

**NITRO CVB BOARD OF DIRECTORS MEETING AGENDA
JULY 11, 2017 ~ 5:30 PM**

Call to Order: Bill Racer, Chairman

Secretary's Report: Mayor Casebolt

Financial Report: John Young
Postponed to Aug. agenda

Old Business:

- Sound System Quotes
- Taste of Nitro ~ This Saturday 4:00 pm. CVB selling Lemonade

New Business:

TSG Proposals

Next Meeting August 1, 2017 at 5:30 pm

David Casebolt

From: Dave Casebolt <caseboltdave@gmail.com>
Sent: Thursday, July 20, 2017 8:13 AM
To: dcasebolt@cityofnitro.org
Subject: NITRO CVB BOARD OF DIRECTORS MEETING AGENDA

NITRO CVB BOARD OF DIRECTORS MEETING AGENDA July 11th, 2017~6 PM

Call to Order: Bill Racer,

Bill Racer called the meeting to order at 5:30 pm. In attendance was Dave Casebolt, Susan Valleau, Ivan Meadows, Carmen Kostelansky, Bill Javins, Bob Lagg, Vicki Shumate Jackson

Introduction of Guest

CVB Director Linda Quinn, Jim McKay, Bill Fortune, Tom Susman and Rachael were in attendance

Secretary's Report: Dave Casebolt

Dave Casebolt made a motion with a second from Bob Lagg to approve the June 6th meeting minutes as written.

Financial Report: John Young

Be cause of the absence of John Young the financials will be provided at the August meeting. Financials attached to meeting minutes

Old Business:

* Sound System Quotes

Linda presented three quotes to the Board and are attached to the meeting minutes. Vicki makes a motion with a second from Susan to accept the bid from A.S.A.P. Motion passed

* Taste of Nitro

The event is scheduled for July 15th and the CVB will be providing lemonade.

New Business

* TSG Proposal

Proposal for CVB evaluation and recommendations was submitted to Board. Bill Javins makes a motion to accept proposal with a second from Bob Lagg. Motion passed

Adjournment

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

Motion passed.

Next Meeting. August 1st, 2017 at 6:00 (Board Election)

Sent from my iPad=

TASTE OF NITRO 2017

TICKET PRICING – DONATIONS

.25 PER TICKET

\$25.00.....100 TICKETS

\$50.00.....200 TICKETS

\$75.00.....300 TICKETS

\$100.00.....400 TICKETS

**100 % OF PROCEEDS BENEFIT THE NITRO MISSION TEAM
MONETARY DONATIONS CAN BE MADE AND RECEIPTS AVAILABLE AT THE
NITRO CVB STATION.**

FOOD LIST

- NITRO CHURCH OF GOD** *“Trench Gobles”* (Baked Goods)
 “Cool Nights” (Cold Salads)
- ST. PAUL’S UMC** *“Woody Wilson Sliders”* (BBQ Sliders)
 “Bayonet Bites” (Fried Cheese Sticks)
- NITRO FIRST BAPTIST** *“Dough Boy Rolls”* (Pepperoni Rolls)
- NITRO FIRST PRESBYTERIAN** *“Bang Bang Bites”* (Mini Cheese Cakes)
- NITRO CHURCH OF THE NAZARENE** *“Yellow Field Mines”* (Nachos & Cheese)
 “REDWOP ~ Powder Spelled Backwater” (Tacos in a Bag)
- KINGSWAY CHRISTIAN CHURCH** *“WWI Slices”* (Watermelons)
- NITRO** *“Red Baron Wings”* (Chicken Wings)
- NITRO CVB** *“Western Front Delight* (Ice Cold Lemonade)

MUSIC & ENTERTAINMENT

LOCAL CHURCH FELLOWSHIP GROUPS

ANTIQUe CAR ~ CRUZ IN

We hope you ENJOY the great food, car show and live music! It is wonderful to see the fellowship here in Nitro and we do appreciate your support of the Mission Team projects which are a blessing to our Community. On behalf of The Nitro Mission Team and the, Nitro CVB **THANK YOU.**



TSGConsulting

MEMO

To: Mayor David Casebolt
City of Nitro

From: Tom Susman and Rachel Coffman

Date: June 19, 2017

RE: Convention and Visitors Bureau

Based on our discussions prior to the past legislative session, TSG Consulting, LLC, submits this proposal for your consideration. The Economic Developmental Authority desires to look at its role moving forward and increase its ability to generate long-term economic growth.

TSG Consulting will work with the CVB to determine the authority's vision for the agency. We will review past activities of the authority to determine what has worked and what has not worked. Part of our review will be to determine if the past activities of the CVB are applicable to those of a successful CVB. Next, we will review similar CVBs around the state that have been successful to learn best practices.

Once the research is completed, we will develop short- and long-term plans for the CVB. Included will be the establishment of goals. These plans will look at staffing and budget and outreach. We will work with the authority to establish a business plan for the CVB. Part of the process will be to prioritize the future actions of the CVB. These would be operational plans.

The city and the area around the city have great potential for tourism. The city, however, needs to capitalize on its assets. The CVB competes with other areas of the state and region and cannot continue on the same path and create opportunities to attract more visitors and economic activity.

This process will take 90 days, and the following deliverables will be provided under an engagement:

- Review of past activities
- Review of budget
- Review of staffing
- Review of other similar CVBs
- Work with the CVB board to develop a vision for the operation of the agency
- Development of a business plan that ensures sustainability

- Development of long- and short-term plans for the CVB, including staffing
- Development of a vision, as well as a mission statement, for the agency

These items will be included in a final report that will be submitted to the CVB.

The cost of this engagement will be \$3,750 in addition to the current retainer for the branding project. The CVB will be billed for out-of-pocket expenses at cost, including printing and travel.

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

ASSETS

Current Assets		
Regular Checking Account	\$	<u>41,873.19</u>
Total Current Assets		41,873.19
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		512.50
Total Assets	\$	<u><u>44,505.98</u></u>

LIABILITIES AND CAPITAL

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

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			
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
Total Revenues	105,858.60	163,139.88	105,858.68
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
Total Costs of Goods Sold	45,801.06	87,269.88	33,338.49
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
Total Expenses	121,373.30	163,139.88	106,788.75
Net Income	\$ (15,514.70)	0.00	(930.07)

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.

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Other Debits (-)

Account: 01221213866

Date	Amount	Description
06/19	78.00	WVTREASURY 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	40,396.09		

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	
				Current Period Cha	8,568.89	10,329.61	-1,760.72
	6/30/17			Ending Balance			41,873.19