

**CITY OF MONROE
CONVENTION & VISITORS BUREAU AUTHORITY
NOVEMBER 9, 2023 – 9:00 A.M.**

AGENDA

- I. CALL TO ORDER**
 - 1. Roll Call**
 - 2. Approval of Previous Meeting Minutes**
 - a. October 12, 2023 Minutes**
 - 3. Approval of Financial Statements**
 - a. September Financials**

- II. CHAIRMAN UPDATE**

- III. DIRECTOR UPDATE**

- IV. OLD BUSINESS**

- V. NEW BUSINESS**

- VI. ANNOUNCEMENTS**
 - 1. Next Meeting – December 14, 2023 at 9:00 am at City Hall**

- VII. ADJOURN**

**CITY OF MONROE
CONVENTION & VISITORS BUREAU AUTHORITY
SEPTEMBER 14, 2023 – 9:00 A.M.**

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

Those Present:	Lisa Reynolds Anderson Meredith Malcom Chris Collin Clayton Mathias Myoshia Crawford Lee Malcom	Chairman Vice-Chairman Board Member Board Member City Council Representative City Council Representative
----------------	--	---

Those Absent:	Andrea Gray Brittany Palazzo Whit Holder	Board Member Board Member Board Member
---------------	--	--

Staff Present: Leigh Ann Aldridge, Logan Propes, Beth Thompson, Beverly Harrison, Chris Bailey, Kaitlyn Stubbs, Dwayne Day

Visitors: Lori Volk, Juli Treadwell

I. CALL TO ORDER

1. Roll Call

Chairman Anderson noted that all Committee Members were present except Andrea Gray, Brittany Palazzo, and Whit Holder. There was a quorum.

2. Approval of Previous Meeting Minutes

a. September 14, 2023 Minutes

To approve the minutes as presented.

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

3. Approval of Financial Statements

a. August Financials

City Administrator Logan Propes stated they have a good plan for moving forward with changes to the financials next year.

To approve the August 2023 Financials.

*Motion by L. Malcom, seconded by Collin.
Passed Unanimously*

II. CHAIRMAN UPDATE

There was no update.

III. DIRECTOR UPDATE

There was no update.

IV. OLD BUSINESS Water

Ms. Leigh Ann Aldridge stated the commercial is being finalized.

Committee Member Meredith stated she will check with Bruce Verge for an update.

Chairman Anderson stated the QR Code plaques have been ordered.

V. NEW BUSINESS

There was no new business.

VI. ANNOUNCEMENTS

1. Next Meeting – November 2, 2023 at 9:00 am at City Hall

The date will be decided after talking to the other Committee Members.

VII. ADJOURN

*Motion by M. Malcom, seconded by Collin.
Passed Unanimously*

CVB Income Statement

Account Summary

For Fiscal: 2023 Period Ending: 09/30/2023



Monroe, GA

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue						
003-7540-314100	HOTEL/MOTEL TAX	0.00	0.00	0.00	38,826.47	-38,826.47
003-7540-361000	INTEREST REVENUES	0.00	0.00	0.00	4.94	-4.94
	Revenue Total:	0.00	0.00	0.00	38,831.41	
Expense						
003-7540-523300	ADVERTISING	0.00	0.00	0.00	10,472.25	-10,472.25
003-7540-523313	ADVTSG - DIRECT MAIL	0.00	0.00	0.00	9,324.59	-9,324.59
003-7540-523314	ADVTSG - MAGAZINES	0.00	0.00	0.00	4,753.56	-4,753.56
003-7540-523315	ADVTSG - COMMERCIAL	0.00	0.00	0.00	3,250.00	-3,250.00
003-7540-523600	DUES/FEES	0.00	0.00	49.93	362.11	-362.11
003-7540-531100	OFFICE SUPPLIES & EXPENSES	0.00	0.00	0.00	303.20	-303.20
	Expense Total:	0.00	0.00	49.93	28,465.71	
	Total Surplus (Deficit):	0.00	0.00	-49.93	10,365.70	



Monroe, GA

Trial Balance Account Summary

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Beginning Balance	Period Total Debits	Period Total Credits	Net Change	Ending Balance
Fund: 003 - CONVENTION & VISTORS BUREAU						
Asset						
003-111117	CVB SYNOVUS	87,921.29	0.00	49.93	-49.93	87,871.36
Equity						
003-135400	FUND BALANCE-ASSIGNED	-77,505.66	0.00	0.00	0.00	-77,505.66
Revenue						
003-7540-314100	HOTEL/MOTEL TAX	-38,826.47	0.00	0.00	0.00	-38,826.47
003-7540-361000	INTEREST REVENUES	-4.94	0.00	0.00	0.00	-4.94
Expense						
003-7540-523300	ADVERTISING	10,472.25	0.00	0.00	0.00	10,472.25
003-7540-523313	ADVTSG - DIRECT MAIL	9,324.59	0.00	0.00	0.00	9,324.59
003-7540-523314	ADVTSG - MAGAZINES	4,753.56	0.00	0.00	0.00	4,753.56
003-7540-523315	ADVTSG - COMMERCIAL	3,250.00	0.00	0.00	0.00	3,250.00
003-7540-523600	DUES/FEES	312.18	49.93	0.00	49.93	362.11
003-7540-531100	OFFICE SUPPLIES & EXPENSES	303.20	0.00	0.00	0.00	303.20
Fund 003 Total:		0.00	49.93	49.93	0.00	0.00
Report Total:		0.00	49.93	49.93	0.00	0.00