



## Convention and Visitors Bureau

### AGENDA

Thursday, October 10, 2019

9:00 AM

City Hall

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#### CALL TO ORDER

#### ROLL CALL

#### APPROVAL OF EXCUSED ABSENCES

#### APPROVAL OF MINUTES FROM PREVIOUS MEETING

1. CVB September Minutes

#### APPROVAL OF CURRENT FINANCIAL STATEMENTS

2. CVB August Financials

#### **Chairman's Report**

#### **Director's Report**

#### OLD BUSINESS

#### NEW BUSINESS

#### ANNOUNCEMENTS

Next meeting will be November 14, 2019 at Monroe City Hall.

#### ADJOURN



## Convention and Visitors Bureau

### MINUTES

Thursday, September 12, 2019

9:00 AM

City Hall

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#### **CALL TO ORDER**

Meeting called to order at 9:00 am.

#### **ROLL CALL**

##### PRESENT

Chairman Lisa Anderson

Vice Chairman Meredith Malcom

Secretary Andrea Gray

Board Member Whit Holder

Board Member Charles Sanders

Board Member Wesley Sisk

City Council Representative Ross Bradley

##### ABSENT

Board member Mike Gray

##### STAFF

Darrell Stone

Les Russell

Leigh Ann Walker

Sadie Krawczyk

#### **APPROVAL OF EXCUSED ABSENCES**

#### **APPROVAL OF MINUTES FROM PREVIOUS MEETING**

CVB August Minutes

Approved - Motion made by Secretary Gray, Seconded by Board Member Sanders.  
Voting Yea: Chairman Anderson, Vice Chairman Malcom, Secretary Gray, Board Member Holder, Board Member Sanders, Board Member Sisk, City Council Representative Bradley

**APPROVAL OF CURRENT FINANCIAL STATEMENTS**

CVB July Financials

Approved - Motion made by City Council Representative Bradley, Seconded by Board Member Holder.

Voting Yea: Chairman Anderson, Vice Chairman Malcom, Secretary Gray, Board Member Holder, Board Member Sanders, Board Member Sisk, City Council Representative Bradley

2019 CVB Budget vs. Actual

Reviewed. No changes needed.

**Chairman's Report**

None.

**Director's Report**

None.

**OLD BUSINESS**

Getting ready to film new commercials soon.

**NEW BUSINESS**

None.

**ANNOUNCEMENTS**

Next meeting will be October 10, 2019 at Monroe City Hall

None.

**ADJOURN**

Motion made by Board Member Holder, Seconded by City Council Representative Bradley.  
Voting Yea: Chairman Anderson, Vice Chairman Malcom, Secretary Gray, Board Member Holder, Board Member Sanders, Board Member Sisk, City Council Representative Bradley

1.

Monroe Convention & Visitors Bureau  
**Balance Sheet**  
As of August 31, 2019

Accrual Basis

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	<u>Aug 31, 19</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
111116 - General Fund Checking	21,392.10
Total Checking/Savings	<u>21,392.10</u>
Total Current Assets	<u>21,392.10</u>
<b>TOTAL ASSETS</b>	<b><u>21,392.10</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
134220 - CVB Fund Balance	17,811.02
Net Income	3,581.08
Total Equity	<u>21,392.10</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>21,392.10</u></b>

**Monroe Convention & Visitors Bureau**  
**Profit & Loss**  
January through August 2019

Accrual Basis

	<u>Jan - Aug 19</u>
<b>Income</b>	
314100 · Hotel/Motel Tax Funds	23,950.98
361000 · Interest Received	3.18
389000 · Other Misc. Revenue	324.00
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<b>Total Income</b>	24,278.16
<b>Expense</b>	
522140 · Landscape	52.98
531300 · Food	193.70
523850 · Contract Labor	6,900.00
523300 · Advertising	
523311 · Online Ads	1,012.50
523312 · School Sponsor Ads	1,250.00
523314 · Magazines	2,901.78
523315 · Commercial	5,672.00
523300 · Advertising - Other	2,236.12
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<b>Total 523300 · Advertising</b>	13,072.40
523600 · Dues and Subscriptions	478.00
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<b>Total Expense</b>	20,697.08
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<b>Net Income</b>	<b><u>3,581.08</u></b>

Monroe Convention & Visitors Bureau  
**Profit & Loss**  
August 2019

Accrual Basis

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	<u>Aug 19</u>
<b>Income</b>	
361000 · Interest Received	0.54
389000 · Other Misc. Revenue	<u>65.00</u>
<b>Total Income</b>	65.54
<b>Expense</b>	
531300 · Food	<u>0.00</u>
<b>Total Expense</b>	<u>0.00</u>
<b>Net Income</b>	<u><u>65.54</u></u>