

Minutes

The City of Nitro Convention and Visitors Bureau

April 2, 2024

The Nitro Convention and Visitors Bureau met on Tuesday, March 5, 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, Ivan Meadows, Susan Valleau, Matthew Lawrence, Cynthia McGill, Kato Moy, Julia Washington, Kelli Steele, and Dave Casebolt, Executive Director Joe Stevens was also present.

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 Kato Moy. The motion was adopted.

A March financial report 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.

Chairman Javins opened discussion on the CVB helping the Nitro Sustainable Committee (Beekeepers) financially, due to the fact of the tourism draw of the facility. Chairman Javins entertained a motion to provide \$1000 in funding for educational signage. A motion was made to grant the funding by Ivan Meadows and seconded by Matthew Lawrence. The motion was adopted.

Joe Stevens presented to the board his director's report. Stevens went over upcoming events in the city. Stevens reported on the Wars Museum's article in WV Living Magazine. Stevens gave an overview of the city's events committee and their plans for upcoming events.

In New Business, Stevens gave an update on the Ridenour Lake Trail Expansion. Valleau provided an update on the museum's visitation and that the Vietnam Memorial continues to be a large draw for visitors. A ceremony honoring former CVB Board member and museum curator Carmen Kostelansky will be held on April 11. Matthew Lawrence gave the board an update on the booking of tournaments at the Athletic Complex for this coming season and that the complex will now be open whenever the weather permits. Mayor Casebolt reported the city had received a \$1.2 million grant from the state to cover the pickleball courts. Moy talked about the happenings at Mardi Gra Casino & Resort. He also mentioned an upcoming remodeling of the hotel. Cynthia McGill announced there will be open mic nights at Living Memorial Park beginning in May.

With no other business, the meeting was adjourned at 6:30 pm on a motion by Susan Valleau and seconded by Kato Moy. The next meeting to take place, May 7, 2024.

Nitro CVB

Agenda

May 7, 2024

- Call To Order
- Determination of Quorum
- Minutes of April meeting
- Financial Update
 - Financials – Joe Stevens
- Grant Request – Councilman Joe Murphy
- Director's Update
 - Recent, Upcoming & New Events
 - City Events Committee
 - Nitro Summer Neighborhood Basketball League
 - Refreshing Brochure Racks
- New Business
 - Executive Director's Compensation
 - Ridenour Lake Trail Expansion – Tracy Toler
 - Nitro Wars Museum – Susan Valleau
 - Mardi Gras Update – Kato Mayo
 - Parks & Rec Update
 - Next CVB Board Meeting
- Other
- Adjourn

CITY OF NITRO CONVENTION & VISITORS CY

Balance Sheet

April 30, 2024

ASSETS

Current Assets		
Regular Checking Account	\$ 121,748.16	
Cash-Tournaments	1,513.35	
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Total Current Assets		123,261.51
Property and Equipment		
Furniture and Fixtures	2,000.00	
Equipment	6,095.48	
Accum. Depreciation	(7,923.00)	
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Total Property and Equipment		172.48
Other Assets		
		<hr/>
Total Other Assets		0.00
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Total Assets	\$	123,433.99
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LIABILITIES AND CAPITAL

Current Liabilities		
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Total Current Liabilities		0.00
Long-Term Liabilities		
Dut to Other Govts	\$ 500.00	
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Total Long-Term Liabilities		500.00
		<hr/>
Total Liabilities		500.00
Capital		
Retained Earnings	100,343.57	
Net Income	22,590.42	
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Total Capital		122,933.99
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Total Liabilities & Capital	\$	123,433.99
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Unaudited - For Management Purposes Only

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

	Current Month Actual	Year to Date Current Year	Year to Date Budget	Year to Date LY
Revenues				
Prior Year Carryforward	\$ 0.00	\$ 1,000.00	0.00	0.00
Contributions-Unrestricted	0.00	0.00	0.00	17,741.70
Hotel Motel Tax 50%	12,564.39	59,521.22	0.00	48,656.09
Sponsorship Income	0.00	370.00	0.00	0.00
Contributions-Restricted	500.00	1,800.00	0.00	0.00
Interest Income	0.31	2.09	0.00	1.04
Total Revenues	13,064.70	62,693.31	0.00	66,398.83
Expenses				
Cost of Goods Sold				
Cost of Festivals	0.00	0.00	0.00	1,500.00
Materials Purchased	0.00	(384.83)	0.00	0.00
Winnings & Trophies	0.00	1,500.00	0.00	350.00
Sponsorships	1,500.00	9,082.60	0.00	2,883.10
Total Costs of Goods Sold	1,500.00	10,197.77	0.00	4,733.10
Expenses				
Advertising	400.00	16,002.82	0.00	11,524.95
Accounting Fees	0.00	25.00	0.00	0.00
Contributions	0.00	4,100.00	0.00	200.00
License Fees	0.00	(25.00)	0.00	0.00
Professional Services	750.00	1,754.07	0.00	1,486.25
Dues & Subscriptions	0.00	1,131.00	0.00	938.76
Social Media Expense	0.00	371.00	0.00	0.00
Supplies Expense	0.00	0.00	0.00	241.64
Telephone Expense	0.00	576.93	0.00	147.52
Occupancy Expense	600.00	5,400.00	0.00	6,000.00
Maintenance Expense	0.00	0.00	0.00	430.00
Travel Expense	0.00	529.70	0.00	0.00
Conferences Expense	0.00	0.00	0.00	189.95
Meetings Expense	39.60	39.60	0.00	0.00
Total Expenses	3,289.60	40,102.89	0.00	25,892.17
Net Income	\$ 9,775.10	\$ 22,590.42	0.00	40,506.66

For Management Purposes Only

CITY OF NITRO CONVENTION & VISITORS CY
Account Register
For the Period From Apr 1, 2024 to Apr 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			112,473.37
4/10/24	41024	Deposit	CITY OF NITRO	4,220.63		116,694.00
4/12/24	041224	Deposit	CITY OF NITRO	19.38		116,713.38
4/16/24	3684	Withdraw	PUTNAM COUNTY CON		400.00	116,313.38
4/17/24	3685	Withdraw	CITY OF NITRO		1,000.00	115,313.38
4/17/24	3686	Withdraw	METRO 911 EMPLOYE		500.00	114,813.38
4/22/24	042224	Deposit	CITY OF NITRO	7,901.02		122,714.40
4/22/24	3687	Withdraw	NITRO LAND REUSE A		600.00	122,114.40
4/22/24	3688	Withdraw	NHS Boosters		250.00	121,864.40
4/24/24	3689	Withdraw	SUSAN L VALLEAU		39.60	121,824.80
4/24/24	3690	Withdraw	NITRO HIGH SCHOOL		500.00	121,324.80
4/29/24	042924	Deposit	CITY OF NITRO	423.36		121,748.16
			Total	12,564.39	3,289.60	

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

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			1,013.04
4/15/24	041524	Deposit	VARIOUS	500.00		1,513.04
4/30/24	04/30/24	Other	Interest Income	0.31		1,513.35
			Total	500.31		

**City of Nitro
Fairs & Festivals Events
2024**

Fix Em' Kanawha Valley Winter Series 5k – Saturday, February 24 – 2 pm

Easter Egg Hunt - Saturday, March 23 - Nitro City Park

Easter Fire Truck Parade – Tuesday, March 26

Vietnam Vets Celebration – Saturday, March 30

Cross Lanes Baptist Church 5K – Saturday, April 13 – 10 am

Nitro Antique Car Club Cruise In – Friday, May 3

May The Fourth Be With You Comic Con – Saturday, May 4 – Noon – 10 pm – Living Memorial Park

Community Sustainable Meeting – Saturday, May 18 – Noon – 4 pm

Run For the Wall (Motorcycle Event) – May 22 & 23

Open Mic Night – May 29, June 26, July 31, Aug 28 & Sept 25 – 7 pm – Living Memorial Park

City-Wide Community Yard Sale – Saturday, June 1

Nitro Mini-Con – Saturday, June 1 – West Sattes Community Center, 10 – 4

Nitro Antique Car Club Cruise In – Friday, June 7

Putnam County Sheriff's Pickleball Tournament – June 8 – 9, Athletic Complex

Family Drive-In Movie Night- Nitro Library Lot - June 4, 18 & July 2, 16 & 30

Nitro Antique Car Club Cruise In – Friday, July 5

Kanawha Metro 911 Pickle Ball Tournament – Fri/Sat/Sun – July 12/13/14

WV State 8-10 Girls Softball Championship – July 12 & 13

Nitro Fishing Tournament I – Friday – July 19

Kiwanis 5k – Saturday, July 20

MadFest at Ridenour Lake – Saturday, July 20

Nitro Antique Car Club Cruise In – Friday, August 2

Taste of Nitro – Saturday, August 3

City of Nitro Catfish Tournament II – Friday, August 16

Labor Day Fireworks – Sunday, September 1, St. Albans Roadside Park

Boomtown Days – Friday & Saturday, September 6 & 7

Nitro Antique Car Club Annual Car Show – Saturday, September 7

City-Wide Community Yard Sale – Saturday, October 5

Nitro CVB XC Invitational – Saturday, October 12 – Ridenour Lake

Halloween Hoedown – Tuesday, October 29 (Rain date October 30) – Living Memorial Park

Wagging Tails Chili Cookoff – Saturday, November 2

Appalachian Bowl Championship – November 10 – 12 pm – 6 pm – City Park

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

Christmas Parade – Saturday, December 7 – 6 pm