



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

MONTHLY MEETING

APRIL 27, 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 – FEBRUARY 23, 2023**
- III. FINANCIAL REPORT – NICHOLE BURKMAN**
 - A. FEBRUARY 2023**
 - B. MARCH 2023**
- IV. CATERING UPDATES – HAYLEY TILLERY**
 - A. FEBRUARY 2023**
 - B. MARCH 2023**
- V. SALES REPORT – HAYLEY TILLERY**
 - A. FEBRUARY 2023**
 - B. MARCH 2023**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
- VII. EXECUTIVE SESSION**
- VIII. ADJOURNMENT**



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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TRADE CENTER AUTHORITY**

**MINUTES OF THE MONTHLY MEETING
APRIL 27, 2023
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, April 27, 2023, at 12:00 PM in the Boardroom of the facility.

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

Authority Members Absent: John Stacy

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

CALL TO ORDER

At 12:02 PM, Chairman Jonathan Payne called the meeting to order and welcomed the members and staff.

APPROVAL OF MINUTES

A. REGULAR MEETING – FEBRUARY 23, 2023

All members were asked if they had received and read the minutes from the previous regular meeting dated February 23, 2023. With no additions or corrections to be made, Chairman Jonathan Payne made a motion to approve the minutes as written. Carson Cummings second the motion which was carried unopposed by all members present.

FINANCIAL REPORT – NICHOLE BURKMAN

A. FEBRUARY 2023 – See attached report. ***RECORD BREAKING MONTH***

B. MARCH 2023 – See attached report.

Chairman Jonathan Payne made a motion to approve both the February and March 2023 financial reports as prepared by Finance Manager R. Nichole Lewis. Vice Chairman Carson Cummings second the motion that was carried unopposed by all members.

OAK VIEW HOSPITALITY GROUP - CATERING UPDATES - HAYLEY TILLERY

A. FEBRUARY 2023

B. MARCH 2023

Executive Director Hayley Tillery briefly shared the catering update report as provided by Oak View for the months of February and March 2023. See attached report. Hayley stated that the facility continued to get positive feedback pertaining to catering.

SALES REPORT - HAYLEY TILLERY

A. FEBRUARY 2023

B. MARCH 2023

Executive Director Hayley Tillery gave the sales report for the months of February and March 2023. Hayley stated for the month of February there were 59 call-in clients, 20 walk-in clients, 75 planning kit requests and 14 requests for proposals with 22 contracts issued. There were 52 event days during the month. Hayley added the facility received an overall client survey score of 90, based on 4 surveys. For the month of March 2023, there were 44 call-in clients, 15 walk-in clients, 81 planning kit requests and 11 requests for proposals with 40 contracts issued. There were 76 events days during March. There was an overall score of 99, based on 4 completed surveys.

FACILITY UPDATE - HAYLEY TILLERY

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

Due to a scheduling conflict, Chairman Jonathan Payne asked the members if the June meeting could be held a week later. With no objections, the meeting date was confirmed as June 29, 2023.

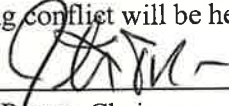
EXECUTIVE SESSION

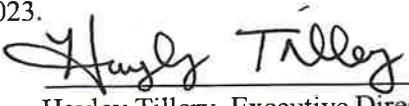
At 1:05 PM Chairman Jonathan Payne made a motion to enter executive session to discuss a personnel matter. Craig Burges second the motion.

At 1:24 PM The members exited the executive session. No vote was taken.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:25 PM. The next regular meeting, which is held bimonthly on the fourth Thursday, every other month, due to a scheduling conflict will be held Thursday, June 29, 2023.


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 23 – FEB & MAR 2023 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- February 2023, there were 52 event days with 20,736 attendees.
- February 2022, there were 45 event days with 14,121 attendees and a total Revenue of \$604,582.

- March 2023, there were 76 event days with 18,698 attendees.
- March 2022, there were 65 event days with 11,160 attendees and a total Revenue of \$750,750.

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

- REVENUES
 - Operating Revenue
 - Catering Commission Revenue was \$383,556 for January 26 to March 29th totaling \$544,017 for the year to date.
 - Space Rental revenue is \$1,226,696.
 - Equipment Rental revenue is \$26,738.
 - Total Operating Revenue of \$2,094,968.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,160,762.
 - Total Year to Date Revenues as of March 2023 is \$3,255,031.

- EXPENSES
 - Labor Cost
 - Total labor expenses are \$993,216 for FY23.
 - Operating Expenses
 - Repairs to the building are \$93,084.
 - Year to date Utilities costs are \$369,036.
 - Total Operating Expenses were \$696,335.
 - Other Expenses
 - Total other expenses were \$434,913.
 - Total Year to Date Expenses as of March 2023 is \$2,124,464.

- NET PROFIT
 - Total Year to Date Revenues Net Profit as of March 2023 is \$1,130,567.

REPORT 4 – FY 2023 YTD FIVE YEAR COMPARISON

- Revenue
 - Space Rental is up 58% higher than the 5-year average.
 - Operating Revenue is up 18% higher than the average.
 - Total Revenue YTD is 24% higher than the average.

- Expenses
 - Labor Costs are 11.7% higher than the 5-year average.
 - Contractual Services are 21% lower than the average.
 - Utilities are 17% higher than the average.
 - Other expenses are 4.7% lower than the average.
 - Total Expenses are 5.9% higher than the average.

- Net Profit
 - Net Profit is 85.3% higher than the 5-year average.



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

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- February 2023, there were 52 event days with 20,736 attendees.
- Church of the Highlands was charged a total of \$65,448 for February 2023.
- Top Events

February 2023		February 2022 (Last Year)	
Event	Total Revenue	Event	Total Revenue
Georgia Thespians	\$423,386	Georgia Thespians	\$351,109
Christian Product Expo	\$78,978	3/75 Ranger Battalion Ball	\$64,527
COTH Sunday Service	\$45,238	COTH Sunday Service	\$33,118

- F&B Revenue was \$646,612; Operations Revenue was \$200,317; Total revenue \$846,929.
- February 2022, there were 45 event days with 14,121 attendees and a total Revenue of \$604,582.

REPORT 2 – FEBRUARY 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Catering Commission Revenue was \$286,756 for January 26 to February 22.
 - Client electrical usage was \$9,745.
 - Equipment Rental was \$20,938.
 - Space Rental was \$161,700.
 - Total Operating Revenue of \$ 487,073.
 - Tax/Other Source Revenue
 - The city transferred \$54,560 to assist with offsetting the pay increase of the pay study.
 - Hotel/Motel was the third highest ever that we have received, at \$119,409.
 - Total Tax/Other Source Revenue is \$231,449.
 - Total Revenue of \$718,522 for February 2023.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$116,973.
 - Operating Expenses
 - Repairs to the building were \$11,303 due to \$8,404 payment for the fire pump and sprinkler system repairs to Fuller Fire and Safety.
 - Contractual services were \$17,620; half of this was for the bi-yearly fee for elevator maintenance.
 - Utilities were \$32,717.
 - Total Operating Expenses were \$75,389.
 - Other Expenses
 - Total other expenses were \$10,200.
 - Total Expenses were \$202,561.
- NET PROFIT
 - Net Profit for February 2023 was 515,961, second highest in the history of the Trade Center, behind March 2022 due to African Land Forces Summit.

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

➤ REVENUES

- Operating Revenue
 - Space Rental revenue is \$1,082,171.
 - Equipment Rental revenue is \$133,077.
 - Total Operating Revenue of \$1,807,770.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,041,311.
- Total Year to Date Revenues as of February 2023 is \$2,849,082.

➤ EXPENSES

- Labor Cost
 - Total labor expenses are \$856,983 for FY23.
- Operating Expenses
 - Repairs to the building are \$89,208.
 - Year to date Utilities costs are \$341,402.
 - Total Operating Expenses were \$645,880.
- Other Expenses
 - Total other expenses were \$408,593.
- Total Year to Date Expenses as of February 2023 is \$1,911,457.

➤ NET PROFIT

- Total Year to Date Revenues Net Profit as of February 2023 is \$937,625.

REPORT 4 – FY 2023 YTD FIVE YEAR COMPARISON

➤ Revenue

- Space Rental is up 62% higher than the 5-year average.
- Operating Revenue is up 63% higher than the average.
- Total Revenue YTD is 27% higher than the average.

➤ Expenses

- Labor Costs are 10% higher than the 5-year average.
- Contractual Services are 19% lower than the average.
- Utilities are 18.7% higher than the average.
- Other expenses are 12.9% higher than the average.
- Total Expenses are 8.2% higher than the average.

➤ Net Profit

- Net Profit is 98.9% higher than the 5-year average.



COLUMBUS GEORGIA
CONVENTION & TRADE CENTER

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

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- March 2023, there were 76 event days with 18,698 attendees.
- Church of the Highlands was charged a total of \$49,814 for March 2023.
- Top Events

March 2023		March 2022 (Last Year)	
Event	Total Revenue	Event	Total Revenue
Georgia Tactical Officers Association (GTOA) Conference	\$66,135	African Land Forces Summit	\$388,492
Georgia Cattlemen's Association 2023 Annual Convention and Trade Show	\$58,205	Georgia Tactical Officers Association (GTOA) Conference	\$49,730
2023 Georgia Emergency Communications Conference	\$47,599	COTH Sunday Service	\$33,474

- F&B Revenue was \$378,055; Operations Revenue was \$189,698; Total revenue \$567,753.
- March 2022, there were 65 event days with 11,160 attendees and a total Revenue of \$750,750.

REPORT 2 – MARCH 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Catering Commission Revenue was \$96,800 for February 23rd to March 29th.
 - Client electrical usage was \$10,048.
 - Equipment Rental was \$26,661.
 - Space Rental was \$144,525.
 - Total Operating Revenue of \$286,498.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$119,451.
 - Total Revenue of \$405,949 for March 2023.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$136,232.
 - Operating Expenses
 - Contractual services were \$12,581.
 - Utilities were \$27,634.
 - Total Operating Expenses were \$50,455.
 - Other Expenses
 - Total other expenses were \$26,319.
 - Total Expenses were \$213,007.
- NET PROFIT
 - Net Profit for March 2023 was \$192,942.

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

- REVENUES
 - Operating Revenue
 - Space Rental revenue is \$1,226,696.
 - Equipment Rental revenue is \$159,738.
 - Total Operating Revenue of \$2,094,268.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,160,762.
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 - Other expenses are 4.7% lower than the average.
 - Total Expenses are 5.9% higher than the average.
- Net Profit
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<i>Date of Event</i>	<i>Name of Event</i>	<i>Guest Count</i>	<i>Comments</i>
2/1/2023	Rotary	117	Asking for a different "Theme" or mix up the menu.
2/2/2023	Hecht Burdshaw Board Meeting	5	Went great! This group were the architects for the addition to our building They loved their time here...the food, the team and the environment was great. They will be coming back!!!!
	Christian Product Expo	750	Up about 100 guest from last year. Chocolate Covered Strawberries did not go over to well. If we could do some type of finger food.
	Sip and Shop	450	Food was great per Karen
2/3/2023	COTH Dream Team Party	450	
	AFLAC Corporate Services Kickoff	130	
2/4/2023	Chattahoochee Valley Sports Hall of Fame	250	Client stated that they did not order enough food but enjoyed what they did have
2/6/2023	Georgia Power Corporate Safety Meeting	200	
2/8/2023	Rotary	112	Guests request that they want more "salad" option Concessions did really well. Up \$8600 vs LY. Iced Coffee Stations were a hit. The buffets ran very smoothly and we are looking at ways for it to go even more smoothly next year!!!
2/9/2023	Georgia Thespians 2023	5400	Client said that the staff were very helpful. They did eat an hour late but it was on them. Kids were in room 104
2/14/2023	AC-FY23-02736 Couples Training	68	
	Rivertown Dance Club	60	
	Global Payments	150	The service was terrible for the buffets, the special meals were wrong, start times were late. Miss Lucy was very pleasant and kept the drinks filled everyday.
2/15/2023	Rotary	112	
2/17/2023	Clement Arts Ballet Magnificat	300	
	Leadership Development Graduation	40	Big Thank You for getting the buffet line open early.
2/18/2023	Dustin Castellow Country Concert	1800	Very pleased with the concessions stand and the fact food was available! A lot of alcohol was consumed so we made the right decision!
	Faith's 21st Birthday	100	Everyone was pleased with the food.
2/19/2023	Orchette's Debutante Ball	300	The food was great! We appreciated the attentiveness from Ella and Lauren to get things taken care of in a timely manner!!!
2/20/2023	Synovus Leadercast Meeting	468	Food and service was great
2/21/2023	Rotary Board Meeting	14	
2/22/2023	AFLAC State of the Company 2023	980	As always they loved their time here with Ms Bernice
	Rotary	112	
2/25/2023	Jr Thespians Conference 2023	600	The buffet lines went very smooth and the kids enjoyed everything.
2/26/2023	Annual Black History Observance Bfast	700	Loved the food and working with the team here at the Trade Center.
2/27/2023	2023 AWIM! JetToy Competition	400	
2/28/2023	Synovus Toast of the Town 2023	1470	Great turn out....everyone enjoyed the food and drink
	NAIA Swimming and Diving Banquet	400	
	Taste the Difference (IN HOUSE)		GREAT JOB!!!!!!!

<i>Date</i>	<i>Name of Event</i>	<i>Guest Count</i>	<i>Comments</i>
3/1/2023	Rotary 2023	112	
3/3/2023	Miss Georgia Forum 2023	232	They loved the food
3/4/2023	William Marks Retirement Watkins Vow Renewal	230	The client said the food and service was great
3/5/2023	2023 Georgia Emergency Communication (IN HOUSE)	85	
3/6/2023	Sisters, Inc. Annual Rosa Parks Breakfast GA Motorola Trunked Users Group	175	We loved the bread pudding, meatballs and spring rolls!!!!
3/7/2023	Georgia Cattleman's Association	800	Everything was good.
3/8/2023	Rotary 2023	30	The client was very pleased with everything
3/9/2023	DBI Women's Empowerment Luncheon Gem Capitol Gun Show	112	The food was good, waite staff good
3/11/2023	United Way Power of the Purse Fancy Fest	450	They had nothing but great things to say about the food.
		258	
3/12/2023	WLTZ Senior Health Expo	1000	The service was good.
3/15/2023	Georgia Tactical Officers Association Con Rotary 2023	300	Buffet had a delay to replenish but went smoothly and the staff was great.
3/18/2023	Rivertown Dance Club Melanie's Surprise Birthday Party	40	WE loved the appetizers! Everything was good.
	CWC Empowerment Ministry Conference	100	
	Faith Chapel Breakfast Cookies with the Easter Bunny	60	Service was wonderful and the food was great Great turn out and the kids had a great time.
	Your Wedding Bridal Show		Everyone loved the shrimp and grit spoon and the desset cup. One guest was an employee of Afiac and wants this available at their Christmas Event!!!
3/21/2023	Rotary Board Meeting		
3/22/2023	Rotary	112	
	Columbus High Lunch & Learn		Even with a schedule mess up, Ms Wendy was very happy with the accommodations on such a short notice
3/24/2023	Gun Shows of the South		
3/25/2023	UNCF Mayor's Masked Ball Al Faruk Fountain City Gala Styles Wedding Rotary 6900	500 300 120	Food was delicious! Staff was pleasant! They loved the food
3/29/2023	Rotary	112	
3/30/2023	Creative South 2023 RSTB Ranger Ball	800 500	
3/31/2023	NPC Tri-City Bodybuilding IBP Seminar	2000 175	Thank you for the last minute changes Everything went very well

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

	EC	PLANNING	EVENT DAY	F&B	POST EVENT	OVERALL	COMMENTS: Verbal, Survey, or Email
January 27, 2023							
							The assignment of an event coordinator from beginning to end was a lifesaver! Haley and Payten became part of our team and worked with all of the pivots we had to make and made suggestions that were valuable in our planning. They were responsive and patient. Overall the use of the texting system was outstanding to ensure we were able to adjust anything that was needed in real time. Only feedback was increase of trash cans and checking bathrooms more often with the number of attendees we had. Great flexibility in matching a menu with our theme. Haley, Payten, the entire serving staff, Ms. Bernice, Mr. Jones, Ms. Lucy, Sarah Grace from catering. EVERYONE was exceptional.
Delta Sigma Theta Sorority, Inc. State Cluster	HT	100	98	100	100	99	
February 4, 2023							
Chattahoochee Valley Sports Hall of Fame	HT	100	100	100	100	100	I truly appreciate Haley working with us to accommodate the additional guests.
February 14, 2023							
							The quality of the food was not good. Some of the items were cold or luke warm. There were lots of mishaps on the first day but it did get better over the next couple of days. Staff needs to pay closer attention to details on requests that were made. There was not a sense of urgency from the staff when things were disarray. The two ladies that were assigned to our room were amazing. Unfortunately I can't remember their names.
BTS Leadership Summit	EL	90	90	34	23	59	
February 17, 2023							
							Emily and Lori were very helpful on coordinating and assisting me with the room and catering. It was less stressful with their help and answering all my questions. I really am grateful to the catering staff who assisted with the luncheon. They were all very helpful and I appreciate the service when I had changed the start time of the lunch. They were very understanding of the situation and adapted to my request in a timely manner. I appreciated Lori coming out and talking to me. Food was delicious and plentiful, received compliments on the pasta and pies. Nothing to be done to serve me better, services were great and accommodating. Lori and her catering staff as well as Emily and the set up crew were exceptional. They were all very helpful in the planning and prepping.
Bobbee Zorra - Leadership Development Program Ceremony	EL	100	100	100	100	100	
OVERALL AVERAGE SCORE		98	97	84	81	90	

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

		EC	PLANNING	EVENT DAY	F&B	POST EVENT	OVERALL	COMMENTS: Verbal, Survey, or Email
MARCH 6-9, 2023								
GA EMERGENCY COMMUNICATIONS CONFERENCE (GECC)	HT	100	96	98	100	100	98.5	This was not our first time at the convention center, but it was the first time Haley Taghon was our event coordinator. She was great to work with and very accommodating if we needed to make changes before and during the event. We had some trouble with the mics and one projector, but the staff resolved the issues in a timely manner. The food was good and the staff was GREAT. Ms. Bernice and the bartender (I can't recall her name) we had for BINGO and the vendor reception as well as both Haleys were exceptional.
MARCH 7-10, 2023								
GA CATTLEMEN'S ASSOCIATION 2023 CONVENTION AND TRADE SHOW	MM	100	98	100	100	97.5	98.9	Excellent communication and were able to go through our needs early to avoid major issues. Staff were very flexible especially with unexpected issues. We had an initial issue where it seemed the catering and sales staff weren't on the same page, but was quickly addressed and exceptional to work with. It would help if there is one person on site to coordinate with throughout the event. Once the staff text time was presented, that helped a lot being about to address changes and concerns. Morgan and Sarah Grace did a great job in helping to make our event a success. No issue was too small or big to help address.
MARCH 22, 2023								
COLUMBUS HIGH SCHOOL 11TH GRADE LUNCH AND LEARN	HT	100	98	100	100	96.7	98.9	Haley is always knowledgeable, prompt and friendly when helping us plan our event. Not a huge deal but the microphone did not work properly the entire time. However, staff responded promptly to help resolve the issue. Lauren from Oakview was a pleasure to work with. The service staff was friendly and responsive throughout the event.
MARCH 30 - APRIL 1, 2023								
CREATIVE SOUTH 2023	HHT	100	98	96	95		97.1	Now that I know the process, it will go even more smoother, if that's even possible. We rented AV from Columbus Tape and Video and used their tech to run it. Learned a lot and can plan better moving forward. I know what needs to be done to make it better next year. I hate that we had to throw out a ton of food, but overall a great experience. The staff, the planning, service and facility team were amazing!
OVERALL AVERAGE SCORE		100	97.5	99	98	98	99	

CLIENT COMMENTS

AC-FY23 02736 COUPLES TRAINING 2/14/23									We loved the service you provide from our event back in February and I wanted to see if you all had availability for June. You were so helpful and made the process easy and we don't want to go anywhere else.
2023 AWIM JETTOY COMPETITION 2/27/23									Thanks again for all of your help - the event was a great success and everyone loved the event space.
CCG UNITED WAY CAMPAIGN BREAKFAST 11/15/22									I don't think I sent you a "thank you" for hosting the CCG United Way Campaign breakfast this past November. As soon as it came to my remembrance I wanted to reach out and let you know how much I appreciate you and the Trade Center staff for helping CCG Administration pull off this event in such a fine way. Your attention to detail and your willingness to go the extra mile to ensure excellent customer service is outstanding and greatly appreciated. Thanks again!

FEBRUARY 2023 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$200,317**

Total Revenue **\$846,929**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$2,216,380

MONTHLY SALES

Does not include Catering Sales

ASSOCIATIONS / CONFERENCES

	Event Days	Sales
2023	11	\$76,299
2022	11	\$54,452

CIVIC

	Event Days	Sales
2023	8	\$3,884
2022	7	\$3,106

CONSUMER / TRADE SHOWS

	Event Days	Sales
2023	2	\$5,098
2022	3	\$8,863

CORPORATE

	Event Days	Sales
2023	11	\$35,617
2022	0	\$0

MILITARY

	Event Days	Sales
2023	1	\$1,785
2022	0	\$0

RELIGIOUS

	Event Days	Sales
2023	9	\$47,290
2022	10	\$43,973

SIGNATURE EVENTS

	Event Days	Sales
2023	2	\$6,242
2022	1	\$4,334

SOCIAL

	Event Days	Sales
2023	7	\$11,450
2022	8	\$11,083

SPORTS / ENTERTAINMENT

	Event Days	Sales
2023	1	\$10,039
2021	5	\$13,296

WEDDINGS

	Event Days	Sales
2023	0	\$0
2021	0	\$0



FY23 20,736

vs

FY22 14,121

FY23 February attendee count is up by 6,615 people compared to FY22.

YEARLY UPDATE

ASSOCIATIONS / CONVENTIONS / CONFERENCES



CIVIC



CONSUMER SHOWS



CORPORATE



MILITARY



RELIGIOUS



SOCIAL



SPORTS / ENTERTAINMENT



WEDDINGS AND RECEPTIONS



SALES INQUIRIES

INQUIRIES **168**

CALL-INS 59

WALK-INS 20

PKR'S 75

RFP'S 14

CONTRACTS SENT

22

OVERALL SURVEY SCORE

90%

Based on 4 surveys

MARCH 2023 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$189,698**

Total Revenue **\$567,753**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$1,053,052

MONTHLY SALES

Does not include Catering Sales

ASSOCIATIONS / CONFERENCES	CIVIC	CONSUMER/ TRADE SHOWS	CORPORATE	MILITARY	RELIGIOUS	SIGNATURE EVENTS	SOCIAL	SPORTS/ ENTERTAINMENT	WEDDINGS																																																												
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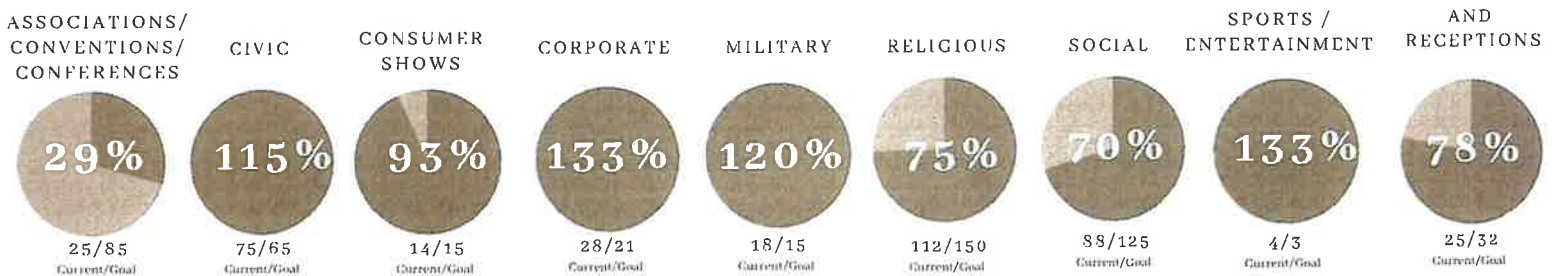
FY23 18,698

vs

FY22 11,160

FY23 March attendee count is up by 7,538 people compared to FY22.

YEARLY UPDATE



SALES INQUIRIES

INQUIRIES **151**

CALL-INS 44

WALK-INS 15

PKR'S 81

RFP'S 11

CONTRACTS SENT
40

OVERALL SURVEY SCORE

99%

Based on 4 surveys

Conference/Convention Event Leads

Event Leads	FY23	FY24	FY25+
# of Events	2	14	24
Total Attendees	3,500	8,925	10,075
Total Rental Revenue	\$15,000	\$193,715	\$423,195

Leads Converted to Business			
Event Month	Calendar Year	Fiscal Year	Attendees
June	2023	FY23	1800
October	2023	FY24	300
August	2024	FY25+	100
September	2024	FY25+	50

Fiscal Year 2023 (July 2023 - June 2023)			
Event Month	Calendar Year	Fiscal Year	Attendees
May	2023	FY23	500

Fiscal Year 2024 (July 2023-June 2024)			
Event Month	Calendar Year	Fiscal Year	Attendees
July	2023	FY23	3000
August	2023	FY24	400
October	2023	FY24	150
October	2023	FY24	150
October	2023	FY24	225
November	2023	FY24	800
November	2023	FY24	800
February	2024	FY24	1300
February	2024	FY24	200
February	2024	FY24	1750
February	2024	FY24	450
February	2024	FY24	800
February	2024	FY24	600
March	2024	FY24	500
April	2024	FY24	300
April	2024	FY24	500
May	2024	FY24	500

Fiscal Year 2025+ (July 2024+)			
Event Month	Calendar Year	Fiscal Year	Attendees
September	2024	FY25+	650
September	2024	FY25+	300
September	2024	FY25+	350
October	2024	FY25+	500
October	2024	FY25+	200
October	2024	FY25+	500
November	2024	FY25+	325
November	2024	FY25+	200
December	2024	FY25+	800
February	2025	FY25+	750
March	2025	FY25+	200
April	2025	FY25+	400
April	2025	FY25+	700
May	2025	FY25+	500
June	2025	FY25+	400
August	2025	FY25+	300
October	2025	FY25+	500
November	2025	FY25+	800
November	2025	FY25+	500
December	2025	FY25+	800
May	2026	FY25+	500
June	2026	FY25+	400
November	2026	FY25+	800

Event Name	Rental Revenue
Prince Hall Grand Lodge 152nd Grand Session	\$22,000
Georgia State Retirees Association	\$7,349
2023 ICJE Municipal Court Clerks Conference	\$1,800
2023 ICJE Municipal Court Clerks Conference	\$1,200
Sixth District Planning Meeting AME	
Dinosaur Adventure	\$15,000
Enrichment Services	\$19,000
2023 Annual Georgia Tree Conference	\$4,200
Threat Level Midnight-Columbus GA ISSA Conference	\$2,000
Technical College System of Georgia (TCSG) Student Affairs Summit	\$8,000
GA FBIA South/Central Georgia Fall Leadership Conference	\$8,735
GA CTTI Fall Conference	\$13,000
GA FBIA Middle School State Conference	\$7,820
Georgia Grown Symposium	\$6,500
Georgia Science Teachers Association	\$24,000
Converters Expo South	\$15,000
Georgia Organics	\$23,000
Georgia Association of Gifted Children Annual Conference	\$17,000
Creative South	\$12,000
Georgia Association of Women in Public Safety (GAWPS) Conference	\$12,000
Southeastern Synod of Evangelical Lutheran Church of America Conference	\$21,460
Georgia ASVD Conference (After School & Youth Development) 2024	\$12,000
SHRM Georgia State Council Annual Conference and Expo	\$18,000
Georgia Association of Code Enforcement	\$18,815
Southeast Association of Fish & Wildlife Agencies (SEAFWA) Annual Conference	\$64,072
ITS GA Annual Meeting	\$9,888
American College of Physicians Georgia Chapter- Annual Meeting	\$20,000
GRPA 2024 State Conference	\$17,000
GACBAO Conference 2024	\$15,000
CTI Fall Conference	\$13,000
Georgia Transit Association 2024 Annual Conference	\$12,000
Christian Product Expo (CPE)	\$21,000
Georgia Emergency Communications Conference	\$11,000
GA Association of Water Professionals	\$10,000
2025 Georgia School Nutrition Association (GSNA) Annual Conference	\$18,000
Southeastern Synod of Evangelical Lutheran Church of America Conference	\$21,460
Eastern Star Conference	\$15,000
2025 District Convention- Georgia District of Kiwanis International	\$10,500
American College of Physicians Georgia Chapter- Annual Meeting	\$20,000
Georgia School Counselor Association	\$22,000
CTI Fall Conference	\$13,000
Georgia Transit Association 2025 Annual Conference	\$12,000
Southeastern Synod of Evangelical Lutheran Church of America Conference	\$21,460
Eastern Star Conference	\$15,000
CTI Fall Conference	\$13,000



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: April 27, 2023

Current Projects

- American Rescue Plan / SPLOST
 - Trade Center 2.25 million – HVAC System
 - Bid Proposal for Trade Center parking garage.
- Reserve Bidding Projects
- Forklift Training – May 9th
- Sales Training – Trade Center and Catering Team – May 24th

Completed Projects/Updates

- Facilities Maintenance ALC Training – February 13th
- Fire Alarm Service and Testing – March 16th
- CPR/AED Team Training – March 28th
- Rebuilt fountain pump (in-house)
- Repaired roof leak over Foundry (in-house)
- Repaired our utility golf cart (in-house)
- Refurbished electric piano that's rented for events (in-house)
- Repaired (4) Catering hot boxes (in-house)

Employee Updates

Active Job Postings

- Operations Full-Time (temporary) processing candidate pool (3) positions
- Facilities Full-Time – processing candidate pools (1) position
- Facilities Full-Time (temporary) processing candidate pool (3) positions

Hiring Update

- Facilities Maintenance Manager (1) position – Bringing back Robert Stansell
- Facilities Full-Time – Troyce Pair
- Facilities Part-Time – Cameron Coronado
- Operations Full-Time Seasonal – Precious Jones
- Operations Part-Time – Brandon Garcia
- Operations Part-Time – Antonio Greene

TOTAL: 7 positions available

Authority Meeting Agenda

- June 22nd – Covering April/May