



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

**MONTHLY MEETING
JANUARY 27, 2022
12:00 PM
BOARD ROOM
(SECOND LEVEL)**

A G E N D A

- I. CALL TO ORDER - CHAIRMAN JONATHAN PAYNE**
- II. APPROVAL OF MINUTES**
 - A. REGULAR MEETING - DECEMBER 16, 2021**
- III. FINANCIAL REPORT - NICHOLE BURKMAN**
 - A. NOVEMBER 2021**
 - B. DECEMBER 2021**
- IV. SPECTRA UPDATES - HAYLEY TILLERY**
 - A. NOVEMBER 2021**
 - B. DECEMBER 2021**
- V. SALES REPORT - HAYLEY TILLERY**
 - A. NOVEMBER 2021**
 - B. DECEMBER 2021**
- VI. NEW BUSINESS**
 - A. AUTHORITY ENDORSEMENT FOR ORDINANCE AMENDMENT TO ALLOW THE
SELL OR DISPOSAL OF TRADE CENTER PERSONAL PROPERTY**
 - B. NEW PRICING STRUCTURE FOR THE COLUMBUS GEORGIA CONVENTION AND
TRADE CENTER**
- VII. FACILITY UPDATE - HAYLEY TILLERY**
- VIII. ADJOURNMENT**



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

**MINUTES OF THE MONTHLY MEETING
JANUARY 27, 2022
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, January 27, 2022, at 12:00 PM in the Boardroom of the facility.

Authority Members Present: Chairman Jonathan Payne, Vice Chairman Carson Cummings, and Craig Burgess
Via Tele-Conference: Jessica Ferriter

Authority Members Absent: Lauren Chambers

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

CALL TO ORDER

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

APPROVAL OF MINUTES

A. REGULAR MEETING – DECEMBER 16, 2021

All members were asked if they had received and read the minutes from the previous regular meeting dated December 16, 2021. With no additions or corrections to be made, Chairman Jonathan Payne ask for a motion to approve the minutes as written. Vice Chairman Carson Cummings made the motion, that was second by Jessica Ferriter, and carried unopposed by all members present.

FINANCIAL REPORT – NICHOLE BURKMAN

- A. NOVEMBER 2021 – See attached report.**
- B. DECEMBER 2021 – See attached report.**

Chairman Jonathan Payne made a motion to approve the November and December financial reports as prepared and presented by Finance Manager R. Nichole Burkman. Craig Burgess second the motion that was carried unopposed by all members present.

SPECTRA UPDATES

A. NOVEMBER 2021

B. DECEMBER 2021

Executive Director Hayley Tillery shared the catering update report, as provided by Spectra for November and December 2021. See attached reports.

SALES REPORT - HAYLEY TILLERY

- A. NOVEMBER 2021** Executive Director Hayley Tillery gave the sales report for the month of November 2021. Hayley stated there were 156 client inquiries for the month; 65 call-in clients, 24 walk-in clients, 61 planning kit request and 6 request for proposals with 27 contracts issued. There were 84 events days during the month of November with an overall client survey score of 100, based on 3 surveys.
- B. DECEMBER 2021** Executive Director Hayley Tillery gave the sales report for the month of December 2021. Hayley stated there were 103 client inquiries for the month; 48 call-in clients, 14 walk-in clients, 36 planning kit request and 5 request for proposals with 42 contracts issued. There were 84 events days during the month of December with an overall client survey score of 94, based on 2 surveys.

NEW BUSINESS

- A. AUTHORITY ENDORSEMENT FOR ORDINANCE AMENDMENT TO ALLOW THE SELL OR DISPOSAL OF TRADE CENTER PERSONAL PROPERTY** Executive Director Hayley Tillery asked the Authority for their endorsement to ask council for an amendment to the current ordinance regarding the sell and disposal of Trade Center Personal Property. Hayley explained that at present all personal property of the facility had to be turned over to the city for sell or disposal. Hayley added that she would like for the facility, at the discretion of the Authority, have the power to sell or dispose of personal property independently when warranted.

After a brief discussion, Chairman Jonathan Payne made the motion to approve moving forward with establishing endorsement change or amendment language. Craig Burgess second the motion that was carried unanimously by all members present.

Hayley stated that she would report back to the Authority for final approval before proceeding.

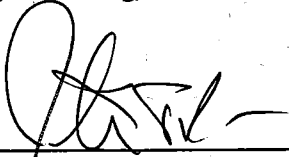
- B. NEW PRICING STRUCTURE FOR THE COLUMBUS GEORGIA CONVENTION AND TRADE CENTER** As briefly mentioned at the last meeting, Executive Director Hayley Tillery explained the new pricing structure being implemented by the facility. Hayley shared with the Authority a copy of the letter that had been mailed to existing repeat clients also explaining the new structure.

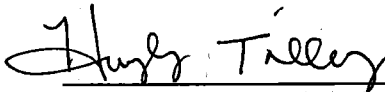
FACILITY UPDATE - HAYLEY TILLERY

FACILITY UPDATE - See attached report.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:10 PM. The next regular meeting, which is held the fourth Thursday of each month, will be held Thursday, February 24, 2022.


Jonathan Payne, ~~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 22 - November 2021 FINANCIAL HIGHLIGHTS

R. Nichole Burkman

REPORT 1 – REVENUE SUMMARY

- November 2021, there were 84 event days and 8,674 attendees.
- Church of the Highlands brought in \$37,543.33 in revenue
- November 2020, there were 51 event days and 9,160 attendees.
- Top Events

November 2021		November 2020 (Last Year)	
Event	Total Revenue	Event	Total Revenue
GRPA 2021 State Conference	\$49,528	COH Sunday Service	\$29,816
COH Sunday Services	\$30,205	Sialega/Sualevai Wedding & Reception	\$20,238
Southeastern Fishes Council	\$15,459	Raja/Ahmed Wedding & Reception	\$10,099

- F&B Revenue was \$128,083; Operations Revenue was \$99,065; Total revenue \$227,148.
- Total Revenue for November 2020 was \$116,474.

REPORT 2 – November 2021 PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - Catering Commission Revenue of \$27,561 for 10/28-11/24.
 - Space rental was \$83,936.
 - Client Electrical Usage was \$4,605. Convention Services were \$960.
 - Total Operating Revenue of \$130,200 is 124% more than anticipated.
- Tax/Other Source Revenue
 - Beer tax was \$88,472.
 - Investment Interest was \$1,528.
 - Hotel/Motel tax was \$60,091.
 - Total Tax/Other Source Revenue of \$150,092, which is a 56% increase from last year.
- Total Revenue of \$280,291 for November 2021, a 76% increase from last year at this time.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$95,017.
- Operating Expenses
 - Covid Expenses are a negative to be zeroed out to balance with the city's books, the expenditures were coded to another account.
 - Promotions & Advertising was \$1,609 due to items needed for Breakfast with Santa.
 - Contractual Services were \$11,511, this includes our yearly inspections by Fuller Fire & Safety of the fire alarm, fire pump and sprinkler system.
 - Operations Expenses is \$4,308 due to purchasing items needed from Public Works and Grainger
 - Electricity decreased 15.5% in Nov compared to Oct, water increased by 4.4% compared to Oct and gas increased by 125.5% compared to Oct due to using more heat in the building.
 - Operating Expenses was \$57,254, 4.3% increase from last year at this time.
- Total Expenses was \$152,271.
- Net Profit was \$128,020 for November 2021.

REPORT 3 –OCTOBER 2021 YTD PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - Client Electrical Usage is \$35,279, an 85% increase from last year and only 4% away from our anticipated revenue.
 - Catering Commission is \$234,388 and is on track to obtain the revenue planned for FY 2022.
 - Equipment Rental is \$47,720 for the fiscal year.
 - Space Rental is \$529,717.
 - Operating Revenue for the Fiscal year is at \$880,077.
- Tax/Other Source Revenue
 - Beer/Alcohol Tax is \$283,651
 - Hotel/Motel tax is \$302,370
 - Total Tax/Other Revenue is \$595,359 for Fiscal Year 2022
- Total YTD Revenue is already \$1,475,435, which is almost half of our anticipated revenue for the year.

➤ EXPENSES

- Labor Cost
 - Total expense is \$454,204, 21.7% higher than last year.
- Operating Expenses
 - Promotion & Advertising is high due to the check that was written for United Way.
 - Education and Training is \$1,104 which is over 600% more than last year, training is important for employee growth.
 - Catering Services is still at \$0 due to not having to pay catering for their services this year.
 - Operations expenses is \$7,777, which is 50% less than we have planned to have spent by now.
 - Gas is 114% higher than last year due to having more events and needing to heat the rooms. We have already spent 66% of our water revenue but this also has to do with the broken water fountain in Sept and the Tattoo Expo. Electricity is on track to be what we have budgeted for the fiscal year.
 - Operating Expenses YTD is \$357,244, only 5.3% higher than last year.
- Total Expenses is \$855,348.
- Net Profit is \$620,088.

REPORT 4 – FY 2022 YTD FIVE YEAR COMPARISON

➤ Revenue

- Total Revenue YTD is 22.5% higher than the average.

➤ Expenses

- All are lower than the 5-year average, except for utilities.
- Utilities are 12.1% higher than the average.
- Total Expenses of \$855,347 is 10.9% lower than the average.
- Net Profit is 152.8% higher than the average.



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 22 - December 2021 FINANCIAL HIGHLIGHTS

R. Nichole Burkman

REPORT 1 – REVENUE SUMMARY

- December 2021, there were 82 event days and 12,411 attendees.
- Church of the Highlands brought in \$37,543.3 in revenue
- Breakfast with Santa raised a total of \$27,676.62, of which, \$25,033.90 was donated to the Children’s Miracle Network.
- December 2020, there were 49 event days and 26,801 attendees due to early voting.
- Top Events

December 2021		December 2020 (Last Year)	
Event	Total Revenue	Event	Total Revenue
Columbus High School	\$51,127	Early Voting	\$36,922
COH Sunday Services	\$22,470	COH Sunday Services	\$22,245
Delta Sigma Theta Sorority, Inc. Scholarship Gala	\$19,490	Shirah/Arroyo Wedding & Reception	\$9,768

- F&B Revenue was \$192,691; Operations Revenue was \$103,338; Total revenue \$395,619.
- Total Revenue for December 2020 was \$131,656.

REPORT 2 – December 2021 PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - Catering Commission Revenue of \$35,422 for 11/25-12/29.
 - Space rental was \$86,926.
 - Client Electrical Usage was \$4,462. Convention Services were \$1,453.
 - Total Operating Revenue of \$142,981 is 85% more than last year.
- Tax/Other Source Revenue
 - Beer tax was \$54,726.
 - Investment Interest was \$1,482.
 - Hotel/Motel tax was \$57,943.
 - Total Tax/Other Source Revenue of \$114,151, which is a 36% increase from last year.
- Total Revenue of \$257,132 for December 2021, a 59% increase from this time last year.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$146,565, we had three pay periods in December and used temp employees.
- Operating Expenses
 - Promotions & Advertising was \$2,019 due to payments for items at Breakfast with Santa.
 - Contractual Services were \$17,144, the escalators, air walls, and elevators were all serviced in December.
 - Operations Expenses were \$2,000
 - Water was \$1,795, electricity was \$20,111 and gas was \$5,754 in December, a total of 15% less than last month.
 - Operating Expenses was \$88,382, 12.6% decrease from last year.
- Total Expenses was \$234,947.
- Net Profit was \$22,185 for December 2021.

REPORT 3 –OCTOBER 2021 YTD PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - Client Electrical Usage was \$39,741, an 78% increase from last year.
 - Catering Commission is \$269,811.
 - Equipment Rental is \$55,523 for the fiscal year.
 - Space Rental is \$616,643.
 - Operating Revenue for the Fiscal year is at \$1,023,057.
- Tax/Other Source Revenue
 - Beer/Alcohol Tax is \$338,377.
 - Hotel/Motel tax is \$360,313.
 - Total Tax/Other Revenue is \$709,510 for Fiscal Year 2022
- Total YTD Revenue is already \$1,732,567, which is 80% more than last year.

➤ EXPENSES

- Labor Cost
 - Total expense is \$600,769, 6.8% higher than last year.
- Operating Expenses
 - Promotion & Advertising is \$10,779.
 - Convention services is \$8,190, which is 75% less than last year.
 - Catering Services is still at \$0 due to not having to pay catering for their services this year.
 - Repairs to the building and equipment is \$19,508, which is 21.6% less than last year.
 - Water is \$23,452, Gas is \$21,481, and Electricity is \$196,276. This is a total of 31% more than last year.
 - Operating Expenses YTD is \$445,626, only 1% higher than last year.
- Total Expenses is \$1,090,295.
- Net Profit is \$642,272.

REPORT 4 – FY 2022 YTD FIVE YEAR COMPARISON

➤ Revenue

- Total Revenue YTD is 17.8% higher than the average.

➤ Expenses

- Labor Costs are 5.8% higher than the 5-year average.
- Utilities are 11% higher than the average.
- All others are lower than the 5-year average.
- Total Expenses of \$1,090,004 is 7.4% lower than the average.
- Net Profit is 119.4% higher than the average.



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: January 27, 2022

Current Projects

- Trade Center Polices and Start Up Manual for each Department
- GBAC Star Accreditation for the facility
- FY23 Budget due February 11th
- Security System Install
- American Rescue Plan Update

Completed Projects/Updates

- Repair or replace (6) of (9) new bottle filler stations under warranty – in-house labor
- Repair faulty electromagnetic keypad door at Smokestack entrance – in-house labor
- Replace one of our surveillance system DVRs that crashed – in-house labor
- Repaired/replaced (4) shorted out exterior in-ground lights outside South Exhibit Hall – in-house labor
- Installed Hands-free foot-pull door openers in remaining public restrooms throughout the facility – in-house labor
- Completed annual backup generator inspections
- Completed semi-annual vent hood inspections
- Replaced CVC Screen on the large Chiller

Employee Updates

Active Job Postings

- Operations Part-Time – processing candidate pool (4) positions
- Operations Full-Time – processing candidate pool (1) position
- Operations Supervisor Full-Time – processing candidate (1) position
- Facilities Part-Time – processing candidate pool (1) position
- Facilities Full Time – processing candidate pool (1) position

Authority Meeting Agenda

- February 24th – Cover January
- March 24th – Cover February