



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

**COLUMBUS IRON WORKS CONVENTION AND
TRADE CENTER AUTHORITY
MONTHLY MEETING
SEPTEMBER 25, 2025**

**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 – AUGUST 28, 2025**
- III. FINANCIAL REPORT – NICHOLE LEWIS**
 - A. AUGUST 2025**
- IV. CATERING UPDATES – HAYLEY TILLERY**
 - A. AUGUST 2025**
- V. SALES REPORT – HAYLEY TILLERY / MORGAN MOORE**
 - A. AUGUST 2025**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
 - A. PARKING GARAGE – UPDATE**
 - B. HVAC ARP PROJECT – UPDATE**
 - C. INTERNET – UPDATE**
 - D. CARPET RENOVATION PROJECT – UPDATE**
- VII. ADJOURNMENT**



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**MINUTES OF THE MONTHLY MEETING
SEPTEMBER 25, 2025
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, September 25, 2025, at 12:00 Noon in the Boardroom of the facility.

Authority Members Present: Vice Chairman Jessica Gray, John Stacy, and Brittany Perkins

Authority Members Present: Chairman Jonathan Payne and Jay Pitts

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

CALL TO ORDER

At 12:03 PM, Vice Chairman Jessica Gray called the meeting to order and welcomed members and staff.

APPROVAL OF MINUTES

A. REGULAR MEETING – AUGUST 28, 2025

Vice Chairman Jessica Gray asked the members if they had received and read the minutes from the previous regular meeting dated August 28, 2025. With no additions or corrections to be made, John Stacy made the motion to approve the minutes as presented. Brittany Perkins second the motion, which was carried out unopposed by all members present.

FINANCIAL REPORT – NICHOLE LEWIS

A. AUGUST 2025 – See attached report.

Vice Chairman Jessica Gray made a motion to approve the August 2025 Financial Report as prepared and presented by Finance Manager R. Nichole Lewis. Brittany Perkins second the motion that was carried unopposed by all members present.

CATERING UPDATES / OAK VIEW HOSPITALITY GROUP - HAYLEY TILLERY

A. AUGUST 2025 There was only one client survey returned for the month of August, and the event had no food or beverage.

Executive Director Hayley Tillery reported that she had approved the use of the facilities catering commission return for the purchase of new tableware and flatware. Moving into the holiday season, the purchase will increase the catering inventory to accommodate a 1500-person event. Hayley added the purchase did not come off of the Trade Center's profit and loss statement. Hayley stated glassware would also be purchased in the near future.

Executive Director Hayley Tillery then reported how excited she was at the initiative being taken by the catering team to increase revenue by providing signature drinks. Hayley stated that typically signature drinks were done primarily for weddings, however the team had introduced the concept to several large events, and the idea was going very well.

SALES REPORT – HAYLEY TILLERY / MORGAN MOORE

A. AUGUST 2025 – See attached report.

Executive Director Hayley Tillery briefly went over the sales reports for the month of August 2025. Hayley stated for the month there were 38 call-in clients, 10 walk-in clients, 53 planning kit requests and 13 requests for proposals with 19 contracts issued. Adding there were 68 event days during the month with just over 17K attendees.

Hayley shared the August client survey report, which contained only one survey for the month with an overall score of 94. **See attached report.**

Executive Director Hayley Tillery highlighted a few events that took place during the month of August to include the GA Pop and Horror Conference, Church of the Highlands 21 Days of Prayer and Men's Night, 100 Women on the Move, the GA Chamber Congressional Summit, GA Nurses Association Conference, Labor Day Bully Show, Girls Inc Banquet and the facility's signature event Princess for a Day benefiting Easterseals West Georgia. Hayley stated that over \$18k was raised for the organization through the event and the facility was recently recognized by Easterseals as their Partner of the Year. Hayley added that the city-wide impact for August was just over \$262K.

Conference / Convention Event Leads Report - **See attached report**, prepared, by Assistant Director Morgan Moore.

FACILITY UPDATE – HAYLEY TILLERY

A. PARKING GARAGE UPDATE Executive Director Hayley Tillery stated that she was currently working on getting the letters of support she mentioned at the previous meeting and setting a time to meet with the Historic District. Adding that she hoped to have more to report at the next meeting.

B. HVAC ARP PROJECT UPDATE Executive Director Hayley Tillery reported that the work on the project was projected to begin in October, therefore with that time quickly approaching she had reached out to the designer to see about confirming and setting a schedule.

C. INTERNET UPDATE Executive Director Hayley Tillery reported the new internet service was up and running. Adding that the team had been working with the city IT department to clear up a few minor issues and that she would be reaching out to Lightspeed Data Link to cancel the service with them soon.

D. CARPET RENOVATION PROJECT UPDATE Executive Director Hayley Tillery reminded the members the carpet installation was being scheduled around events being held, reporting there were still a few common areas remaining to complete the project.

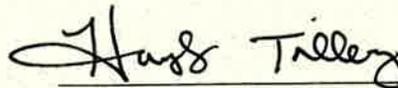
Executive Director Hayley Tillery also shared with the members her Overview of Recent Events, to include current and completed facility projects and employee updates. **Please see the attached report.**

ADJOURNMENT

With no further items of business to discuss, Vice Chairman Jessica Gray adjourned the meeting at 12:41 PM. The next regular meeting, which is held monthly on the fourth Thursday, will be held Thursday, October 23, 2025.



Jessica Gray, 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 26-AUGUST 2025 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- August 2025, there were 68 event days, 39 events, and 17,336 attendees.
- Church of the Highlands was charged a total of \$145,772 for August 2025.
- Top Events

August 2025		August 2024 (Last Year)	
Event	Total Revenue	Event	Total Revenue
COTH Sunday Service	\$58,608	COTH 21 Days of Prayer	\$36,725
COTH 21 Days of Prayer	\$45,764	COTH Sunday Service	\$34,443
Georgia Chamber- 2025 Congressional Summit	\$45,613	Greater Alabama Black Belt Region Louis Stokes Alliance for Minority Participation Conference	\$23,791

- F&B Revenue was \$159,144; Operations Revenue was \$207,691; Total Revenue was \$366,835.
- August 2024, there were 78 event days with 19,281 attendees and a Total Revenue of \$354,886.

REPORT 2 – AUGUST 2025 PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - There was no catering commission for August.
 - Space Rental was \$173,576.
 - The equipment rental was \$11,829.
 - Total Operating Revenue of \$207,691.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$109,524.
- Total Revenue of \$317,216 for August 2025.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$135,957.
- Operating Expenses
 - Donations is \$8,405, this is part of the check that was made out to Easter Seals. The additional \$18,914.90 payment was either paid directly to Easter Seals for the Princess For A Day event or out of our Event Deposits account.
 - Contractual services were \$16,960. This includes the 6-month elevator preventative maintenance contract.
 - Repairs and Maintenance to the building was \$3,504.
 - Utilities were a total of \$78,401 for the month.
 - Total Operating Expenses were \$110,969.
- Other Expenses
 - The total other expenses were \$7,632. The Risk Management fee is higher this year due to the changes in the policies and billing. This amount is only \$257 more than it was two years ago, and there will be no surprise billing at the end of the fiscal year.
- Total Expenses were \$254,559.

- NET PROFIT
 - Net Profit for August 2025 was \$62,657.

REPORT 3 – AUGUST YEAR TO DATE 2025 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Space Rental was \$298,404.
 - The equipment rental was \$29,997.
 - Client Electrical Usage was \$14,849
 - Total Operating Revenue of \$359,753.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$260,696.
 - Total Revenue of \$620,696 for August 2025.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$226,025.
 - Operating Expenses
 - Contractual services were \$26,132.
 - Utilities were \$147,674 as of August.
 - Total Operating Expenses were \$192,830.
 - Other Expenses
 - The total other expenses were \$62,096.
 - Reserve Funds Expenses
 - Total Reserve Fund Expenses is \$25,497.
 - Total Expenses were \$506,448.
- NET PROFIT
 - Net Profit excluding Reserve projects for August 2025 was \$139,498.

REPORT 4 – FY 2025 YTD FIVE YEAR COMPARISON

- Revenue
 - Space Rental is 35% higher than the 5-year average.
 - Other Revenue is 12% higher.
 - Total Revenue YTD is 13% higher than the average.
- Expenses
 - Labor Costs are 15% higher than the 5-year average.
 - Repairs and Maintenance to the Building is 70% lower than the average.
 - Utilities are 19% higher than the average.
 - Total expenses are 14% higher with the added expenses of the Reserves Projects.
- Net Profit
 - Net Profit, excluding the Reserves Projects, 27% higher than the average.

AUGUST 2025 SALES RECAP



MONTHLY REVENUE

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

Trade Center Revenue **\$207,961**

Total Revenue **\$366,835**

\$262,684

MONTHLY SALES

Does not include Catering Sales

CONFERENCES

	Event Days	Sales
2025	7	\$23,365
2024	11	\$30,547

CONSUMER/ TRADE SHOWS

	Event Days	Sales
2025	5	\$20,067
2024	5	\$20,216

MEETINGS

	Event Days	Sales
2025	17	\$7,421
2024	19	\$20,449

RELIGIOUS

	Event Days	Sales
2025	26	\$120,634
2024	32	\$106,353

SOCIAL

	Event Days	Sales
2025	12	\$31,331
2024	8	\$24,393

SPORTS/ ENTERTAINMENT

	Event Days	Sales
2025	0	\$0
2024	0	\$0

WEDDINGS

	Event Days	Sales
2025	1	\$3,270
2024	3	\$5,315



FY26 17,336

vs

FY25 19,281

FY26 August attendee count is down by 1,945 people compared to FY25.

SALES INQUIRIES

INQUIRIES **114**

CALL-INS **38**

WALK-INS **10**

PKR'S **53**

RFP'S **13**

CONTRACTS SENT

19

OVERALL SURVEY SCORE

94%

Based on 1 surveys



Conference/Convention Event Leads

Event Leads	FY26	FY27	FY28+
# of Events	8	12	5
Total Attendees	2,230	11,230	1,625
Total Rental Revenue	\$82,900	\$196,315	\$90,500

Leads Converted to Business

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
October	2025	FY26	2000	\$13,000	Dino Adventure
Fiscal Year 2026 (July 2025-June 2026)					
Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
October	2025	FY26	300	\$2,700	State Health Benefit Plan ROCP
February	2026	FY26	80	\$4,800	Pratt & Whitney Conference
February	2026	FY26	175	\$7,000	Georgia Cancer Summit
March	2026	FY26	75	\$6,600	Child Support Attorneys Training Conference
March	2026	FY26	200	\$7,800	National Association of Negro Business and Professional Women's Clubs 2026 Southeast Conference
April	2026	FY26	500	\$10,000	Cyber Inspire: Empower Girls
June	2026	FY26	300	\$19,000	GACS Convenience Store and Petroleum Show
June	2026	FY26	600	\$25,000	GS3 Annual School Safety Summit Conference

Fiscal Year 2027 (July 2026-June 2027)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
August	2026	FY27	500	\$20,000	NSDAR Fall Forum
October	2026	FY27	4000	\$8,000	GARBA Festival
November	2026	FY27	150	\$4,700	Georgia Assoc of Family & Consumer Sciences- Regional Conference
November	2026	FY27	1500	\$29,415	SkillsUSA Georgia Fall Leadership Conference
December	2026	FY27	900	\$3,900	ERA Real Estate Foster & Bond Conference
January	2027	FY27	100	\$9,200	Georgia Council of Supervisors of Mathematics Conference 2027
February	2027	FY27	200	\$16,000	2027 GHPCO Annual Conference (Georgia Hospice and Palliative Care Organization)
March	2027	FY27	750	\$22,000	Christian Product Expo (CPE)
March	2027	FY27	130	\$7,500	Georgia Association of Floodplain Management Conference
March	2027	FY27	200	\$12,000	2027 Georgia Emergency Communications Conference
April	2027	FY27	300	\$13,600	Georgia Economic Developers Association SPRING WORKSHOP 2027
June	2027	FY27	2500	\$50,000	GA Republican Party State Convention 2027

Fiscal Year 2028+ (July 2027+)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
September	2027	FY28+	150	\$13,900	Georgia Geospatial Association 2027 Conference
September	2027	FY28+	150	\$12,000	The Old Guard Association 2027 Reunion
October	2027	FY28+	400	\$16,000	Omega Psi Phi Fraternity, Inc. Georgia State Meeting 2027
October	2027	FY28+	500	\$13,600	GRPA 2027 State Conference
October	2027	FY28+	425	\$35,000	National Onsite Wastewater 2027 Conference



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: September 25, 2025

Current Projects

- American Rescue Plan / SPLOST
 - Trade Center 2.6 million – HVAC System
- Trade Center carpet renovation

Completed Projects/Updates

Facilities and Operations:

- Continuing to replace interior & exterior lights while changing them over to LEDs – Currently have replaced upwards of 250 lights.
- Replacing exterior stairwell wooden handrails; Quoted pricing of \$3,600+ from local lumber companies – Parts & materials for in house replacement cost us \$400.
- Repair of broken sprinklers, fountain leaks, & water lines all done in house to ensure proper usage on our water bill.
- In the process of upgrading our elevator emergency system with help from IT & King III Communications to finish installing wireless cell signal in all elevators to ensure we have the necessary communication in each elevator in case of an emergency.
- Successfully installed 2 new security access panels from ACOM Solutions that allowed us to hand out key fobs to individuals that are all tracked in a new system

Employee Updates

Active Job Postings - TOTAL: (4) Positions Open

Operations:

- One (1) Event Attendant Crew Leader – Advertised
- Two (2) part-time Events Attendant – Advertised

Facilities:

- One (1) part-time – Advertised

Authority Meeting Agenda

- October 23rd – Covering month of September