

Nitro CVB

Agenda

April 18, 2023

- Call To order
- Determination of Quorum
- Minutes of March meeting
- Financial Update
 - March Financials – Joe Stevens
- Guest Speak – Matthew Lawrence – Nitro P&R Dir
- Director's Update
 - Upcoming and Recent Events Report
 - Easter Extravaganza
 - This Week With Mayor Casebolt
 - RFTW – Vietnam Memorial Ceremony
 - Travel Book Author Visit
- New Business
 - Nitro Wars Museum Infrastructure – Bill Javins
 - Nitro Wars Museum – Carmen
 - Mardi Gras Update
- Other
- Adjourn

Minutes

The City of Nitro Convention and Visitors Bureau

March 7, 2023

The Nitro Convention and Visitors Bureau met on Tuesday, March 7, 2023. The meeting was called to order at 6:00 pm by Chairman Bill Javins and held in Nitro City Council Chambers. Those attending the meeting in person were Bill Javins, Julia Washington, Susan Valleau and Dave Casebolt. Jason Redman joined by phone. Also, in attendance was CVB Executive Director Joe Stevens and Keli Steele, Executive Director Putnam County CVB.

A quorum was determined, and the minutes were reviewed and a motion to accept the minutes of the previous meeting was made by Susan Valleau and seconded by Dave Casebolt. The motion was adopted.

A financial report was presented by Joe Stevens and a motion to accept the report was made by Dave Casebolt and seconded by Susan Valleau. The motion was adopted.

Keli Steele was introduced to the board by Joe Stevens. Keli spoke to the board about the good cooperation between the two CVBs and how by working together more visitors are possible.

Joe Stevens presented to the board his director's report. The new This Week with Mayor Casebolt is up and running. Stevens also reported that he attended the Hospitality University in White Sulphur Springs. Stevens mentioned some changes in the event calendar.. Stevens had been working with the WVACVB on Hotel/Motel legislation. Rack Card distribution has begun throughout the city.

In New Business, Susan Valleau gave an update on the on the Wars Museum's. Stevens also reported the CVB will be involved in the grand opening of the Nitro Sports Complex.

With no other business, the meeting was adjourned at 6:30 pm on a motion by Susan Valleau and seconded by Julia Washington. The next meeting to take place, April 18, 2023.

CITY OF NITRO CONVENTION & VISITORS CY
Balance Sheet
March 31, 2023

ASSETS

Current Assets		
Regular Checking Account	\$	88,319.72
Cash-Tournaments		500.89
		88,820.61
Total Current Assets		
Property and Equipment		
Furniture and Fixtures		2,000.00
Equipment		6,095.48
Accum. Depreciation		(7,923.00)
		172.48
Total Property and Equipment		
Other Assets		
		0.00
Total Other Assets		
		0.00
Total Assets		
	\$	88,993.09

LIABILITIES AND CAPITAL

Current Liabilities		
		0.00
Total Current Liabilities		
Long-Term Liabilities		
Dut to Other Govts	\$	500.00
		500.00
Total Long-Term Liabilities		
		500.00
Total Liabilities		
Capital		
Retained Earnings		54,266.38
Net Income		34,226.71
		88,493.09
Total Capital		
		88,493.09
Total Liabilities & Capital		
	\$	88,993.09

Unaudited - For Management Purposes Only

CITY OF NITRO CONVENTION & VISITORS CY
Income Statement
For the Nine Months Ending March 31, 2023

	Current Month Actual	Year to Date Current Year	Year to Date Budget	Year to Date LY
Revenues				
Contributions-Unrestricted	\$ 0.00	\$ 17,741.70	0.00	0.00
Events Registration	0.00	0.00	1,503.00	0.00
Hotel Motel Tax 50%	4,914.81	39,718.00	63,747.00	34,716.50
Sponsorship Income	0.00	0.00	3,753.00	0.00
Interest Income	0.13	0.92	0.00	0.00
Total Revenues	<u>4,914.94</u>	<u>57,460.62</u>	<u>69,003.00</u>	<u>34,716.50</u>
Expenses				
Cost of Goods Sold				
Cost of Sales-Fireworks	0.00	0.00	5,625.00	0.00
Cost of Festivals	0.00	1,500.00	39,627.00	0.00
Winnings & Trophies	0.00	350.00	0.00	0.00
Sponsorships	500.00	2,883.10	7,497.00	1,260.02
Sponsorships Bands	0.00	0.00	2,250.00	500.00
Total Costs of Goods Sold	<u>500.00</u>	<u>4,733.10</u>	<u>54,999.00</u>	<u>1,760.02</u>
Expenses				
Advertising	2,005.40	9,748.20	11,619.00	5,130.00
Contributions	0.00	200.00	0.00	0.00
Professional Services	103.50	1,278.25	5,625.00	1,829.19
Employee Benefit Programs Exp	0.00	0.00	4,752.00	0.00
Dues & Subscriptions	420.02	865.25	1,503.00	1,415.69
Social Media Expense	0.00	0.00	3,753.00	0.00
Supplies Expense	0.00	241.64	747.00	187.71
Telephone Expense	0.00	147.52	675.00	0.00
Postage and Shipping Expense	0.00	0.00	567.00	0.00
Occupancy Expense	600.00	5,400.00	5,400.00	5,400.00
Maintenance Expense	0.00	430.00	378.00	0.00
Printing Expense	0.00	0.00	1,872.00	0.00
Travel Expense	0.00	0.00	1,125.00	0.00
Conferences Expense	189.95	189.95	747.00	0.00
Payroll Tax Expense	0.00	0.00	1,044.00	0.00
Retirement Expense	0.00	0.00	1,251.00	0.00
Wages Expense	0.00	0.00	13,626.00	0.00
Total Expenses	<u>3,818.87</u>	<u>23,233.91</u>	<u>109,683.00</u>	<u>15,722.61</u>
Net Income	<u>\$ 1,096.07</u>	<u>\$ 34,226.71</u>	<u>(40,680.00)</u>	<u>18,993.89</u>

For Management Purposes Only

CITY OF NITRO CONVENTION & VISITORS CY
Account Register
For the Period From Mar 1, 2023 to Mar 31, 2023
10200 - Regular Checking Account

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			87,223.78
3/1/23	3572	Withdraw	Revolution Gymnastics		150.00	87,073.78
3/7/23	3573	Withdraw	WV RADIO CORP		500.00	86,573.78
3/7/23	3574	Withdraw	NITRO LAND REUSE A		600.00	85,973.78
3/7/23	3575	Withdraw	HD MEDIA		65.50	85,908.28
3/7/23	3576	Withdraw	METRO 911 EMPLOYE		350.00	85,558.28
3/7/23	3577	Withdraw	Optimum Business		70.02	85,488.26
3/7/23	3578	Withdraw	TSG CONSULTING		103.50	85,384.76
3/7/23	3579	Withdraw	JOE DEISS		189.95	85,194.81
3/23/23	032323	Deposit	CITY OF NITRO	228.31		85,423.12
3/29/23	3580	Withdraw	WVACVB		350.00	85,073.12
3/29/23	3581	Withdraw	Marketing Media, LLC		136.32	84,936.80
3/29/23	3582	Withdraw	Lori Marrs		1,312.50	83,624.30
3/30/23	033023	Deposit	CITY OF NITRO	4,686.50		88,310.80
3/31/23	3581V	Withdraw	Marketing Media, LLC		-136.32	88,447.12
3/31/23	3583	Withdraw	Marketing Media, LLC		127.40	88,319.72
			Total	4,914.81	3,818.87	

CITY OF NITRO CONVENTION & VISITORS CY
Account Register
For the Period From Mar 1, 2023 to Mar 31, 2023
10600 - Cash-Tournaments

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			500.76
3/31/23	INTEREST	Other		0.13		500.89
			Total	0.13		

**City of Nitro
Fairs & Festivals Events
2023**

Fix Em' Kanawha Valley Winter Series – Sunday, February 26

Press On 5K – Saturday, March 25 – Nitro HS Start/Finish 9 am

Easter Egg Hunt - Saturday, April 8 Nitro City Park

Nitro Little League Parade – Saturday, April 15 – 10 am

Nitro Antique Car Club Cruise In – Friday, May 5

Run For the Wall (Motorcycle Event) – May 25 (Morning Ceremony, Living Memorial Park)

Sharknado 5k – Saturday, May 27 – Nitro High School Start/Finish

Nitro Sports Complex Opening – Saturday, May 27

Nitro Sports Complex Opening Gala – Saturday, May 27 – Esquires 7 – 9 pm, Fireworks 9:30 pm

Nitro Antique Car Club Cruise In – Friday, June 2

City-Wide Community Yard Sale – Saturday, June 3

Family Drive-In Movie Night- June 6, 13, & 20 & June 27

Third Floor Comics Mini-Con – Saturday, June 10 – Living Memorial Park (Postponed Date TBA)

Little League District Tournament (Tentative) – Monday – Friday, June 12 – 16

Little League District Tournament (Tentative) – Monday – Friday, June 19 - 23

Nitro Antique Car Club Cruise In – Friday, July 7

Nitro Food Pantry 5k – Saturday, July 8 – 7 pm

Salute To Service – First Responder Showcase Softball Tournament – Sat/Sun – July 15/16

Nitro Fishing Tournament I – Friday – July 21

Kanawha Metro 911 Pickle Ball Tournament – Fri/Sat/Sun – July 21/22/23

Taste of Nitro – Saturday, July 22 – Noon – 3 pm – 19th St. Church

MadFest at Ridenour Lake – Saturday, July 29

Nitro Antique Car Club Cruise In – Friday, August 4

Kiwanis 5k – Saturday, August 19

City of Nitro Catfish Tournament II – Friday, August 25

Labor Day Fireworks – Sunday, September 3, St. Albans Roadside Park

Boomtown Day – Saturday, September 9

Nitro Antique Car Club Annual Car Show – Saturday, September 9

Nitro Italian Fest – Saturday, September 9 – St. Paul’s United Methodist Church

Woods & Water Outdoors Festival – Friday & Saturday, September 15/16

Appalachian Cheerleading Championships – Saturday, September 23 – 8 am – NHS Football Field

City-Wide Community Yard Sale – Saturday, October 7, 2021

Nitro CVB XC Invitational – Saturday, October 14 – Ridenour Lake

Field of Screams Softball Tournament – Saturday & Sunday, October 14/15 – City Park/HS

Halloween Hoedown – Tuesday, October 24 (Rain date October 26) – Living Memorial Park

Appalachian Football Championships – Sunday, November 5 – 12:30 pm – NHS Football Field

Veteran’s Day Ceremony - November 10-11 – Memorial Plaza (Bank St.)

Wagging Tails Chili Cookoff, Smoke On The Water Edition – Saturday, November 11

Macho Man 5K – Saturday, November 18 – 2 pm

Christmas Parade – Saturday, December 2 – 6 pm

Flamingo 5K – Saturday, December 16 – 2 pm