

**NITRO CVB BOARD OF DIRECTORS MEETING AGENDA
OCTOBER 4, 2016 ~ 6:00 PM**

Call to Order: Bill Racer, Chairman
Introduction of Guest: Mark Lamborn, Executive Magazine

Secretary's Report: Mayor Casebolt

Financial Report: John Young, Treasure

New Business:

- ✿ Executive Magazine Ad for Nitro Community Page~ Mark Lamborn
- ✿ Halloween Hoe Down ~ Oct. 22

Old Business:

- ✿ WV Governor's Conference on Tourism

Other:

Adjournment

The next CVB Board meeting will be held on November 1, 2016

David Casebolt

From: Dave Casebolt <caseboltdave@gmail.com>
Sent: Tuesday, October 4, 2016 9:29 PM
To: dcasebolt@cityofnitro.org
Subject: NITRO CVB BOARD OF DIRECTORS MEETING AGENDA

NITRO CVB BOARD OF DIRECTORS MEETING AGENDA October 4th, 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, Ivan Meadows, Bob Lagg, Vicki Shumate Jackson, Bill Racer, Carmen Kostelansky, John Slater, John Young

Welcome and Introductions
No guests were in attendance.

Secretary's Report: Dave Casebolt

Review of minutes from September 6th, meeting minutes Dave makes a motion to approve the minutes as written with a second from Bill Javins. Motion passed.

Financial Report: John Young

Financials were provided by Dave and are attached to the meeting minutes. Bill Javins makes a motion to accept the financials as presented with a second from Bill Racer. Motion passed.

Old Business

* WV Governors Conference on Tourism

Linda attended the governors conference last week at Canaan Valley. Linda presented to the Board several brochures advertising the City of Nitro.

New Business

* Executive Magazine Ad for Nitro Community Page-Mark Lamborn Mark Lamborn was unable to attend due to a family emergency.

* Halloween Hoe Down-Oct. 22nd

Preparations are being made for this years Halloween Hoedown. Several tables have been rented to vendors and posters advertising the event are being distributed. There will be a parade starting at 4pm on Second Avenue that will go to City Park.

Other

No Board members had further comments.

Adjournment

John Slater makes a motion to adjourn with a second from John Young. Motion passed.

The next Board meeting will be held on November 1, 2016 at 6:00 pm

Sent from my iPad=

2016 HALLOWEEN HOEDOWN PLAN

➤ **Costume Parade**

- Announcement / invitation
- Registration
- Line up 21st street / post office parking lot
- Route – down 21st street to 1st ave ~left, to 19th ~ right down to Park
- Line up time 3:30pm
- Start time 4:00 pm
- Road Block ~ PD / PW

➤ **Hoedown**

- WV radio Radio remote ~ event announcement
- Business/organization/club invitation for table “ Around the Track or Treat
- Sponsor letter
- Poster / flyers Nitro HS
- Costume contest
 - Registration forms / numbers /3 age groups
 - Judges
 - Contest prizes 3 \$100. Checks
 - Rope off runway area
- Certificates
- DJ
- Stage ~ Reserve
- Trick or Treat Bags (Nitro Moose)
- Registration Table
- Hayrides
- PD and CVB notify neighborhood
- Press Release / media
- Sam's Shopping /candy, hot dogs etc.
- Hot Dog Table
 - Volunteers ~ Parks & Rec.
 - Hot Boxes

CITY OF NITRO CONVENTION & VISITORS CY
Balance Sheet
September 30, 2016

ASSETS

Current Assets		
Regular Checking Account	\$	<u>44,918.16</u>
Total Current Assets		44,918.16
Property and Equipment		
Furniture and Fixtures		2,000.00
Equipment		3,113.00
Accum. Depreciation - Equipmen		<u>(1,904.71)</u>
Total Property and Equipment		3,208.29
Other Assets		
Deposits		<u>512.50</u>
Total Other Assets		<u>512.50</u>
Total Assets		\$ <u><u>48,638.95</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
State Payroll Taxes Payable	\$	78.00
SUTA Payable		<u>0.03</u>
Total Current Liabilities		78.03
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		78.03
Capital		
Retained Earnings		60,479.48
Net Income		<u>(11,918.56)</u>
Total Capital		<u>48,560.92</u>
Total Liabilities & Capital		\$ <u><u>48,638.95</u></u>

CITY OF NITRO CONVENTION & VISITORS CY
General Ledger

For the Period From Jul 1, 2016 to Sep 30, 2016

Filter Criteria includes: 1) IDs from 59700 to 59700. 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
59700	7/1/16			Beginning Balance			
Sponsorships	7/12/16	2928	CDJ	UNITED BANKCA	6,754.05		
	7/12/16	2929	CDJ	Linda Quinn - Spon	162.89		
	7/12/16	2930	CDJ	SCREEN GRAPHI	115.00		
	7/14/16	2937	CDJ	CITY OF NITRO -	26.24		
	7/14/16	2938	CDJ	CITY OF NITRO -	562.86		
				Current Period Cha	7,621.04		7,621.04
	8/1/16			Beginning Balance			7,621.04
	8/3/16	2950	CDJ	INDUSTRIAL SANI	262.00		
	8/19/16	2957	CDJ	UNITED BANKCA	500.84		
	8/29/16	2963	CDJ	MONOGRM PLUS	1,500.00		
				Current Period Cha	2,262.84		2,262.84
	9/1/16			Beginning Balance			9,883.88
	9/14/16	2979	CDJ	CITY OF NITRO -	882.05		
	9/14/16	2979	CDJ	CITY OF NITRO -	1,856.86		
	9/23/16	2981	CDJ	UNITED BANKCA	916.61		
	9/23/16	2985	CDJ	AMERICAN FIRE	2,340.00		
	9/23/16	2986	CDJ	INDUSTRIAL SANI	158.79		
				Current Period Cha	6,154.31		6,154.31
	9/30/16			Ending Balance			16,038.19

CITY OF NITRO CONVENTION VISITORS CY
Income Statement
For the Three Months Ending September 30, 2016

	Current Month Actual	Current Month Budget	Current Month LY	Year to Date Current Year	Year to Date Budget	Year to Date LY
Revenues						
Contributions-Unrestricted	\$ 9,041.36	\$ 0.00	\$ 0.00	\$ 19,551.67	\$ 0.00	\$ 0.00
Program Service Revenue	125.00	8,848.00	9,420.33	9,573.39	26,544.00	27,998.48
Miscellaneous Income	0.00	0.00	75.00	0.00	0.00	75.00
Contributions-Restricted	0.00	0.00	5,000.00	2,500.00	0.00	5,175.00
Total Revenues	9,166.36	8,848.00	14,495.33	31,625.06	26,544.00	33,248.48
Expenses						
Cost of Goods Sold						
Cost of Sales-Rentals	0.00	0.00	(1,000.00)	1,080.00	0.00	500.00
Materials Purchased	3,545.50	0.00	0.00	4,485.38	0.00	723.46
Winnings & Trophies	0.00	0.00	0.00	1,499.00	0.00	0.00
Sponsorships	6,154.31	2,525.00	6,485.17	16,038.19	7,575.00	9,636.34
Sponsorships Bands	2,499.00	0.00	1,299.00	2,499.00	0.00	1,299.00
Total Costs of Goods Sold	12,198.81	2,525.00	6,784.17	25,601.57	7,575.00	12,158.80
Expenses						
Grant and Allocation Exp.	0.00	0.00	1,500.00	0.00	0.00	1,500.00
Bank Charged Expense	46.52	42.00	38.28	138.21	126.00	115.05
Advertising	1,129.00	2,084.00	1,395.00	4,490.00	6,252.00	4,190.00
Employee Benefit Programs Exp	491.20	358.00	0.00	1,810.60	1,074.00	1,108.00
Dues & Subscriptions	213.57	275.00	205.36	1,341.89	825.00	1,293.35
Internet Expense	54.95	30.00	0.00	114.95	90.00	30.00
Supplies Expense	377.48	125.00	158.59	377.48	375.00	591.49
Telephone Expense	0.00	121.00	0.00	424.38	363.00	290.36
Postage and Shipping Expense	94.00	25.00	0.00	94.00	75.00	0.00

CITY OF NITRO CONVENTION VISITORS CY
Income Statement
For the Three Months Ending September 30, 2016

	Current Month Actual	Current Month Budget	Current Month LY	Year to Date Current Year	Year to Date Budget	Year to Date LY
Occupancy Expense	0.00	600.00	600.00	1,800.00	1,800.00	1,200.00
Insurance Expense	0.00	42.00	0.00	576.00	126.00	278.00
Conferences Expense	0.00	25.00	0.00	0.00	75.00	0.00
Payroll Tax Expense	160.48	217.00	156.06	481.44	651.00	567.81
Wages Expense	2,097.70	2,380.00	2,040.00	6,293.10	7,140.00	7,140.00
Total Expenses	16,863.71	8,849.00	12,877.46	43,543.62	26,547.00	30,462.86
Net Income	(\$ 7,697.35)	(\$ 1.00)	(\$ 1,617.87)	(\$ 11,918.56)	(3.00)	2,785.62

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: 09/01/16 to 09/30/16		Beginning Balance	\$59,172.09
Days in Statement Period 30		Credits (+)	9,416.36
Average Ledger Balance*	50,494.19	Regular Deposits	9,416.36
Average Collected Balance*	50,480.85	Debits (-)	21,955.53
* The above balances correspond to the service charge cycle for this account.		Regular Checks Paid	21,350.67
		Electronic Withdrawals	604.86
		Total Service Charges (-)	46.52
		Ending Balance	\$46,586.40

Deposits (+)

Account: 01221213866

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
09/16	375.00	154236820	Brch/ATM	09/21	9,041.36	154236824	Brch/ATM

Checks (-)

Account: 01221213866

Date	Amount	Check #	Date	Amount	Check #
09/01	295.20	2959	09/09	1,000.00	2974
09/02	148.14	2962*	09/13	1,000.00	2975
09/02	1,500.00	2963	09/08	1,000.00	2976
09/06	1,499.00	2964	09/19	543.00	2977
09/13	1,250.00	2965	09/26	30.00	2978
09/01	196.00	2966	09/16	2,738.91	2979
09/09	1,129.00	2967	09/27	1,098.09	2981*
09/19	213.57	2968	09/23	826.66	2982
09/19	24.95	2969	09/26	295.20	2983
09/15	290.00	2970	09/26	196.00	2984
09/13	2,252.50	2971	09/29	2,340.00	2985
09/09	826.66	2972	09/29	158.79	2986
09/14	499.00	2973			

(*) 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.

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. ©2016 Huntington Bancshares Incorporated.



Other Debits (-)

Account: 01221213866

Date	Amount	Description
09/19	78.00	WVTREASURY WVTAXPAYPB 160919 STO1872936960
09/21	263.43	IRS USATAXPYMT 092116 270666532940631
09/28	263.43	IRS USATAXPYMT 092816 270667213504272

Service Charge Detail

Account: 01221213866

Date	Service Charge (-)	Waives and Discounts (+)	Description
09/15	46.52		PRIOR MONTH'S SERVICE CHARGES

Service Charge Summary

Account: 01221213866

Previous Month Service Charges (-)	\$46.52
Total Service Charges (-)	\$46.52

Balance Activity

Account: 01221213866

Date	Balance	Date	Balance	Date	Balance
08/31	59,172.09	09/13	47,075.59	09/23	50,967.91
09/01	58,680.89	09/14	46,576.59	09/26	50,446.71
09/02	57,032.75	09/15	46,240.07	09/27	49,348.62
09/06	55,533.75	09/16	43,876.16	09/28	49,085.19
09/08	54,533.75	09/19	43,016.64	09/29	46,586.40
09/09	51,578.09	09/21	51,794.57		

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
Income Statement
For the Three Months Ending September 30, 2016

	Current Month Actual	Current Month Budget	Current Month LY	Year to Date Current Year	Year to Date Budget	Year to Date LY
Revenues						
Contributions-Unrestricted	\$ 9,041.36	\$ 0.00	\$ 0.00	19,551.67	0.00	0.00
Program Service Revenue	125.00	8,848.00	9,420.33	9,573.39	26,544.00	27,998.48
Miscellaneous Income	0.00	0.00	75.00	0.00	0.00	75.00
Contributions-Restricted	0.00	0.00	5,000.00	2,500.00	0.00	5,175.00
Total Revenues	9,166.36	8,848.00	14,495.33	31,625.06	26,544.00	33,248.48

Expenses

	Current Month Actual	Current Month Budget	Current Month LY	Year to Date Current Year	Year to Date Budget	Year to Date LY
Cost of Goods Sold						
Cost of Sales-Rentals	0.00	0.00	(1,000.00)	1,080.00	0.00	500.00
Materials Purchased	3,545.50	0.00	0.00	4,485.38	0.00	723.46
Winnings & Trophies	0.00	0.00	0.00	1,499.00	0.00	0.00
Sponsorships	6,154.31	2,525.00	6,485.17	16,038.19	7,575.00	9,636.34
Sponsorships Bands	2,499.00	0.00	1,299.00	2,499.00	0.00	1,299.00
Total Costs of Goods Sold	12,198.81	2,525.00	6,784.17	25,601.57	7,575.00	12,158.80

Expenses

Grant and Allocation Exp.	0.00	0.00	1,500.00	0.00	0.00	1,500.00
Bank Chargest Expense	46.52	42.00	38.28	138.21	126.00	115.05
Advertising	1,129.00	2,084.00	1,395.00	4,490.00	6,252.00	4,190.00
Employee Benefit Programs Exp	491.20	358.00	0.00	1,810.60	1,074.00	1,108.00
Dues & Subscriptions	213.57	275.00	205.36	1,341.89	825.00	1,293.35
Internet Expense	54.95	30.00	0.00	114.95	90.00	30.00
Supplies Expense	377.48	125.00	158.59	377.48	375.00	591.49
Telephone Expense	0.00	121.00	0.00	424.38	363.00	290.36
Postage and Shipping Expense	94.00	25.00	0.00	94.00	75.00	0.00

CITY OF NITRO CONVENTION VISITORS CY
Income Statement
For the Three Months Ending September 30, 2016

	Current Month		Current Month		Year to Date		Year to Date	
	Actual	Budget	LY	Current Year	Budget	LY	Budget	LY
Occupancy Expense	0.00	600.00	600.00	1,800.00	1,800.00	1,200.00	1,800.00	1,200.00
Insurance Expense	0.00	42.00	0.00	576.00	126.00	278.00	126.00	278.00
Conferences Expense	0.00	25.00	0.00	0.00	75.00	0.00	75.00	0.00
Payroll Tax Expense	160.48	217.00	156.06	481.44	651.00	567.81	651.00	567.81
Wages Expense	2,097.70	2,380.00	2,040.00	6,293.10	7,140.00	7,140.00	7,140.00	7,140.00
Total Expenses	16,863.71	8,849.00	12,877.46	43,543.62	26,547.00	30,462.86	26,547.00	30,462.86
Net Income	(\$ 7,697.35)	(\$ 1.00)	(\$ 1,617.87)	(\$ 11,918.56)	(\$ 3.00)	2,785.62	(\$ 3.00)	2,785.62



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:
 09/01/16 to 09/30/16

Days in Statement Period 30
 Average Ledger Balance* 50,494.19
 Average Collected Balance* 50,480.85

* The above balances correspond to the
 service charge cycle for this account.

Beginning Balance	\$59,172.09
Credits (+)	9,416.36
Regular Deposits	9,416.36
Debits (-)	21,955.53
Regular Checks Paid	21,350.67
Electronic Withdrawals	604.86
Total Service Charges (-)	46.52
Ending Balance	\$46,586.40

Deposits (+)

Account: 01221213866

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
09/16	375.00	154236820	Brch/ATM	09/21	9,041.36	154236824	Brch/ATM

Checks (-)

Account: 01221213866

Date	Amount	Check #	Date	Amount	Check #
09/01	295.20	2959	09/09	1,000.00	2974
09/02	148.14	2962*	09/13	1,000.00	2975
09/02	1,500.00	2963	09/08	1,000.00	2976
09/06	1,499.00	2964	09/19	543.00	2977
09/13	1,250.00	2965	09/26	30.00	2978
09/01	196.00	2966	09/16	2,738.91	2979
09/09	1,129.00	2967	09/27	1,098.09	2981*
09/19	213.57	2968	09/23	826.66	2982
09/19	24.95	2969	09/26	295.20	2983
09/15	290.00	2970	09/26	196.00	2984
09/13	2,252.50	2971	09/29	2,340.00	2985
09/09	826.66	2972	09/29	158.79	2986
09/14	499.00	2973			

(*) 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.

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. ©2016 Huntington Bancshares Incorporated.



Other Debits (-)

Account: 01221213866

Date	Amount	Description
09/19	78.00	WVTREASURY WVTAXPAYPB 160919 STO1872936960
09/21	263.43	IRS USATAXPYMT 092116 270666532940631
09/28	263.43	IRS USATAXPYMT 092816 270667213504272

Service Charge Detail

Account: 01221213866

Date	Service Charge (-)	Waives and Discounts (+)	Description
09/15	46.52		PRIOR MONTH'S SERVICE CHARGES

Service Charge Summary

Account: 01221213866

Previous Month Service Charges (-)	\$46.52
Total Service Charges (-)	\$46.52

Balance Activity

Account: 01221213866

Date	Balance	Date	Balance	Date	Balance
08/31	59,172.09	09/13	47,075.59	09/23	50,967.91
09/01	58,680.89	09/14	46,576.59	09/26	50,446.71
09/02	57,032.75	09/15	46,240.07	09/27	49,348.62
09/06	55,533.75	09/16	43,876.16	09/28	49,085.19
09/08	54,533.75	09/19	43,016.64	09/29	46,586.40
09/09	51,578.09	09/21	51,794.57		

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.