

Nitro CVB

Agenda

November 7, 2023

- Call To Order
- Determination of Quorum
- Minutes of October meeting
- Financial Update
 - Financials – Joe Stevens
- Introduction of Special Guest – Greg Atkinson, Vice President, Better Foods (Tudors/Gino's)
- Director's Update
 - Chili Cookoff Wrap Up
 - Upcoming Events – CVB Involvement
 - Upcoming Advertising – Road Trippin
- New Business
 - Nitro Wars Museum
 - Mardi Gras Update
- Other
- Adjourn

Minutes

The City of Nitro Convention and Visitors Bureau

October 3, 2023

The Nitro Convention and Visitors Bureau met on Tuesday, October 3, 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, Ivan Meadows, Julia Washington, Kato Moye, Bill Fortune, Tracy Toler, Matthew Lawrence and Dave Casebolt, Executive Director Joe Stevens and guest WVDOH Engineer Ryan Canfield and city council woman Cynthia McGill.

A quorum was determined, and the minutes were reviewed and a motion to accept the minutes of the previous meeting was made by Matthew Lawrence and seconded by B. The motion was adopted.

A September financial report was presented by Joe Stevens and a motion to accept the report was made by Matthew Lawrence and seconded by Ivan Meadows. The motion was adopted.

The meeting's guest speaker was Ryan Canfield, District 1 WVDOH Engineer. Canfield provided the board an update on the I-64 construction.

Joe Stevens presented to the board his director's report. The CVB is still working with Nitro High School Students to produce This Week In Nitro, The board learned of the CVB's involvement in the upcoming Halloween Hoedown and the 25th Anniversary of the 1998 State Championship Football Team and that the CVB was the game sponsor.

In New Business, Cynthia McGill provided an update on the museum's visitation, which continues to be up and how the museum will be involved in the upcoming Hoedown. Matthew Lawrence informed the board of a Pickleball Tournament in November. Kato Moye gave an update on operations at Mardi Gras Casino & Resort.

Due to the illness to board member Carmen Kostelansky, Executive Director Stevens suggested that the board by-laws be changed to reflect how to have a temporary replacement while the ill board member was out. Chairman Javins asked for a motion to add the following to Section 2. COMPOSITION OF THE BOARD OF DIRECTORS – In the event of an illness, the board member may suggest a replacement/proxy and upon the Board's approval, become a voting board member. Matthew Lawrence made the motion, was seconded by Julia Washington. The motion was adopted.

With no other business, the meeting was adjourned at 6:30 pm on a motion by Ivan Meadows and seconded by Matthew Lawrence. The next meeting to take place, November 7, 2023.

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

ASSETS

Current Assets		
Regular Checking Account	\$	107,000.39
Cash-Tournaments		511.90
		<u> </u>
Total Current Assets		107,512.29
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>107,684.77</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		100,343.57
Net Income		6,841.20
		<u> </u>
Total Capital		107,184.77
		<u> </u>
Total Liabilities & Capital	\$	<u>107,684.77</u>

Unaudited - For Management Purposes Only

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

	Current Month Actual	Year to Date Current Year	Year to Date Budget	Year to Date LY
Revenues				
Contributions-Unrestricted	\$ 0.00	\$ 0.00	0.00	17,741.70
Hotel Motel Tax 50%	0.00	19,557.41	0.00	15,538.33
Sponsorship Income	370.00	370.00	0.00	0.00
Interest Income	0.13	0.64	0.00	0.00
Total Revenues	370.13	19,928.05	0.00	33,280.03
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	0.00	0.00	350.00
Sponsorships	803.50	3,224.92	0.00	0.00
Total Costs of Goods Sold	803.50	2,840.09	0.00	1,850.00
Expenses				
Advertising	4,338.70	6,896.62	0.00	2,815.60
Contributions	(200.00)	(1,000.00)	0.00	0.00
License Fees	0.00	(25.00)	0.00	0.00
Professional Services	0.00	1,004.07	0.00	1,138.50
Dues & Subscriptions	321.00	321.00	0.00	295.71
Social Media Expense	45.00	78.50	0.00	0.00
Supplies Expense	0.00	0.00	0.00	241.64
Telephone Expense	75.25	296.47	0.00	0.00
Occupancy Expense	600.00	2,400.00	0.00	2,400.00
Travel Expense	0.00	275.10	0.00	0.00
Total Expenses	5,983.45	13,086.85	0.00	8,741.45
Net Income	\$ (5,613.32)	\$ 6,841.20	0.00	24,538.58

For Management Purposes Only

CITY OF NITRO CONVENTION & VISITORS CY
Account Register
For the Period From Oct 1, 2023 to Oct 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			112,613.84
10/2/23	3628	Withdraw	WVAF		1,261.70	111,352.14
10/2/23	3629	Withdraw	WV RADIO CORP		220.00	111,132.14
10/2/23	3630	Withdraw	WV RADIO CORP		220.00	110,912.14
10/2/23	3631	Withdraw	WCST-FM		242.00	110,670.14
10/12/23	3539V	Withdraw	Sissonville Indians Swim		-200.00	110,870.14
10/12/23	3632	Withdraw	WV Hospitality & Travel		321.00	110,549.14
10/12/23	3633	Withdraw	HD MEDIA		65.00	110,484.14
10/12/23	3634	Withdraw	Marketing Media, LLC		45.00	110,439.14
10/12/23	3635	Withdraw	Optimum Business		75.25	110,363.89
10/12/23	3635V	Withdraw	Optimum Business		-75.25	110,439.14
10/12/23	3636	Withdraw	BRISTOL BROADCASTI		1,330.00	109,109.14
10/12/23	3637	Withdraw	EAST COAST TEES & P		553.50	108,555.64
10/12/23	3638	Withdraw	LM Communications		1,000.00	107,555.64
10/12/23	3639	Withdraw	Optimum Business		75.25	107,480.39
10/12/23	DONATION	Other	DONATION TOWARD P	370.00		107,850.39
10/30/23	3640	Withdraw	NHS Booster		250.00	107,600.39
10/30/23	3641	Withdraw	NITRO LAND REUSE A		600.00	107,000.39
			Total	370.00	5,983.45	

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

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
10/31/23	10/31/23	Other	Beginning Balance			511.77
			Interest Income	0.13		511.90
			Total	0.13		