

Nitro CVB

Agenda

November 6, 2024

- Call To order
- Determination of Quorum
- Minutes of October meeting
- Financial Update
 - October Financials – Joe Stevens
- Director's Update
 - Upcoming and Recent Events Report
 - Metro Valley Tourism Conference
 - Grant Follow Ups
- New Business
 - CVB Intern
 - Parks & Recreation - Matthew
 - Nitro Wars Museum – Cindy McGill
- Other
- Adjourn

Minutes

The City of Nitro Convention and Visitors Bureau

October 1, 2024

The Nitro Convention and Visitors Bureau met on Tuesday, October 1, 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, Matthew Lawrence, Kato Moye, Bill Fortune, Julia Washington, Kelli Steele, Tim Arnott, 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 Matthew Lawrence. The motion was adopted.

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

Garrett Burdette, Nitro High School Athletic Director requested a \$5000 grant from the CVB for the school's new jumbotron at the football field. A motion to provide the grant was made by Ivan Meadows and seconded by Julia Washington. 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 reported that the CVB Audit through the city was approved by state auditor's office. Stevens mentioned he attended the WV Tourism Conference and will begin work on 2025 accreditation.

In New Business, Matthew Lawrence provided a Parks and Recreation report. Pickleball play has increased. Cindy McGill presented a Wars Museum report. A Mardi Gras Casino report was given by Kato Moye. Renovations are coming to the resort's hotel.

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

CITY OF NITRO CONVENTION & VISITORS CY
Balance Sheet
October 31, 2024

ASSETS

Current Assets		
Regular Checking Account	\$	86,215.16
Cash-Tournaments		7,155.42
		<u> </u>
Total Current Assets		93,370.58
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>93,543.06</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		5,738.69
		<u> </u>
Total Capital		93,043.06
		<u> </u>
Total Liabilities & Capital	\$	<u>93,543.06</u>

Unaudited - For Management Purposes Only

CITY OF NITRO CONVENTION & VISITORS CY
Income Statement
For the Four Months Ending October 31, 2024

	Current Month Actual	Year to Date Current Year	Year to Date Budget	Year to Date LY
Revenues				
Events Registration	\$ 875.00	\$ 3,635.00	0.00	0.00
Hotel Motel Tax 50%	7,002.42	31,966.24	0.00	19,557.41
Sponsorship Income	0.00	0.00	0.00	370.00
Interest Income	1.61	6.02	0.00	0.64
Total Revenues	7,879.03	35,607.26	0.00	19,928.05
Expenses				
Cost of Goods Sold				
Materials Purchased	0.00	0.00	0.00	(384.83)
Sponsorships	6,000.00	9,500.00	0.00	3,224.92
Payments to Other Funds	0.00	4,849.80	0.00	0.00
Total Costs of Goods Sold	6,000.00	14,349.80	0.00	2,840.09
Expenses				
Advertising	1,927.75	6,896.10	0.00	6,896.62
Contributions	5,000.00	5,000.00	0.00	(1,000.00)
License Fees	0.00	0.00	0.00	(25.00)
Professional Services	48.15	1,222.67	0.00	1,004.07
Dues & Subscriptions	0.00	0.00	0.00	321.00
Social Media Expense	0.00	0.00	0.00	78.50
Telephone Expense	0.00	0.00	0.00	296.47
Occupancy Expense	600.00	2,400.00	0.00	2,400.00
Travel Expense	0.00	0.00	0.00	275.10
Total Expenses	13,575.90	29,868.57	0.00	13,086.85
Net Income	\$ (5,696.87)	\$ 5,738.69	0.00	6,841.20

For Management Purposes Only

CITY OF NITRO CONVENTION & VISITORS CY
Account Register
For the Period From Oct 1, 2024 to Oct 31, 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			92,788.64
10/1/24	3730	Withdraw	WV Hospitality & Travel		500.00	92,288.64
10/1/24	3731	Withdraw	NITRO MUSEUM ASSO		5,000.00	87,288.64
10/2/24	3732	Withdraw	NITRO LAND REUSE A		600.00	86,688.64
10/2/24	3733	Withdraw	NITRO HIGH SCHOOL		5,000.00	81,688.64
10/3/24	100324	Deposit	CITY OF NITRO	4,449.82		86,138.46
10/8/24	3734	Withdraw	WKLC, Inc		500.00	85,638.46
10/8/24	3735	Withdraw	BRISTOL BROADCASTI		624.00	85,014.46
10/8/24	3735V	Withdraw	BRISTOL BROADCASTI		-624.00	85,638.46
10/8/24	3736	Withdraw	BRISTOL BROADCASTI		624.00	85,014.46
10/9/24	3737	Withdraw	BEYOND MARKETING		48.15	84,966.31
10/11/24	3738	Withdraw	COURT TIME MANAGE		500.00	84,466.31
10/15/24	3739	Withdraw	WOWK		463.75	84,002.56
10/15/24	3740	Withdraw	WOWK		340.00	83,662.56
10/30/24	103024	Deposit	CITY OF NITRO	2,552.60		86,215.16
			Total	7,002.42	13,575.90	

CITY OF NITRO CONVENTION & VISITORS CY
Account Register
For the Period From Oct 1, 2024 to Oct 31, 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			6,278.81
10/30/24	TOURNAMENT	Other	FIELD OF SCREAMS S	875.00		7,153.81
10/31/24	10/31/24	Other	Interest Income	1.61		7,155.42
			Total	<u>876.61</u>	<u></u>	