

# Nitro CVB

## Agenda

May 2, 2023

- Call To Order
- Determination of Quorum
- Minutes of April meeting
- Financial Update
  - April Financials – Joe Stevens
- Guest Speaker – Sergio – Guadalajara Restaurant
- Director's Update
  - Upcoming and Recent Events Report
    - Car Club Cruze In
    - This Week With Mayor Casebolt
    - RFTW – Vietnam Memorial Ceremony
- New Business
  - Nitro Wars Museum – Carmen
  - Mardi Gras Update
- Other
- Adjourn

# **Minutes**

## **The City of Nitro Convention and Visitors Bureau**

**April 18, 2023**

The Nitro Convention and Visitors Bureau met on Tuesday, April 18, 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, Carmen Kostelansky, Kato Moye and Bill Fortune. Also, in attendance was Nitro Parks & Recreation Director Matthew Lawrence.

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 Julia Washington. The motion was adopted.

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

Matthew Lawrence was introduced to the board by Joe Stevens. Matthew spoke to the board about coming onboard in the new Parks & Rec position and some of his plans.

Joe Stevens presented to the board his director's report. The new This Week with Mayor Casebolt continues to get good response. Stevens reported Easter Egg Hunt went very well. RFTW will be escorting Vietnam War Memorial to Nitro May 25. Rack Card distribution continues throughout the city.

In New Business, It was proposed by Chairman Javins that the CVB contribute up to \$5000 for renovations to the Nitro Wars Museum's library. A motion to provide the contribution was made by Susan Valleau and seconded by Julia Washington. The motion was adopted. Carmen provided an update on the museum's visitation, which is up.

Kato Moye of Mardi Gras Casino & Resort reported that occupancy numbers were up in the first quarter. Looking at the attracting more group business. Also exploring at lowering the age limit for the hotel. The resort is still understaffed.

With no other business, the meeting was adjourned at 6:30 pm on a motion by Bill Fortune and seconded by Carmen Kostelansky. The next meeting to take place, May 2, 2023.

**CITY OF NITRO CONVENTION & VISITORS CY**  
**Balance Sheet**  
**April 30, 2023**

**ASSETS**

<b>Current Assets</b>		
Regular Checking Account	\$	94,599.55
Cash-Tournaments		500.89
		95,100.44
<b>Total Current Assets</b>		
<b>Property and Equipment</b>		
Furniture and Fixtures		2,000.00
Equipment		6,095.48
Accum. Depreciation		(7,923.00)
		172.48
<b>Total Property and Equipment</b>		
<b>Other Assets</b>		
		0.00
<b>Total Other Assets</b>		
		0.00
<b>Total Assets</b>		
	\$	95,272.92

**LIABILITIES AND CAPITAL**

<b>Current Liabilities</b>		
		0.00
<b>Total Current Liabilities</b>		
<b>Long-Term Liabilities</b>		
Dut to Other Govts	\$	500.00
		500.00
<b>Total Long-Term Liabilities</b>		
		500.00
<b>Total Liabilities</b>		
<b>Capital</b>		
Retained Earnings		54,266.38
Net Income		40,506.54
		94,772.92
<b>Total Capital</b>		
		94,772.92
<b>Total Liabilities &amp; Capital</b>		
	\$	95,272.92

**Unaudited - For Management Purposes Only**

**CITY OF NITRO CONVENTION & VISITORS CY**  
**Income Statement**  
**For the Ten Months Ending April 30, 2023**

	Current Month Actual	Year to Date Current Year	Year to Date Budget	Year to Date LY
<b>Revenues</b>				
Contributions-Unrestricted	\$ 0.00	\$ 17,741.70	0.00	0.00
Events Registration	0.00	0.00	1,670.00	945.85
Hotel Motel Tax 50%	8,938.09	48,656.09	70,830.00	47,614.83
Sponsorship Income	0.00	0.00	4,170.00	0.00
Interest Income	0.00	0.92	0.00	0.00
<b>Total Revenues</b>	<b>8,938.09</b>	<b>66,398.71</b>	<b>76,670.00</b>	<b>48,560.68</b>
<b>Expenses</b>				
<b>Cost of Goods Sold</b>				
Cost of Sales-Fireworks	0.00	0.00	6,250.00	0.00
Cost of Festivals	0.00	1,500.00	44,030.00	0.00
Winnings & Trophies	0.00	350.00	0.00	0.00
Sponsorships	0.00	2,883.10	8,330.00	1,260.02
Sponsorships Bands	0.00	0.00	2,500.00	500.00
<b>Total Costs of Goods Sold</b>	<b>0.00</b>	<b>4,733.10</b>	<b>61,110.00</b>	<b>1,760.02</b>
<b>Expenses</b>				
Advertising	1,776.75	11,524.95	12,910.00	5,130.00
Contributions	0.00	200.00	0.00	800.00
Professional Services	208.00	1,486.25	6,250.00	1,829.19
Employee Benefit Programs Exp	0.00	0.00	5,280.00	0.00
Dues & Subscriptions	73.51	938.76	1,670.00	1,488.45
Social Media Expense	0.00	0.00	4,170.00	0.00
Supplies Expense	0.00	241.64	830.00	187.71
Telephone Expense	0.00	147.52	750.00	0.00
Postage and Shipping Expense	0.00	0.00	630.00	0.00
Occupancy Expense	600.00	6,000.00	6,000.00	6,000.00
Maintenance Expense	0.00	430.00	420.00	0.00
Printing Expense	0.00	0.00	2,080.00	0.00
Travel Expense	0.00	0.00	1,250.00	0.00
Conferences Expense	0.00	189.95	830.00	0.00
Payroll Tax Expense	0.00	0.00	1,160.00	0.00
Retirement Expense	0.00	0.00	1,390.00	0.00
Wages Expense	0.00	0.00	15,140.00	0.00
<b>Total Expenses</b>	<b>2,658.26</b>	<b>25,892.17</b>	<b>121,870.00</b>	<b>17,195.37</b>
<b>Net Income</b>	<b>\$ 6,279.83</b>	<b>\$ 40,506.54</b>	<b>(45,200.00)</b>	<b>31,365.31</b>

For Management Purposes Only

**CITY OF NITRO CONVENTION & VISITORS CY**  
**Account Register**  
**For the Period From Apr 1, 2023 to Apr 30, 2023**  
**10200 - Regular Checking Account**

Filter Criteria includes: Report order is by Date.

<b>Date</b>	<b>Trans No</b>	<b>Type</b>	<b>Trans Desc</b>	<b>Deposit Amt</b>	<b>Withdrawal Amt</b>	<b>Balance</b>
			Beginning Balance			88,319.72
4/17/23	3584	Withdraw	Optimum Business		73.51	88,246.21
4/17/23	3585	Withdraw	HD MEDIA		65.50	88,180.71
4/17/23	3586	Withdraw	Marketing Media, LLC		11.25	88,169.46
4/17/23	3587	Withdraw	Sean Barker		100.00	88,069.46
4/17/23	3588	Withdraw	Sonshine Creative Desig		208.00	87,861.46
4/21/23	003589	Withdraw	NITRO LAND REUSE A		600.00	87,261.46
4/21/23	003590	Withdraw	WEST VIRGINIA DEPA		1,600.00	85,661.46
4/28/23	042823	Deposit	CITY OF NITRO	8,938.09		94,599.55
			<b>Total</b>	<b>8,938.09</b>	<b>2,658.26</b>	

**CITY OF NITRO CONVENTION & VISITORS CY**  
**Account Register**  
**For the Period From Apr 1, 2023 to Apr 30, 2023**  
**10600 - Cash-Tournaments**

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Total	<hr/> <hr/>	<hr/> <hr/>	