



## Convention and Visitors Bureau

### AGENDA

Thursday, October 09, 2025

9:00 AM

City Hall

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#### I. CALL TO ORDER

##### A. Roll Call

##### B. Approval of Minutes from Previous Meeting

[1.](#) Convention & Visitors Bureau Minutes - August 14, 2025

[2.](#) Convention & Visitors Bureau Minutes - September 11, 2025

##### C. Approval of Financial Statements

[3.](#) Convention & Visitors Bureau - July Financials

[4.](#) CVB August Financials

#### II. CHAIRMAN'S REPORT

#### III. DIRECTOR'S REPORT

#### IV. OLD BUSINESS

#### V. NEW BUSINESS

#### VI. ANNOUNCEMENTS

Next Meeting - November 13, 2025 at City Hall

#### VII. ADJOURN

**CITY OF MONROE**  
**CONVENTION & VISITORS BUREAU AUTHORITY**  
**AUGUST 14, 2025 – 9:00 A.M.**

The Convention & Visitors Bureau Authority met for their regular meeting.

Those Present:	Lisa Reynolds Anderson	Chairman
	Meredith Malcom	Vice-Chairman
	Chris Collin	Board Member
	Clayton Mathias	Board Member
	Andrea Gray	Secretary
	Lee Malcom	City Council Representative
	Whit Holder	Board Member

Those Absent:	Brittany Palazzo	Board Member
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Staff Present:	Logan Propes, Chris Bailey, Les Russell, Sandy Daniels, Laura Beth Caudell, Beth Thompson, Laura Powell
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Visitors:	DDA from Conyers, Georgia including Shelli Siebert, Kamden Ecker, Ashley Rustom, Jeff Owens, Brad Smith, and Keish Mominy
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**I. CALL TO ORDER- 9:40am**

**1. Roll Call**

Chairman Anderson noted that all Committee Members were present except for Brittany Palazzo. There was a quorum.

**2. Approval of Previous Meeting Minutes**

- a. July 10, 2025 Minutes**  
To approve the minutes as presented.

*Motion by Collin, seconded by Mathias.  
Passed Unanimously*

**3. Approval of Financial Statements**

- a. June Financials**  
To approve the June 2025 Financials.

*Motion by Mathias, seconded by Gray.  
Passed Unanimously*

**II. CHAIRMAN UPDATE**

Chairwoman Anderson stated she was excited about the QR codes and that it will be a wonderful walking tour feature. Ms. Daniels said she will start promoting it very soon. Ms. Anderson explained to the Conyers DDA that the history museum has established a walking tour that highlights buildings and homes and the QR code tells the history of each structure.

Ms. Anderson and Ms. Daniels said that there was a great turn out for the Agricultural and Industrial exhibit, currently at the museum.

### **III. DIRECTOR UPDATE**

Ms. Daniels shared that she has the antique brochure finished and it is going to the printer but wanted the committee to give her feedback on the quantity. For a 11x14 quad fold brochure, 1,000 printed will cost \$1,100.00 and for 2,500 the cost would be \$2,150.00. The committee agreed that 2,500 need to be printed. There is a QR code on the brochure where updates and changes can be added.

Ms. Daniels will be adding additional products to the 1821 Shop. This is the shop at the Welcome Center that sales Monroe merchandise. She has been in discussion with Rinse and Rekindle, and both businesses will be producing exclusive City of Monroe items – soap and a candle.

Mrs. Lee Malcom suggested using a local artist to create watercolors of landmarks. Ms. Daniels said they are also working with the Art Guild.

Ms. Daniels stated that the next brochure will be updates on the Monroe brochure. Lastly, the Lake Life article about the City of Monroe will be out in the Fall edition.

### **IV. OLD BUSINESS**

Ms. Daniels shared that she met with photographer Martin Bozone and he has been on the ground taking new photos of Monroe to be used on social media, postcards, and brochures.

### **V. NEW BUSINESS**

None.

### **VI. ANNOUNCEMENTS**

1. Next Meeting – September 11, 2025 at 9:00 am at City Hall

### **VII. ADJOURN -9:51am**

*Motion by Collin, seconded by Holder.  
Passed Unanimously*

**CITY OF MONROE**  
**CONVENTION & VISITORS BUREAU AUTHORITY**  
**SEPTEMBER 11, 2025 – 9:00 A.M.**

The Convention & Visitors Bureau Authority met for their regular meeting.

Those Present:	Lisa Reynolds Anderson	Chairman
	Clayton Mathias	Board Member
	Andrea Gray	Secretary
	Whit Holder	Board Member

Those Absent:	Brittany Palazzo	Board Member
	Lee Malcom	Board Member
	Meredith Malcom	Board Member
	Chris Collin	Board Member

Staff Present: Logan Propes, Chris Bailey, Sandy Daniels, Beth Thompson, Laura Powell, Kaitlyn Stubbs

Visitors: Kamden Ecker

**I. CALL TO ORDER- 9:30am**

**1. Roll Call**

Chairman Anderson noted that all Committee Members were present except for Brittany Palazzo, Lee Malcom, Meredith Malcom, and Chris Collin. There was not a quorum.

**2. Approval of Previous Meeting Minutes**

**a. August 14, 2025 Minutes**

Minutes will be approved next meeting due to no quorum.

*No action taken.*

**3. Approval of Financial Statements**

**a. July Financials**

Financials will be approved next meeting due to no quorum.

*No action taken.*

**II. CHAIRMAN UPDATE**

Chairwoman Anderson stated she was excited about the plaques going up and there are 10 out of 15 up.

**III. DIRECTOR UPDATE**

Ms. Daniels shared that she has the antique brochure completed and they are ready for distribution to the ten antique shops. Kamden Ecker offered to help Ms. Daniels get them distributed. The brochures will come out of the Tourism budget and are around \$1,250. RAT cards are being developed and she has about six to choose from, so will make a decision soon. Ms. Daniels will be going to the tourism conference on September 24, 2025

in Savannah. The 1821 Shop has a new Christmas candle and new year round candle, both from Rekindle. She also met with Rinse that are creating a soap dedicated to Monroe. The GDA Conference was in Gainesville and went really well.

#### **IV. OLD BUSINESS**

#### **V. NEW BUSINESS**

Ms. Daniels stated that the City has given her permission to decorate the Old City Hall to match the New City Hall for Christmas.

#### **VI. ANNOUNCEMENTS**

- 1. The Agricultural Exhibit has been a great edition and the new gallery/meeting room being open has been nice.**
- 2. Next Meeting - October 9, 2025 at 9:00 am at City Hall**

#### **VII. ADJOURN -9:35 am**

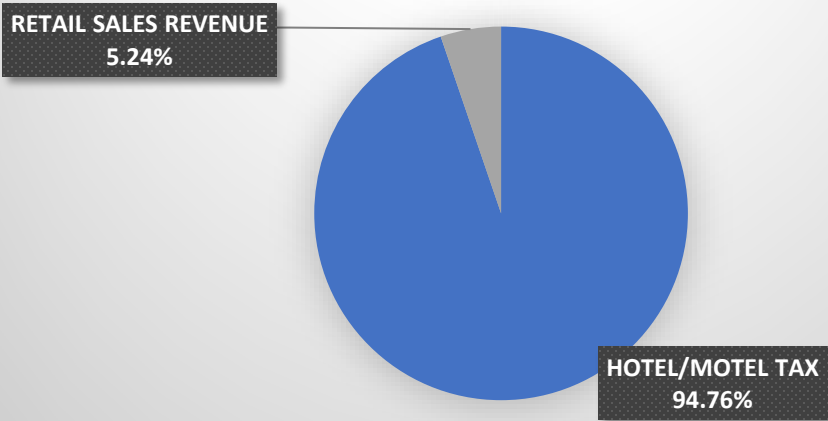
Chairwoman Anderson adjourned the meeting at 9:30 am since there was no quorum.

# CONVENTION & VISITORS BUREAU

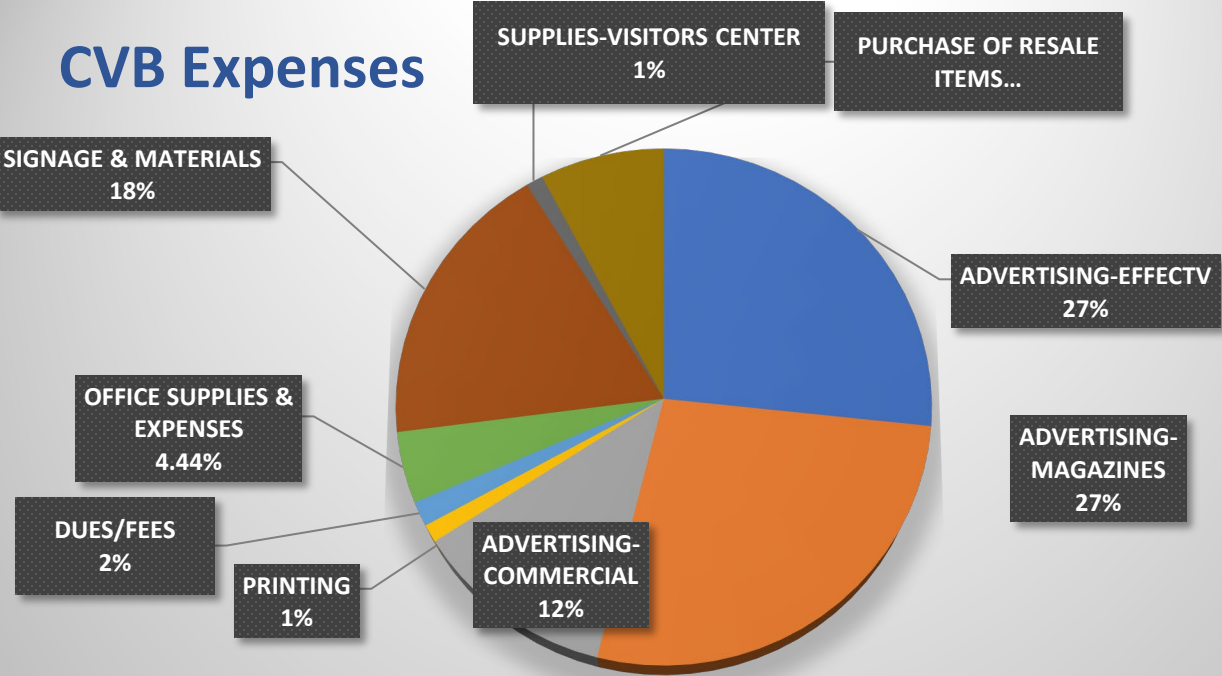
July 2025

	<u>MTD</u>	<u>YTD</u>
Revenue	30,250	63,192
Expense	2,932	24,019
Profit/(Loss)	27,318	39,173

## CVB Revenues



## CVB Expenses





Monroe, GA

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# CVB Income Statement

## Account Summary

For Fiscal: 2025 Period Ending: 07/31/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Revenue</b>						
<b>Revenue</b>						
<a href="#">003-7540-314100</a>	HOTEL/MOTEL TAX	80,000.00	80,000.00	29,833.44	59,883.94	20,116.06
<a href="#">003-7540-347900</a>	RETAIL SALES REVENUE	1,000.00	1,000.00	416.90	3,308.35	-2,308.35
	<b>Revenue Total:</b>	<b>81,000.00</b>	<b>81,000.00</b>	<b>30,250.34</b>	<b>63,192.29</b>	<b>17,807.71</b>
	<b>Revenue Total:</b>	<b>81,000.00</b>	<b>81,000.00</b>	<b>30,250.34</b>	<b>63,192.29</b>	
<b>Expense</b>						
<b>Expense</b>						
<a href="#">003-7540-511200</a>	PART TIME/TEMPORARY SALARIES	15,000.00	15,000.00	0.00	0.00	15,000.00
<a href="#">003-7540-512200</a>	SOCIAL SECURITY	930.00	930.00	0.00	0.00	930.00
<a href="#">003-7540-512300</a>	MEDICARE	218.00	218.00	0.00	0.00	218.00
<a href="#">003-7540-522324</a>	RENT TOURISM SCULPTURES	0.00	0.00	-950.00	0.00	0.00
<a href="#">003-7540-523300</a>	ADVERTISING - EFFECTV	12,000.00	12,000.00	0.00	6,408.63	5,591.37
<a href="#">003-7540-523313</a>	ADVERTISING - DIRECT MAIL	10,000.00	10,000.00	0.00	0.00	10,000.00
<a href="#">003-7540-523314</a>	ADVERTISING - MAGAZINES	15,000.00	15,000.00	0.00	6,531.94	8,468.06
<a href="#">003-7540-523315</a>	ADVERTISING - COMMERCIAL	7,500.00	7,500.00	2,880.00	2,880.00	4,620.00
<a href="#">003-7540-523400</a>	PRINTING	3,000.00	3,000.00	0.00	265.00	2,735.00
<a href="#">003-7540-523600</a>	DUES/FEES	500.00	500.00	52.33	368.15	131.85
<a href="#">003-7540-531100</a>	OFFICE SUPPLIES & EXPENSES	6,852.00	6,852.00	950.00	1,066.52	5,785.48
<a href="#">003-7540-531116</a>	SIGNAGE & MATERIALS	0.00	0.00	0.00	4,384.07	-4,384.07
<a href="#">003-7540-531122</a>	SUPPLIES-VISITORS CENTER	0.00	0.00	0.00	253.71	-253.71
<a href="#">003-7540-531590</a>	PURCHASE OF RESALE ITEMS	10,000.00	10,000.00	0.00	1,861.30	8,138.70
	<b>Expense Total:</b>	<b>81,000.00</b>	<b>81,000.00</b>	<b>2,932.33</b>	<b>24,019.32</b>	<b>56,980.68</b>
	<b>Expense Total:</b>	<b>81,000.00</b>	<b>81,000.00</b>	<b>2,932.33</b>	<b>24,019.32</b>	
	<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>27,318.01</b>	<b>39,172.97</b>	



Monroe, GA

Account	Name	Beginning Balance	Period Total Debits	Period Total Credits	Net Change	Ending Balance
Fund: 003 - CONVENTION & VISTORS BUREAU						
Asset						
<a href="#">003-111117</a>	CVB SYNOVUS	166,902.35	41,991.06	14,673.05	27,318.01	194,220.36
Equity						
<a href="#">003-135400</a>	FUND BALANCE-ASSIGNED	-155,047.39	0.00	0.00	0.00	-155,047.39
Revenue						
<a href="#">003-7540-314100</a>	HOTEL/MOTEL TAX	-30,050.50	0.00	29,833.44	-29,833.44	-59,883.94
<a href="#">003-7540-347900</a>	RETAIL SALES REVENUE	-2,891.45	11,740.72	12,157.62	-416.90	-3,308.35
Expense						
<a href="#">003-7540-522324</a>	RENT TOURISM SCULPTURES	950.00	950.00	1,900.00	-950.00	0.00
<a href="#">003-7540-523300</a>	ADVERTISING - EFFECTV	6,408.63	0.00	0.00	0.00	6,408.63
<a href="#">003-7540-523314</a>	ADVERTISING - MAGAZINES	6,531.94	0.00	0.00	0.00	6,531.94
<a href="#">003-7540-523315</a>	ADVERTISING - COMMERCIAL	0.00	2,880.00	0.00	2,880.00	2,880.00
<a href="#">003-7540-523400</a>	PRINTING	265.00	0.00	0.00	0.00	265.00
<a href="#">003-7540-523600</a>	DUES/FEES	315.82	52.33	0.00	52.33	368.15
<a href="#">003-7540-531100</a>	OFFICE SUPPLIES & EXPENSES	116.52	1,900.00	950.00	950.00	1,066.52
<a href="#">003-7540-531116</a>	SIGNAGE & MATERIALS	4,384.07	0.00	0.00	0.00	4,384.07
<a href="#">003-7540-531122</a>	SUPPLIES-VISITORS CENTER	253.71	0.00	0.00	0.00	253.71
<a href="#">003-7540-531590</a>	PURCHASE OF RESALE ITEMS	1,861.30	0.00	0.00	0.00	1,861.30
Fund 003 Total:		0.00	59,514.11	59,514.11	0.00	0.00
Report Total:		0.00	59,514.11	59,514.11	0.00	0.00

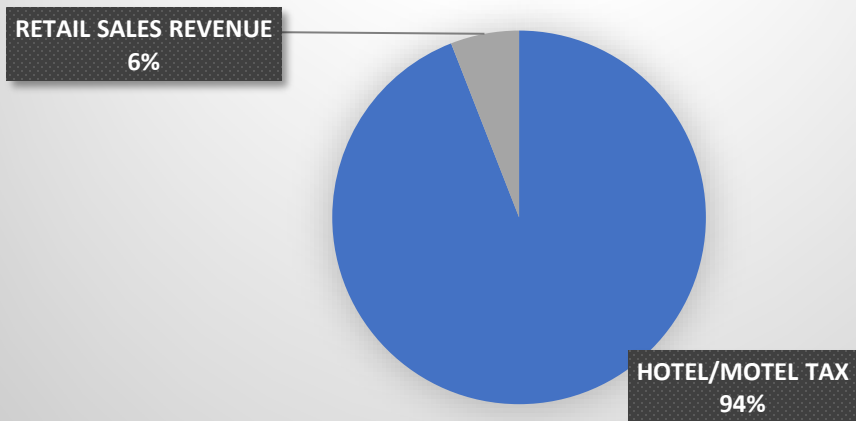


# CONVENTION & VISITORS BUREAU

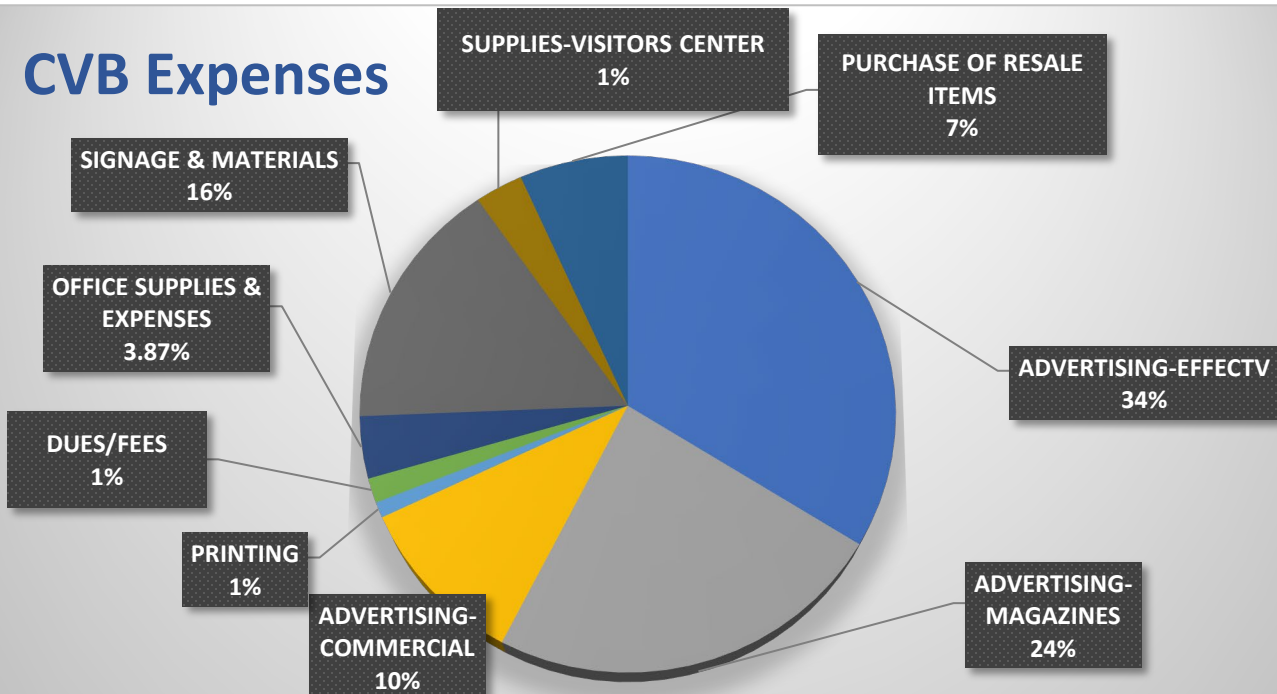
August 2025

	<u>MTD</u>	<u>YTD</u>
Revenue	465	63,658
Expense	3,545	27,564
<u>Profit/(Loss)</u>	<u>(3,079)</u>	<u>36,094</u>

## CVB Revenues



## CVB Expenses





Monroe, GA

CVB

Income Statement

Account Summary

For Fiscal: 2025 Period Ending: 08/31/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue						
Revenue						
<a href="#">003-7540-314100</a>	HOTEL/MOTEL TAX	80,000.00	80,000.00	0.00	59,883.94	20,116.06
<a href="#">003-7540-347900</a>	RETAIL SALES REVENUE	1,000.00	1,000.00	465.35	3,773.70	-2,773.70
Revenue Total:		81,000.00	81,000.00	465.35	63,657.64	17,342.36
Revenue Total:		81,000.00	81,000.00	465.35	63,657.64	
Expense						
Expense						
<a href="#">003-7540-511200</a>	PART TIME/TEMPORARY SALARIES	15,000.00	15,000.00	0.00	0.00	15,000.00
<a href="#">003-7540-512200</a>	SOCIAL SECURITY	930.00	930.00	0.00	0.00	930.00
<a href="#">003-7540-512300</a>	MEDICARE	218.00	218.00	0.00	0.00	218.00
<a href="#">003-7540-523300</a>	ADVERTISING - EFFECTV	12,000.00	12,000.00	2,920.00	9,328.63	2,671.37
<a href="#">003-7540-523313</a>	ADVERTISING - DIRECT MAIL	10,000.00	10,000.00	0.00	0.00	10,000.00
<a href="#">003-7540-523314</a>	ADVERTISING - MAGAZINES	15,000.00	15,000.00	0.00	6,531.94	8,468.06
<a href="#">003-7540-523315</a>	ADVERTISING - COMMERCIAL	7,500.00	7,500.00	0.00	2,880.00	4,620.00
<a href="#">003-7540-523400</a>	PRINTING	3,000.00	3,000.00	0.00	265.00	2,735.00
<a href="#">003-7540-523600</a>	DUES/FEES	500.00	500.00	54.45	422.60	77.40
<a href="#">003-7540-531100</a>	OFFICE SUPPLIES & EXPENSES	6,852.00	6,852.00	0.00	1,066.52	5,785.48
<a href="#">003-7540-531116</a>	SIGNAGE & MATERIALS	0.00	0.00	0.00	4,384.07	-4,384.07
<a href="#">003-7540-531122</a>	SUPPLIES-VISITORS CENTER	0.00	0.00	570.37	824.08	-824.08
<a href="#">003-7540-531590</a>	PURCHASE OF RESALE ITEMS	10,000.00	10,000.00	0.00	1,861.30	8,138.70
Expense Total:		81,000.00	81,000.00	3,544.82	27,564.14	53,435.86
Expense Total:		81,000.00	81,000.00	3,544.82	27,564.14	
Total Surplus (Deficit):		0.00	0.00	-3,079.47	36,093.50	



Monroe, GA

Account Summary

Date Range: 08/01/2025 - 08/31/2025

Account	Name	Beginning Balance	Period Total Debits	Period Total Credits	Net Change	Ending Balance
Fund: 003 - CONVENTION & VISTORS BUREAU						
Asset						
<a href="#">003-111117</a>	CVB SYNOVUS	194,220.36	930.70	4,010.17	-3,079.47	191,140.89
Equity						
<a href="#">003-135400</a>	FUND BALANCE-ASSIGNED	-155,047.39	0.00	0.00	0.00	-155,047.39
Revenue						
<a href="#">003-7540-314100</a>	HOTEL/MOTEL TAX	-59,883.94	0.00	0.00	0.00	-59,883.94
<a href="#">003-7540-347900</a>	RETAIL SALES REVENUE	-3,308.35	0.00	465.35	-465.35	-3,773.70
Expense						
<a href="#">003-7540-523300</a>	ADVERTISING - EFFECTV	6,408.63	2,920.00	0.00	2,920.00	9,328.63
<a href="#">003-7540-523314</a>	ADVERTISING - MAGAZINES	6,531.94	0.00	0.00	0.00	6,531.94
<a href="#">003-7540-523315</a>	ADVERTISING - COMMERCIAL	2,880.00	0.00	0.00	0.00	2,880.00
<a href="#">003-7540-523400</a>	PRINTING	265.00	0.00	0.00	0.00	265.00
<a href="#">003-7540-523600</a>	DUES/FEES	368.15	54.45	0.00	54.45	422.60
<a href="#">003-7540-531100</a>	OFFICE SUPPLIES & EXPENSES	1,066.52	0.00	0.00	0.00	1,066.52
<a href="#">003-7540-531116</a>	SIGNAGE & MATERIALS	4,384.07	0.00	0.00	0.00	4,384.07
<a href="#">003-7540-531122</a>	SUPPLIES-VISITORS CENTER	253.71	1,035.72	465.35	570.37	824.08
<a href="#">003-7540-531590</a>	PURCHASE OF RESALE ITEMS	1,861.30	0.00	0.00	0.00	1,861.30
Fund 003 Total:		0.00	4,940.87	4,940.87	0.00	0.00
Report Total:		0.00	4,940.87	4,940.87	0.00	0.00