

Nitro CVB

Agenda

March 19, 2019

- Call To order
- Determination of Quorum
- Minutes of last meeting
- Financial Update
- Director's Update
 - City Website
 - Heads Up Community Text Update System
 - Get Out and Move Campaign
 - Easter Egg Hunt
- Old Business
- Other
- Adjourn

Minutes

The City of Nitro Convention and Visitors Bureau

February 5, 2019

The Nitro Convention and Visitors Bureau met on Tuesday, February 5, 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, Carmen Kostelansky, Susan Valleau, Eric Althaus 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 Mayor Casebolt and seconded by Ivan Meadows. 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.

Joe Stevens notified the board he attended recent meetings of the state CVB and Hospitality and Tourism Boards in White Sulphur Springs. Stevens presented the board a copy of the WVCVB's annual report. The board was informed of the progress being made on the city's new website. The board was informed that the Heads Up Community Text Update System will be coming on line soon and how it will be used and promoted. The board was also informed of the success of the city's Get and Move Campaign being overseen by the CVB. The board was also informed that Executive Director Stevens would be getting a hip replacement on February 25 and will be working from home for a couple of weeks.

In new business, Director Stevens through the instruction of Mayor Casebolt that board elections needed to be brought up to date. Mayor Casebolt made a motion that Directors Kostelansky, Javins be approved to serve a term through July,1, 2020 and that Director Michael Jarrell replace John Slater and Bill Fortune replace Vicki Shumate-Jackson with both serving terms through July 1, 2020. The motion was second by John Young and passed unanimously by the board. Mayor Casebolt then made a motion that Directors Racer and Young be approved to serve a term through July 1, 2021 and that Director Eric Althaus replace Robert Legg and also serve a term through July 1, 2021. The motion was second by Bill Javins and passed unanimously by the board.

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

CITY OF NITRO CONVENTION & VISITORS CY

Balance Sheet
February 28, 2019

ASSETS

Current Assets		
Regular Checking Account	\$	52,850.22
Total Current Assets		52,850.22
Property and Equipment		
Furniture and Fixtures		2,000.00
Equipment		6,095.48
Accum. Depreciation		(4,915.00)
Total Property and Equipment		3,180.48
Other Assets		
Total Other Assets		0.00
Total Assets	\$	56,030.70

LIABILITIES AND CAPITAL

Current Liabilities		
Total Current Liabilities		0.00
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		0.00
Capital		
Retained Earnings	\$	24,278.52
Net Income		31,752.18
Total Capital		56,030.70
Total Liabilities & Capital	\$	56,030.70

CITY OF NITRO CONVENTION & VISITORS CY
Income Statement
For the Eight Months Ending February 28, 2019

CITY OF NITRO CONVENTION & VISITORS CY
Income Statement
For the Eight Months Ending February 28, 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	8,880.19	0.00	0.00	15,941.71	0.00	0.00
Events Registration	0.00	0.00	0.00	1,670.00	0.00	0.00
Program Service Revenue	0.00	8,000.00	7,281.22	44,521.48	64,000.00	66,237.61
Sale of Cookbooks	0.00	0.00	435.00	0.00	0.00	280.00
Sponsorship Income	0.00	500.00	0.00	4,150.00	4,000.00	0.00
Contributions-Restricted	0.00	0.00	0.00	0.00	0.00	2,255.00
Other Income	0.00	166.67	0.00	0.00	1,333.36	0.00
Total Revenues	8,880.19	8,666.67	7,281.22	68,338.19	89,918.90	70,912.61
Expenses						
Cost of Goods Sold						
Cost of Sales-Fireworks	0.00	375.00	0.00	0.00	3,000.00	0.00
Cost of Festivals	0.00	333.34	0.00	300.00	2,666.72	0.00
Materials Purchased	0.00	0.00	0.00	1,190.00	0.00	12,530.54
Purchase Returns and Allowance	0.00	0.00	0.00	100.00	0.00	0.00
Winnings & Trophies	0.00	0.00	0.00	0.00	0.00	1,906.27
Sponsorships	0.00	1,041.67	0.00	5,183.65	8,333.36	18,186.35
Sponsorships Bands	0.00	583.34	300.00	5,000.00	4,666.64	6,350.00
Total Costs of Goods Sold	0.00	2,333.35	300.00	11,773.65	18,666.72	38,973.16
Expenses						
Grant and Allocation Exp.	0.00	0.00	0.00	0.00	0.00	50.00
Bank Charges Expense	8.00	0.00	52.69	59.06	0.00	436.27
Advertising	0.00	833.34	0.00	483.22	6,666.72	18,599.05
Professional Services	0.00	2,386.67	2,500.00	11,500.55	19,093.36	5,000.00
Employee Benefit Programs Exp	0.00	375.00	0.00	0.00	3,000.00	3,641.46
Dues & Subscriptions	110.56	41.67	0.00	2,066.92	333.36	2,498.06
Social Media Expense	0.00	416.67	0.00	1,046.19	3,333.36	584.75
Supplies Expense	170.50	333.34	0.00	2,269.84	2,666.72	2,084.51
Telephone Expense	0.00	230.00	84.15	0.00	1,846.00	742.91
Postage and Shipping Expense	0.00	100.00	0.00	34.46	800.00	196.00
Occupancy Expense	1,200.00	600.00	600.00	5,400.00	4,800.00	4,800.00
Equipment Rental Expense	617.50	0.00	0.00	617.50	0.00	0.00
Insurance Expense	0.00	46.42	0.00	1,389.62	371.36	557.00
Maintenance Expense	0.00	72.50	0.00	0.00	580.00	870.00
Printing Expense	0.00	333.34	0.00	0.00	2,666.72	0.00
Travel Expense	0.00	0.00	0.00	0.00	666.72	119.20
Conferences Expense	0.00	41.67	0.00	0.00	333.36	0.00
Meetings Expense	0.00	0.00	0.00	0.00	0.00	289.13
Payroll Tax Expense	0.00	0.00	0.00	(65.00)	0.00	1,082.15
Wages Expense	0.00	0.00	0.00	0.00	0.00	15,208.34
Total Expenses	2,106.56	8,227.31	3,536.84	36,586.01	65,818.40	95,741.99
Net Income	\$ 6,773.63	\$ 439.36	\$ 3,744.38	\$ 31,752.18	\$ 24,100.50	\$ (24,829.38)

For Management Purposes Only

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

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Huntington Public Funds Economy Checking

Account: 01221213866

Statement Activity From: 02/01/19 to 02/28/19		Beginning Balance	\$46,461.42
Days in Statement Period 28		Credits (+)	8,880.19
Average Ledger Balance* 54,525.91		Regular Deposits	8,880.19
Average Collected Balance* 54,525.91		Debits (-)	1,443.28
* The above balances correspond to the service charge cycle for this account.		Regular Checks Paid	1,443.28
		Total Service Charges (-)	8.00
		Ending Balance	\$53,890.33

Deposits (+)

Account: 01221213866

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
02/01	8,880.19	161919090	Brch/ATM				

Checks (-)

Account: 01221213866

Date	Amount	Check #	Date	Amount	Check #
02/04	170.50	3312	02/11	55.28	3317*
02/04	600.00	3313	02/25	617.50	3322*

(* 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
02/15	3.00		STATEMENT CHARGE
02/15	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

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

For the Period From Feb 1, 2019 to Feb 28, 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	2/1/19			Beginning Balance			46,076.59
Regular Checking Acc	2/1/19	020119	CRJ	MARDI GRAS	8,880.19		
	2/1/19	3323	CDJ	SUDDENLINK		55.28	
	2/1/19	3324	CDJ	NITRO DEVELOP		600.00	
	2/4/19	3312	CDJ	JOE DEISS		170.50	
	2/4/19	3313	CDJ	NITRO DEVELOP		600.00	
	2/4/19	3317	CDJ	SUDDENLINK		55.28	
	2/20/19	3322	CDJ	Advantage Technol		617.50	
	2/28/19	02/28/19	GEN	Service Charge		8.00	
				Current Period Cha	8,880.19	2,106.56	6,773.63
	2/28/19			Ending Balance			52,850.22