



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

**MONTHLY MEETING
FEBRUARY 24, 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 – JANUARY 27, 2022**
- III. FINANCIAL REPORT – NICHOLE BURKMAN**
 - A. JANUARY 2022**
- IV. SPECTRA UPDATES – HAYLEY TILLERY**
 - A. JANUARY 2022**
- V. SALES REPORT – HAYLEY TILLERY**
 - A. JANUARY 2022**
- VI. OLD BUSINESS**
 - A. AUTHORITY ENDORSEMENT FOR ORDINANCE AMENDMENT ALLOW
THE SELL OR DISPOSAL OF TRADE CENTER PERSONAL PROPERTY**
- VII. FACILITY UPDATE – HAYLEY TILLERY**
- VIII. ADJOURNMENT**



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**MINUTES OF THE MONTHLY MEETING
FEBRUARY 24, 2022
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, February 24, 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: Lauren Chambers

Authority Members Absent: Jessica Ferriter

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 12:04 PM called the meeting to order.

APPROVAL OF MINUTES

A. REGULAR MEETING – JANUARY 27, 2022

All members were asked if they had received and read the minutes from the previous regular meeting dated January 27, 2022. With no additions or corrections to be made, Chairman Jonathan Payne made a motion to approve the minutes as written. Craig Burgess second the motion which was carried unopposed by all members present.

FINANCIAL REPORT – NICHOLE BURKMAN

A. JANUARY 2022 – See attached report.

Chairman Jonathan Payne made a motion to approve the January financial report 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. JANUARY

Executive Director Hayley Tillery stated she had no catering report for the month of January.

SALES REPORT - HAYLEY TILLERY

- A. JANUARY 2022** Executive Director Hayley Tillery gave the sales report for the month of January 2022. Hayley stated there were 163 client inquiries for the month; 101 call-in clients, 19 walk-in clients, 35 planning kit request and 8 request for proposals with 21 contracts issued. There were 71 events days during the month of January with an overall client survey score of 92, based on 2 surveys.

OLD BUSINESS

- A. AUTHORITY ENDORSEMENT FOR ORDINANCE AMENDMENT TO ALLOW THE SELL OR DISPOSAL OF TRADE CENTER PERSONAL PROPERTY** As discussed at the previous meeting, Executive Director Hayley Tillery reported back to the Authority the language to be presented to the City Council asking for an amendment to the current ordinance regarding the sell and disposal of Trade Center Personal Property. The amendment if approved would give the facility with Authority approval the power to sell or dispose of personal property independently when warranted.

After a brief discussion, Chairman Jonathan Payne made the motion to approve the suggested wording for Executive Director Hayley Tillery to present to city council. Vice Chairman Carson Cummings second the motion that was carried unanimously by all members present.

FACILITY UPDATE - HAYLEY TILLERY

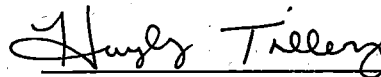
FACILITY UPDATE - See attached report.

ADJOURNMENT

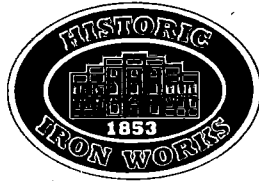
At 12:46 PM, Chairman Jonathan Payne adjourned the regular meeting, and the members immediately went into Executive Session. The session was exited at 1:20 PM, with one vote taken, see attached minutes. The next regular meeting, which is held the fourth Thursday of each month, will be held Thursday, 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
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**COLUMBUS IRON WORKS CONVENTION AND TRADE CENTER AUTHORITY
EXECUTIVE SESSION MINUTES
FEBRUARY 24, 2012**

The Columbus Iron Works Convention and Trade Center Authority entered Executive Session @12:46 PM on February 24, 2022, following the regular monthly meeting to discuss a salary increase for Executive Director, Hayley Tillery.

Authority Members Present: Chairman Jonathan Payne, Vice Chairman Carson Cummings, Craig Burgess and Lauren Chambers (virtual)

Authority Members Absent: Jessica Ferriter

After some discussion, Chairman Jonathan Payne made the motion, that was then second by Vice Chairman Carson Cummings and carried unanimously by all members present to increase the annual salary of Executive Director Hayley Tillery to \$118,000.00, effective immediately.

Following the vote, with no other business to discuss, the members exited the session at 1:20 PM.

Jonathan Payne, Chairman
Trade Center Authority

Carson Cummings, Vice Chairman
Trade Center Authority



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 22 – January 2022 FINANCIAL HIGHLIGHTS

R. Nichole Burkman

REPORT 1 – REVENUE SUMMARY

- January 2022, there were 72 event days and 8,956 attendees.
- Church of the Highlands brought in \$80,860 in revenue
- January 2021, there were 59 event days and 8,973 attendees due to early voting.
- Top Events

January 2022		January 2021 (Last Year)	
Event	Total Revenue	Event	Total Revenue
COTH Sunday Services (5)	\$41,810	COTH Sunday Service	\$27,285
COTH 21 Days of Prayer	\$21,600	COTH 21 Days of Prayer	\$23,650
Posey/Walters Wedding	\$12,737	Path-Tec Job Fair	\$12,308

- F&B Revenue was \$37,401; Operations Revenue was \$118,152; Total revenue \$155,553.
- Total Revenue for January 2021 was \$115,647.

REPORT 2 – January 2022 PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - No Catering Commission for January 2022 for 12/30-1/26.
 - Conventions services is negative due to a double booking of a payment in October 2021.
 - Total Operating Revenue of \$102,631 is 1.4% more than last year.
- Tax/Other Source Revenue
 - Received \$29,873.00 for the October Pandemic Pay refund, will be moved to labor costs in Feb.
 - Total Tax/Other Source Revenue is \$133,002, 48.6% more than last year at this time.
- Total Revenue of \$235,633 for January 2022.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$90,987, 3.5% more than last year.
- Operating Expenses
 - Operating Expenses was \$57,916, a 46% decrease from this time last year.
- Other Expenses
 - Other Expenses were updated to appropriately reflect non-operating expenses, Cost Allocation, Bonded Debt, Risk Management/Workers Comp, Capital Outlay, American Rescue Plan.
 - Received \$309,605.52 from the American Rescue Plan. These funds will be moved to Capital Outlay to cover funding for different Trade Center projects.
- Total Expenses was \$196,650.
- Net Profit was \$38,983 for January 2022.

REPORT 3 – January 2022 YTD PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - Operating Revenue for the 2022 Fiscal year so far is \$1,125,689
- Tax/Other Source Revenue
 - Beer/Alcohol tax is \$399,907.
 - Hotel/Motel tax is \$385,331.
 - Total Tax/Other Revenue is \$828,102 for Fiscal Year 2022

- Total YTD Revenue for January 2022 is 1,953,790.

➤ EXPENSES

- Labor Cost
 - Total expense is \$691,756, 6% higher than last year.
- Operating Expenses
 - Promotion and advertising for the fiscal year so far is \$13,253 due to the Wedding Show and the Sip & Shop events that we have recently held.
 - Convention services is \$8,190, 74% more than this time last year.
 - Repairs to the building and equipment is \$33,374, which is 34.4% less than last year.
 - Water is \$24,928, Gas is \$29,933, and Electricity is \$213,664. This is a total of 29.7% more than last year.
 - Operating Expenses YTD is \$427,572, 11% less than last year.
- Total Expenses is \$1,282,665.
- Net Profit is \$671,125.

REPORT 4 – FY 2022 YTD FIVE YEAR COMPARISON

➤ Revenue

- Total Revenue YTD is 17.85% higher than the average.

➤ Expenses

- Labor Costs are 3.68% higher than the 5-year average.
- Utilities are 19.5% higher than the average.
- All others are lower than the 5-year average.
- Total Expenses of \$1,282,665 is 16.8% lower than the average.
- Net Profit is 479.5% higher than the average.



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: February 24, 2022

Current Projects

- Trade Center Polices and Start Up Manual for each Department
- GBAC Star Accreditation for the facility
- American Rescue Plan Projects
- FY22 Budget Purchases

Completed Projects/Updates

- Repaired deficiencies of sprinkler system discovered during annual inspection
- Repaired faulty Casing Relief Valve on our Fire Pump
- Repaired Admin Parking Lot Gate – in-house labor
- Replace (1) of our (9) house-sound amplifiers to rectify sound issues in MR 211
- Rearrange "Attic" workroom and to create a hybrid work/storage space – in-house labor

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

- March 24th – Cover February