

Nitro CVB

Agenda

February 5, 2019

- Call To order
- Determination of Quorum
- Minutes of last meeting
- Financial Update
- Director's Update
 - State CVB & HTA Meeting
 - City Website
 - Heads Up Community Text Update System
 - Get Out and Move Campaign
- Old Business
- New Business
 - Election of Directors
- Other
- Adjourn

Minutes

The City of Nitro Convention and Visitors Bureau

January 15, 2019

The Nitro Convention and Visitors Bureau met on Tuesday, January 15, 2019. The meeting was called to order in the training room of the Nitro Police Station. Those in attendance were Bill Racer, Bill Fortune, Bill Javins, Ivan Meadows, John Young, Julia Washington, Carmen Kostelansky, Susan Valleau and Mayor David Casebolt. Also, in attendance was CVB Executive Director Joe Stevens.

A quorum was determined to be present and the minutes were reviewed and a motion to accept the minutes was made by Ivan Meadows and seconded by Susan Valleau. The motion was adopted.

A financial report was presented and a motion to accept the report was made by Bill Javins and seconded by Susan Valleau. The motion was adopted. John Young also reported to the board that he has been in discussion with Mardi Gras' financial supervisor and was working on a new procedure for the Hotel/Motel Tax to be collected. Mr. Young reported there was still \$16,000 outstanding but expects the payment in any day.

Joe Stevens updated the board on the success of the Mistletoe Market and Christmas Parade. Director Valleau added she felt the parade was the biggest ever and would like to see some type of judging for participants for the next parade. The board was informed of an upcoming meeting with the Casino's new GM with Mayor Casebolt, Stevens and Kim Reed of the Nitro Development Authority. The board was informed that work had begun on the city's website. Stevens reported of his attendance at the 2019 State Fairs and Festivals Convention in Charleston and he learned of a new way to do surveys of the city's events. The board was also informed of the CVB and City's involvement with the Heads Up Community Alert system.

There was also discussion centering around the upcoming Easter Extravaganza and Stevens reported on some changes in this year's event.

In new business, Director Meadows informed the board that the WV District Little League Road Show was again taking place in Nitro and asked for welcome packets from the CVB.

The meeting was adjourned at 6:30 pm with the next meeting to take place, Tuesday, February 5, 2019.

CITY OF NITRO CONVENTION & VISITORS CY
 Balance Sheet
 January 31, 2019

ASSETS

Current Assets		
Regular Checking Account	\$	46,076.59
		46,076.59
Total Current Assets		
Property and Equipment		
Furniture and Fixtures		2,000.00
Equipment		6,095.48
Accum. Depreciation		(4,915.00)
		3,180.48
Total Property and Equipment		
Other Assets		
		0.00
Total Other Assets		
		0.00
Total Assets		\$ 49,257.07
		49,257.07

LIABILITIES AND CAPITAL

Current Liabilities		
		0.00
Total Current Liabilities		
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
		0.00
Total Liabilities		
Capital		
Retained Earnings	\$	24,278.52
Net Income		24,978.55
		49,257.07
Total Capital		
		49,257.07
Total Liabilities & Capital		\$ 49,257.07
		49,257.07

CITY OF NITRO CONVENTION & VISITORS CY
Income Statement
For the Seven Months Ending January 31, 2019

CITY OF NITRO CONVENTION & VISITORS CY
Income Statement
For the Seven Months Ending January 31, 2019

	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	\$ 0.00	\$ 0.00	\$ 0.00	20,585.54	0.00
Sales-Booth Rentals	0.00	0.00	0.00	1,620.00	0.00	0.00
Sales-Snack Stand	0.00	0.00	0.00	0.00	0.00	2,140.00
Contributions-Unrestricted	7,061.52	0.00	0.00	7,061.52	0.00	0.00
Events Registration	70.00	0.00	0.00	1,670.00	0.00	0.00
Program Service Revenue	0.00	8,000.00	7,308.74	44,521.48	56,000.00	58,956.39
Sale of Cookbooks	0.00	0.00	60.00	435.00	0.00	280.00
Sponsorship Income	0.00	500.00	0.00	4,150.00	3,500.00	0.00
Contributions-Restricted	0.00	0.00	0.00	0.00	0.00	0.00
Other Income	0.00	166.67	0.00	0.00	1,166.69	2,255.00
Total Revenues	7,131.52	8,666.67	7,368.74	59,458.00	81,252.23	63,631.39
Expenses						
Cost of Goods Sold						
Cost of Sales-Fireworks	0.00	375.00	0.00	0.00	2,625.00	0.00
Cost of Festivals	0.00	333.34	0.00	300.00	2,333.38	0.00
Materials Purchased	0.00	0.00	0.00	1,190.00	0.00	0.00
Purchase Returns and Allowance	0.00	0.00	0.00	100.00	0.00	12,530.54
Winnings & Trophies	0.00	0.00	0.00	0.00	0.00	0.00
Sponsorships	0.00	1,041.67	0.00	5,183.65	7,291.69	1,906.27
Sponsorships Bands	0.00	383.34	0.00	5,000.00	4,083.30	18,186.35
Total Costs of Goods Sold	0.00	2,333.35	0.00	11,773.65	16,333.37	38,673.16
Expenses						
Grant and Allocation Exp.	0.00	0.00	0.00	0.00	0.00	50.00
Bank Charges Expense	8.00	0.00	54.71	51.06	0.00	383.58
Advertising	0.00	833.34	0.00	493.22	5,833.38	18,599.05
Professional Services	0.00	2,386.67	0.00	11,500.55	16,706.69	2,500.00
Employee Benefit Programs Exp	0.00	375.00	516.78	0.00	2,625.00	3,641.46
Dues & Subscriptions	55.27	41.67	211.90	1,956.36	291.69	2,498.06
Social Media Expense	0.00	333.34	0.00	1,046.19	2,916.69	584.75
Supplies Expense	0.00	100.00	386.77	2,099.34	2,333.38	2,094.51
Telephone Expense	0.00	230.00	0.00	0.00	1,610.00	658.76
Postage and Shipping Expense	1,200.00	600.00	0.00	34.46	700.00	196.00
Insurance Expense	0.00	46.42	600.00	4,200.00	4,200.00	4,200.00
Maintenance Expense	0.00	72.50	0.00	1,389.62	324.94	557.00
Printing Expense	0.00	333.34	390.00	0.00	507.50	870.00
Travel Expense	0.00	83.34	0.00	0.00	2,333.38	0.00
Conferences Expense	0.00	41.67	0.00	0.00	583.38	119.20
Meetings Expense	0.00	0.00	0.00	0.00	291.69	0.00
Payroll Tax Expense	0.00	0.00	0.00	0.00	0.00	289.13
Wages Expense	0.00	0.00	39.03	(65.00)	0.00	1,082.15
Total Expenses	1,263.27	8,227.31	3,772.48	34,479.45	57,591.09	92,205.15
Net Income	\$ 5,868.25	\$ 439.36	\$ 3,596.26	\$ 24,978.55	\$ 23,661.14	\$ (28,573.76)

For Management Purposes Only

For Management Purposes Only

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

For the Period From Jan 1, 2019 to Jan 31, 2019

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	1/1/19			Beginning Balance			40,208.34
Regular Checking Acc	1/3/19	3318	CDJ	SUDDENLINK		55.27	
	1/3/19	cookbooks	CRJ	MISC	70.00		
	1/4/19	3311	CDJ	NITRO DEVELOP		1,200.00	
	1/18/19	011819	CRJ	MARDI GRAS	7,061.52		
	1/31/19	01/31/19	GEN	Service Charge		8.00	
				Current Period Cha	7,131.52	1,263.27	5,868.25
	1/31/19			Ending Balance			46,076.59



THE NITRO CONVENTION & BUSINESS BUR
 201 21ST STREET AVE NITRO WV 25143
 201 21ST ST
 NITRO WV 25143-1737

Have a Question or Concern?

Stop by your nearest
 Huntington office or
 contact us at:

1-800-480-2001

www.huntington.com/
 businessresources

Huntington Public Funds Economy Checking

Account: 01221213866

Statement Activity From: 01/01/19 to 01/31/19		Beginning Balance	\$41,193.17
Days in Statement Period 31		Credits (+)	7,131.52
Average Ledger Balance* 42,971.85		Regular Deposits	7,131.52
Average Collected Balance* 42,971.05		Debits (-)	1,855.27
* The above balances correspond to the service charge cycle for this account.		Regular Checks Paid	1,855.27
		Total Service Charges (-)	8.00
		Ending Balance	\$46,461.42

Deposits (+)

Account: 01221213866

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
01/03	70.00	160978030	Brch/ATM	01/18	7,061.52	161919089	Brch/ATM

Checks (-)

Account: 01221213866

Date	Amount	Check #	Date	Amount	Check #
01/04	1,200.00	3311	01/14	600.00	3321*
01/10	55.27	3318*			

(*) 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.

Service Charge Detail

Account: 01221213866

Date	Service Charge (-)	Waives and Discounts (+)	Description
01/15	3.00		STATEMENT CHARGE
01/15	5.00		BUSINESS ONLINE SERVICE FEES

Service Charge Summary

Account: 01221213866

Previous Month Service Charges (-)	\$3.00
Other Charges (-)	5.00
Total Service Charges (-)	\$8.00

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. ©2019 Huntington Bancshares Incorporated.

Balance Activity
Account: 01221213866

Date	Balance	Date	Balance	Date	Balance
12/31	41,193.17	01/10	40,007.90	01/18	46,461.42
01/03	41,263.17	01/14	39,407.90		
01/04	40,063.17	01/15	39,399.90		

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.