072516	CRJ	MARDI GRAS	9,448.39		
	7/27/16	2940	CDJ	Jennifer Hensley		34.88	
	7/27/16	2941	CDJ	BRICKSTREET IN		576.00	
	7/27/16	2915V	CDJ	CHARLESTON PA	500.00		
	7/29/16	2942	PRJ	LINDA A. Keeling		826.66	
	7/31/16			Current Period Cha	9,948.39	13,411.84	-3,463.45
				Ending Balance			53,506.43

CITY OF NITRO CONVENTION & VISITORS CY

Balance Sheet

July 31, 2016

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Total Capital		56,885.76
Total Liabilities & Capital	\$	<u>57,227.22</u>

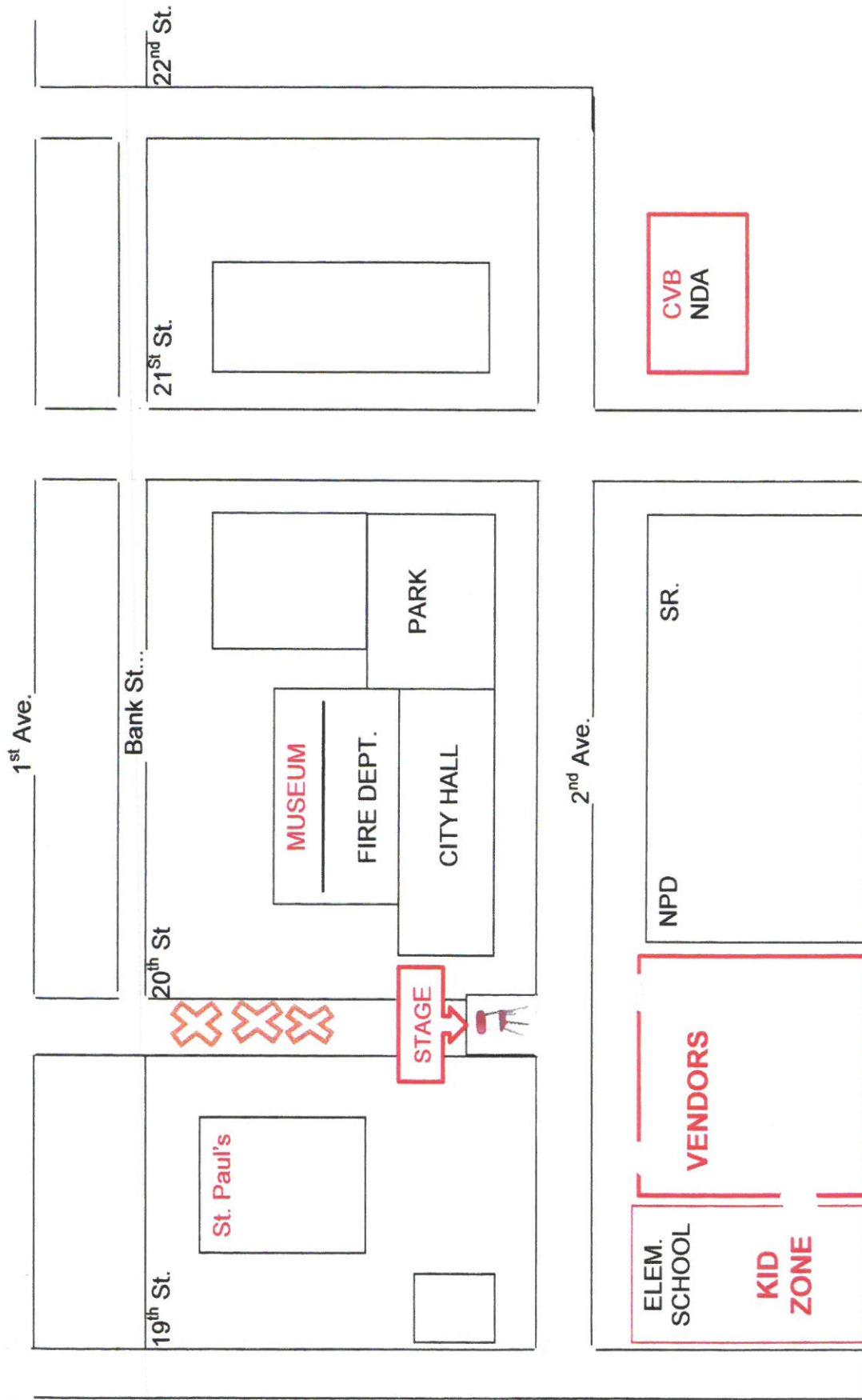
Unaudited - For Management Purposes Only

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

	Year to Date Current Year	Year to Date Budget	Year to Date LY
Revenues			
Contributions-Unrestricted	\$ 9,448.39	0.00	0.00
Program Service Revenue	0.00	106,000.00	100,608.68
Miscellaneous Income	0.00	0.00	75.00
Contributions-Restricted	0.00	0.00	5,175.00
Total Revenues	<u>9,448.39</u>	<u>106,000.00</u>	<u>105,858.68</u>
Expenses			
Cost of Goods Sold			
Cost of Sales-Rentals	(500.00)	0.00	2,500.00
Materials Purchased	939.88	0.00	3,164.75
Sponsorships	7,621.04	30,300.00	25,276.74
Sponsorships Bands	0.00	0.00	2,397.00
Total Costs of Goods Sold	<u>8,060.92</u>	<u>30,300.00</u>	<u>33,338.49</u>
Expenses			
Grant and Allocation Exp.	0.00	0.00	1,500.00
Bank Chargest Expense	0.00	500.00	484.82
Advertising	861.00	25,000.00	21,775.00
Employee Benefit Programs Exp	828.20	4,300.00	4,141.50
Dues & Subscriptions	225.91	3,300.00	3,253.00
Internet Expense	30.00	360.00	359.70
Supplies Expense	0.00	1,500.00	1,326.95
Telephone Expense	143.10	1,450.00	1,434.34
Postage and Shipping Expense	0.00	300.00	137.00
Occupancy Expense	1,200.00	7,200.00	6,600.00
Insurance Expense	576.00	500.00	491.00
Maintenance Expense	0.00	0.00	(172.72)
Travel Expense	0.00	0.00	240.35
Conferences Expense	0.00	300.00	275.10
Payroll Tax Expense	160.48	2,600.00	2,601.17
Wages Expense	2,097.70	28,560.00	27,915.05
Total Expenses	<u>14,183.31</u>	<u>106,170.00</u>	<u>105,700.75</u>
Net Income	<u>\$ (4,734.92)</u>	<u>(170.00)</u>	<u>157.93</u>

For Management Purposes Only

2016 NITRO BOOMTOWN DAYS & ANTIQUE CAR SHOW EVENT MAP



Yellow Area: Antique Car Show Parking, and Activities
 CVB Office: Information Point, Photos with Antique Car,
 Museum: Open
 St. Paul's United Methodist Church: Mission Team Italian Dinner on Sat. afternoon 4:00 – 6:00
 Stage: Antique Car Show Awards, Announcement and Concerts

2016 NITRO BOOMTOWN DAYS ~ 55TH ANTIQUE CAR SHOW

Friday: Cruz- In, Downtown Nitro 5:00- 9:00. Live Band

Saturday: Parade 8:30 am - All Activities, All Day 9:00 am – 9:00 pm

ACTIVITY	REMARKS	CONFIRMED
KIDS ACTIVITIES SATURDAY SEPT 12:		
1. Antique Car Club – car rides, games		_____
2. Kids Prizes		_____
3. Time Frame 4 hours Start at 12:00 end at 4:00pm		_____
4. School yard reserved for kids area. Contact Mr. Pack		_____
5. Inflatable & Balloon Man H&H		_____
6. Volunteers		_____
7. Decorations		_____
8. Direction Signs		_____
ENTERTAINMENT		
1. Band for Friday Evening – 5:00pm - 9:00pm		_____
2. Band for Sat. 12:00 – 4:00		_____
3. Church Bands 5:00 – 9:00		_____
4. Vendors Registration Invitation Letter		8/4
5. Vendor Confirmation Letters		9/4
AREA / STREET LAYOUT		
1. Cruz In Parking 2 nd Ave	NACC	_____
2. Stage (Reserve): Set up on 20 st Facing 2 nd Ave.		_____
3. Liability Insurance Certificate for Event		_____
4. Vendors Registration at CVB Station		_____
5. Vendors List and set up on map		_____
6. Chalk off Vendors spaces on grass lot		_____
7. Roads Blocked	PD	_____
PARADE SAT. MORNING		
1. NACC Invitation for participation		_____
2. Veterans Honor – Grand Marshal		_____
3. Line up Area Reserve		_____
4. Parade Route		_____
FIREWORKS		
1. American Fireworks – have contract and have paid DEPOSIT –balance will Sent after display.		_____
2. Permit Application from the Fire Marshall		_____
3. Location determined with contract		_____
ADVERTISEMENT		
1. Poster / Flyers NHS		_____
2. Nitro High School ~ Erin photos / video covering event		_____
3. Radio Announcements and Remote Fri / Sat		_____
4. Newspaper		9/4
5. Local TV Press Release		9/7
6. CVB Printed Materials ~ Handouts		_____
7. Banner for 1 st Ave. Order/ Screen Graphics		_____

2016 BOOM TOWN DAYS BUDGET

- CVB Expense:
 - Friday Band \$1,000.00
 - Saturday Band \$1,000.00
 - 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

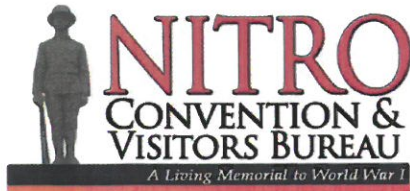
Total \$7,360.00

- 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

Last Year's Total \$20,260.00



201 21st Street, P.O. Box 395
Nitro WV, 25143
304-721-9800
Nitrocvb.com

August 1, 2016

Hello,

It is time to mark your calendars for **Nitro Boom Town Days & 55th Antique Car Show**. This year's dates are **Sept. 9-10**. On Saturday Sept 10 we will once again invite vendors to set up a table/space to advertise your business and sell your goods.

In planning for the space needed I would greatly appreciate it if you respond to this letter by sending in your intent to participate by Aug. 28, 2016. Attached you will find the Nitro Vendor Registration Form (your intent) and Agreement Rules & Regulations. Once I have received your registration I can begin placement of vendors accommodating their space and electrical needs. A conformation letter will be sent to you with an event map showing your location.

A fee of \$25.00 will be charged to businesses that are not nonprofit. We will be assigning a space for all vendors on the parking lot at the Nitro Police Department between 20th and 21st Street on 2nd Ave. The Nitro Antique Car Club will host the Cruz- in on Friday evening and the antique Car Show on Saturday, presenting awards and activities.

This year we will be kicking off Saturday morning with a Parade! The CVB with the Nitro Antique Car Club will present a "BoomTown Days Parade" at 8:30 am, beginning at Perkins Road traveling down 1st Ave turning up 21st Street. We are asking any Veterans and active duty military to help us begin our parade by walking or riding directly behind the Honor Guard. We wish to salute their service. Friday & Saturday the Nitro CVB will sponsor a band on stage and following Saturday evening's performance there will be a display of Fireworks. More information and an event flyer will be circulated soon.

We are excited and hope you will join us. If you have any questions, please feel free to contact me at Nitro CVB 304-721-9800 or email- nitrowv.cvb@juno.com. I look forward to hearing from you.

Kindest regards,

Linda Quinn Keeling,
Executive Director

2016-2017 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	dcasebolt@cityofnitro.org	2019
John Young Treasure, City of Nitro 304-541-0823 c	jyoung@cityofnitro.org	2018
Bill Racer Nitro City Councilman 304-982-0551	516 5 th St. Nitro	2018
John Slater DNR and Nitro Moose 304-552-3267	john.d.slater@wv.gov	2017
Bill Javins Nitro City Councilman Real Estate 304-539-5211	billjsvins@aol.com	2017
Robert Lagg Manager, Mardi Gras Casino & Resort 304-776-1000	rlagg@mgwva.com	2018
Vicki Shumate-Jackson Senior Account Executive, WV Radio 304-342-8131 x 615	vsj@wvradio.com	2018
Ivan Meadown Retired Nitro Citizen Nitro Committees 304-881-6296	210 Dupont Ave. Nitro	2019
Susan Valleau Nitro Citizen Nitro Branding Committee 304-550-4462	suzmu73@juno.com	2019
Carmen Kostelansky Nitro Citizen, Historic Commission 304-549-2213	firstpresbynut@aol.com	2017