



**COLUMBUS GEORGIA  
CONVENTION & TRADE CENTER**

**COLUMBUS IRON WORKS CONVENTION AND  
TRADE CENTER AUTHORITY  
MONTHLY MEETING  
AUGUST 28, 2025  
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 – JUNE 20, 2025**
- III. FINANCIAL REPORT – NICHOLE LEWIS**
  - A. JUNE 2025**
  - B. JULY 2025**
- IV. CATERING UPDATES – HAYLEY TILLERY**
  - A. JUNE 2025**
  - B. JULY 2025**
- V. SALES REPORT – HAYLEY TILLERY / MORGAN MOORE**
  - A. JUNE 2025**
  - B. JULY 2025**
  - C. FY25 RECAP / FY 26 GOALS**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
  - A. PARKING GARAGE – UPDATE**
  - B. HVAC ARP PROJECT – UPDATE**
  - C. INTERNET – UPDATE**
  - D. CARPET RENOVATION PROJECT – UPDATE**
- VII. ADJOURNMENT**



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

**MINUTES OF THE MONTHLY MEETING  
AUGUST 28, 2025  
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, August 28, 2025, at 12:00 Noon in the Boardroom of the facility.

**Authority Members Present:** Chairman Jonathan Payne, Vice Chairman Jessica Gray, John Stacy, Brittany Perkins and Jay Pitts

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

**CALL TO ORDER**

At 12:05 PM, Chairman Jonathan Payne called the meeting to order and welcomed members and staff.

**APPROVAL OF MINUTES**

**A. REGULAR MEETING – JUNE 20, 2025**

Chairman Jonathan Payne asked the members if they had received and read the minutes from the previous regular meeting dated June 20, 2025. With no additions or corrections to be made, John Stacy made the motion to approve the minutes as presented. Chairman Jonathan Payne second the motion, which was carried out unopposed by all members.

**FINANCIAL REPORT – NICHOLE LEWIS**

- A. JUNE 2025** – See attached report.
- B. JULY 2025** – See attached report

Chairman Jonathan Payne made a motion to approve the June and July 2025 Financial Reports as prepared and presented by Finance Manager R. Nichole Lewis. Vice Chairman Jessica Gray second the motion that was carried unopposed by all members.

**CATERING UPDATES / OAK VIEW HOSPITALITY GROUP - HAYLEY TILLERY**

- A. JUNE 2025** Average client survey score for catering based on 3 surveys was 100.

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**B. JULY 2025**

Average client survey score for catering based on 5 surveys was 100.

Executive Director Hayley Tillery stated new catering General Manager Andrew Brailford had been doing a great job since joining the team, adding he was currently working on revamping concessions.

Hayley then reported that with the current catering contract between the facility and Oakview Catering due to expire June 30, 2026, she would begin working on request for proposals once she returned from maternity leave.

**SALES REPORT – HAYLEY TILLERY / MORGAN MOORE**

**A. JUNE 2025 – See attached report.**

**B. JULY 2025 – See attached report.**

**C. FY25 RECAP / FY26 GOALS**

Executive Director Hayley Tillery briefly went over the sales reports for the months of June and July 2025. Hayley stated for the month of June there were 26 call-in clients, 6 walk-in clients, 55 planning kit requests and 11 requests for proposals with 16 contracts issued. Adding there were 60 event days during the month with just over 19K attendees. For the month of July, Hayley reported there were 29 call-in clients, 8 walk-in clients, 60 planning kit requests and 13 requests for proposals with 36 contracts issued. There were 65 event days in July, with just over 16K attendees.

Hayley shared the June and July client survey reports, which contained 3 surveys for June with an overall score of 99.3 and 5 surveys for July with an overall score of 98.7. **See attached reports**

Executive Director Hayley Tillery highlighted a few events that took place during the previous two months. In June there was the GS3 Annual School Safety Summit Conference, several Miss Georgia events, The Med Gala, Summer Closet Cleanout, Columbus Fire Graduation, Phenix City Mayor's Ball, Romance Atlanta Writers and Readers – Night for K-9s and COTH Summer Blast. In July, The Flip Trade Show, GAPS Conference and COTH Serve Day. Hayley added that the city-wide impact for June was \$520,745 and July was \$649,595.

Executive Director Hayley Tillery shared with the Authority members a copy of the Trade Center FY25 Annual Report, which included a yearly financial recap, sales recap, event overview, P+Q+RE yearly results, social media report, signature event impact, awards and recognition, as well as upcoming events and FY26 goals for each department. Hayley stated the information would also be shared with the City Council.

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

**FACILITY UPDATE – HAYLEY TILLERY**

**A. PARKING GARAGE UPDATE** Executive Director Hayley Tillery stated that prior to her going out on maternity leave the project was put on hold however upon returning she would be reengaging with several partners of the facility, conference facilitators as well as members of the Historic District that want to write letters expressing the need for a new parking garage. Once the letters have been received another town hall meeting will be held with Councilwoman Joanne Cogle



who represents the district. After making sure no other council members have questions or concerns the project would be put back on the docket.

Executive Director Hayley Tillery also reported that Hecht Burdeshaw Architects had merged with a company from Atlanta and they would have a new name in the near future.

**B. HVAC ARP PROJECT UPDATE** Executive Director Hayley Tillery reported there was a manufacturing delay overseas, and the project was still at a standstill waiting for one major part.

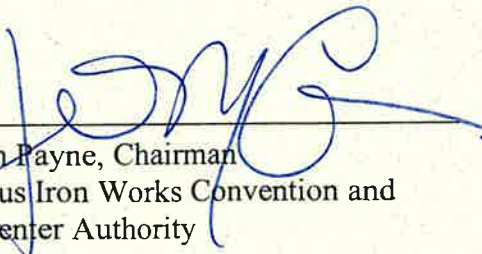
**C. INTERNET UPDATE** Executive Director Hayley Tillery reported that Net Planner had completed the cable installation, and the system was up and running. Adding that she would be cancelling the service with Lightspeed Data Link very soon.

**D. CARPET RENOVATION PROJECT UPDATE** Executive Director Hayley Tillery reported the carpet renovation project was nearly complete. Adding, the installation was being scheduled around events being held and that there were only a few areas remaining to complete.

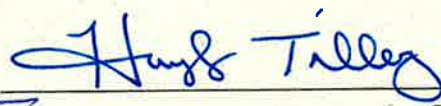
Executive Director Hayley Tillery also shared with the members her Overview of Recent Events, to include current and completed facility projects and employee updates. **Please see the attached report.**

## **ADJOURNMENT**

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:03 PM. The next regular meeting, which is held monthly on the fourth Thursday, will be held Thursday, September 25, 2025.



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 25- JUNE 2025 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

## REPORT 1 – REVENUE SUMMARY

- June 2025, there were 60 event days, 36 events, and 19,386 attendees.
- Church of the Highlands was charged a total of \$111,692 for June 2025.
- Top Events

June 2025		June 2024 (Last Year)	
Event	Total Revenue	Event	Total Revenue
GS3 Annual School Safety Summit Conference	\$70,417	Georgia School Safety and Homeland Security Conference	\$71,660
COTH Sunday Service	\$49,978	Sahil & Mira Gandhi Wedding	\$60,497
Phenix City Mayor's Ball 2025	\$44,628	Phenix City Mayor's Ball 2024	\$52,078

- F&B Revenue was \$225,629; Operations Revenue was \$213,776; Total Revenue was \$437,750.
- June 2024, there were 75 event days with 17,019 attendees and a Total Revenue of \$632,790.

## REPORT 2 –JUNE 2025 PROFIT & LOSS STATEMENT

### ➤ REVENUES

- Operating Revenue
  - The catering commission for June \$15,252.
  - Space Rental was \$182,265.
  - The equipment rental was \$20,018.
  - Total Operating Revenue of \$229,031.
- Tax/Other Source Revenue
  - Total Tax/Other Source Revenue is \$172,460.
- Total Revenue of \$401,491 for June 2025.

### ➤ EXPENSES

- Labor Cost
  - Total labor expenses were \$318,028. This includes the \$160,180 that the city charged to balance the health insurance payments, the normal monthly payment is \$11,610.
- Operating Expenses
  - Contractual services were \$8,683.
  - Repairs and Maintenance to the building was \$3,356, this included buying items for next fiscal year.
  - Utilities were a total of \$59,883 for the month.
  - Total Operating Expenses were \$80,727.
- Other Expenses
  - The total other expenses were \$39,292. The quarterly cost allocation payment was \$29,446.
- Total Expenses were \$438,047.

### ➤ NET PROFIT

- Net Profit for June 2025 was **-\$36,556** (due to the extra funds that HR pulled for health insurance).

### REPORT 3 –JUNE 2025 YEAR TO DATE PROFIT & LOSS STATEMENT

#### ➤ REVENUES

- Operating Revenue
  - Equipment Rental was \$241,194.
  - Space Rental was \$1,972,981.
  - Total Operating Revenue of \$3,165,599.
- Tax/Other Source Revenue
  - Total Tax/Other Source Revenue is \$1,679,468.
- End of Fiscal Year 2025 Revenue of \$4,845,067.

#### ➤ EXPENSES

- Labor Cost
  - Total labor expenses were \$1,767,028.
- Operating Expenses
  - Contractual services were \$166,780.
  - Repairs and Maintenance to the Building is \$49,525.
  - Software was \$32,293
  - Utilities were \$581,377.
  - Total Operating Expenses were \$950,411.
- Other Expenses
  - Total other expenses were \$502,208.
- Reserve Fund Expenses
  - Total Reserve Fund is \$520,718.
- End of Fiscal Year 2025 Expenses were \$3,740,365.

#### ➤ NET PROFIT

- Total Net Profit for the End of Fiscal Year 2025 was \$1,625,420. With the Reserves Project payments, our year-to-date net profit is \$1,104,703.

### REPORT 4 – FY 2025 YTD FIVE YEAR COMPARISON

#### ➤ Revenue

- Space Rental is 27% higher than the 5-year average.
- Other Revenue is 6% higher than the average.
- Total Revenue YTD is 15% higher than the average.

#### ➤ Expenses

- Labor Costs are 18% higher than the 5-year average.
- Repairs and Maintenance to the Building is 42% lower than the average.
- Utilities are 20% higher than the average.
- Total expenses are 20% higher with the added expenses of the Reserves Projects.

#### ➤ Net Profit

- Net Profit, excluding the Reserves Projects, is 5% higher than the average.



# COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 26-JULY 2025 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

## REPORT 1 – REVENUE SUMMARY

- July 2025, there were 65 event days, 36 events, and 16,134 attendees.
- Church of the Highlands was charged a total of \$61,104 for July 2025.
- Top Events

July 2025		July 2024 (Last Year)	
Event	Total Revenue	Event	Total Revenue
Enrichment Services Annual Pre-Service 2025	\$58,506	COTH Sunday Service	\$34,371
COTH Sunday Service	\$40,444	Enrichment Services Annual Pre-Service	\$22,464
GAPS CONFERENCE: Disaster Resilience Across the Chattahoochee Valley 2025	\$31,473	Nelson Recruiting	\$15,591

- F&B Revenue was \$114,575; Operations Revenue was \$152,061; Total Revenue was \$266,636.
- July 2024, there were 39 event days with 28,706 attendees and a Total Revenue of \$174,533.

## REPORT 2 –JULY 2025 PROFIT & LOSS STATEMENT

- REVENUES
  - Operating Revenue
    - There was no catering commission for July.
    - Space Rental was \$124,828.
    - The equipment rental was \$18,168.
    - Total Operating Revenue of \$152,061.
  - Tax/Other Source Revenue
    - Total Tax/Other Source Revenue is \$151,172.
  - Total Revenue of \$303,233 for July 2025.
- EXPENSES
  - Labor Cost
    - Total labor expenses were \$90,067.
  - Operating Expenses
    - Contractual services were \$9,172.
    - Repairs and Maintenance to the building was \$1,623.
    - Utilities were a total of \$69,272 for the month.
    - Total Operating Expenses were \$81,861.
  - Other Expenses
    - The total other expenses were \$54,464. The biannual bond payment interest payment was made.
  - Total Expenses were \$251,889.
- NET PROFIT
  - Net Profit for July 2025 was \$51,344.

## **REPORT 4 – FY 2025 YTD FIVE YEAR COMPARISON**

- Revenue
  - Space Rental is 26% higher than the 5-year average.
  - Other Revenue is 54% higher than the average.
  - Total Revenue YTD is 31% higher than the average.
- Expenses
  - Labor Costs are 11% higher than the 5-year average.
  - Repairs and Maintenance to the Building is 72% lower than the average.
  - Utilities are 16% higher than the average.
  - Total expenses are 16% higher with the added expenses of the Reserves Projects.
- Net Profit
  - Net Profit, excluding the Reserves Projects, 256% higher than the average.



# JUNE 2025 SALES RECAP



## MONTHLY REVENUE

Trade Center Revenue **\$213,779**

Total Revenue **\$437,750**

## CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

**\$520,745**

## MONTHLY SALES

*Does not include Catering Sales*

### CONFERENCES

	Event Days	Sales
2025	8	\$44,718
2024	19	\$85,127

### CONSUMER/ TRADE SHOWS

	Event Days	Sales
2025	3	\$16,416
2024	2	\$6,504

### MEETINGS

	Event Days	Sales
2025	10	\$3,870
2024	15	\$13,957

### RELIGIOUS

	Event Days	Sales
2025	14	\$101,886
2024	12	\$83,070

### SOCIAL

	Event Days	Sales
2025	25	\$42,425
2024	21	\$39,072

### SPORTS/ ENTERTAINMENT

	Event Days	Sales
2025	0	\$0
2024	0	\$0

### WEDDINGS

	Event Days	Sales
2025	0	\$0
2024	6	\$23,844



**FY25 19,386**

vs

**FY24 17,019**

FY25 June attendee count is up by 2,367 people compared to FY24.

## SALES INQUIRIES

INQUIRIES **98**

CALL-INS **26**

WALK-INS **6**

PKR'S **55**

RFP'S **11**

CONTRACTS SENT

**16**

## OVERALL SURVEY SCORE

**99.3%**

Based on 3 surveys

# JULY 2025 SALES RECAP



## MONTHLY REVENUE

## CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

Trade Center Revenue **\$152,061**

Total Revenue **\$266,636**

**\$ 649,595**

## MONTHLY SALES

*Does not include Catering Sales*

### CONFERENCES

	Event Days	Sales
2025	11	\$47,516
2024	4	\$7,525

### CONSUMER/ TRADE SHOWS

	Event Days	Sales
2025	4	\$14,013
2024	3	\$9,543

### MEETINGS

	Event Days	Sales
2025	9	\$1,025
2024	12	\$6,453

### RELIGIOUS

	Event Days	Sales
2025	11	\$59,254
2024	9	\$49,198

### SOCIAL

	Event Days	Sales
2025	27	\$22,006
2024	10	\$14,818

### SPORTS/ ENTERTAINMENT

	Event Days	Sales
2025	2	\$4,014
2024	0	\$0

### WEDDINGS

	Event Days	Sales
2025	1	\$2,304
2024	1	\$5,370



**FY26 16,134**

vs

**FY25 28,706**

FY26 July attendee count is down by 12,572 people compared to FY25.

## SALES INQUIRIES

INQUIRIES **110**

CALL-INS **29**

WALK-INS **8**

PKR'S **60**

RFP'S **13**

CONTRACTS SENT

**36**

## OVERALL SURVEY SCORE

**98.7%**

Based on 5 surveys

# Conference/Convention Event Leads

Event Leads	FY26	FY27	FY28+
# of Events	10	13	2
Total Attendees	4,550	11,430	925
Total Rental Revenue	\$102,300	\$205,315	\$48,600

Leads Converted to Business					
Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
September	2025	FY26	35	\$600	Safety, Security, and Wellness Workshop
September	2025	FY26	40	\$600	Superintendent Professional Development Program (SPDP) Session
September	2025	FY26	150	\$4,800	Georgia Power Hydro Conference
September	2025	FY26	35	\$600	Political Advocacy Workshop
May	2026	FY26	40	\$600	Superintendent Professional Development Program (SPDP) Session
Fiscal Year 2026 (July 2025-June 2026)					
Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
October	2025	FY26	300	\$2,700	State Health Benefit Plan ROCP
October	2025	FY26	2000	\$13,000	Dino Adventure
October	2025	FY26	300	\$7,200	Leadership Institute 20th Anniversary
February	2026	FY26	175	\$7,000	Georgia Cancer Summit
March	2026	FY26	75	\$6,600	Child Support Attorneys Training Conference
March	2026	FY26	200	\$7,800	National Association of Negro Business and Professional Women's Clubs 2026 Southeast Conference
April	2026	FY26	500	\$10,000	Cyber Inspire: Empower Girls
June	2026	FY26	100	\$4,000	Georgia District Exchange Clubs Annual Convention
June	2026	FY26	300	\$19,000	GACS Convenience Store and Petroleum Show
June	2026	FY26	600	\$25,000	GS3 Annual School Safety Summit Conference
Fiscal Year 2027(July 2026-June 2027)					
Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
July	2026	FY27	200	\$9,000	2026 GACCP Summer Meeting
August	2026	FY27	500	\$20,000	NSDAR Fall Forum
October	2026	FY27	4000	\$8,000	GARBA Festival
November	2026	FY27	150	\$4,700	Georgia Assoc of Family & Consumer Sciences- Regional Conference
November	2026	FY27	1500	\$29,415	SkillsUSA Georgia Fall Leadership Conference
December	2026	FY27	900	\$3,900	ERA Real Estate Foster & Bond Conference
January	2027	FY27	100	\$9,200	Georgia Council of Supervisors of Mathematics Conference 2027

February	2027	FY27	200	\$16,000	2027 GHPCO Annual Conference (Georgia Hospice and Palliative Care Organization)
March	2027	FY27	750	\$22,000	Christian Product Expo (CPE)
March	2027	FY27	130	\$7,500	Georgia Association of Floodplain Management Conference
March	2027	FY27	200	\$12,000	2027 Georgia Emergency Communications Conference
April	2027	FY27	300	\$13,600	Georgia Economic Developers Association SPRING WORKSHOP 2027
June	2027	FY27	2500	\$50,000	GA Republican Party State Convention 2027
Fiscal Year 2028+ (July 2027+)					
Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
October	2027	FY28+	500	\$13,600	GRPA 2027 State Conference
October	2027	FY28+	425	\$35,000	National Onsite Wastewater 2027 Conference





## **COLUMBUS GEORGIA CONVENTION & TRADE CENTER**

### **Overview of Recent Events**

**Date: August 28, 2025**

#### **Current Projects**

- American Rescue Plan / SPLOST
  - Trade Center 2.6 million – HVAC System
- Trade Center carpet renovation

#### **Completed Projects/Updates**

##### *Facilities and Operations:*

- As our team's expertise continues to grow, our reliance on third party services is decreasing, resulting in significant cost savings on both labor and parts. We've saved an estimated **\$25,000** during this period alone comparatively to outsourcing these projects and repairs.
  - Upgrading our lighting by systematically replacing failed fixtures with energy efficient LED alternatives. Over the past few months, we have converted upwards of **100 lights into LED components.**
  - Successfully repaired Air Handler #13, which was causing issues during the warmer months.
  - Completed all necessary repairs on Boiler #2 to meet state inspection requirements.
  - Collaborated with COTH Serve Day to replace all front benches with brand new stained benches and restored decking outside MR 104 to like new condition.
  - Renewed emphasis on smaller but impactful repairs including facility painting, wallpaper restoration, and brick and concrete maintenance.
- 
- We have achieved a 100% retention rate for all new hires in recent months by providing comprehensive training designed to ensure each team member meets and maintains performance expectations as well as feels confident in their position.
  - Prioritized the repair and maintenance of existing equipment while proactively identifying areas where upgrades are needed to support the continued delivery of high-quality events

#### **Employee Updates**

##### **Active Job Postings - TOTAL: (4) Positions Open**

##### **Operations:**

- One (1) Event Attendant Crew Leader – Advertised
- Two (2) part-time Events Attendant – Advertised

##### **Facilities:**

- One (1) part-time – Advertised

#### **Authority Meeting Agenda**

- September 25<sup>th</sup> – Covering month of August