

Nitro CVB

Agenda

December 3, 2024

- Call To order
- Determination of Quorum
- Minutes of November meeting
- Financial Update
 - November Financials – Joe Stevens
- Director's Update
 - Upcoming and Recent Events Report
 - Metro Valley Tourism Conference
 - CVB Intern
- New Business
 - Baseball Card Show – Joe – Tim Arnott
 - Mardi Gras – Kato
 - Parks & Recreation - Matthew
 - Nitro Wars Museum – Cindy McGill
- Other
- Adjourn

Minutes

The City of Nitro Convention and Visitors Bureau

November 6, 2024

The Nitro Convention and Visitors Bureau met on Wednesday, November 6, 2024. 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, Dave Casebolt, Matthew Lawrence, Bill Fortune Tracy Toler, Kelli Steele, Cindy McGill and Ivan Meadows. Also, in attendance was Nitro CVB Executive Director Joe Stevens.

A quorum was determined, and the minutes were reviewed and a motion to accept the minutes of the previous meeting was made by Bill Fortune and seconded by Ivan Meadows. The motion was adopted.

A financial report for the month of October was presented by Joe Stevens and a motion to accept the report was made by Matthew Lawrence and seconded by Kelli Steele. The motion was adopted.

Joe Stevens presented to the board his director's report. Stevens went over recent and upcoming events taking place in the city. Stevens mentioned that the CVB was one of the sponsors of the upcoming Metro Valley Tourism Conference. Several board members and city council members will be attending. Stevens read thank you letters from recent CVB grant recipients, Nitro Fire Department, Nitro High School and Nitro Historic Commission.

In New Business, Matthew Lawrence provided a Parks and Recreation report. Construction on the Pickleball court cover was starting later in November. Cindy McGill presented a Wars Museum report. Stevens proposed an idea for the CVB to hire an intern at \$12 a hour and proposed hiring Cora Kozen a sophomore at Nitro High School. A motion to accept the proposal was made by Tracy Toler and seconded by Ivan Meadows. The motion was adopted. It was also announced that Bill Fortune was going to be honored as the Grand Marshall of the Nitro Christmas Parade.

With no other business, the meeting was adjourned at 6:30 pm on a motion by Bill Fortune and seconded by Matthew Lawrence. The next meeting to take place, December 3, 2024

CITY OF NITRO CONVENTION & VISITORS CY
Balance Sheet
November 30, 2024

ASSETS

Current Assets		
Regular Checking Account	\$	84,409.81
Cash-Tournaments		7,157.05
		<u> </u>
Total Current Assets		91,566.86
Property and Equipment		
Furniture and Fixtures		2,000.00
Equipment		6,095.48
Accum. Depreciation		(7,923.00)
		<u> </u>
Total Property and Equipment		172.48
Other Assets		
		<u> </u>
Total Other Assets		0.00
		<u> </u>
Total Assets	\$	<u>91,739.34</u>

LIABILITIES AND CAPITAL

Current Liabilities		
		<u> </u>
Total Current Liabilities		0.00
Long-Term Liabilities		
Dut to Other Govts	\$	500.00
		<u> </u>
Total Long-Term Liabilities		500.00
		<u> </u>
Total Liabilities		500.00
Capital		
Retained Earnings		87,304.37
Net Income		3,934.97
		<u> </u>
Total Capital		91,239.34
		<u> </u>
Total Liabilities & Capital	\$	<u>91,739.34</u>

Unaudited - For Management Purposes Only

CITY OF NITRO CONVENTION & VISITORS CY
Income Statement
For the Five Months Ending November 30, 2024

	Current Month Actual	Year to Date Current Year	Year to Date Budget	Year to Date LY
Revenues				
Prior Year Carryforward	\$ 0.00	\$ 0.00	0.00	500.00
Events Registration	0.00	3,635.00	0.00	0.00
Hotel Motel Tax 50%	5,538.59	37,504.83	0.00	33,289.66
Sponsorship Income	0.00	0.00	0.00	370.00
Interest Income	1.63	7.65	0.00	0.77
Total Revenues	<u>5,540.22</u>	<u>41,147.48</u>	<u>0.00</u>	<u>34,160.43</u>
Expenses				
Cost of Goods Sold				
Materials Purchased	0.00	0.00	0.00	(384.83)
Sponsorships	1,000.00	10,500.00	0.00	5,532.92
Payments to Other Funds	0.00	4,849.80	0.00	0.00
Total Costs of Goods Sold	<u>1,000.00</u>	<u>15,349.80</u>	<u>0.00</u>	<u>5,148.09</u>
Expenses				
Advertising	5,545.79	12,441.89	0.00	10,385.32
Contributions	0.00	5,000.00	0.00	(1,000.00)
License Fees	0.00	0.00	0.00	(25.00)
Professional Services	198.15	1,420.82	0.00	1,004.07
Dues & Subscriptions	0.00	0.00	0.00	321.00
Social Media Expense	0.00	0.00	0.00	123.50
Telephone Expense	0.00	0.00	0.00	371.72
Occupancy Expense	600.00	3,000.00	0.00	3,000.00
Travel Expense	0.00	0.00	0.00	275.10
Total Expenses	<u>7,343.94</u>	<u>37,212.51</u>	<u>0.00</u>	<u>19,603.80</u>
Net Income	<u>\$ (1,803.72)</u>	<u>\$ 3,934.97</u>	<u>0.00</u>	<u>14,556.63</u>

For Management Purposes Only

CITY OF NITRO CONVENTION & VISITORS CY
Account Register
For the Period From Nov 1, 2024 to Nov 30, 2024
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			86,215.16
11/4/24	20241104	Deposit	CITY OF NITRO	5,538.59		91,753.75
11/4/24	3741	Withdraw	NITRO LAND REUSE A		600.00	91,153.75
11/7/24	3742	Withdraw	CHARLESTON SPORTS		1,000.00	90,153.75
11/7/24	3743	Withdraw	HD MEDIA		500.00	89,653.75
11/8/24	3744	Withdraw	BRISTOL BROADCASTI		1,050.00	88,603.75
11/8/24	3745	Withdraw	Stella Gill		150.00	88,453.75
11/14/24	3746	Withdraw	WWSA 96.9 FM		764.64	87,689.11
11/14/24	3747	Withdraw	WOWK		903.05	86,786.06
11/14/24	3748	Withdraw	LM Communications		820.00	85,966.06
11/14/24	3750	Withdraw	BEYOND MARKETING		48.15	85,917.91
11/26/24	3751	Withdraw	WVAF-FM		1,508.10	84,409.81
			Total	5,538.59	7,343.94	

CITY OF NITRO CONVENTION & VISITORS CY
Account Register
For the Period From Nov 1, 2024 to Nov 30, 2024
10600 - Cash-Tournaments

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
11/30/24	11/30/24	Other	Beginning Balance			7,155.42
			Interest Income	1.63		7,157.05
			Total	<u>1.63</u>	<u></u>	