



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

JUNE 27, 2024

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 - APRIL 25, 2024**
- III. FINANCIAL REPORT - NICHOLE LEWIS**
 - A. APRIL 2024**
 - B. MAY 2024**
- IV. CATERING UPDATES - HAYLEY TILLERY**
 - A. APRIL 2024**
 - B. MAY 2024**
- V. SALES REPORT - HAYLEY TILLERY & MORGAN MOORE**
 - A. APRIL 2024**
 - B. MAY 2024**
- VI. FACILITY UPDATE - HAYLEY TILLERY & SKIP HANSBERGER**
 - A. HVAC ARP PROJECT**
 - B. PARKING GARAGE UPDATE**
 - C. SECURITY AND INTERNET**
 - D. CARPET RENOVATION PROJECT**
- VII. OTHER BUSINESS**
 - A. DEPARTMENT OF LABOR OVERTIME RULING**
 - B. TRADE CENTER VACANT AUTHORITY POSITION**
- VIII. ADJOURNMENT**



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

**MINUTES OF THE MONTHLY MEETING
JUNE 27, 2024
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, June 27, 2024, at 12:00 PM in the Boardroom of the facility.

Authority Members Present: Chairman Jonathan Payne, Jessica Gray, and John Stacy

Authority Members Absent: Craig Burgess and Vice Chairman Carson Cummings

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

Administrative Members Absent: Assistant Director Skip Hansberger

CALL TO ORDER

At 12:07 PM, Chairman Jonathan Payne called the meeting to order and welcomed the members and staff.

APPROVAL OF MINUTES

A. REGULAR MEETING – APRIL 25, 2024

Chairman Jonathan Payne asked the members if they had received and read the minutes from the previous regular meeting dated April 25, 2024. With no additions or corrections to be made, Chairman Jonathan Payne made a motion to approve the minutes as written. John Stacy second the motion, which was carried unopposed by all members present.

FINANCIAL REPORT – NICHOLE LEWIS

A. APRIL 2024– See attached report.

B. MAY 2024– See attached report.

Chairman Jonathan Payne made a motion to approve the April and May 2024 financial reports as prepared and presented by Finance Manager R. Nichole Lewis. Jessica Gray second the motion that was carried unopposed by all members.

OAK VIEW HOSPITALITY GROUP / CATERING UPDATES - HAYLEY TILLERY

- A. **APRIL 2024** – Catering average client survey score of 99.4 (based on 7 surveys)
- B. **MAY 2024** – Catering average client survey score of 99.4 (based on 4 surveys)

Executive Director Hayley Tillery highlighted a survey received from the Averett and Gillies Wedding.

SALES REPORT - HAYLEY TILLERY / MORGAN MOORE

- A. **APRIL 2024** – See attached report.
- B. **MAY 2024** – See attached report.

Executive Director Hayley Tillery along with Assistant Director Sales and Marketing Morgan Moore gave the sales report for the months of April and May 2024. Hayley stated for the month of April there were 27 call-in clients, 11 walk-in clients, 32 planning kit requests and 9 requests for proposals with 25 contracts issued. There were 73 event days during the month with over 28K attendees. Hayley reported there were 7 client surveys received for the month with an overall score of 99.

For the month of May, there were 34 call-in clients, 12 walk-in clients, 14 planning kit requests and 7 requests for proposals with 20 contracts issued. There were 56 events days during May with a little more than 22K attendees. There was an overall client survey score of 97.8, based on 4 completed and submitted surveys.

Social Media Report -- **See attached reports** for April and May 2024.

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

FACILITY UPDATE - HAYLEY TILLERY

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

- A. **HVAC ARP PROJECT** Executive Director Hayley Tillery reported she was currently working with the City to receive ARP funds for the facility's HVAC Project that had increased in cost from \$2.25 million to an estimated \$8 million. Hayley stated that although she had not received any documentation thus far, she has asked for an itemized list for the project. Hayley continued that if the purchase order for the project was not submitted by the City before December the ARP funds would be lost. Adding, after speaking with Director of Public Works Drale Short, she hoped to have the issue resolved prior to the next meeting.
- B. **PARKING GARAGE UPDATE** Executive Director Hayley Tillery reported the RFP for the project was to be published within two weeks (or by July 1, 2024), then a committee would be formed, and the project should begin to move forward at a steady pace. Hayley reminded the members that there was currently \$9.6 million allocated to the project.

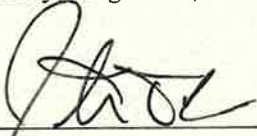
- C. **SECURITY AND INTERNET** Executive Director Hayley Tillery reported although previously approved by the Authority the project was currently in negotiations with the City IT Department and Netplanner because there had been an increase in the project due to the timing on the city.
- D. **CARPET RENOVATION PROJECT** Executive Director Hayley Tillery shared with the Authority a spreadsheet included 3 vendors bidding for the carpet renovation project. There was a brief discussion wherein Hayley stated that she may need to ask for an electronic vote prior to the next meeting for the project to move forward.

OTHER BUSINESS

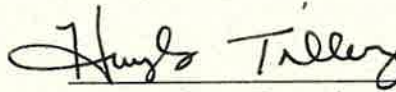
- A. **DEPARTMENT OF LABOR OVERTIME RULING** Executive Director Hayley Tillery shared with the Authority a recent Department of Labor overtime ruling that would potentially affect eight salaried employees currently exempt from overtime pay. The overtime ruling will, as of January 1, 2025, raise the annual salary threshold for certain overtime exemptions from \$43K to \$53K. Hayley presented the Authority with a couple different options, stating her recommendation would be to raise the salary of the eight employees to retain their overtime exemption status. After an in-depth discussion Chairman Jonathan Payne made a motion to go with Hayley's recommendation to maintain the exemption status and increase the salary of the positions in question to the higher pay level. Jessica Gray second the motion, that was carried unopposed.
- B. **TRADE CENTER VACANT AUTHORITY POSITION** Executive Director Hayley Tillery asked the Authority members to be thinking of recommendations to submit to Mayor Skip Henderson for the upcoming vacant Authority positions.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:15 PM. The next regular meeting, which is normally held bimonthly on the fourth Thursday, every other month, will be held Thursday, August 22, 2024.



Jonathan Payne, Chairman
Columbus Iron Works Convention and
Trade Center Authority



Hayley Tillery, Executive Director
Columbus Georgia Convention and
Trade Center



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

**COLUMBUS IRON WORKS CONVENTION AND TRADE CENTER AUTHORITY
ELECTRONIC VOTE
JULY 22, 2024**

The Columbus Iron Works Convention and Trade Center Authority held an electronic vote on July 22, 2024, following an email regarding carpet vendors, quotes and updates received by Executive Director Hayley Tillery. Hayley shared with the Authority the project scope and comparisons between the three companies being considered, as well as her recommendation after working with all of the potential vendors. See attached estimate. Hayley reminded the members that the project would be considered a "Reserve Expense" or "Reserve Fund Project" as opposed to a Capital Improvement and funds for the project would come from the facility's reserve fund. Adding, the fund was currently at \$7.8 million.

Upon review of the information provided by Executive Director Hayley Tillery, Chairman Jonathan Payne made the motion to follow Hayley's recommendation to engage Malone Contract Floor Covering LLC as contractor for the carpet renovation project. Vice Chairman Carson Cummings seconded the motion which was carried unopposed.

Authority Members Voting: Chairman, Jonathan Payne, Vice Chairman Carson Cummings, and John Stacy

A handwritten signature in black ink, appearing to be "Jonathan Payne".

Jonathan Payne, Chairman
Trade Center Authority

A handwritten signature in black ink, appearing to be "Hayley Tillery".

Hayley Tillery, Executive Director
Columbus, GA Convention and Trade Center

A handwritten signature in black ink, appearing to be "Chasity Hall Deppe".

Chasity Hall Deppe, Secretary
Columbus GA Convention and Trade Center
Trade Center Authority



COLUMBUS GEORGIA
CONVENTION & TRADE CENTER

COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 24 – APRIL 2024 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- April 2024, there were 73 event days with 28,706 attendees.
- Church of the Highlands was charged a total of \$91,446 for April 2024.
- Top Events

April 2024		April 2023 (Last Year)	
Event	Total Revenue	Event	Total Revenue
AKA Pink Ice Educational Ball 2024	\$51,985	Georgia Association of Water Professionals	\$74,098
Georgia Association of Women in Public Safety Conference	\$35,594	Dancing Stars of Columbus	\$60,525
One in the Spirit Banquet	\$35,256	Association of United States Army Industry Day	\$53,900

- F&B Revenue was \$296,216; Operations Revenue was \$225,786; Total revenue was \$522,002.
- April 2023, there were 54 event days with 22,445 attendees and a total Revenue of \$637,213.

REPORT 2 – APRIL 2024 PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - Catering Commission Revenue was \$68,150 for March 28 to April 24, 2024.
 - Equipment Rental was \$20,893.
 - Space Rental was \$190,520.
 - Total Operating Revenue of \$293,966.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$192,538.
- Total Revenue of \$486,505 for April 2024.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$138,640 in the month.
- Operating Expenses
 - Contractual services were \$17,272, includes the quarterly boiler preventative maintenance fee, the quarterly elevator preventative maintenance fee, fire alarm inspection and fire hood suppression inspection.
 - Operating Expenses was \$5,200 due to a large order of supplies from the Public Works Warehouse of \$2,360, and 28 smaller orders made on the purchasing cards before the end of the fiscal year that included multiple HDMI/SDI cords, string lights for the outside of the building, new microfiber mops, and new signs for the custodians to use during events to close off areas.
 - Utilities were \$35,071.
 - Total Operating Expenses were \$62,907.
- Other Expenses
 - Total other expenses were \$8,803.
- Total Expenses were \$210,350.

➤ NET PROFIT

- Net Profit for April 2024 was \$276,155.

REPORT 3 – YEAR TO DATE 2023 PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - Space Rental revenue is \$1,445,498.
 - Equipment Rental revenue is \$178,125.
 - Client Electrical Usage Fees is \$77,406.
 - Total Operating Revenue of \$2,450,299.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,342,420.
- Total Year to Date Revenues as of April 2024 is \$3,792,719.

➤ EXPENSES

- Labor Cost
 - Total labor expenses are \$1,331,445 for FY24.
- Operating Expenses
 - Repairs to the building are \$143,998.
 - Contractual services for the fiscal year are \$135,661.
 - Year to date Utilities costs are \$441,648.
 - Total Operating Expenses were \$803,869.
- Other Expenses
 - Total other expenses were \$479,444.
- Total Year to Date Expenses as of April 2024 is \$2,614,758.

➤ NET PROFIT

- Total Year to Date Revenues Net Profit as of April 2024 is \$1,177,960.

REPORT 4 – FY 2024 YTD FIVE YEAR COMPARISON

➤ Revenue

- Space Rental is 37% higher than the 5- year average.
- Other Revenue is 12% lower than the average.
- Total Revenue YTD is 22% higher than the average.

➤ Expenses

- Labor Costs are 26% higher than the 5-year average.
- Contractual Services are 10% lower than the average.
- Repairs and Maintenance to the Building is more than 76% higher than the average.
- Utilities are 21% higher than the average.
- Total Expenses are 15% higher than the average.

➤ Net Profit

- Net Profit is 51% higher than the 5-year average.



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 24 – MAY 2024 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- May 2024, there were 56 event days with 22,121 attendees.
- Church of the Highlands was charged a total of \$50,608 for May 2024.
- Top Events

May 2024		May 2023 (Last Year)	
Event	Total Revenue	Event	Total Revenue
Georgia Republican Party State Convention	\$187,644	Teacher of the Year Gala	\$55,092
Teacher of the Year Gala	\$55,481	COTH Sunday Service	\$33,543
COTH Sunday Service	\$34,371	UCA Awards Banquet	\$23,309

- F&B Revenue was \$325,723; Operations Revenue was \$184,713; Total revenue was \$510,436.
- May 2023, there were 77 event days with 17,376 attendees and a total Revenue of \$430,448.

REPORT 2 – MAY 2024 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Catering Commission Revenue was \$80,878 for April 24 to May 29, 2024.
 - Equipment Rental was \$12,753.
 - Space Rental was \$156,439.
 - Total Operating Revenue of \$265,591.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$170,880.
 - Total Revenue of \$436,471 for May 2024.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$206,409 for the three payroll weeks in May.
 - Operating Expenses
 - Contractual services were \$10,801, includes the yearly termite inspection, and the regular monthly invoices of weekend security, preventative maintenance, trash service, and more.
 - Operating Expenses were \$7,860.19 due to a large order of supplies from the Public Works Warehouse of \$4,683.42, and many supplies ordered on the purchasing cards that total over \$2,000.
 - Utilities were \$45,063.
 - Total Operating Expenses were \$64,807.
 - Other Expenses
 - Capital Outlay purchase of \$4,154 for furniture for Morgan Moore’s office.
 - Total other expenses were \$9,695.
 - Total Expenses were \$280,911.
- NET PROFIT
 - Net Profit for May 2024 was \$155,560.

REPORT 3 – YEAR TO DATE 2023 PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - Space Rental revenue is \$1,601,937.
 - Equipment Rental revenue is \$190,878.
 - Client Electrical Usage Fees is \$84,130.
 - Total Operating Revenue of \$2,715,890.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,513,300.
- Total Year to Date Revenues as of May 2024 is \$4,229,190.

➤ EXPENSES

- Labor Cost
 - Total labor expenses are \$1,537,854 for FY24.
- Operating Expenses
 - Repairs to the building are \$147,494.
 - Contractual services for the fiscal year are \$146,462.
 - Year to date Utilities costs are \$481,358.
 - Total Operating Expenses were \$868,676.
- Other Expenses
 - Total other expenses were \$498,893.
- Total Year to Date Expenses as of May 2024 is \$2,905,423.

➤ NET PROFIT

- Total Year to Date Revenues Net Profit as of May 2024 is \$1,323,766.

REPORT 4 – FY 2024 YTD FIVE YEAR COMPARISON

➤ Revenue

- Space Rental is 39% higher than the 5- year average.
- Other Revenue is 2% higher than the average.
- Total Revenue YTD is 24% higher than the average.

➤ Expenses

- Labor Costs are 30% higher than the 5-year average.
- Contractual Services are 10% lower than the average.
- Repairs and Maintenance to the Building is more than 70% higher than the average.
- Utilities are 23% higher than the average.
- Total Expenses are 13% higher than the average.

➤ Net Profit

- Net Profit is 58% higher than the 5-year average.

APRIL 2024 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$225,786**

Total Revenue **\$522,002**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$643,022

MONTHLY SALES

Does not include Catering Sales

CONFERENCES

	Event Days	Sales
2024	15	\$48,361
2023	9	\$46,419

CONSUMER/ TRADE SHOWS

	Event Days	Sales
2024	8	\$40,510
2023	0	\$0

MEETINGS

	Event Days	Sales
2024	11	\$7,036
2023	18	\$11,930

RELIGIOUS

	Event Days	Sales
2024	11	\$55,594
2023	18	\$96,226

SOCIAL

	Event Days	Sales
2024	24	\$48,217
2023	31	\$58,045

SPORTS/ ENTERTAINMENT

	Event Days	Sales
2024	1	\$15,013
2023	4	\$20,423

WEDDINGS

	Event Days	Sales
2024	2	\$3,900
2023	6	\$7,517



FY24 28,706

vs

FY23 22,445

FY24 April attendee count is up by 6,261 people compared to FY23.

SALES INQUIRIES

INQUIRIES **79**
 CALL-INS 27
 WALK-INS 11
 PKR'S 32
 RFP'S 9

CONTRACTS SENT
25

OVERALL SURVEY SCORE

99%

Based on 7 surveys

MAY 2024 SALES RECAP



MONTHLY REVENUE

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

Trade Center Revenue **\$184,713**

Total Revenue **\$510,436**

\$406,000

MONTHLY SALES

Does not include Catering Sales

CONFERENCES

	Event Days	Sales
2024	4	\$71,242
2023	7	\$7,919

CONSUMER/ TRADE SHOWS

	Event Days	Sales
2024	1	\$0
2023	7	\$19,602

MEETINGS

	Event Days	Sales
2024	11	\$4,278
2023	15	\$7,886

RELIGIOUS

	Event Days	Sales
2024	11	\$48,559
2023	8	\$48,575

SOCIAL

	Event Days	Sales
2024	27	\$52,949
2023	35	\$65,609

SPORTS/ ENTERTAINMENT

	Event Days	Sales
2024	0	\$0
2023	3	\$5,950

WEDDINGS

	Event Days	Sales
2024	2	\$5,172
2023	2	\$5,271



FY24 22,016

vs

FY23 17,376

FY24 May attendee count is up by 4,640 people compared to FY23.

SALES INQUIRIES

INQUIRIES **67**
 CALL-INS **34**
 WALK-INS **12**
 PKR'S **14**
 RFP'S **7**

CONTRACTS SENT
20

OVERALL SURVEY SCORE

98%

Based on 4 surveys



CLIENT SURVEY SCORES AND CUSTOMER COMMENTS

APRIL 2024

7 SURVEYS

	EC	PLANNING	EVENT DAY	F&B	POST EVENT	OVERALL	COMMENTS: Verbal, Survey, or Email
March 21, 2024							
East Alabama Chamber of Commerce Annual Dinner	EL 100	100	100	100	100	100	Emily and Lauren were fantastic. We could not have asked for better communication and they helped us every step of the way. They were very adaptable and gave us good guidance when we needed it. Only one suggestion, the salad had just a little too much on the plate. (Again) Emily Laskowski and Lauren Woodall were exceptional.
April 6, 2024							
Averett & Gillies Wedding	HHT 100	100	100	98	100	99	See attached survey.
April 13, 2024							
Russell County High School Prom	EL 100	100	100	100	98	99	Hayley and her team were an absolute pleasure to work with, they thought of everything. Great communication from both Hayley's day of. It was incredible. Food and Beverage team was outstanding and very responsive. Hayley Tillery and staff were amazing.
April 22, 2024							
Dual Enrolled Prom	HHT 100	100	100	100	100	100	Morgan thank you for excellent services in the effort of ensuring all of our needs were met. Thank you also Lauren and your team for ensuring the hostess provided great services.
April 22, 2024							
DECFS Inservice Day Leadership Enrichment Services	MM 100	100	100	98	100	99	

April 27, 2024

The staff was very helpful and supportive. The attendees were very satisfied. No complaints. Food service was excellent. The meal was very tasteful. The group was very satisfied and complimentary of the staff. Haley Taghon provided exceptional service.

One In-The Spirit

HT

100

100

100

100

100

100

April 28, 2024

Outstanding communication. Everything went smoothly. They were open for coffee for church services then closed. We had no food on Sunday - I don't think that is very fair for everyone coming to the convention center to an event. Channin and the morning ladies were exceptional. The relief staff and ANDY IS OUT OF THIS WORLD, amazing representation of your facility.

Columbus Home Show

HT

100

100

100

95

99

OVERALL AVERAGE SCORE

100

100

99.4

99

99.4

99.4

CLIENT COMMENTS

Hayley, We appreciate you sending us a thank you message, however, in our opinion we owe you a huge thank you!! I am not sure if the message got back to you, but during Trevor's remarks at our reception he gave you all the kudos you deserve!

We are truly pleased that we selected the Columbus Convention and Trade Center to host our wedding. We will definitely complete the survey and provide comments, as we and our guests had nothing but positive things to say. Thank you Trevor and Alisha

Averett & Gillies Wedding

HT



CLIENT SURVEY SCORES AND CUSTOMER COMMENTS

MAY 2024

4 SURVEYS

		EC	PLANNING	EVENT DAY	F&B	POST EVENT	OVERALL	COMMENTS: Verbal, Survey, or Email
May 4, 2024								
	Albright Wedding Reception	EL	90	90	98	97	93	All went well. Good communication. The dance floor had a few edges that were NOT taped down well for secure of the elderly. The female bartender was VERY RUDE. We had numerous complaints on her attitude and how abrupt she was during the event. (several examples were given) She had NO personality, no customer service at all. This was a bad customer experience and my guest were NOT happy with the service. Emily, Payten and Paula in catering were exceptional.
	JVHS Class of 1974 50th Reunion	CP	93	100	100	100	98	Hayley and the other staff checked in with us and took care of any last minute needs very promptly. Servers were top notch! I would like to recognize for exceptional service, Channin, Lauren, Paula, Haley, Ethel, Ashley, Celia, Phyllis, Murphy and Betty.
	Point University Spring Commencement	HHT	100	100	100	98	99	Hayley Tillery was an absolute gamechanger for us with our event. I really can't say enough good things about our experience with her. Her customer service was consistently exceptional. The entire venue and team were fantastic but because of her service, I would advocate others to host their events at the Trade Center.
May 5, 2024								
	OCS Alumni Association Reunion	EL	100	100	100	100	100	
			95.7	97.5	99.5	98.8	97.8	
OVERALL AVERAGE SCORE								
CLIENT COMMENTS								
	Point University Spring Commencement	HHT	Hayley, I can't thank you enough for all you have done to help us make this graduation a success. We simply could not have done it without your hard work and care for our event. This is one of the largest graduations in Point University history and we are so thankful to have it at this great venue! Again, thank you so much for all of your help! - Natalie Brown-Motes					

Conference/Convention Event Leads

Event Leads	FY25	FY26	FY27+
# of Events	16	8	7
Total Attendees	6,420	2,920	5,200
Total Rental Revenue	\$191,270	\$108,200	\$5,200

Leads Converted to Business

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
September	2024	FY25	350	\$7,800	Georgia Business Education Association Conference
October	2024	FY25	225	\$9,000	GA Airport Association Conference
September	2025	FY25	300	\$5,900	Historic Preservation Conference 2024
February	2025	FY25	1750	\$24,605	Georgia Science Teachers Association Conference
March	2025	FY25	1800	\$34,000	GA FCCLA State Leadership Conference

Fiscal Year 2025 (July 2024-June 2025)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
September	2024	FY25	100	\$4,000	Courting Judicial Excellence
October	2024	FY25	100	\$10,000	Georgia Leadership Institute for School Improvement Conference (GLISI)
November	2024	FY25	800	\$13,000	CTI Fall Conference
January	2025	FY25	TBD	\$15,000	WXTX Hunting/Fishing Show
January	2025	FY25	200	\$3,600	2025 Georgia Association of Zoning Administrator Winter Conference
February	2025	FY25	170	\$15,000	2025 B&D Annual Sales Meeting
February	2025	FY25	300	\$9,000	Prosecuting Attorneys' Council of Georgia (VWAP and Complex Murder Conference)
February	2025	FY25	100	\$10,000	Georgia Leadership Institute for School Improvement Conference (GLISI)
February	2025	FY25	200	\$3,600	2025 Georgia Association of Zoning Administrator Winter Conference
February	2025	FY25	1300	\$7,820	GA FBLA Middle School State Conference
April	2025	FY25	400	\$10,700	USG Teaching & Learning Conference
April	2025	FY25	200	\$2,400	MMA GROW 2025 (March McLennan Agency)
April	2025	FY25	400	\$10,000	GA Association of Water Professionals
May	2025	FY25	400	\$7,250	Teacher of the Year Conference
June	2025	FY25	250	\$12,900	Georgia Local Government Personnel Association (GLGPA) Spring Conference 2025
June	2025	FY25	1500	\$57,000	GACTE Conference

Fiscal Year 2026 (July 2025-June 2026)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
September	2025	FY26	250	\$7,600	Georgia Records Association (GRA) 2025 Conference
October	2025	FY26	200	\$16,000	GA Chapter of Govt Management Information Sciences (GA GMIS) Fall Conference
November	2025	FY26	170	\$12,000	GEAC 2025
November	2025	FY26	800	\$13,000	CTI Fall Conference
February	2026	FY26	400	\$17,000	GA Clerks Education Institute Winter Conference
April	2026	FY26	200	\$7,600	2026 ICJE Probate Court Judges' Spring Conference
May	2026	FY26	300	\$10,000	LPCA 35st Annual Convention and Regional Conference
June	2026	FY26	600	\$25,000	GSS Annual School Safety Summit Conference

Fiscal Year 2027+ (July 2026+)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
October	2026	FY27+	475	\$19,000	Georgia Library Association 2026
November	2026	FY27+	1800	\$20,000	Georgia HOSA FLC 2026
March	2027	FY27+	200	\$12,000	2027 Georgia Emergency Communications Conference
March	2027	FY27+	1000	\$30,800	Association of Southeastern Biologists 2027
May	2027	FY27+	300	\$13,600	Georgia Economic Developers Association SPRING WORKSHOP 2027
October	2027	FY27+	425	\$35,500	2027 Mega Conference
November	2027	FY27+	1000	\$27,000	Georgia School Counselors Association GSCA 2027



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: June 27, 2024

Current Projects

- American Rescue Plan / SPLOST
 - Trade Center 2.25 million – HVAC System (5.5 million potential costs) waiting on final itemized quote from Gordon
 - Internet Fiber Upgrade (Netplanner and City Finance still working on contract agreement)
- RFP for Trade Center parking garage. (Posted in July no later)
- Trade Center carpet renovation and other reserve projects plan

Completed Projects/Updates

Facilities:

April

- Convert majority of outdoor ground accent lights from Metal Halide to LED on front side of building (in-house)
- Fire Alarm annual inspection
- Vent Hood semi-annual inspection
- Treat exterior turf for Mole Crickets
- Repair Boiler faulty air flow switch (in-house)

May

- Repair broken fountain impeller (in-house)
- Repair busted cooling coils in AH13 and AH10 (in-house)
- Install accent string lights on the Foundry Balcony (in-house)
- Repair Ballroom air wall that came off track during overnight flip (in-house)
- Complete swap-out of front building string lights to LED (in-house)

Operations:

- Begin addition of independent dual wireless microphone systems to each meeting room throughout the facility (in-house)

Employee Updates

Active Job Postings - TOTAL: 4 positions available - (4) Full Time

- Operations Custodial (1) Full Time – Advertised
- Facilities Full-Time (2) positions – Advertised
- Sales (1) Full-Time – Sales Coordinator – Advertised

Authority Meeting Agenda

- August 22nd, 2024 – Covering Past Fiscal year and Goals for the New Fiscal Year (We may have July numbers)
- October 24th, 2024 – Covering July-September. Propose a new date October 17th

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