

# Agenda

Nitro CVB  
June 5, 2018

1. Call to Order
2. Determination of a quorum
3. Minutes of previous meeting
4. Financial Report
5. Update of activities
  - a. Horse parade
  - b. Web site
  - c. Instagram
6. New Business
  - a. Funding approvals
    - i. Advertising for Regatta
    - ii. Boomtown days
    - iii. Rack Cards
  - b. Discussion about future funding
    - i. Wagging tales
7. Old Business
  - a. WV Fairs and Festival Association
8. Other
9. Adjournment

# Minutes

## Nitro Convention and Visitors Bureau

May 1, 2018

The City of Nitro Convention and Visitors Bureau met at the new police station in Nitro on May 1, 2018, at 6:00 p.m. The meeting was called to order by Chairman Bill Racer. Those in attendance were members Bill Fortune, Bill Racer, Julia Washington, Carmen Kostelansky, Susan Valleau, Ivan Meadows, Bill Javins, Mayor Dave Casebolt, and John Young. Others attending were Nitro Police Chief Bobby Eggleton and Tom Susman of TSG Consulting, LLC.

A quorum of the members of the CVB was present. The minutes of the previous meeting were distributed and reviewed. Mayor Dave Casebolt moved acceptance. That motion was seconded by John Young. The motion carried on a voice vote.

The financial report was distributed by John Young. He explained the report. It was discussed by the members of the CVB. Bill Javins moved to accept the report and Ivan Meadows second the motion. It was adopted on a voice vote.

Tom Susman provided an overview of the CVB activities for the month of April and the planned activities in May. The board was informed the website, [visitnitro.com](http://visitnitro.com), is up and running. A budget for the May 12 events was provided to the board. The total budget is \$2,920 from CVB funds. Mayor Dave Casebolt moved acceptance of the budget and Bill Javins seconded the motion. The motion was discussed and adopted. A copy of the budget is attached to the agenda for the meeting.

Tom Susman also indicated he was starting to work on a job description for the new CVB director. He asked for help from the board. Julie Washington and Susan Valleau volunteered to help.

A discussion was held about joining the Association of Fairs and Festivals. Ivan Meadows moved the CVB join the association. The motion was seconded by Bill Fortune. The motion carried.

John Young moved adjournment of the meeting. It was seconded by many, and the motion carried. The meeting adjourned at 6:55 p.m.

CITY OF NITRO CONVENTION & VISITORS CY  
Income Statement  
For the Eleven Months Ending May 31, 2018

	Current Month Actual	Current Month Budget	Current Month LY	Year to Date Current Year
<b>Revenues</b>				
Prior Year Carryforward	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Sales-Snack Stand	0.00	0.00	0.00	2,140.00
Program Service Revenue	17,092.47	8,848.00	7,707.84	87,852.56
Sale of Cookbooks	0.00	0.00	0.00	164.85
Miscellaneous Income	0.00	0.00	0.00	280.00
Contributions-Restricted	0.00	0.00	700.00	2,255.00
<b>Total Revenues</b>	<u>17,092.47</u>	<u>8,848.00</u>	<u>8,407.84</u>	<u>92,692.41</u>
<b>Expenses</b>				
<b>Cost of Goods Sold</b>				
Cost of Sales-Rentals	0.00	0.00	0.00	0.00
Materials Purchased	(350.00)	0.00	135.55	12,145.66
Winnings & Trophies	300.00	0.00	1,375.00	2,206.27
Sponsorships	636.38	2,525.00	3,409.14	18,316.23
Sponsorships Bands	500.00	0.00	0.00	6,351.00
<b>Total Costs of Goods Sold</b>	<u>1,086.38</u>	<u>2,525.00</u>	<u>4,919.69</u>	<u>39,019.16</u>
<b>Expenses</b>				
Grant and Allocation Exp.	0.00	0.00	0.00	50.00
Bank Chargest Expense	8.00	42.00	45.70	503.59
Advertising	0.00	2,084.00	0.00	18,599.05
Professional Services	2,500.00	0.00	0.00	15,000.00
Employee Benefit Programs Exp	0.00	358.00	0.00	3,641.46
Dues & Subscriptions	218.61	275.00	207.17	3,106.11
Internet Expense	0.00	30.00	34.95	619.70
Supplies Expense	0.00	125.00	26.00	2,068.25
Telephone Expense	0.00	121.00	117.61	742.91
Postage and Shipping Expense	0.00	25.00	0.00	187.90
Occupancy Expense	600.00	600.00	0.00	6,600.00
Insurance Expense	0.00	42.00	0.00	557.00
Maintenance Expense	0.00	0.00	0.00	870.00
Travel Expense	0.00	0.00	0.00	119.20
Conferences Expense	0.00	25.00	0.00	0.00
Meetings Expense	0.00	0.00	0.00	289.13
Payroll Tax Expense	0.00	217.00	208.72	1,199.66
Wages Expense	0.00	2,380.00	2,097.70	15,208.34
<b>Total Expenses</b>	<u>4,412.99</u>	<u>8,849.00</u>	<u>7,657.54</u>	<u>108,381.46</u>
<b>Net Income</b>	<u>\$ 12,679.48</u>	<u>\$ (1.00)</u>	<u>\$ 750.30</u>	<u>\$ (15,689.05)</u>

CITY OF NITRO CONVENTION & VISITORS CY  
Income Statement  
For the Eleven Months Ending May 31, 2018

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Program Service Revenue	17,092.47	8,848.00	7,707.84	87,852.56
Sale of Cookbooks	0.00	0.00	0.00	164.85
Miscellaneous Income	0.00	0.00	0.00	280.00
Contributions-Restricted	0.00	0.00	700.00	2,255.00
<b>Total Revenues</b>	<b>17,092.47</b>	<b>8,848.00</b>	<b>8,407.84</b>	<b>92,692.41</b>
<b>Expenses</b>				
<b>Cost of Goods Sold</b>				
Cost of Sales-Rentals	0.00	0.00	0.00	0.00
Materials Purchased	(350.00)	0.00	135.55	12,145.66
Winnings & Trophies	300.00	0.00	1,375.00	2,206.27
Sponsorships	636.38	2,525.00	3,409.14	18,316.23
Sponsorships Bands	500.00	0.00	0.00	6,351.00
<b>Total Costs of Goods Sold</b>	<b>1,086.38</b>	<b>2,525.00</b>	<b>4,919.69</b>	<b>39,019.16</b>
<b>Expenses</b>				
Grant and Allocation Exp.	0.00	0.00	0.00	50.00
Bank Charge/Expense	8.00	42.00	45.70	503.59
Advertising	0.00	2,084.00	0.00	18,599.05
Professional Services	2,500.00	0.00	0.00	15,000.00
Employee Benefit Programs Exp	0.00	358.00	0.00	3,641.46
Dues & Subscriptions	218.61	275.00	207.17	3,106.11
Internet Expense	0.00	30.00	34.95	619.70
Supplies Expense	0.00	125.00	26.00	2,068.25
Telephone Expense	0.00	121.00	117.61	742.91
Postage and Shipping Expense	0.00	25.00	0.00	187.90
Occupancy Expense	600.00	600.00	0.00	6,600.00
Insurance Expense	0.00	43.00	0.00	557.00
Maintenance Expense	0.00	0.00	0.00	870.00
Travel Expense	0.00	0.00	0.00	119.20
Conference Expense	0.00	25.00	0.00	0.00
Meetings Expense	0.00	0.00	0.00	289.13
Payroll Tax Expense	0.00	217.00	308.72	1,199.66
Wages Expense	0.00	2,380.00	2,097.70	15,208.34
<b>Total Expenses</b>	<b>4,412.99</b>	<b>8,849.00</b>	<b>7,657.54</b>	<b>108,381.46</b>
<b>Net Income</b>	<b>\$ 12,679.48</b>	<b>\$ (1.00)</b>	<b>\$ 750.30</b>	<b>\$ (15,689.05)</b>

**CITY OF NITRO CONVENTION & VISITORS CY**  
**Income Statement**  
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<b>Expenses</b>				
<b>Cost of Goods Sold</b>				
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Materials Purchased	(550.00)	0.00	135.55	12,145.66
Winnings & Trophies	300.00	0.00	1,375.00	2,206.27
Sponsorships	636.38	2,525.00	3,409.14	18,316.23
Sponsorships Bands	500.00	0.00	0.00	6,351.00
<b>Total Costs of Goods Sold</b>	<b>1,086.38</b>	<b>2,525.00</b>	<b>4,919.69</b>	<b>39,019.16</b>
<b>Expenses</b>				
Grant and Allocation Exp.	0.00	0.00	0.00	50.00
Bank Charge Expense	8.00	42.00	45.70	503.59
Advertising	0.00	2,084.00	0.00	18,599.05
Professional Services	2,500.00	0.00	0.00	15,000.00
Employee Benefit Programs Exp	0.00	358.00	0.00	3,641.46
Dues & Subscriptions	218.61	275.00	207.17	3,106.11
Internet Expense	0.00	30.00	34.95	619.70
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Postage and Shipping Expense	0.00	25.00	0.00	187.90
Occupancy Expense	600.00	600.00	0.00	6,600.00
Insurance Expense	0.00	42.00	0.00	557.00
Maintenance Expense	0.00	0.00	0.00	870.00
Travel Expense	0.00	0.00	0.00	119.20
Conferences Expense	0.00	25.00	0.00	0.00
Meetings Expense	0.00	0.00	0.00	289.13
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<b>Total Expenses</b>	<b>4,412.99</b>	<b>8,849.00</b>	<b>7,657.54</b>	<b>108,381.46</b>
<b>Net Income</b>	<b>\$ 12,679.48</b>	<b>\$ (1.00)</b>	<b>\$ 750.30</b>	<b>\$ (15,689.05)</b>

CITY OF NITRO CONVENTION & VISITORS CY  
Income Statement  
For the Eleven Months Ending May 31, 2018

Year to Date  
Budget

Year to Date LY

**Revenues**

41,373.19	0.00
0.00	0.00
97,328.00	93,889.71
0.00	0.00
0.00	0.00
0.00	3,400.00
<u>138,701.19</u>	<u>97,289.71</u>

**Expenses**

Cost of Goods Sold

0.00	580.00
0.00	6,787.91
0.00	3,374.00
27,775.00	29,524.64
0.00	3,298.00
<u>27,775.00</u>	<u>43,564.55</u>

**Expenses**

0.00	0.00
462.00	509.64
22,924.00	22,146.26
0.00	0.00
3,938.00	5,247.32
3,025.00	3,003.28
330.00	364.85
1,375.00	865.64
1,331.00	1,367.70
275.00	150.40
6,600.00	5,400.00
462.00	576.00
0.00	0.00
0.00	530.82
275.00	652.25
0.00	0.00
2,387.00	2,204.24
26,180.00	24,123.55
<u>97,339.00</u>	<u>110,706.50</u>

41,362.19

(13,416.79)

**CITY OF NITRO CONVENTION & VISITORS CY**  
**General Ledger**  
**For the Period From May 1, 2018 to May 31, 2018**

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	5/1/18			Beginning Balance			10,010.49
Regular Checking Acc	5/4/18	3259	CDJ	SUDDENLINK		218.61	
	5/4/18	3260	CDJ	NITRO DEVELOP		600.00	
	5/4/18	3261	CDJ	SUSAN L VALLEA		500.00	
	5/4/18	050418	CRJ	CITY OF NITRO	9,372.31		
	5/11/18	3262	CDJ	Stephanie Stacy		500.00	
	5/23/18	3263	CDJ	TSG CONSULTIN		2,500.00	
	5/23/18	3263	CDJ	SUSAN L VALLEA		636.38	
	5/23/18	052318	CRJ	MISC	550.00		
	5/31/18	05/31/18	GEN	Service Charge		8.00	
	5/31/18	ach053118	CRJ	CITY OF NITRO	7,720.16		
				Current Period Cha	17,642.47	4,962.99	12,679.48
	5/31/18			<b>Ending Balance</b>			<b>22,689.97</b>

CITY OF NITRO CONVENTION & VISITORS CY  
Balance Sheet  
May 31, 2018

ASSETS

Current Assets		
Regular Checking Account	\$	<u>22,689.97</u>
Total Current Assets		22,689.97
Property and Equipment		
Furniture and Fixtures		2,000.00
Equipment		6,095.48
Accum. Depreciation		<u>(2,992.71)</u>
Total Property and Equipment		5,102.77
Other Assets		
Deposits		<u>512.50</u>
Total Other Assets		<u>512.50</u>
Total Assets	\$	<u><u>28,305.24</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
SUTA Payable	\$	<u>117.51</u>
Total Current Liabilities		117.51
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		117.51
Capital		
Retained Earnings		43,876.78
Net Income		<u>(15,689.05)</u>
Total Capital		<u>28,187.73</u>
Total Liabilities & Capital	\$	<u><u>28,305.24</u></u>





\$ 20,400.00

Total

Current Balance		\$ 22,000.00
After TSG, Rent Phone	June	\$ 4,000.00
	July	\$ 4,000.00
	August	\$ 4,000.00
September Balance		\$ 34,000.00