



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

**MONTHLY MEETING
FEBRUARY 23, 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 – DECEMBER 15, 2022**
- III. FINANCIAL REPORT – NICHOLE BURKMAN**
 - A. DECEMBER 2022**
 - B. JANUARY 2023**
- IV. CATERING UPDATES – HAYLEY TILLERY**
 - A. CATERING MENUS**
 - B. DECEMBER 2022**
 - C. JANUARY 2023**
- V. SALES REPORT – HAYLEY TILLERY**
 - A. DECEMBER 2022**
 - B. JANUARY 2023**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
 - A. FY24 BUDGET**
- VII. ADJOURNMENT**



**COLUMBUS GEORGIA
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TRADE CENTER AUTHORITY**

**MINUTES OF THE MONTHLY MEETING
FEBRUARY 23, 2023
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, February 23, 2023, at 12:00 PM in the Boardroom of the facility.

Authority Members Present: Vice Chairman Carson Cummings (Virtual), Craig Burgess, John Stacy, and Jessica Ferriter

Authority Members Absent: Chairman Jonathan Payne

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

Guest Present: David Weiss General Manager, Oak View Group at the Columbus GA Convention and Trade Center.

CALL TO ORDER

At 12:01 PM, Vice Chairman Carson Cummings called the meeting to order and welcomed the members, staff, and guest.

APPROVAL OF MINUTES

A. REGULAR MEETING – DECEMBER 15, 2022

All members were asked if they had received and read the minutes from the previous regular meeting dated December 15, 2022. 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 unopposed by all members present.

FINANCIAL REPORT – NICHOLE BURKMAN

A. DECEMBER 2022 – See attached report.

B. JANUARY 2023 – See attached report.

Vice Chairman Carson Cummings made a motion to approve both the December 2022 and January 2023 financial reports as prepared by Finance Manager R. Nichole Lewis. Craig Burgess second the motion that was carried unopposed by all members.

OAK VIEW HOSPITALITY GROUP – CATERING UPDATES – HAYLEY TILLERY

- A. **CATERING MENUS** Oak View Catering General Manager, David Weiss appeared before the Authority to share with them the new catering menus as discussed at the previous meeting.
- B. **DECEMBER 2022**
- C. **JANUARY 2023**

Executive Director Hayley Tillery briefly shared the catering update report as provided by Oak View for the months of December 2022 and January 2023. See attached report.

SALES REPORT – HAYLEY TILLERY

- A. **DECEMBER 2022**
- B. **JANUARY 2023**


Executive Director Hayley Tillery gave the sales report for the months of December 2022 and January 2023. Hayley stated for the month of December there were 33 call-in clients, 10 walk-in clients, 28 planning kit requests and 15 requests for proposals with 26 contracts issued. There were 95 event days during the month with a combined total of 23,748 attendees. Hayley added the facility received an overall client survey score of 98, based on 6 surveys. For the month of January 2023, there were 58 call-in clients, 18 walk-in clients, 94 planning kit requests and 20 requests for proposals with 26 contracts issued. There were 62 events days during January with 13,788 attendees. Hayley stated although there was only 1 survey completed the facility received an overall client survey score of 100.

FACILITY UPDATE – HAYLEY TILLERY

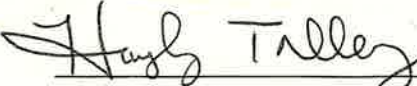
Executive Director Hayley Tillery shared with the members an overview of recent events. Please See attached report.

ADJOURNMENT

As the meeting was ending, the virtual connection with Vice Chairman Carson Cummings was interrupted. With no further items of business to discuss, Craig Burgess made a motion to adjourn the meeting. John Stacy second the motion and the meeting ended at 1:01 PM. The next regular meeting, which is held bimonthly on the fourth Thursday, every other month, will be held Thursday, April 27, 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 – DEC & JAN 2023 FINANCIAL HIGHLIGHTS

The Year of Change

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- December 2022, there were 95 event days with 23,748 attendees.
- F&B Revenue was \$460,425; Operations Revenue was \$163,728; Total revenue \$624,153.

- January 2023, there were 63 event days with 13,998 attendees.
- F&B Revenue was \$460,425; Operations Revenue was \$199,347; Total revenue \$624,153.

- Church of the Highlands was charged a total of \$126,701 for December 2022 and January 2023.

REPORT 3 – YEAR TO DATE JANUARY 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Space Rental revenue is \$920,417.
 - Equipment Rental revenue is \$112,139.
 - Total Operating Revenue of \$1,320,697.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$809,863.
 - Total Year to Date Revenues as of January 2023 is \$2,130,560.
- EXPENSES
 - Labor Cost
 - Total labor expenses are \$740,010 for FY23.
 - Operating Expenses
 - Building Maintenance was \$77,905, includes the cost of new office furniture.
 - Software Expenses were \$16,866, due to the renewal of the Eventbooking software for the last time, the renewal of Sage, our accounting software, and Social Tables, the software used to help clients and our team see how the rooms will be setup.
 - Year to date Utilities costs are \$308,685.
 - Total Operating Expenses were \$570,491.
 - Other Expenses
 - The principal and interest payment for the bond was paid, a total of \$291,277.
 - Total other expenses were \$398,394.
 - Total Year to Date Expenses as of January 2023 is \$1,708,895.
- NET PROFIT
 - Total Year to Date Revenues Net Profit as of January 2023 is \$421,665.

REPORT 4 – FY 2023 YTD FIVE YEAR COMPARISON

- Revenue
 - Space Rental is up 65% higher than the 5- year average.
 - Operating Revenue is up 58.3% higher than the average.
 - Total Revenue YTD is 21.7% higher than the average.
- Expenses
 - Labor Costs are 8.3% higher than the 5-year average.
 - Contractual Services are 22.4% lower than the average.
 - Utilities are 29.4% higher than the average.
 - Other expenses are 10.2% lower than the average.
 - Total Expenses are 9.7% higher than the average.
- Net Profit
 - Net Profit is 118.7% higher than the 5-year average.



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 23 – December 2022 FINANCIAL HIGHLIGHTS

The Year of Change

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- December 2022, there were 95 event days with 23,748 attendees.
- Church of the Highlands was charged a total of \$51,480 for December 2022.
- Top Events

December 2022		December 2021 (Last Year)	
Event	Total Revenue	Event	Total Revenue
Aflac Christmas Party	\$163,243	Columbus High School Magnet Social	\$51,127
Columbus High School Magnet Social	\$41,773	COTH Sunday Service	\$22,470
Georgia Transit Association Conference	\$41,773	Delta Sigma Theta Sorority Scholarship Gala	\$19,490

- F&B Revenue was \$460,425; Operations Revenue was \$163,728; Total revenue \$624,153.
- December 2021, there were 81 event days with 12,365 attendees and a total Revenue of \$291,597.

REPORT 2 – December 2022 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Catering Commission Revenue was \$125,801 for December 1 to December 28.
 - Client electrical usage was \$9,034.
 - Equipment Rental was \$17,606.
 - Space Rental was \$127,041.
 - Total Operating Revenue of \$289,588.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$122,194.
 - Total Revenue of \$411,782 for December 2022, 37.5% more than anticipated.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$161,022.
 - Operating Expenses
 - Building maintenance was \$34,347, includes the cost of new office furniture.
 - Contractual services were \$16,979.
 - Utilities were \$39,144.
 - Software Expenses were \$10,350 due to the renewal of the Eventbooking software for the last time.
 - Total Operating Expenses were \$127,430.
 - Other Expenses
 - Total other expenses were \$26,319.
 - Total Expenses were \$314,771.
- NET PROFIT
 - Net Profit for December 2022 was \$97,011.

REPORT 4 – FY 2023 YTD FIVE YEAR COMPARISON

- **Revenue**
 - Space Rental is up 61.9% higher than the 5- year average.
 - Operating Revenue is up 51.2% higher than the average.
 - Total Revenue YTD is 20.2% higher than the average.
- **Expenses**
 - Labor Costs are 9.9% higher than the 5-year average.
 - Contractual Services are 21% lower than the average.
 - Utilities are 20.3% higher than the average.
 - Other expenses are 1.3% higher than the average.
 - Total Expenses are 8.7% higher than the average.
- **Net Profit**
 - Net Profit is 59.3% higher than the 5-year average.



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 23 – JANUARY 2023 FINANCIAL HIGHLIGHTS The Year of Change

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- January 2023, there were 63 event days with 13,998 attendees.
- Church of the Highlands was charged a total of \$75,221 for January 2023.
- Top Events

January 2023		January 2022 (Last Year)	
Event	Total Revenue	Event	Total Revenue
Georgia REALTORS 2023 Inaugural Conference	\$120,113	COTH Sunday Service	\$41,810
Delta Sigma Theta Sorority, Inc. State Meeting	\$105,684	COTH 21 Days of Prayer	\$21,600
COTH Sunday Service	\$40,924	Posey/Waters Reception	\$12,737

- F&B Revenue was \$223,752; Operations Revenue was \$199,347; Total revenue \$423,100.
- January 2022, there were 71 event days with 9,038 attendees and a total Revenue of \$155,553.

REPORT 2 – JANUARY 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Catering Commission Revenue was \$0.00 for December 29 to January 25.
 - Client electrical usage was \$6,042.
 - Equipment Rental was \$24,953.
 - Space Rental was \$164,863.
 - Total Operating Revenue of \$200,137.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$87,033.
 - Total Revenue of \$287,171 for January 2023, the highest January revenue to date in Trade Center history.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$102,114.
 - Operating Expenses
 - Repairs to the building were \$2,839.
 - Contractual services were \$12,214.
 - Software was \$5,988 for the renewal of Sage, our accounting software and Social Tables, the software used to help clients and our team see how the rooms will be setup.
 - Utilities were \$30,216.
 - Total Operating Expenses were \$57,796.
 - Other Expenses
 - The principal and interest payment for the bond was paid, a total of \$251,436.
 - Total other expenses were \$259,484.
 - Total Expenses were \$419,394.
- NET PROFIT
 - Net Profit for January 2023 was **-\$132,224**.
 - Operating profit was \$40,227.

REPORT 3 – YEAR TO DATE JANUARY 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Space Rental revenue is \$920,417.
 - Equipment Rental revenue is \$112,139.
 - Total Operating Revenue of \$1,320,697.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$809,863.
 - Total Year to Date Revenues as of January 2023 is \$2,130,560.
- EXPENSES
 - Labor Cost
 - Total labor expenses are \$740,010 for FY23.
 - Operating Expenses
 - Repairs to the building are \$77,905.
 - Year to date Utilities costs are \$308,685.
 - Total Operating Expenses were \$570,491.
 - Other Expenses
 - Total other expenses were \$398,394.
 - Total Year to Date Expenses as of January 2023 is \$1,708,895.
- NET PROFIT
 - Total Year to Date Revenues Net Profit as of January 2023 is \$421,665.

REPORT 4 – FY 2023 YTD FIVE YEAR COMPARISON

- Revenue
 - Space Rental is up 65% higher than the 5- year average.
 - Operating Revenue is up 58.3% higher than the average.
 - Total Revenue YTD is 21.7% higher than the average.
- Expenses
 - Labor Costs are 8.3% higher than the 5-year average.
 - Contractual Services are 22.4% lower than the average.
 - Utilities are 29.4% higher than the average.
 - Other expenses are 10.2% lower than the average.
 - Total Expenses are 9.7% higher than the average.
- Net Profit
 - Net Profit is 118.7% higher than the 5-year average.

CATERING UPDATE FOR JANUARY 2023

Date of Event	Name of Event	Guest Count	Comments
1/4/2023	ROTARY	118	
	ENRICHMENT SERVICE TRAINING	400	Guest complained that the food was cold.
1/6/2023	AFLAC HR KICKOFF	80	
1/7/2023	FRANCINE IVORY'S 70TH	70	
	FOUNDER'S DAY CELEBRATION	116	
1/9/2023	GA REALTORS 2023 INAUGURAL	75	
1/11/2023	ROTARY	105	
1/14/2023	ABKC GA BULLY EXPO	600	Concessions event
	KATINA'S MILES 50TH	70	Chris Miles was very happy with how the night turned out, we were able to accommodate the ice sculpture that was brought in the day prior.
1/16/2023	ALPHA PHI ALPHA MLK UNITY BFAS	544	
1/17/2023	ROTARY BOARD MEETING	16	No comments
	CDBG APPLICANT'S WORKSHOP	110	
1/18/2023	ROTARY	99	No comments
	BUSINESS MEETING		
1/20/2023	FOUNTAIN CITY MARDI GRAS BALL	400	Bars only
1/21/2023	GEORGIA GRAND COUNCIL	175	Water service ononly
1/25/2023	COLUMBUS ECONOMIC OUTLOOK	204	Client was very pleased with everything.
	GA'S PRE-K NEW TEACHER TRAINING	60	No F&B
	ROTARY	168	
1/27/2023	DELTA SIGMA THETA STATE MEETING	1000	Line backed up but guest were very patient
1/31/2023	ROTARY NEW MEMBER ORIENTATION	16	

CATERING UPDATE FOR DECEMBER 2022

Date of Event	Name of Event	Guest Count	Comments
12/1/2022	Columbus Precept Ministries	640	Food was great! Staff was very friendly
12/2/2022	175th Chamber of Commerce Gala	400	
	Music and Entertainment Council Summit	40	Breakfast was very good.
12/3/2022	Breakfast With Santa	389	Amazing as always!
	Controller Civic and Social Club	155	Event started late but went very well. They loved the green beans & Chicken
	Patel Holiday Social	250	Client buy-out. We provided everything they asked for
	Miss America Send Off	100	Banquets was short staffed in the beginning but help was sent up to help out.
	Central High School Class of '80	73	Amazing as always!
	Waste Management Christmas Party	56	
	Monroe's 60th Surprise Birthday	80	Everyone enjoyed the buffet
	CPS Christmas Party	50	Event started late but went very well.
12/7/2022	2023 Leadership Summit	80	Ms Lucy said that the clients were pleased with everything
	Rotary	107	
	Knox Pest Control Meeting	17	Breakfast and Lunch went smoothly.
12/9/2022	Nucor Buildings Group	96	Set-Up on time and food was great
	Kemira End of Year Celebration	85	
	Hughston Homes Christmas Party	101	Event ate an hour late but was set on time in Center Hall
	CCG 2022 Holiday Social	415	Staff worked very well together. Food was on time
	Columbus Water Works Christmas Party	275	Ms Gwen..... was pleased with everything that we could do for her
	Phenix City Housing Christmas Party	60	The client and guest loved the cheese cake
12/10/2022	Pat Gant Birthday Celebration	105	Guests commented that the Mizo Salmon and scalloped potatoes were great. Both the Salmon and Beef went very quickly, so there was a hold up to replenish the line. We were short staffed but everyone was very patient. Ms Gant said that the floor was not very clean. Had to get the kitchen to bring up more salad.
	Lockhart Wedding	150	No issues
	2-15 Cavalry Squadron Ball	216	Guest were late starting due to the program. Some required plates such as vegetarian, beef, salmon were not labeled with a card at the table.
	Rivertown Dance Club	50	
	Aflac Christmas Party	2800	All hands were on deck with this event. Very smooth
12/13/2022	Rotary Board Meeting	160	
	Columbus Muscogee Republican Xmas Party	60	
12/14/2022	Rotary		
12/15/2022	Columbus High School Magnet Social	1200	We had a few hiccups but worked through them and Wendy was very happy with how the event being her first time doing this

	Delta Sigma Theta Scholarship Gala	960	
	Retirement Ceremony for Councilor Woods	100	
12/16/2022	CCG Department Directors Holiday Bfast	50	
12/17/2022	American Federation of Govt Employees	300	
	Eula Johnson 's 90th Bday	215	
	Tucker-Thomas Wedding	135	
	Shuntavia's Grad Party		
	Dacarri Grant Family Christmas Gala	75	
12/19/2022	Trade Center Christmas Party		RAVE REVIEWS FROM EVERYONE IN THE CATERING DEPT
12/31/2022	Rivertown Dance Club New Year's Eve		

CLIENT SURVEY SCORES AND CUSTOMER COMMENTS: DECEMBER 2022 (6 SURVEYS)

		EC	PLANNING	EVENT DAY	F&B	POST EVENT	OVERALL	COMMENTS: Verbal, Survey, or Email
September 10, 2022								
								Everything went smoothly as planned. We needed more table cloths and they were swift to accommodate us very fast and polite. We understood they were short staffed because the food did not come out at the time it was suppose to. Some of the guests food was cold and they did not have enough rolls on the table. Some people did not get salads.
December 3, 2022								
1st Lady of Columbus Luncheon	EL	100	100	100	96	100	99	
December 9, 2022								
Monroe's 60th Surprise Birthday Party	EL	100	100	100	100	100	100	Everyone was awesome on event day. Catering Staff was excellent. The wait staff was so so nice, whatever we needed they provided.
WM Christmas Party	PJ	100	100	100	86	90	94	We would like to recognize Paten Jordan and Morgan Moore for exceptional service.
December 16, 2022								
Nucor Building Group - American Building 2022 Christmas Casino Party	EL	97	92	98	98	90	95	
December 17, 2022								
CCG Department Director's Meeting	EL	100	100	100	100	100	100	
December 17, 2022								
Dacarri Grant Family Christmas Gala 2022	EL	100	96	100	100	98	98	
OVERALL AVERAGE SCORE		99	98	98	97	96	98	
CLIENT COMMENTS								
December 13, 2022 Columbus Muscogee Republican Christmas Party	HT							Mr. Alton Russell reported there had been several comments made from the group on how wonderful the room looked and how delicious the food was.

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

	EC	PLANNING	EVENT DAY	F&B	POST EVENT	OVERALL	COMMENTS: Verbal, Survey, or Email
January 7, 2023							
Founder's Day Celebration	PJ	100	100	100	100	100	We would like to recognize Payten Jordan for exceptional service.
OVERALL AVERAGE SCORE							100
CLIENT COMMENTS							
<p>January 21, 2023 Fountain City Mardi Gras Ball and Parlay</p> <p>Morning Trade Center and Catering THANK YOU SO MUCH! My entire event, staff and team could not be more proud of Columbus Convention and Trade Center and Catering for the amazing team work exhibited leading up to and on the night of the Fountain City Mardi Gras Ball and Parlay. I look forward to sharing all the great comments from both staff and patrons of the event. Additionally, I will provide highlight footage of the event for your full use. Lastly, the team, event attendees, and even the headliner eagerly await what's in store for 2024. Sincerely, Dr. Rocky Marsh, PHR Ed.D., PHR, SHRM-CP, CC-CL</p>							

DECEMBER 2022 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$163,727.94**

Total Revenue **\$624,153**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$11,690

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
2022	4	\$13,795	8	\$60	0	\$0	3	\$4,750	1	\$3,576
2021	0	\$0	5	\$490	0	\$0	6	\$7,995	0	\$0

	RELIGIOUS		SIGNATURE EVENTS		SOCIAL		SPORTS / ENTERTAINMENT		WEDDINGS	
	Event Days	Sales	Event Days	Sales	Event Days	Sales	Event Days	Sales	Event Days	Sales
2022	38	\$50,931	5	\$9,880	34	\$72,296	0	\$0	3	\$5,343
2021	31	\$49,065	2	\$2,547	22	\$19,297	3	\$6,106	12	\$9,610



FY23 23,748

vs

FY22 12,365

FY23 December attendee count is up by 11,383 people compared to FY22.

YEARLY UPDATE



SALES INQUIRIES

INQUIRIES **86**
 CALL-INS 33
 WALK-INS 10
 PKR'S 28
 RFP'S 15

CONTRACTS SENT
26

OVERALL SURVEY SCORE

98%

Based on 6 surveys

JANUARY 2023 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$199,347**

Total Revenue **\$423,100**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$943,935

MONTHLY SALES

Does not include Catering Sales

ASSOCIATIONS / CONFERENCES

	Event Days	Sales
2023	13	\$93,667
2022	1	\$1,200

CIVIC

	Event Days	Sales
2023	8	\$1,906
2022	1	\$1,725
	0	

CONSUMER / TRADE SHOWS

	Event Days	Sales
2023	2	\$7,808
2022	6	\$16,360

CORPORATE

	Event Days	Sales
2023	3	\$4,901
2022	0	\$0

MILITARY

	Event Days	Sales
2023	0	\$0
2022	0	\$0

RELIGIOUS

	Event Days	Sales
2023	30	\$74,550
2022	40	\$78,035

SIGNATURE EVENTS

	Event Days	Sales
2023	0	\$0
2022	2	\$2,110

SOCIAL

	Event Days	Sales
2023	7	\$0
2022	4	\$7,221

SPORTS / ENTERTAINMENT

	Event Days	Sales
2023	0	\$0
2021	4	\$4,300

WEDDINGS

	Event Days	Sales
2023	0	\$0
2021	3	\$1,941



FY23 15,998

vs

FY22 9,038

FY23 January attendee count is up by 4,960 people compared to FY22.

YEARLY UPDATE

ASSOCIATIONS / CONVENTIONS / CONFERENCES



CIVIC



CONSUMER SHOWS



CORPORATE



MILITARY



RELIGIOUS



SOCIAL



SPORTS / ENTERTAINMENT



WEDDINGS AND RECEPTIONS



SALES INQUIRIES

INQUIRIES **190**

CALL-INS 58

WALK-INS 18

PKR'S 94

RFP'S 20

CONTRACTS SENT

26

OVERALL SURVEY SCORE

100%

Based on 1 survey

Conference/Convention Event Leads

Event Leads	FY23	FY24	FY25+
# of Events	5	14	25
Total Attendees	5,400	6,275	9,275
Total Rental Revenue	\$45,600	\$160,534	\$386,830

Leads Converted to Business

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
April	2023	FY23	400	\$12,000	AUSA - Association of United States Army Industry Day
May	2023	FY23	1500	\$12,000	National Hot Tub Expo
July	2024	FY25+	120	\$2,200	2024 Licenses, Wills, Estates and Guardianships (LWEG) Training and Traffic Training

Fiscal Year 2023 (July 2022 - June 2023)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
March	2023	FY23		\$7,000	Rotary District 6900
April	2023	FY23	100	\$1,600	CSI - Continental Societies International
May	2023	FY23	500		Sixth District Planning Meeting AME
May	2023	FY23	3000	\$15,000	Dinosaur Adventure
June	2023	FY23	1800	\$22,000	Prince Hall Grand Lodge 152nd Grand Session

Fiscal Year 2024 (July 2023-June 2024)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
August	2023	FY24	400	\$15,000	Enrichment Services
September	2023	FY24	350	\$6,000	GSU Conference
September	2023	FY24	150	\$4,770	Cineposium
September	2023	FY24		\$5,000	Design Revival 2023
October	2023	FY24	150	\$4,200	2023 Annual Georgia Tree Conference
October	2023	FY24	225	\$8,000	Technical College System of Georgia (TCSG) Student Affairs Summit
October	2023	FY24	400	\$17,000	Certified Pest Control Operations of Georgia (CPCO) Annual Fall Conference 2023
October	2023	FY24	300	\$7,349	Georgia State Retirees Association
November	2023	FY24	400	\$12,000	DCSS 2023 All Staff Training Conference (Child Support Services Conf.)
November	2023	FY24	800	\$8,735	GA FBLA South/Central Georgia Fall Leadership Conference
November	2023	FY24	800	\$13,000	GA CTI Fall Conference
November	2023	FY24		\$12,000	Georgia Transit Association 2023 Annual Conference
February	2024	FY24	1300	\$7,820	GA FBLA Middle School State Conference
February	2024	FY24	200	\$6,500	Georgia Grown Symposium
March	2024	FY24	300	\$11,700	Georgia Association of Gifted Children Annual Conference
May	2024	FY24	500	\$21,460	Southeastern Synod of Evangelical Lutheran Church of America Conference

Fiscal Year 2025+ (July 2024+)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
August	2024	FY25+	100	\$1,800	2023 ICJE Municipal Court Clerks Conference
September	2024	FY25+	650		Georgia ASYD Conference (After School & Youth Development) 2024
September	2024	FY25+	300	\$18,000	SHRM Georgia State Council Annual Conference and Expo

September	2024	FY25+	50	\$1,200	2023 ICIE Municipal Court Clerks Conference
September	2024	FY25+	350	\$18,815	Georgia Association of Code Enforcement
October	2023	FY25+	200	\$9,888	ITS GA Annual Meeting
October	2024	FY25+	500	\$20,000	American College of Physicians Georgia Chapter- Annual Meeting
October	2024	FY25+	500	\$25,000	2024 South Eastern Museums Conference Annual Meeting
November	2024	FY25+	325	\$17,000	GRPA 2024 State Conference
November	2024	FY25+	200	\$15,000	GACRAO Conference 2024
November	2024	FY25+	800	\$13,000	CTI Fall Conference
December	2024	FY25+		\$12,000	Georgia Transit Association 2024 Annual Conference
March	2025	FY25+	200	\$11,000	Georgia Emergency Communications 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+	500	\$21,460	Southeastern Synod of Evangelical Lutheran Church of America Conference
May	2025	FY25+	TBD	\$31,207	Georgia Association of Tax Officials
October	2025	FY25+	500	\$27,000	2025 Mega Conference
October	2025	FY25+	500	\$20,000	American College of Physicians Georgia Chapter- Annual Meeting
November	2025	FY25+		\$22,000	Georgia School Counselor Association
November	2025	FY25+	800	\$13,000	CTI Fall Conference
December	2025	FY25+		\$12,000	Georgia Transit Association 2025 Annual Conference
May	2026	FY25+	500	\$21,460	Southeastern Synod of Evangelical Lutheran Church of America Conference
June	2026	FY25+	400	\$15,000	Eastern Star Conference
November	2026	FY25+	800	\$13,000	CTI Fall Conference



COLUMBUS GEORGIA CONVENTION & TRADE CENTER Overview of Recent Events

Date: February 23, 2023

Current Projects

- FY24 Budget Submission
- American Rescue Plan / SPLOST
 - Trade Center 2.25 million – HVAC System
 - Bid Proposal for Trade Center parking garage

Completed Projects/Updates

December

- Major Chiller Repair
- Repair hydraulic leaks in JLG and Genie lifts.
- Relocated Front Desk Suite to new Security Area in Main Lobby, reroute cables and install security monitors.
- Repaired hot & cold-water valves at triple wash sink in Kitchen

January

- Quarterly Air Handler PMs
- Repaired roof leak in Kitchen Area
- Repaired faulty Air Handler that services the Kitchen area
- Converted all catering offices to the CCG internet network

Employee Updates

Active Job Postings

- Operations Full-Time (temporary) processing candidate pool (2) positions
- Operations Part-Time processing candidate pool (2) positions
- Facilities Full-Time – processing candidate pools (2) positions
- Facilities Full-Time (temporary) processing candidate pool (2) positions
- Facilities Maintenance Manager (1) position

TOTAL: 9 positions available

Authority Meeting Agenda

- April 27th – Covering February/March