



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

**COLUMBUS IRON WORKS CONVENTION AND
TRADE CENTER AUTHORITY**

MONTHLY MEETING

AUGUST 24, 2023

12:00 PM

BOARDROOM

(SECOND LEVEL)

A G E N D A

- I. CALL TO ORDER – CHAIRMAN JONATHAN PAYNE**
- II. APPROVAL OF MINUTES**
 - A. REGULAR MEETING – JUNE 29, 2023**
- III. FINANCIAL REPORT – NICHOLE BURKMAN**
 - A. JUNE 2023**
 - B. FY-23 YEAR-END HIGHLIGHT**
- IV. CATERING UPDATES – HAYLEY TILLERY**
 - A. JUNE 2023**
 - B. JULY 2023**
- V. SALES REPORT – HAYLEY TILLERY**
 - A. JUNE 2023**
 - B. JULY 2023**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
 - A. TRADE CENTER HVAC SYSTEM REPAIR/ REPLACE STRATEGY**
 - B. PARKING GARAGE UPDATE**
- VII. ADJOURNMENT**



**COLUMBUS GEORGIA
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**MINUTES OF THE MONTHLY MEETING
AUGUST 24, 2023
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, August 24, 2023, at 12:00 PM in the Boardroom of the facility.

Authority Members Present: Vice Chairman Carson Cummings, Jessica Ferriter, and John Stacy

Authority Members Absent: Chairman Jonathan Payne and Craig Burgess

Administrative Members Present: Executive Director Hayley Tillery, Assistant Director Skip Hansberger, Finance Manager R. Nichole Lewis, and Secretary Chasity Deppe

CALL TO ORDER

At 12:04 PM, Vice Chairman Carson Cummings called the meeting to order and welcomed the members and staff.

APPROVAL OF MINUTES

A. REGULAR MEETING – JUNE 29, 2023

All members were asked if they had received and read the minutes from the previous regular meeting dated June 29, 2023. With no additions or corrections to be made, Vice Chairman Carson Cummings made a motion to approve the minutes as written. Jessica Ferriter second the motion which was carried out unopposed by all members present.

FINANCIAL REPORT – NICHOLE LEWIS

A. JUNE 2023 – See attached report.

B. FY-23 YEAR END HIGHLIGHT – See attached report.

Vice Chairman Carson Cummings made a motion to approve the June 2023 financial report as prepared and presented by Finance Manager R. Nichole Lewis. John Stacy second the motion that was carried unopposed by all members. In addition, it was agreed that once Nichole received final documentation from the city and the July 2023 financial report was prepared, an electronic copy would be sent to the Authority members for approval.

OAK VIEW HOSPITALITY GROUP – CATERING UPDATES – HAYLEY TILLERY

A. **JUNE 2023** – Overall client survey overall score of 100 (based on 1 survey)

B. **JULY 2023** – Overall client survey score of 100 (based on 4 surveys)

Executive Director Hayley Tillery stated she continued to get positive feedback from clients regarding catering services and would be sure to communicate any concerns brought to her attention, however because catering services are represented on the client survey, going forward she would only highlight this survey score unless additional information was present.

SALES REPORT – HAYLEY TILLERY

A. **JUNE 2023**

B. **JULY 2023**

Executive Director Hayley Tillery gave the sales report for the months of June and July 2023. Hayley stated for the month of June there were 33 call-in clients, 13 walk-in clients, 72 planning kit requests and 14 requests for proposals with 27 contracts issued. There were 57 event days during the month. Hayley added the facility received an overall client survey score of 100, based on just 1 returned survey. For the month of July 2023, there were 22 call-in clients, 11 walk-in clients, 33 planning kit requests and 15 requests for proposals with 29 contracts issued. There were 39 events days during July. There was an overall client survey score of 100, based on 4 completed and submitted surveys.

FACILITY UPDATE – HAYLEY TILLERY

Executive Director Hayley Tillery shared with the members her overview of recent events, including current and completed facility projects and employee updates. Please see attached report.

A. **TRADE CENTER HVAC SYSTEM REPAIR / REPLACE STRATEGY** Executive Director Hayley Tillery informed the Authority that although the repair work to the Trade Center HVAC system was expected to have already been completed, there was a delay due to a backordered part. Hayley stated that the facility continued to operate with the smaller chiller.

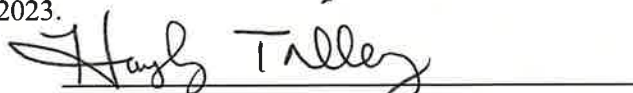
B. **PARKING GARAGE UPDATE** Executive Director Hayley Tillery gave a brief update, reporting since the last meeting she had appeared before city council to share the vision of the Trade Center parking garage project. Hayley stated that it was a coordinated effort, with all parties involved working to advance the progression of the project, adding that she hoped to have more exciting news to report soon.

ADJOURNMENT

With no further items of business to discuss, Vice Chairman Carson Cummings adjourned the meeting at 12:54 PM. The next regular meeting, which is normally held bimonthly on the fourth Thursday, every other month, will be held a week early on Thursday, October 19, 2023.



Carson Cummings, Vice Chairman
Columbus Iron Works Convention and
Trade Center Authority



Hayley Tillery, Executive Director
Columbus Georgia Convention and
Trade Center



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 23 – JUNE 2023 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- June 2023, there were 57 event days with 16,845 attendees.
- Church of the Highlands was charged a total of \$92,826 for June 2023
- Top Events

June 2023		June 2022 (Last Year)	
Event	Total Revenue	Event	Total Revenue
Georgia Republican Party State Convention 2023	\$247,916	GA School Safety and Homeland Security Conference 2022	\$102,463
Prince Hall Grand Lodge 152nd Grand Session	\$101,084	Georgia PTA Convention and Leadership Training 2022	\$40,965
Phenix City Mayor's Ball 2023	\$47,089	COTH Sunday Service	\$32,484

- F&B Revenue was \$412,327; Operations Revenue was \$233,942; Total revenue \$646,270.
- June 2022, there were 69 event days with 15,661 attendees and a total Revenue of \$434,860.

REPORT 2 –JUNE 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Catering Commission Revenue was \$94,670 for June 1 – June 28.
 - Client electrical usage was \$10,319.
 - Equipment Rental was \$16,013.
 - Space Rental was \$196,390.
 - Total Operating Revenue of \$328,613.
 - Tax/Other Source Revenue
 - Tax revenue is a month behind, for May we received \$148,906 and June we received \$105,521.
 - Total Revenue of \$583,039 for June 2023.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$243,099. There were three payroll weeks this month and at the end of each fiscal year, the HR department pulls more funds to cover the difference for health insurance from all departments.
 - Operating Expenses
 - Building maintenance was \$12,076.
 - Contractual services were \$12,208.
 - Utilities were \$47,241.
 - Total Operating Expenses were \$84,912.
 - Other Expenses
 - Total other expenses were \$49,704.
 - Total Expenses were \$377,714.
- NET PROFIT
 - Net Profit for June 2023 was \$205,326.

REPORT 3 – YEAR TO DATE 2023 PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - Catering Commission revenue was \$794,291.
 - Equipment Rental revenue was \$219,965.
 - Space Rental is \$1,760,822.
 - Total Operating Revenue of \$2,986,830.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,718,322.
- Total Year to Date Revenues as of June 2023 is \$4,705,152.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$1,479,477.
- Operating Expenses
 - Contractual services were \$152,472.
 - Utilities were \$473,516.
 - Total Operating Expenses were \$885,165.
- Other Expenses
 - Total other expenses were \$507,434.
- Total Year to Date Expenses as of June 2023 is \$2,872,076.

➤ NET PROFIT

- Total Year to Date Revenues Net Profit as of June 2023 is \$1,833,077.

REPORT 4 – FY 2023 YTD FIVE YEAR COMPARISON

➤ Revenue

- Space Rental is 40% higher than the 5- year average.
- Operating Revenue is 22% higher than the average.
- Total Revenue YTD is 24% higher than the average.

➤ Expenses

- Labor Costs are 13% higher than the 5-year average.
- Contractual Services are 26% lower than the average.
- Utilities are 12% higher than the average.
- Other expenses are 3% higher than the average.

➤ Net Profit

- Net Profit is 43% higher than the 5-year average.

FY 24 BUDGET

Columbus Convention and Trade Center Budget Highlights

by R. Nichole Lewis

REVENUE

Added a new revenue source of **Donation, 4802**. The Columbus Convention and Trade Center raises funds that are donations to the Easter Seals of West Georgia and The Children's Miracle Network Hospitals, these can now be tracked more accurately.

PAYROLL

TEMPORARY AND PERMANENT EMPLOYEES

In FY 2023 we were approved to add **(5)** full time temporary operations employees and **(3)** full time temporary facilities employees. In FY24 The Trade Center was able to turn one **(1)** full time temporary operations position from temporary to a permanent status.

Morgan Moore was the **Temporary Assistant Director/Director of Sales**, this position has now become a **permanent position**.

RECLASSIFICATIONS

Due to adding more employees to our operations team, we **added** another **Crew Leader** to our operations team and **removed (2) part time** Event Attendants I to ensure the funds for payroll.

ADDITIONAL EMPLOYEE

The Trade Center has **added (4) Full-Time Permanent Custodian** positions in our Operations Department to allow our Events Attendants to focus the majority of their attention on room set ups, event requirements and client needs. The Events Attendant position is currently responsible for janitorial, room set ups, and inventory control within the facility. Cleanliness must be a top priority in a public facility such as ours, and due to increased volume of events over the last year and with the number of events contracted over the next several years, it is evident that we need a dedicated cleaning crew to keep up with demand and prevent neglect of our clients' needs. With custodians focused solely on janitorial and sanitation duties, we can further our ability to attract regional and state events with high economic impact.

EXPENSES

Adding the expense object code **6693** to Unit **1000**. The Columbus Convention and Trade Center raises funds that are donations to the Easter Seals of West Georgia and The Children's Miracle Network Hospitals. This will be the account for these expenses to be paid from.

The Trade Center intends to implement a work order system for the Maintenance Department, we are unsure of what program and the cost it will be, **but estimate around \$10,000, which is what we are allocating.**

Due to the number of clients we have in the building and the wear and tear of aging equipment, we have **increased our budget** for the **maintenance of our equipment and building**. Equipment Maintenance has increased by \$13,100 and Building Maintenance has increased by \$47,500.

CAPITAL OUTLAY

Currently, we have a list of **29 capital projects budgeted at \$275,512**, which will enhance the safety and efficiency of our facility and replenish our operations inventory.

This list includes new tables to bolster our event rental inventory and replace broken ones; new projector screens for our Dining Gallery; carts to store/move our many different drape options; digital two-way radios to replace current analog radios and improve communication in the building; roof repairs for our aging roof; admin parking lot entrance system to replace the outdated one; and renovating the two client elevators.

UTILITIES

An **increase in the cost natural gas, water, and electricity** is expected for the upcoming fiscal year and all of those budgets have been increased a total of \$35,000.

STRATEGIC PLANNING

The strategic planning for the next fiscal year includes:

- Developing marketing strategies to increase repeat customer business and to attract a wider and more diversified clientele base.
- Continuing to make a positive economic impact in Columbus by marketing our unique historic building with updated 21st century amenities for a remarkable experience to our guests.
- Showcasing our talented food vendor and marketing the wide array of food options they can offer for any type of event.
- Continuing the process of issuing surveys in order to get feedback from clients to help us determine how we can improve in every aspect of the customer experience.
- Educating and training our employees to better help them grow in their positions and to reduce turnover so that the customers maintain familiarity with personnel and vice versa.
- Continuing to perform preventative maintenance on our historic building to help maximize efficiency.
- Maintenance

CLIENT SURVEY SCORES AND CUSTOMER COMMENTS: JUNE 2023 (1 SURVEYS)

		EC	PLANNING	EVENT DAY	F&B	POST EVENT	OVERALL	COMMENTS: Verbal, Survey, or Email
JUNE 23-24, 2023								
	GA DISTRICT EXCHANGE CONVENTION	EL	100	100	100	100	100	Emily was prepared and made good suggestions. Food staff were friendly and very professional. Emily maintained her composure and professional attitude when dealing with some difficult members. I was glad to work with her.
	OVERALL AVERAGE SCORE		100	100	100	100	100	
CLIENT COMMENTS								
	GA REPUBLICAN CONVENTION		<p>Hayley, n behalf of our entire USSS team, thank you for all your support and generous patience during our entire visit here in Columbus. You helped us make it a success. Please pass on to your team a sincere thank you! Sincerely, Marco Ramirez Special Agent USA Secret Service</p> <p>Mayor, I just wanted to end the weekend with a quick email to say how impressed that I was with the professionalism of all involved in the preparation and operations that went into the venue and security for the GA GOP Convention. Since we first learned of the former President coming, everyone involved has worked together to help ensure success. I want to compliment Sheriff Countryman, Chief Mathis, Chief Scarpa, Hayley Tillery and all of their team members for such a great job on Saturday. As I drove by the Trade Center today, it was like nothing ever happened, but if you watched any national news outlet on Saturday, the reporters continued to talk about the convention in Columbus, GA. Again, I just didn't want to turn the page without dropping this note to you. Now let's get the potential bad weather out of here by morning. Thank you, Chance (Chance D. Corbett, CEM®, GaCEM, M.Ed, GPOST Director, Emergency Management & Homeland Security Columbus, Georgia)</p> <p>Hayley, I just wanted to say a big THANK YOU for a wonderful convention. The rooms were perfectly set up and had everything we needed. The food was over the top delicious. I especially want to thank Bernice and Ashley from the wait staff. They were so attentive and professional. Additionally, our secretary had a medical emergency and we had to call 911. Both Bernice and Lori came to our rescue and assisted and checked back on her status. Thankfully, she is home resting now. All of you run a professional phenomenal operation and it shows! Thanks again. Peggy Lambert</p> <p>Hayley, Just a note to thank you and your staff for providing our group with an outstanding convention. Special accolades to Emily and Lori. They are special people who should be recognized for their talented skills. We had a wonderful convention. Normally, we have quite a few complaints, but not at this year. We are looking forward to having our convention In Columbus in the future. We are looking at a few venues for 2024, yours is one of them. A decision will be made on or about July 22. I will certainly keep you posted. Best regards, Jess Lucas</p>					
	GA DISTRICT EXCHANGE CONVENTION							

CLIENT SURVEY SCORES AND CUSTOMER COMMENTS: JULY 2023 (4 SURVEYS)

		COMMENTS: Verbal, Survey, or Email				
EC	PLANNING	EVENT DAY	F&B	POST EVENT	OVERALL	
July 1, 2023						
						I had a wonderful experience with the event coordinators (from November 2019 through June 2023) Haley Taghon is awesome and was wonderful to work with. Haley was exceptional.
McRae-Boykin Family Reunion	HT	100	100	100	100	
July 8, 2023						
						Emily was kind, professional and accommodating. The room was magical. Everything we asked for was set up to the specifications. Lori and her staff were amazing. The staff was polite, kind, accommodating and professional. We could not have asked for a better team. Food was amazing. I do not have any recommendations, we were so pleased with everything. Emily Laskowski, Lori Worley and all 10 staff members that worked our event were exceptional.
Denbaugh-Edwards Wedding Reception	EL	100	100	100	100	
July 20, 2023						
						Very easy process. All needs met. Air was not working on the night of day 2 of the event. Sarah Grace & David were both amazing and very helpful. Hayley T, Sarah Grace W. and David W. were exceptional.
Boys and Girls Club of the Chattahoochee Valley City-Wide Teen Leadership Summit	HHT	100	100	100	100	
July 22, 2023						
						Everyone of the staff was and is amazing. We can't thank you enough.
BattleForce Rendezvous Reunion Dinner	HT	100	100	100	100	
		100	100	100	100	
OVERALL AVERAGE SCORE						
CLIENT COMMENTS						
		Emily, I am happy to fill out the survey. As I told Lori, everything was perfect! The room was set up and exactly what we wanted. It was the perfect venue! I can't begin to tell you how many people came up to me and said they want to plan their work and personal events at the Ironworks after attending our reception. So thank you from the bottom of our hearts for a wonderful event. You were so accommodating and fun to work with and I appreciate all the hard work you and your staff did to make the venue perfect. Again, thank you so much. Seeing my daughter and her husband smile and dance the night away was worth every penny. I will have Danielle send photos (and possibly video when it is ready) to Hannah at her email listed.				
Denbaugh-Edwards Wedding Reception		Good morning, I hope this email finds you all well and your week is off to a great start. I just wanted to take the time to thank you all again for your participation in the Positive Parents Panel that Family Connection hosted last week at the Trade Center. Each of you, as well as Ms. Bernice and other staff, made everything so smooth for me – including the times where things got a little rocky. I did want to apologize for any inconveniences that were caused. At the beginning of the week, we had about 4 people signed up, then Friday morning we had 11, then more people came unexpectedly which I was happy about, but of course caused a little turbulence for you all, however, everything was taken care of thanks to you guys and I will be forever grateful for it. I will now know how to plan better for future events. Again, thank you all for your help with this event. We received good feedback from all attendees, as well as a news feature from WTVM. I look forward to working with you all in the future, and hope you enjoy the rest of your week!				
Boys and Girls Club of the Chattahoochee Valley City-Wide Teen Leadership Summit						

JUNE 2023 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$233,942**

Total Revenue **\$646,270**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$2,358,364

MONTHLY SALES

Does not include Catering Sales

	ASSOCIATIONS / CONFERENCES		CIVIC		CONSUMER/ TRADE SHOWS		CORPORATE		MILITARY	
	Event Days	Sales	Event Days	Sales	Event Days	Sales	Event Days	Sales	Event Days	Sales
2023	16	\$121,112	8	\$120	0	\$0	3	\$2,005	1	\$1,140
2022	14	\$74,607	9	\$150	3	\$10,949	2	\$140	3	\$6,858

	RELIGIOUS		SIGNATURE EVENTS		SOCIAL		SPORTS/ ENTERTAINMENT		WEDDINGS	
	Event Days	Sales	Event Days	Sales	Event Days	Sales	Event Days	Sales	Event Days	Sales
2023	11	\$72,220	0	\$0	13	\$24,914	0	\$0	5	\$10,217
2022	18	\$76,167	0	\$0	19	\$33,358	0	\$0	4	\$1,518



FY23 16,845

vs

FY22 15,661

FY23 June attendee count is up by 1,184 people compared to FY22.

YEARLY UPDATE



SALES INQUIRIES

INQUIRIES **132**

CALL-INS 33

WALK-INS 13

PKR'S 72

RFP'S 14

CONTRACTS SENT
27

OVERALL SURVEY SCORE

100%

Based on 1 survey

JULY 2023 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$118,978**

Total Revenue **\$202,261**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$15,600

MONTHLY SALES

Does not include Catering Sales

ASSOCIATIONS / CONFERENCES			CIVIC			CONSUMER/ TRADE SHOWS			CORPORATE			MILITARY		
Year	Event Days	Sales	Year	Event Days	Sales	Year	Event Days	Sales	Year	Event Days	Sales	Year	Event Days	Sales
2023	0	\$0	2023	6	\$4,632	2023	10	\$26,406	2023	4	\$4,900	2023	0	\$0
2022	0	\$0	2022	7	\$2,530	2022	4	\$11,881	2022	0	\$0	2022	4	\$6,966

RELIGIOUS			SIGNATURE EVENTS			SOCIAL			SPORTS/ ENTERTAINMENT			WEDDINGS		
Year	Event Days	Sales	Year	Event Days	Sales	Year	Event Days	Sales	Year	Event Days	Sales	Year	Event Days	Sales
2023	9	\$57,509	2023	1	\$0	2023	5	\$12,915	2023	2	\$3,940	2023	2	\$5,785
2022	15	\$55,576	2022	0	\$0	2022	7	\$7,781	2022	4	\$7,250	2022	5	\$6,001



FY24 14,405

vs

FY23 10,036

FY24 July attendee count is up by 4,369 people compared to FY23.

YEARLY UPDATE

FY24 GOALS COMING SOON

SALES INQUIRIES

INQUIRIES **81**
 CALL-INS **22**
 WALK-INS **11**
 PKR'S **33**
 RFP'S **15**

CONTRACTS SENT

29

OVERALL SURVEY SCORE

100%

Based on 4 surveys

Conference/Convention Event Leads

Event Leads	FY24	FY25	FY26+
# of Events	13	20	10
Total Attendees	8,005	9,875	5,605
Total Rental Revenue	\$157,911	\$278,888	\$205,958

Leads Converted to Business

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
November	2023	FY24	800	\$13,000	CTI Fall Conference
February	2024	FY24	1750	\$24,605	Georgia Science Teachers Association Conference
April	2024	FY24	300	\$12,000	Georgia Association of Women in Public Safety (GAWPS) Conference
March	2025	FY25	200	\$11,000	Georgia Emergency Communications Conference

Fiscal Year 2024 (July 2023-June 2024)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
October	2023	FY24	225	\$8,000	Technical College System of Georgia (TCSG) Student Affairs Summit
November	2023	FY24	800	\$8,735	GA FBLA South/Central Georgia Fall Leadership Conference
December	2023	FY24	250	\$9,390	BBB Meeting
February	2024	FY24	1300	\$7,820	GA FBLA Middle School State Conference
February	2024	FY24	250	\$7,926	American Fisher Society
March	2024	FY24	200	\$8,000	2024 Annual Sales Meeting - Industrial Group
March	2024	FY24	600	\$17,000	Georgia Association of Gifted Children Annual Conference
March	2024	FY24	150	\$5,400	Staff Development Conference
April	2024	FY24	200	\$6,000	Georgia Farm Bureau- Office Leadership Conference
April	2024	FY24	150	\$6,640	AGGAA Conference (Association of Georgia General Aviation Airports)
April	2024	FY24	500	\$12,000	Creative South
May	2024	FY24	3000	\$50,000	Georgia Republican Party State Convention
June	2024	FY24	380	\$11,000	Safety in Our Schools Conference

Fiscal Year 2025 (July 2024-June 2025)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
August	2024	FY25	850	\$5,000	Georgia Chamber of Commerce Congressional Luncheon
August	2024	FY25	300	\$4,700	Rotary Conclave
August	2024	FY25	200	\$6,500	Georgia Grown Symposium
September	2024	FY25	350	\$21,000	Georgia Association of State Facilities Administrators
September	2024	FY25	650	\$12,000	Georgia ASVD Conference (After School & Youth Development) 2024
September	2024	FY25	350	\$21,400	Georgia Association of State Facilities Administrators
September	2024	FY25	350	\$18,815	Georgia Association of Code Enforcement
October	2024	FY25	200	\$9,888	ITS GA Annual Meeting
October	2024	FY25	500	\$20,000	American College of Physicians Georgia Chapter- Annual Meeting
November	2024	FY25	325	\$17,000	GRPA 2024 State Conference
November	2024	FY25	800	\$13,000	CTI Fall Conference
December	2024	FY25	200	\$10,520	Georgia Transit Association 2024 Annual Conference
February	2025	FY25	1750	\$24,605	Georgia Science Teachers Association Conference
February	2025	FY25	750	\$21,000	Christian Product Expo (CPE)

April	2025	FY25	300	\$1,500	Georgia Department of Corrections Education Training and Conference
April	2025	FY25	400	\$10,000	GA Association of Water Professionals
April	2025	FY25	700	\$18,000	2025 Georgia School Nutrition Association (GSNA) Annual Conference
May	2025	FY25	200	\$6,500	2025 ICJE Probate Court Judges' Spring Conference
May	2025	FY25	200	\$16,000	Georgia Chapter of Government Management Information Sciences (GA GMIS) Spring Conference
May	2025	FY25	500	\$21,460	Southeastern Synod of Evangelical Lutheran Church of America Conference
Fiscal Year 2026+ (July 2025+)					
Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
July	2025	FY26+	500	\$17,900	Georgia Gang Investigators Association (GGIA) Annual Conference
August	2025	FY26+	300	\$10,500	2025 District Convention- Georgia District of Kiwanis International
October	2025	FY26+	500	\$20,000	American College of Physicians Georgia Chapter- Annual Meeting
November	2025	FY26+	800	\$13,000	CTI Fall Conference
May	2026	FY26+	105	\$3,870	2026 ICJE Probate Court Judges' Traffic Conference
May	2026	FY26+	1000	\$67,228	Libertarian Party Convention 2026
May	2026	FY26+	500	\$21,460	Southeastern Synod of Evangelical Lutheran Church of America Conference
November	2026	FY26+	800	\$13,000	CTI Fall Conference
November	2027	FY26+	900	\$27,000	Georgia School Counselor Association Conference
March	2027	FY26+	200	\$12,000	2027 Georgia Emergency Communications Conference



COLUMBUS GEORGIA CONVENTION & TRADE CENTER Overview of Recent Events

Date: August 24, 2023

Current Projects

- American Rescue Plan / SPLOST
 - Trade Center 2.25 million – HVAC System
 - Bid Proposal for Trade Center parking garage.

Completed Projects/Updates

June Completed Projects List:

- 1) Annual Inspection of eight (8) Elevators by Terry Kerlin of the Georgia State Inspection Office-Completed June 15, 2023
- 2) Annual Inspection of two (2) Escalators by Schindler Corporation-Completed June 15, 2023
- 3) Annual PM's for Air Operable Walls by George F. Richardson, Inc.-Partial Completion on June 3, 2023
- 4) Annual Backflow Prevention Tests by Fuller Fire & Safety- Completed on June 7, 2023
- 5) Annual Inspection Testing of Water Based Fire Protection Systems (Dry & Wet)-Completed on June 7, 2023
- 6) Annual Fire Safety Inspection Report by Fuller Fire & Safety-Completed on June 5, 2023

July Completed Projects List:

- 1) Annual PMs on two (2) Lochnivar Armour Domestic Hot Water Boilers by Comfort Systems-Completed on July 13, 2023
- 2) Annual PM's on two (2) Lochnivar Armour Storage Tanks by Comfort Systems-Completed on July 13, 2023
- 3) Annual PM's on two (2) Lochnivar Armour Boilers by Comfort Systems-Completed on July 13, 2023
- 4) Annual PM's on two (2) Raypak Boilers by Comfort Systems-Completed on July 13, 2023
- 5) Annual PM's on Loading Dock Levelers by River City Door Company-Completed on July 3, 2023
- 6) Installation of two (2) E-Stop Safety Cut-Off Switches for Raypak Boilers by Bass Electrical Company-Completed on July 13, 2023
- 7) Installation of new electrical module in disconnect for EAH-1 Air Handler by Bass Electrical Company-Completed July 11, 2023
- 8) Installation of 120V electrical outlet for Front Desk Modular Office Cubicle in Administration Office-Completed July 12, 2023
- 9) Semi-Annual PM's Restaurant Fire Suppression Systems by Fuller Fire & Safety-Completed July 31, 2023

Employee Updates

Active Job Postings - TOTAL: 14 positions available

- Event Attendant Part-Time – Admin – advertised (1) position.
- Operations Full Time Crew Leader – advertised (1) position.
- Operations Full Time Custodians – advertised (4) positions.
- Operations Full Time Event Attendants – advertised (2) positions.
- Operations Part-Time Event Attendants - advertised (2) positions.
- Facilities Full-Time – processing candidate pools (1) position
- Facilities Full-Time (temporary) processing candidate pool (3) positions

Authority Meeting Agenda

- October 19th – Covering August & September (July financials will be included in the packet)