



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

APRIL 24, 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 - MARCH 27, 2025**
- III. FINANCIAL REPORT - NICHOLE LEWIS**
 - A. MARCH 2025**
- IV. CATERING UPDATES - HAYLEY TILLERY**
 - A. MARCH 2025**
- V. SALES REPORT - HAYLEY TILLERY / MORGAN MOORE**
 - A. MARCH 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
APRIL 24, 2025
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, April 24, 2025, at 12:00 Noon in the Boardroom of the facility.

Authority Members Present: Chairman Jonathan Payne, John Stacy, Brittany Perkins and Jay Pitts

Authority Members Absent: Vice Chairman Jessica Gray

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

CALL TO ORDER

At 12:01 PM, Chairman Jonathan Payne called the meeting to order and welcomed members and staff.

APPROVAL OF MINUTES

A. REGULAR MEETING – MARCH 27, 2025

Chairman Jonathan Payne asked the members if they had received and read the minutes from the previous regular meeting dated March 27, 2025. With no additions or corrections to be made, Chairman Jonathan Payne made the motion to approve the minutes as presented. John Stacy second the motion, which was carried unopposed by all members present.

Executive Director Hayley Tillery introduced Jeffrey Little, the facility's new Events Operations Manager. Jeff thanked the members for the warm welcome and shared with them a little about himself, his previous employment and experience. Adding that he was excited about the opportunity and looked forward to working at the facility.

FINANCIAL REPORT – NICHOLE LEWIS

A. MARCH 2025 – See attached report.

Chairman Jonathan Payne made a motion to approve the March 2025 Financial Report as prepared and presented by Finance Manager R. Nichole Lewis. Jay Pitts second the motion that was carried unopposed by all members present.

CATERING UPDATES / OAK VIEW HOSPITALITY GROUP - HAYLEY TILLERY

A. MARCH 2025

The average client survey score for catering based on 3 surveys was 99.3.

Executive Director Hayley Tillery reported Oakview Catering had hired a new general manager, Andrew Brailsford, to fill the position left vacant by the resignation of David Weiss back in March. Hayley stated Andrew had a wealth of knowledge and experience in the field and would begin working at the facility the following week. Adding that she would forward Andrew's resume to the members for reference.

SALES REPORT – HAYLEY TILLERY / MORGAN MOORE

A. MARCH 2025 – See attached report.

Executive Director Hayley Tillery briefly went over the sales report for the month of March 2025. Hayley stated there were 46 call-in clients, 14 walk-in clients, 59 planning kit requests and 11 requests for proposals with 38 contracts issued. Adding there were 71 event days during the month with 19,390 attendees.

Hayley shared the March Client Survey Report, which only contained 3 surveys with an overall score of 99%. **See attached report**

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

Executive Director Hayley Tillery highlighted a few events that took place during the month of March including, the Miss Georgia Forum, Synovus Toast of the Town, GA Tactical Officers Association Conference, FCCLA State Conference (top event for the month, will be back next year), DBI Women's Empowerment Luncheon, Daddy Daughter Dance, UNCF Mayor's Masked Ball, Sister's Inc – Rosa Parks Breakfast and the Mizzell /Aeh Wedding.

Executive Director Hayley Tillery also reported the Trade Center had been nominated for the People's Choice Award for Best Venue and Best Wedding Venue.

FACILITY UPDATE – HAYLEY TILLERY

A. PARKING GARAGE UPDATE

Executive Director Hayley Tillery reported that an email had been sent the previous Thursday clearing up a lot of misconceptions regarding the parking garage project. Hayley stated she had only received one response, but was going to reach out to each councilor individually to see if she could clear up any questions or concerns. Hayley added that the topic was back on the Council's Agenda for May 13, 2025, and she wanted to make sure the Authority was still on the same page. Following a brief discussion, it was agreed that the members were still in agreement with scenario A as presented by Scott Holmes with Hecht Burdeshaw Architects during the February Authority Meeting.

B. HVAC ARP PROJECT UPDATE

Executive Director Hayley Tillery reported the project was making progress; however, they were still waiting for the equipment. Adding that she was looking to make a detailed schedule soon.

C. INTERNET UPDATE

Executive Director Hayley Tillery reported that Net Planner was still working hard to go live at the GA GMIS (Government Management Information Sciences) Conference that was to take place May 4-8, 2025

D. CARPET RENOVATION PROJECT UPDATE

Executive Director Hayley Tillery reported the project was progressing a little slower than anticipated. However, progress was being made.

E. PERSONNEL UPDATE

Executive Director Hayley Tillery reported that with the resignation of the former assistant director, she was planning to return to having a singular assistant director. With this change, she would add a director of facilities and operations. Adding there would be considerable cost savings for the facility. Hayley continued that she had

discussed the decision with City Manager Isaiah Hugley and Human Resources Director Reather Hollowell, who were both in agreement.

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.**

Although not on the agenda, Executive Director Hayley Tillery shared with the Authority a Synopsis of the Columbus Georgia Convention and Trade Center Purchasing Limits, which showed increases to both small purchase amounts and competitive quote amounts. Hayley added this increase was updated due to the limits increase within the Columbus Consolidated Government. Hayley added that the facility would still have the emergency purchase line item.

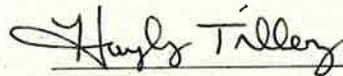
John Stacy made a motion to accept the purchasing increases as presented by Executive Director Hayley Tillery, Chairman Jonathan Payne second the motion that was carried unanimously by all members present.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:20 PM. The next regular meeting, which is held monthly on the fourth Thursday, will be held Thursday, May 22, 2025.



Jonathan Payne, 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 25- MARCH 2025 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- March 2025, there were 71 event days, 40 events, and 19,390 attendees.
- Church of the Highlands was charged a total of \$71,556 for March 2025.
- Top Events

March 2025		March 2024 (Last Year)	
Event	Total Revenue	Event	Total Revenue
Georgia Family, Career and Community Leaders of America State Conference 2025	\$100,278	Georgia Association of Gifted Children Annual Conference	\$75,012
Zeta Phi Beta Sorority Leadership Conference	\$80,935	Dancing Stars of Columbus 2024	\$66,832
2025 Georgia Emergency Communications Conference	\$77,578	Georgia Cattlemen's Association 2024 Annual Convention and Trade Show	\$61,894

- F&B Revenue was \$441,279; Operations Revenue was \$278,878; Total Revenue was \$720,156.
- March 2024, there were 90 event days with 29,314 attendees and a Total Revenue of \$731,823.

REPORT 2 – MARCH 2025 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - The catering commission for March was \$162,175.
 - Space Rental was \$220,173.
 - The equipment rental was \$41,859.
 - Total Operating Revenue of \$441,053.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$106,137.
 - Total Revenue of \$547,190 for March 2025.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$118,234.
 - Operating Expenses
 - Contractual services were \$14,158. There was a \$3,500 payment to Fuller Fire for the Fire Alarm Inspection and Fire Hood Inspection in March.
 - Utilities were \$42,206.
 - Repairs and Maintenance to Equipment was \$2,229 due to buying supplies needed for equipment storage mandated by the fire marshal.
 - Total Operating Expenses were \$70,816.
 - Other Expenses
 - The total other expenses were \$63,420. The \$29,446 payment for the quarterly Cost Allocation was paid along with Capital Outlay items purchased to include new office furniture, new drapes, and tables.

- Reserve Fund Expenses
 - The \$42,515 payment was made to Hecht Burdeshaw Architects, Inc for the Parking Study and Master Plan completion.
- Total Expenses were \$294,985.
- NET PROFIT
 - Net Profit for March 2025 was \$294,720 without the Reserves Projects.

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

- REVENUES
 - Operating Revenue
 - Equipment Rental was \$177,178.
 - Space Rental was \$1,409,821.
 - Total Operating Revenue of \$2,273,038.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,214,195.
 - Total Year to Date Revenue of \$3,487,233 as of March 2025.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$1,163,978.
 - Operating Expenses
 - Contractual services were \$117,553.
 - Repairs and Maintenance to the Building is \$39,068.
 - Utilities were \$422,713.
 - Total Operating Expenses were \$707,330.
 - Other Expenses
 - Total other expenses were \$435,207.
 - Reserve Fund Expenses
 - Total Reserve Fund is \$520,718.
 - Total Year to Date Expenses were \$2,827,232.
- NET PROFIT
 - Total Year to Date Net Profit as of March 2025 was \$1,474,266. With the Reserves Projects and Bond Payments, our year-to-date net profit is \$660,001.

REPORT 4 – FY 2024 YTD FIVE YEAR COMPARISON

- Revenue
 - Space Rental is 33% higher than the 5-year average.
 - Operating Revenue is 2% lower.
 - Other Revenue is 10% higher than the average.
 - Total Revenue YTD is 18% higher than the average.
- Expenses
 - Labor Costs are 15% higher than the 5-year average.
 - Repairs and Maintenance to the Building is 44% lower than the average.
 - Utilities are 19% higher than the average.
 - Total expenses are 9% lower with the added expenses.
- Net Profit
 - Net Profit with bond payment is 45% higher than the average.



CLIENT SURVEY SCORES AND CUSTOMER COMMENTS

MARCH 2025

3 SURVEYS

	EC	PLANNING	EVENT DAY	F&B	POST EVENT	OVERALL	NUMBER OF ATTENDEES	COMMENTS: Verbal, Survey, or Email
March 1, 2025								
								Hayley made the planning very easy. Everything looked amazing. Our needs were attended to very quickly. The food was delicious. Everyone loved it. Plenty to go around. Hayley Tillery, Paula Moulton and Nichole Lewis were exceptional.
	HT	100	100	100	100	100	50	
March 10, 2025								
								Hayley is amazing and always does her best to accommodate all of our requests, even the last minute ones. Waitstaff was amazing. They were so friendly and took great care of us. Shanessa, Bernice, Fania and Haley Slaughter were exceptional.
	HS	100	98	98	100	99	200	
March 29, 2025								
								Hayley was great. We did have some AV issues - no sound for videos that could not be timely rectified. Payten was also great and very helpful.
	HS	100	96	100	95	98	225	
		100	98	99.3	98.3	99		
CLIENT COMMENTS - VERBAL OR EMAIL								
		Your team is awesome! Great job. Please tell everyone a very big thank you!!!- Warner Neal						
		Everything was amazing and it ran as smoothly as we could have ever asked for. We appreciate all of your hospitality and hard work to make this happen for us. We love this venue and all staff. Everyone does such a wonderful job making us feel welcome, and the venue is always set up to perfection. Many thanks again, and we look forward to working with you in the future. - Mandy Ptak						
		On behalf of the GECC committee, Thank you for all you did to help make our conference run smoothly. You have a great team of people that make us all feel very welcome. You all truly set the standard for us. We compare every other venue staff to yours and y'all are always number 1. Y'all are the best - Alex Spencer						
		GECC March 10, 2025						

Conference/Convention Event Leads

Event Leads	FY26	FY27+
# of Events	19	11
Total Attendees	4,975	7,575
Total Rental Revenue	\$174,400	\$7,575

Leads Converted to Business			
Event Month	Calendar Year	Fiscal Year	Attendees
January	2026	FY26	200

Fiscal Year 2025 (July 2024-June 2025)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
June	2025	FY25	40	\$1,300	GWLA (Georgia's Workforce Leadership Association)
June	2025	FY25	250	\$2,700	Caregivers & Veteran's Conference

Fiscal Year 2026 (July 2025-June 2026)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
July	2025	FY26	400	\$13,000	Georgia Alabama Partnership for Sustainability
July	2025	FY26	100	\$6,000	Georgia Association of Conservation Districts Annual Meeting
August	2025	FY26	325	\$4,100	Sysco All In and DSM Retreat
August	2025	FY26	900	\$4,600	Phenix City Schools Institute Conference
August	2025	FY26	35	\$600	Safety, Security, and Wellness Workshop
September	2025	FY26	35	\$600	Political Advocacy Workshop
September	2025	FY26	40	\$600	Superintendent Professional Development Program (SPDP) Session
October	2025	FY26	150	\$5,000	2025 Bike-Walk-Live Summit
January	2026	FY26	250	\$3,700	TIEGA CONFERENCE
March	2026	FY26	350	\$26,000	Georgia Athletic Directors Association State Conference 2026
March	2026	FY26	300	\$12,700	Georgia Cheer Coaches Association Conference 2026
March	2026	FY26	200	\$7,800	National Association of Negro Business and Professional Women's Clubs 2026 Southeast Conference
April	2026	FY26	250	\$9,400	2026 GACCP Spring Meeting
April	2026	FY26	200	\$4,900	GA PRIMA Conference
May	2026	FY26	40	\$600	Superintendent Professional Development Program (SPDP) Session

MARCH 2025 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$278,878**

Total Revenue **\$720,156**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$1,351,065

MONTHLY SALES

Does not include Catering Sales

CONFERENCES

	Event Days	Sales
2025	28	\$145,434
2024	21	\$67,282

CONSUMER/ TRADE SHOWS

	Event Days	Sales
2025	2	\$6,468
2024	6	\$17,121

MEETINGS

	Event Days	Sales
2025	11	\$7,062
2024	11	\$4,203

RELIGIOUS

	Event Days	Sales
2025	10	\$70,011
2024	15	\$90,836

SOCIAL

	Event Days	Sales
2025	17	\$43,518
2024	37	\$67,298

SPORTS/ ENTERTAINMENT

	Event Days	Sales
2025	0	\$0
2024	0	\$0.00

WEDDINGS

	Event Days	Sales
2025	3	\$2,980
2024	0	\$0.00



FY25 19,380

vs

FY24 29,314

FY25 March attendee count is down by 9,934 people compared to FY24.

SALES INQUIRIES

INQUIRIES **130**

CALL-INS **46**

WALK-INS **14**

PKR'S **59**

RFP'S **11**

CONTRACTS SENT

38

OVERALL SURVEY SCORE

99%

Based on 5 surveys

SYNOPSIS OF THE COLUMBUS GEORGIA CONVENTION AND TRADE CENTER PURCHASING LIMITS

Applicable to the TOTAL PURCHASE AMOUNT from a single vendor; and non-annual contracted Goods/Services

The Trade Center is authorized to process the following purchases:

<p style="text-align: center;">PURCHASES ≤ \$1,000 Increase to \$5,000</p>	<p>Small Purchases: No competition required</p> <ol style="list-style-type: none"> 1. Primary purchase instrument – City Purchasing Card 2. Alternative purchase instruments: <ol style="list-style-type: none"> a. Purchase Order b. Petty Cash (\$50.00 or less) – Increase to \$100 <p>Purchase Authority (final approval): City Purchase Card Holders or TC Director</p>
<p style="text-align: center;">PURCHASES \$1,001–\$9,999 Increase to \$5,001 - \$25,000</p>	<p>Competitive Quotations: Written price quotes required from at least 3 vendors. <i>(It is recommended the quotes be requested from five vendors in order to get three quotes. ** Quotes can only be obtained by employees who have approval of the Trade Center Director. **)</i></p> <ol style="list-style-type: none"> 1. Quotes obtained by Trade Center staff 2. Purchase Instrument – Purchase Order (PD Document) 3. \$1,001-\$2,500 – Trade Center Director Approval 4. \$2,501-\$9,999 – Trade Center Director Signature required <p>Purchase Authority (final approval): TC Purchasing Committee</p>

Commented [CC1]: City increased purchases w/credit cards to \$5,000, petty cash to \$100

Commented [CC2]: City increased to \$5,001 - \$25,000 but requires employees to attend Price Quote Training.

Purchasing Division administers the following purchases:

<p style="text-align: center;">PURCHASES \$10,000 and greater Increase to \$25,001 & greater</p>	<p>Formal Bid/RFP Process</p> <ol style="list-style-type: none"> 1. Specifications supplied to Purchasing by Using Agency 2. Purchasing Division administers the solicitation process 3. Solicitations are reviewed by the TC Purchasing Committee, which is the Trade Center's Director, Assistant Director, Finance Manager, and Administrative Coordinator 4. Trade Center's Authority Board review for approval 5. Purchasing Instrument – Purchase Order (PO issued by the Trade Center) <p>Purchase Authority (final approval): Trade Center Authority</p>
<p style="text-align: center;">EMERGENCY PURCHASES (Any Amount) *An Emergency consists of any catastrophic situation or natural disasters that affect the Trade Center's building structures or business.</p>	<p>Emergency Process</p> <ol style="list-style-type: none"> 1. No formal or informal bid will be administered 2. Trade Center's Purchasing Committee will select vendor 3. Purchasing Instrument – Selected based on purchase amount (see above) <p>Purchase Authority (final approvals): TC Director and Finance Director</p>

Commented [CC3]: City increased to \$25,001 to \$49,999

All minutes related to purchases taken during the TC Purchasing Committee meetings or TC Authority meetings should be forwarded to the Finance Dept.



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: April 24, 2025

Current Projects

- American Rescue Plan / SPLOST
 - Trade Center 2.6 million – HVAC System
 - Internet Fiber Upgrade (Currently being installed)
- RFP for Trade Center parking garage.
 - **April 22nd or May 13th** – Official Vote by City Council
- Trade Center carpet renovation – installation is currently taking place

Completed Projects/Updates

Operations:

- Successfully onboarded three new hires within the past five weeks, alongside an internal promotion to the position of Crew Leader. This expansion strengthens our team and enhances our capacity to deliver high-quality event operations at the Trade Center.
- Strengthened staff accountability by emphasizing punctuality, communication, and operational efficiency, ensuring optimal performance and reliability across all teams.

Facilities:

- Working on the transition to LED lighting in the parking garage
- Updates on equipment in the kitchen – 17 plastic vent hoods for better airflow and cleaning
- Major pipe leak replacement (internal)

Employee Updates

Active Job Postings - TOTAL: (5) Positions Open

Operations:

- Two (2) full-time Events Attendant – Advertised with candidates available for interview
- One (1) part-time Events Attendant – Advertised with candidates available for interview
- One (1) full-time Custodian – Advertised with candidates available for interview

Building Maintenance:

- One (1) Part-time FM Worker I – Advertised, waiting for posting to close to begin interview process

New Hires and Promotions:

- Cayden Lovett – EA Crew Leader – promotion (Operations)
- Cameron Coronado – FM Worker I – promotion (Facilities)
- James Boyd – EA I - (Operations)
- Jermaine Jackson – EA I- (Operations)
- Tanae Palmer – Custodian - (Operations)

Authority Meeting Agenda

- May 22nd
- June 26th