



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

**MONTHLY MEETING
DECEMBER 14, 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 – OCTOBER 19, 2023**
- III. FINANCIAL REPORT – NICHOLE LEWIS**
 - A. OCTOBER 2023**
- IV. CATERING UPDATES – HAYLEY TILLERY**
 - A. OCTOBER 2023**
 - B. NOVEMBER 2023**
- V. SALES REPORT – HAYLEY TILLERY & MORGAN MOORE**
 - A. OCTOBER 2023**
 - B. NOVEMBER 2023**
- VI. FACILITY UPDATE – HAYLEY TILLERY & SKIP HANSBERGER**
 - A. TRADE CENTER HVAC SYSTEM UPDATE**
 - B. PARKING GARAGE UPDATE**
- VII. ADJOURNMENT**



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

**MINUTES OF THE MONTHLY MEETING
DECEMBER 14, 2023
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, December 14, 2023, at 12:00 PM in the Boardroom of the facility.

Authority Members Present: Chairman Jonathan Payne, Vice Chairman Carson Cummings, Jessica Ferriter, John Stacy, and Craig Burgess

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

CALL TO ORDER

At 12:00 PM, Chairman Jonathan Payne called the meeting to order and welcomed the members and staff.

APPROVAL OF MINUTES

A. REGULAR MEETING – OCTOBER 19, 2023

All members were asked if they had received and read the minutes from the previous regular meeting dated October 19, 2023. With no additions or corrections to be made, Chairman Jonathan Payne 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 LEWIS

A. OCTOBER 2023– See attached report.

B. NOVEMBER 2023– See attached report.

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

Nichole then stated that due to delayed reporting from the city, the November 2023 financial report would be emailed for review at a later date. Chairman Jonathan Payne added that an electronic vote would be taken to approve the November Financial once they were received.

OAK VIEW HOSPITALITY GROUP / CATERING UPDATES - HAYLEY TILLERY

A. OCTOBER 2023 – Catering average client survey score of 100 (based on 4 survey)

B. NOVEMBER 2023 – Catering average client survey score of 99 (based on 3 surveys)

Executive Director Hayley Tillery reported that although October is typically at low revenue return for catering, the facility received no return for the month. Hayley stated that she was curious as to the cause. Adding, after some investigation there were several factors to consider. First there were several events that took place in October 2022 that did not happen in October 2023. Additionally, concessions, fixed wages, food costs and costs for repairs were all up over the previous year. Hayley continued that November had a positive return.

Executive Director Hayley Tillery then reported it had been discovered that Oakview had been wrongfully charged a tax though out all of their properties that would now result in a reimbursement to the facility. Oakview also had a security breach that was immediately resolved with no known repercussions.

SALES REPORT - HAYLEY TILLERY / MORGAN MOORE

A. OCTOBER 2023

B. NOVEMBER 2023

Executive Director Hayley Tillery along with Assistant Director Sales and Marketing Morgan Moore gave the sales report for the months of October and November 2023. Hayley stated for the month of October there were 48 call-in clients, 19 walk-in clients, 64 planning kit requests and 14 requests for proposals with 28 contracts issued. There were 58 event days during the month with nearly 22K attendees. Hayley added the facility received an overall client survey score of 100 based on just 4 returned surveys. For the month of November 2023, there were 44 call-in clients, 15 walk-in clients, 57 planning kit requests and 6 requests for proposals with 26 contracts issued. There were 58 events days during November with 14K attendees. There was an overall client survey score of 99, based on 3 completed and submitted surveys.

Social Media Report – See attached reports for October and November.

Assistant Director Sales and Marketing Morgan Moore highlighted the Conference / Convention Event Leads Report and how the information is reported– See attached report. Morgan explained that as an event lead becomes contracted the event is removed from the report and then considered repeat business for future dates.

FACILITY UPDATE - HAYLEY TILLERY / SKIP HANSBERGER

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.

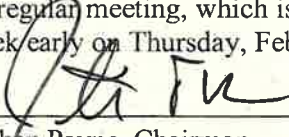
A. TRADE CENTER HVAC SYSTEM REPAIR / REPLACE STRATEGY Assistant Director Skip Hansberger informed the Authority that the chiller repair was complete. Skips reported that while doing a manual test of the system there was a system fell, however the faulty component was immediately replaced and there had been no further issues. Skip stated that the project was

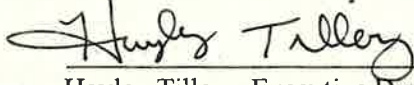
considered complete, adding that the system would be compatible with the \$2.5 million HVAC upgrade that was being coordinated through the city as part of the American Rescue Grant Project.

B. PARKING GARAGE UPDATE Executive Director Hayley Tillery gave a brief Trade Center Parking Garage update, stating the project had received a positive response and approval when on the City Council public forum on November 7, 2023.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:08 PM. The next regular meeting, which is normally held bimonthly on the fourth Thursday, every other month, will be held a week early on Thursday, February 22, 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 & TRADE CENTER**

**COLUMBUS IRON WORKS CONVENTION AND TRADE CENTER AUTHORITY
ELECTRONIC VOTE
JANUARY 5, 2024**

The Columbus Iron Works Convention and Trade Center Authority met on December 14, 2023, for a regular scheduled meeting. Due to the fact Finance Manager Nichole Lewis was unable to present the November 2023 Financial Report because of delayed reporting from the city, and in an effort to keep on schedule with reporting, it was discussed and agreed the report would be electronically forwarded once prepared. On January 5, 2023, Executive Director Hayley Tillery electronically forwarded the November 2023 Financial Report to the Authority for their review and approval. Upon review, Chairman Jonathan Payne made the motion to approve the November 2023 Financial Report as prepared. John Stacy seconded the motion which was unanimously carried by all members.

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

A handwritten signature in black ink, appearing to read "Jonathan Payne", written over a horizontal line.

Jonathan Payne, Chairman
Trade Center Authority

A handwritten signature in black ink, appearing to read "Hayley Tillery", written over a horizontal line.

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

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 – OCTOBER 2023 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- October 2023, there were 58 event days with 21,925 attendees.
- Church of the Highlands was charged a total of \$56,367 for October 2023
- Top Events

| October 2023 | | October 2022 (Last Year) | |
|--|---------------|--|---------------|
| Event | Total Revenue | Event | Total Revenue |
| Christmas Made in the South | \$48,739 | Christmas Made in the South | \$43,883 |
| COTH Sunday Service | \$40,492 | COTH Sunday Service | \$39,943 |
| Piedmont Columbus Regional Breast Cancer Awareness Luncheon 2023 | \$30,558 | Maneuver Center of Excellence (MCoE) Off-Site Conference | \$38,930 |

- F&B Revenue was \$141,413; Operations Revenue was \$167,236; Total revenue \$308,612.
- October 2022, there were 87 event days with 24,766 attendees and a total Revenue of \$425,820.

REPORT 2 – OCTOBER 2023 PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - Catering Commission Revenue was \$0.
 - Client electrical usage was \$8,793.
 - Equipment Rental was \$18,644.
 - Space Rental was \$127,661.
 - Total Operating Revenue of \$167,236.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$131,473.
- Total Revenue of \$298,709 for October 2023.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$127,855.
- Operating Expenses
 - Building maintenance was \$5,614.
 - Contractual services were \$11,564, this includes the boiler preventative maintenance, the additional trash service needs, and the regular monthly services we receive.
 - Convention services were \$3,116 for the extra security personnel that were used during Christmas Made in the South, this fee was charged to the client.
 - Utilities were \$36,527.
 - Total Operating Expenses were \$74,613.
- Other Expenses
 - Total other expenses were \$30,541.
- Total Expenses were \$233,010.

➤ NET PROFIT

- Net Profit for October 2023 was \$65,700.

REPORT 3 – YEAR TO DATE 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Space Rental revenue is \$474,270.
 - Equipment Rental revenue is \$53,564.
 - Client Electrical Usage Fees is \$28,341.
 - Total Operating Revenue of \$747,482.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$493,595.
 - Total Year to Date Revenues as of October 2023 is \$1,086,257.
- EXPENSES
 - Labor Cost
 - Total labor expenses are \$470,125 for FY24.
 - Operating Expenses
 - Repairs to the building are \$68,447.
 - Contractual services for the fiscal year are \$57,513.
 - Year to date Utilities costs are \$217,347, which is 58% of the total Operating Expenses.
 - Total Operating Expenses were \$375,530.
 - Other Expenses
 - Total other expenses were \$120,146.
 - Total Year to Date Expenses as of October 2023 is \$965,801.
- NET PROFIT
 - Total Year to Date Revenues Net Profit as of October 2023 is \$120,456.

REPORT 4 – FY 2024 YTD FIVE YEAR COMPARISON

- Revenue
 - Space Rental is 27% higher than the 5- year average.
 - Operating Revenue is 22% higher than the average.
 - Total Revenue YTD is 8% higher than the average.
- Expenses
 - Labor Costs are 25% higher than the 5-year average.
 - Contractual Services are 1% lower than the average.
 - Repairs and Maintenance to the Building is more than 100% higher than the average.
 - Utilities are 19% higher than the average.
 - Other expenses are 5% lower than the average.
- Net Profit
 - Net Profit is 36% lower than the 5-year average.



COLUMBUS GEORGIA
CONVENTION & TRADE CENTER

COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 24 – NOVEMBER 2023 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- November 2023, there were 102 event days with 12,704 attendees.
- Church of the Highlands was charged a total of \$75,369 for November 2023
- Top Events

| November 2023 | | November 2022 (Last Year) | |
|-----------------------|---------------|--|---------------|
| Event | Total Revenue | Event | Total Revenue |
| CTI Fall Conference | \$66,576 | Meghna and Sunny Patel's Wedding | \$59,899 |
| COTH Sunday Service | \$34,689 | Leadership GA 50th Anniversary Gala | \$57,724 |
| Fountain City Classic | \$24,270 | Alpha Phi Alpha Fraternity, Inc. Georgia District Conference | \$57,863 |

- F&B Revenue was \$161,298; Operations Revenue was \$136,072; Total revenue \$297,370.
- November 2022, there were 102 event days with 11,820 attendees and a total Revenue of \$425,820.

REPORT 2 – NOVEMBER 2023 PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - Catering Commission Revenue was \$0.
 - Client electrical usage was \$6,561.
 - Equipment Rental was \$11,870.
 - Space Rental was \$114,135.
 - Total Operating Revenue of \$136,072.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$143,132.
- Total Revenue of \$279,204 for November 2023.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$133,044.
- Operating Expenses
 - Building maintenance was \$7,897.
 - Contractual services were \$8,492.
 - Utilities were \$39,278.
 - Total Operating Expenses were \$60,975.
- Other Expenses
 - \$20,000 Capital Outlay expense is for the large chiller repair cost expensed over multiple months.
 - Total other expenses were \$25,541.
- Total Expenses were \$219,560.

➤ NET PROFIT

- Net Profit for November 2023 was \$59,644.

REPORT 3 – YEAR TO DATE 2023 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Space Rental revenue is \$588,405.
 - Equipment Rental revenue is \$65,434.
 - Client Electrical Usage Fees is \$34,902.
 - Total Operating Revenue of \$728,734.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$636,727.
 - Total Year to Date Revenues as of November 2023 is \$1,365,461.
- EXPENSES
 - Labor Cost
 - Total labor expenses are \$603,169 for FY24.
 - Operating Expenses
 - Repairs to the building are \$76,345.
 - Contractual services for the fiscal year are \$66,004.
 - Year to date Utilities costs are \$256,624.
 - Total Operating Expenses were \$436,505.
 - Other Expenses
 - Total other expenses were \$135,933.
 - Total Year to Date Expenses as of November 2023 is \$1,175,607.
- NET PROFIT
 - Total Year to Date Revenues Net Profit as of November 2023 is \$189,855.

REPORT 4 – FY 2024 YTD FIVE YEAR COMPARISON

- Revenue
 - Space Rental is 27% higher than the 5- year average.
 - Operating Revenue is 17% higher than the average.
 - Total Revenue YTD is 9% higher than the average.
- Expenses
 - Labor Costs are 26% higher than the 5-year average.
 - Contractual Services are 7% lower than the average.
 - Repairs and Maintenance to the Building is more than 92% higher than the average.
 - Utilities are 19% higher than the average.
 - Other expenses are 13% lower than the average.
- Net Profit
 - Net Profit is 26% lower than the 5-year average.

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

| COMMENTS: Verbal, Survey, or Email | | | | | | |
|---|----------|-------------|-------------|--------------|-------------|---|
| EC | PLANNING | EVENT DAY | F&B | POST EVENT | OVERALL | |
| August 25-26, 2023 | | | | | | |
| | | | | | | Everything was great. The coordinators were very professional and timely. Everything went smoothly. We did have issues with unloading, so if we can get cones or assistance with unloading at the back entrance to the South Hall in the future. Guest were very satisfied with food selections provided. Haley and Payten were and are a joy to work with. My team thanks you. |
| | PH | 100.0 | 98.0 | 100.0 | 100.0 | 99.4 |
| October 3, 2023 | | | | | | |
| | | | | | | I always enjoy working with Hannah Skipworth on BCA Luncheon. Meetings and email communication are always timely. She makes things easy for me. It was also a pleasure to work with Lauren Woodall this year. She also makes things easy for me. I appreciate her recommendations, lunch was a hit this year. I look forward to working with them next year. |
| | HS | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 |
| October 19, 2023 | | | | | | |
| | | | | | | Very easy to work with. The projector image was crooked on the screens and took quite a bit of adjustment to look acceptable for the event. Food service workers were very attentive and polite. |
| | CP | 96.7 | 96.0 | 100.0 | 92.5 | 96.3 |
| October 27-29, 2023 | | | | | | |
| | | | | | | Perfect! The planning they do makes everything run smoothly during our show. Restrooms were very well maintained all weekend. Fried chicken sandwich was subpar, cheese burger was good, coffee was excellent. Entire staff worked hard all weekend. Very thankful for everyone who contributed |
| | HNT | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 |
| CHRISTMAS MADE IN THE SOUTH | | | | | | |
| OVERALL AVERAGE SCORE | | 99.3 | 98.5 | 100.0 | 98.1 | 99.9 |
| CLIENT COMMENTS | | | | | | |
| 98.9 | | | | | | |

CLIENT SURVEY SCORES AND CUSTOMER COMMENTS: NOVEMBER 2023 (3 SURVEYS)

| | EC | PLANNING | EVENT DAY | F&B | POST EVENT | OVERALL | COMMENTS: Verbal, Survey, or Email |
|--|----|----------|-----------|-------|------------|---------|--|
| November 4, 2023 | | | | | | | |
| VALLEY GROVE FELLOWSHIP BANQUET | PH | 100.0 | 100.0 | 100.0 | 97.5 | 99.4 | Payten Hartshorne and Sara Grace Womack were exceptional. |
| November 9, 2023 | | | | | | | |
| BIZPITCH COLUMBUS | HT | 100.0 | 94.0 | 97.5 | 97.5 | 97.3 | There were a couple of minor pieces that were not set according to the drawings, however you all corrected it immediately. There was a lot of dirt/crumbs/food on the ground (prior to the event) that looked like it was from the day before. It appeared that the space was not vacuumed between or event and the previous one. Hayley is amazing! |
| November 18, 2023 | | | | | | | |
| Brown Vow Renewal | CP | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | Ms. Channin Pettit, Ms. Sarah Womack and all the excellent staff who serviced us during our 40th anniversary vow renewal were exceptional. |
| OVERALL AVERAGE SCORE | | | | | | | |
| CLIENT COMMENTS | | | | | | | |
| Four advisors sought out the main contact to tell her this was the best conference, best facility and best service...even better than Chick-fil-A! | | | | | | | |
| CTI Fall Conference 11/15-17/2023 | | | | | | | |

OCTOBER 2023 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$167,236**

Total Revenue **\$308,670**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$451,850

MONTHLY SALES

Does not include Catering Sales

ASSOCIATIONS / CONFERENCES

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 7 | \$21,739 |
| 2022 | 6 | \$9,336 |

CIVIC

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 20 | \$5,232 |
| 2022 | 14 | \$3,895 |

CONSUMER / TRADE SHOWS

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 13 | \$63,987 |
| 2022 | 15 | \$64,707 |

CORPORATE

| | Event Days | Sales |
|------|------------|---------|
| 2023 | 2 | \$4,767 |
| 2022 | 2 | \$5,016 |

MILITARY

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 0 | \$0 |
| 2022 | 5 | \$28,924 |

RELIGIOUS

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 9 | \$54,318 |
| 2022 | 21 | \$69,525 |

SIGNATURE EVENTS

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

SOCIAL

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 5 | \$7,092 |
| 2022 | 10 | \$16,631 |

SPORTS / ENTERTAINMENT

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

WEDDINGS

| | Event Days | Sales |
|------|------------|----------|
| 2023 | 2 | \$7,303 |
| 2022 | 16 | \$16,636 |



FY24 21,925

vs

FY23 24,766

FY24 October attendee count is down by 2,841 people compared to FY23.

YEARLY UPDATE

FY24 GOALS COMING SOON

SALES INQUIRIES

INQUIRIES **145**

CALL-INS **48**

WALK-INS **19**

PKR'S **64**

RFP'S **14**

CONTRACTS SENT

28

OVERALL SURVEY SCORE

100%

Based on 4 surveys

NOVEMBER 2023 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$136,072**

Total Revenue **\$289,534**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$976,710

MONTHLY SALES

Does not include Catering Sales

| ASSOCIATIONS / CONFERENCES | | | CIVIC | | | CONSUMER/ TRADE SHOWS | | | CORPORATE | | | MILITARY | | |
|----------------------------|------------|----------|-------|------------|---------|-----------------------|------------|---------|-----------|------------|---------|----------|------------|---------|
| Year | Event Days | Sales | Year | Event Days | Sales | Year | Event Days | Sales | Year | Event Days | Sales | Year | Event Days | Sales |
| 2023 | 5 | \$26,785 | 2023 | 12 | \$5,659 | 2023 | 3 | \$6,929 | 2023 | 4 | \$5,220 | 2023 | 3 | \$8,775 |
| 2022 | 4 | \$25,252 | 2022 | 9 | \$480 | 2022 | 3 | \$8,505 | 2022 | 8 | \$8,107 | 2022 | 0 | \$0 |

| RELIGIOUS | | | SIGNATURE EVENTS | | | SOCIAL | | | SPORTS/ ENTERTAINMENT | | | WEDDINGS | | |
|-----------|------------|----------|------------------|------------|-------|--------|------------|----------|-----------------------|------------|-------|----------|------------|----------|
| Year | Event Days | Sales | Year | Event Days | Sales | Year | Event Days | Sales | Year | Event Days | Sales | Year | Event Days | Sales |
| 2023 | 70 | \$64,618 | 2023 | 0 | \$0 | 2023 | 4 | \$9,625 | 2023 | 0 | \$0 | 2023 | 2 | \$4,334 |
| 2022 | 64 | \$60,760 | 2022 | 0 | \$0 | 2022 | 4 | \$12,000 | 2022 | 0 | \$0 | 2022 | 10 | \$19,459 |



FY24 12,704

vs

FY23 11,820

FY24 November attendee count is up by 884 people compared to FY23.

YEARLY UPDATE

FY24 GOALS COMING SOON

SALES INQUIRIES

INQUIRIES **122**

CALL-INS **44**

WALK-INS **15**

PKR'S **57**

RFP'S **6**

CONTRACTS SENT

26

OVERALL SURVEY SCORE

99%

Based on 3 surveys

Conference/Convention Event Leads

| Event Leads | FY24 | FY25 | FY26+ |
|----------------------|----------|-----------|-----------|
| # of Events | 3 | 15 | 8 |
| Total Attendees | 1,125 | 9,125 | 4,700 |
| Total Rental Revenue | \$26,200 | \$201,075 | \$179,328 |

Leads Converted to Business

| Event Month | Calendar Year | Fiscal Year | Attendees | Rental Revenue | Event Name |
|-------------|---------------|-------------|-----------|----------------|---|
| February | 2024 | FY24 | 1300 | \$7,820 | GA FBLA Middle School State Conference |
| April | 2024 | FY24 | 500 | \$12,000 | Creative South |
| June | 2024 | FY24 | 380 | \$11,000 | Safety in Our Schools Conference |
| August | 2024 | FY25 | 300 | \$4,700 | Rotary Conclave |
| September | 2024 | FY25 | 650 | \$12,000 | Georgia ASYD Conference (After School & Youth Development) 2024 |
| December | 2024 | FY25 | 200 | \$10,520 | Georgia Transit Association 2024 Annual Conference |

Fiscal Year 2024 (July 2023-June 2024)

| Event Month | Calendar Year | Fiscal Year | Attendees | Rental Revenue | Event Name |
|-------------|---------------|-------------|-----------|----------------|--|
| March | 2024 | FY24 | 600 | \$17,000 | Georgia Association of Gifted Children Annual Conference |
| April | 2024 | FY24 | 325 | \$5,200 | 2024 AWIM JetToy Competition |
| April | 2024 | FY24 | 200 | \$4,000 | GACCP Spring Meeting 2024 |

Fiscal Year 2025 (July 2024-June 2025)

| Event Month | Calendar Year | Fiscal Year | Attendees | Rental Revenue | Event Name |
|-------------|---------------|-------------|-----------|----------------|---|
| August | 2024 | FY25 | 200 | \$6,500 | Georgia Grown Symposium |
| September | 2024 | FY25 | 500 | \$6,400 | Prevent Child Abuse Georgia Georgia State University |
| September | 2024 | FY25 | 350 | \$7,800 | Georgia Business Education Association Conference |
| October | 2024 | FY25 | 200 | \$16,900 | Georgia City County Management Association Fall Conference |
| November | 2024 | FY25 | 325 | \$17,000 | GRPA 2024 State Conference |
| November | 2024 | FY25 | 800 | \$13,000 | CTI Fall Conference |
| January | 2025 | FY26 | 350 | \$11,200 | Travel & Tourism Research Association's 2025 Marketing Outlook Forum |
| January | 2025 | FY26 | 200 | \$4,000 | GHSA Wrestling |
| February | 2025 | FY25 | 1750 | \$24,605 | Georgia Science Teachers Association Conference |
| February | 2025 | FY25 | 1300 | \$7,820 | GA FBLA Middle School State Conference |
| March | 2025 | FY25 | 1800 | \$34,000 | GA FCCLA State Leadership Conference |
| April | 2025 | FY25 | 300 | \$1,500 | Georgia Department of Corrections Education Training and Conference |
| April | 2025 | FY25 | 400 | \$10,000 | GA Association of Water Professionals |
| May | 2025 | FY25 | 400 | \$7,250 | Teacher of the Year Conference |
| May | 2025 | FY25 | 200 | \$6,500 | 2025 ICJE Probate Court Judges' Spring Conference |
| May | 2025 | FY25 | 200 | \$16,000 | Georgia Chapter of Government Management Information Sciences (GA GMIS) Spring Conference |
| June | 2025 | FY25 | 400 | \$25,800 | 2025 GASN Annual Statewide Conference |

Fiscal Year 2026+ (July 2025+)

| Event Month | Calendar Year | Fiscal Year | Attendees | Rental Revenue | Event Name |
|-------------|---------------|-------------|-----------|----------------|---|
| October | 2025 | FY26+ | 200 | \$16,000 | Georgia Chapter of Government Management Information Sciences (GA GMIS) Fall Conference |
| November | 2025 | FY26+ | 500 | \$20,800 | American College of Physicians Georgia Chapter- Annual Meeting |
| November | 2025 | FY26+ | 800 | \$13,000 | CTI Fall Conference |
| April | 2025 | FY26+ | 200 | \$6,500 | 2026 ICJE Probate Court Judges' Spring Conference |
| May | 2026 | FY26+ | 1000 | \$67,228 | Libertarian Party Convention 2026 |
| November | 2026 | FY26+ | 800 | \$13,000 | CTI Fall Conference |
| March | 2027 | FY26+ | 200 | \$12,000 | 2027 Georgia Emergency Communications Conference |
| March | 2027 | FY26+ | 1000 | \$30,800 | Association of Southeastern Biologists 2027 |



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: December 14, 2023

Current Projects

- American Rescue Plan / SPLOST
 - Trade Center 2.25 million – HVAC System
 - Security Camera Project / Internet
- Bid Proposal for Trade Center parking garage.
- Trade Center carpet renovation

Completed Projects/Updates

Facilities:

October Completed Project List:

- Annual Sprinkler System Inspections and Fire Pump & Motor Performance Test by Fuller Fire & Safety
- Changed out Pillow Block Shaft Bearing with Pulley for Air Handler #13 by Trade Center Facilities Team
- Install code-compliant Electrical Connection box on Kitchen Vent Hood system
- Repair all broken Pipe & Drape uprights and crossbars (in-house)
- Repair Fountain Leaks (in-house)

November Completed Project List:

- Annual Generator PM's and Inspections for Standby Generators (Lighting) by Taylor Power Systems Company
- #1 Chiller Repair by 1st Mechanical Services
- New Water Management Services (Annual Contract) awarded to Superior Water Services to begin January 1, 2024

Employee Updates

Active Job Postings - TOTAL: 9 positions available

- Operations Full Time Custodians – advertised (1) positions.
- Operations Part-Time Event Attendants - advertised (2) positions.
- Facilities Full-Time – advertised (2) positions.
- Facilities Full-Time (temporary) processing candidate pool (3) positions
- Facilities Full-Time Maintenance Supervisor – processing candidate pool (1) position

Most Recent Hires - TOTAL: 7 positions

- Khalijah Dawson – Events Attendant (PT)
- Cayden Lovett – Events Attendant
- Christian Vanderson – Events Attendant
- Kevin Morgan – Events Attendant
- Sherrie Melton – Custodian
- Tarshia Gordon - Custodian
- Kimberly Smith – Night/Weekend Receptionist (PT)

Authority Meeting Agenda

- February 22nd, 2024 – Covering December and January months. November finances will need to be approved electronically.

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COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Annual PM's Performed During FY23-FY24

- 1) Annual Inspection of Eight (8) Elevators-Office of Insurance and Safety -Terry Kerlin
(Completed on June 15, 2023) Next Due Date: June 15, 2024
- 2) Annual Inspection of two (2) Escalators-Schindler Corporation
(Completed on June 15, 2023) Next Due Date: June 15, 2024
- 3) Annual PM's for Air Operable Walls-George F. Richardson, Inc.
(Completed on June 3, 2023) Next Due Date: June 3, 2024
- 4) Annual PM's on two (2) Lochnivar Armour Domestic Hot Water Boilers-Comfort Systems
(Completed on July 13, 2023) Next Due Date: July 13, 2024
- 5) Annual PM's on two (2) Lochnivar Armour Storage Tanks-Comfort Systems
(Completed on July 13, 2023) Next Due Date: July 13, 2024
- 6) Annual PM's on two (2) Lochnivar Armour Boilers-Comfort Systems
(Completed on July 13, 2023) Next Due Date: July 13, 2024
- 7) Annual PM's on two (2) Raypak Boilers-Comfort Systems
(Completed in July 13, 2023) Next Due Date: July 13, 2024
- 8) Annual Fire Extinguisher Inspection-Fuller Fire & Safety
(Completed on August 1, 2023) Next Due Date: August 1, 2024
- 9) Annual PM's Loading Dock Levelers-River City Door Company
(Completed on July 3, 2023) Next Due Date: July 3, 2024
- 10) Annual PM's Restaurant Fire Suppression Systems-Fuller Fire & Safety
(Completed in January, 2023) (Completed Semi-Annual on July 31, 2023 Next Due Date: January, 2024)
- 11) Annual Backflow Prevention Tests-Fuller Fire & Safety
(Completed on June 7, 2023) Next Due Date: June 7, 2024
- 12) Annual Inspection Testing of Water Based Fire Protection Systems (Dry & Wet) Fuller Fire & Safety
(Completed on June 7, 2023) Next Due Date: June 7, 2024

- 13) Annual Fire Alarm Inspection-Fuller Fire & Safety
(Completed on March 16, 2023) Next Due Date: March 16, 2024
- 14) Annual Fire Safety Inspection Report-Fuller Fire & Safety **(Completed on June 5, 2023) Next Due Date: June 5, 2024**
- 15) Annual Sprinkler System Inspection and Fire Pump & Motor Performance Test-Fuller Fire & Safety
(Completed on October 16, 2023) Next Due Date: October 16, 2024
- 16) Annual Fire Overhead Testing and Inspection-River City Door Company
(Completed on August 7, 2023) Next Due Date: August 7, 2024
- 17) Annual Generator Inspections-Taylor Power Systems (Taylor Power Systems)
(Completed November 15-16, 2023 & December 5, 2023) Next Due Date: November 15-16, 2024)
- 18) Annual Skirt Inspections on Escalators-Schindler Corporation
(Completed on August 2, 2023) Next Due Date: August 2, 2024



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

**COLUMBUS IRON WORKS CONVENTION AND TRADE CENTER AUTHORITY
ELECTRONIC VOTE
JANUARY 16, 2024**

The Columbus Iron Works Convention and Trade Center Authority held an electronic vote on January 16, 2024, following an email received by Executive Director Hayley Tillery seeking approval to reenter into a multi-year contract with CVENT, the diagraming software company used by the facility. Hayley reported that the Trade Center had been with CVENT for several years and the current contract with the company was due to expire at the end of the month. Hayley added that she had been in negotiations with CVENT and supplied the members with a breakdown of charges, which would save the facility \$13,098 over the next 5 years. Upon review, Chairman Jonathan Payne made the motion to approve the 5-year contract with CVENT as summarized by Executive Director Hayley Tillery, that would go into effect January 31, 2024. Craig Burgess seconded the motion which was carried unopposed.

Authority Members Voting: Chairman, Jonathan Payne, Vice Chairman Carson Cummings, and Craig Burgess

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Jonathan Payne, Chairman
Trade Center Authority

A handwritten signature in black ink, appearing to be "Hayley Tillery", written over a horizontal line.

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

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



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

**COLUMBUS IRON WORKS CONVENTION AND TRADE CENTER AUTHORITY
ELECTRONIC VOTE
FEBRUARY 8, 2024**

The Columbus Iron Works Convention and Trade Center Authority held an electronic vote on February 8, 2024, following an email received by Executive Director Hayley Tillery. Hayley reported to the Authority that for a few years the broadband infrastructure (fiber and Wi-Fi) for the facility had not been very reliable. Continuing that post pandemic, the issue has become even more critical with almost every client wanting to offer some type of hybrid experience for their attendees. Furthermore, Lightspeed Data Link, the facility's current wireless provider gave notification that soon, they would no longer be able to provide their service. Hayley added that The Trade Center needs to modernize the wired and wireless network, including structured cable and Wi-Fi upgrades. This modernization would allow for a much-needed increase in bandwidth to each of the meeting spaces and help ensure reliability and business continuity. The modernization would further help increase cyber security within the location by modernizing the wireless infrastructure to enterprise-grade hardware; this would allow these locations to be protected from any type of cyber security event. Hayley stated that she had been fighting hard for the city to provide funding for this upgrade with funds from the American Rescue Plan that can only be allocated to broadband infrastructure. Adding, if the city does not use these funds within a certain time period, they will lose all of this funding. The cost of this type of infrastructure would be **\$864,933.40**. After several meetings with the City IT's Department, the funds have been awarded to cover all except **\$164,993.40**. Executive Director Hayley Tillery asked the Authority's permission to consider using the facilities Reserve Fund to complete this project knowing that it is an imperative need for the facility, and this will be the only time the city will cover a majority of the cost, saving the Trade Center **\$699,940**. Plus, after this project is complete, the facility will no longer be paying a \$1,200 monthly bill to an internet provider.

Upon review, Chairman Jonathan Payne made the motion to approve releasing the additional reserved funds of approximately \$165K needed for the necessary networking upgrades to the Trade Center, as described by Executive Director Hayley Tillery. 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", written over a horizontal line.

Jonathan Payne, Chairman
Trade Center Authority

A handwritten signature in black ink, appearing to be "Hayley Tillery", written over a horizontal line.

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

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



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**


**COLUMBUS IRON WORKS CONVENTION AND TRADE CENTER AUTHORITY
FEBRUARY 22, 2024**

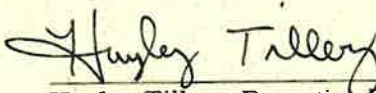
The Columbus Iron Works Convention and Trade Center Authority met in executive session on February 22, 2024, following the regular monthly meeting to discuss a personnel matter.

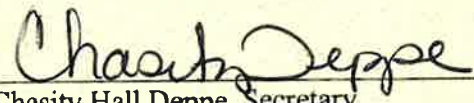
Authority Members Present: Chairman, Jonathan Payne, Vice Chairman Carson Cummings, Jessica Ferriter and John Stacy

Authority Member Absent: Craig Burgess

During this executive session the Authority voted on and approved a merit increase of 15% for Executive Director Hayley Tillery, to be implemented during the first pay period of March 2024. The motion was forwarded by John Stacy, seconded by Carson Cummings, and passed with unanimous approval. Another point of discussion was that moving forward the annual review period would be held in August, to better align with the fiscal year end of the Trade Center.


Jonathan Payne
2024.02.28
07:25:01 -05'00'
Jonathan Payne, Chairman
Trade Center Authority
Center


Hayley Tillery, Executive Director
Columbus, GA Convention and Trade


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