

Swansboro Tourism Development Authority Agenda

Town of Swansboro

Thursday, April 10, 2025

I. Call to Order

II. Financial Report

<u>a.</u> Finance Report-(3rd Qtr. FY 24-25) *Presenter: Sonia Johnson, Finance Director*

III. Business

- a. Marketing & Advertising Status Update Discussion
- b. Proposed FY 2025-2026 Budget

Presenter: Sonia Johnson, Finance Director

The FY 2025-2026 Proposed Budget was prepared in accordance with N.C.G.S. Chapter 159, the North Carolina Local Government Budget Fiscal Control Act. As required, all funds within the budget are balanced, and all revenues and expenditures are identified for FY 2025-2026. The Budget for FY 2025-2026 is balanced with \$14,361 of fund balance.

<u>c.</u> Set date to hold a public hearing/adoption *Presenter: Sonia Johnson, Finance Director*

G.S 159-12 (b)-Before adopting the budget ordinance, the board shall hold a publice hearing at which time any personas who wish to be heard on the budget may appear.

d. National Travel & Tourism Week

Presenter: Sonia Johnson, Finance Director

National Travel & Tourism Week will be observed from May 4 through May 10. This annual event provides an excellent opportunity to engage with visitors and promote the many attractions, events, accommodations, dining establishments, and locally made products that make North Carolina a premier travel destination. Kelley Brown will be attending the event and requested to be reimbursed for travel expenses.

Recommended Action: Motion to approve funding request for National Travel & Tourism Week Event

e. Board Projects/Discussion Items

Presenter: Randy Swanson, Chair

To provide an overview of key projects and discussion items for the upcoming Board meeting, including updates, recommendations, and items for Board consideration or direction.

Recommended Action: Discuss and provide any guidance

IV. Board Comments

V. Adjournment

\$ 239,562.70

SWANSBORO TOURISM DEVELOPMENT AUTHORITY FINANCIAL SUMMARY ANALYSIS FY 2024-2025

		BUDGET		BUDGET	BUDGET		ACTUAL
		2024-2025	<u>A</u>	MENDMENT	REVISIONS	07/	1/24-3/31/25
Fund Balance @ 6-30-2024						\$	215,760.91
Revenue:							
Acct #							
70-300-390950	Occupancy Tax - Transferred from Gen Fund	\$ 110,000.00			\$ 110,000.00	\$	87,255.52
70-300-320309	Donations-Downtown Merchants	\$ 4,000.00			\$ 4,000.00	\$	4,800.00
70-300-399991	Fund Balance Appropriation	\$ 14,417.00	\$	26,450.00	\$ 40,867.00	\$	
		\$ 128,417.00	\$	26,450.00	\$ 154,867.00	\$	92,055.52
Expenditures:							
Acct #							
70-800-501910	Services - Auditor	\$ 3,000.00			\$ 3,000.00	\$	3,000.00
70-800-503910	Advertising/Promotions:				\$ -		
	Town of Swansboro- Visitor Ctr Management	\$ 5,660.00			\$ 5,660.00	\$	-
	General advertising	\$ 48,199.00			\$ 48,199.00	\$	24,539.57
	Front Row Communications	\$ 24,192.00			\$ 24,192.00	\$	19,142.30
	Liz Honeycutt Advertising		\$	5,000.00	\$ 5,000.00	\$	3,600.00
	Downtown Merchants-Swansboro by Candlelight/Merchant Guides	\$ 4,000.00			\$ 4,000.00	\$	4,590.52
70-800-502995	Administrative Services	\$ 4,100.00			\$ 4,100.00	\$	2,050.00
70-800-502010	Supplies	\$ 499.00			\$ 499.00	\$	60.43
70-800-503100	Travel / Conference	\$ 1,500.00			\$ 1,500.00	\$	220.91
70-800-504540	Insurance	\$ 250.00			\$ 250.00	\$	200.00
70-800-504910	Dues & Subscriptions(NC Coast Host)	\$ 350.00			\$ 350.00	\$	350.00
70-800-505000	Capital Outlay	\$ -			\$ -		
70-800-507910	Tourism-Related Expenses (Grants) - Awarded (Marketing)	\$ -	\$	10,500.00	\$ 10,500.00	\$	4,000.00
70-800-507920	Tourism-Related Expenses (Grants) - Awarded (Capital)	\$ 36.667.00	\$	10,950.00	\$ 47,617.00		6,500.00
		\$ 128,417.00	\$	26,450.00	\$ 154,867.00	\$	68,253.73

ACTUAL CASH BALANCE @ 3/31/2025 \$ 239,562.70

4,590.52

AVAILABLE FUND BALANCE @ 3/31/2025	
First Citizens Bank(Facebook Ads)	\$ 4,909.33
,	•
Other Advertising/Promotions	\$ 202.74
Our State	\$ 12,735.00
Raleigh Magazine	\$ 4,715.00
Swansboro Area Chamber of Commerce	\$ 1,100.00
Emerald Isle Realty	\$ 877.50
Total General Advertising	\$ 24,539.57

Swansboro by Candlelight

07/1/24-3/31/25								
Beginning FB	\$	215,760.91						
Revenues	\$	92,055.52						
Expenditures	\$	68,253.73						
Cash balance	\$	239,562.70						
Available FB	\$	239,562.70						

SWANSBORO TOURISM DEVELOPMENT AUTHORITY ANALYSIS OF REVENUE/ EXPENSES APPLICATION OF 2/3 AND 1/3 RESTRICTIONS

07/01/24-3/31/2025

	REVE	NUES				
			2	/3-Promote		
				Travel and	1	/3-Tourism-
			Т	ourism <u>plus</u>	Re	elated Capital
PERIOD		TOTAL	ac	Iministrative	E	xpenditures
FYE 2011/2012	\$	44,928.62	\$	29,952.41	\$	14,976.21
FYE 2012/2013	\$	71,128.06	\$	47,418.70	\$	23,709.36
FYE 2013/2014	\$	60,300.68	\$	40,200.45	\$	20,100.23
FYE 2014/2015	\$	59,772.79	\$	39,848.53	\$	19,924.26
FYE 2015/2016	\$	56,925.03	\$	37,950.02	\$	18,975.01
FYE 2016/2017	\$	55,240.37	\$	36,826.91	\$	18,413.46
FYE 2017/2018	\$	66,319.97	\$	44,213.31	\$	22,106.66
FYE 2018/2019	\$	95,819.45	\$	63,879.63	\$	31,939.82
FYE 2019-2020	\$	68,955.22	\$	45,970.15	\$	22,985.07
FYE 2020-2021	\$	77,898.30	\$	51,932.20	\$	25,966.10
FYE 2021-2022	\$	104,208.39	\$	69,472.26	\$	34,736.13
FYE 2022-2023	\$	122,297.01	\$	81,531.34	\$	40,765.67
FYE2023-2024	\$	122,726.42	\$	83,150.94	\$	39,575.48
FYE 2024-2025	\$	92,055.52	\$	61,370.35	\$	30,685.17
TOTALS			Ś	733.717.20	\$	364 858 62

LESS: EXPENSE	

			Travel and		
			Tourism	To	urism-Related
		Exp	enditures <u>plus</u>		Capital
PERIOD	TOTAL	ac	ministrative	E	xpenditures
FYE 2011/2012	\$ 4,415.12	\$	4,415.12	\$	-
FYE 2012/2013	\$ 38,523.85	\$	38,523.85	\$	-
FYE 2013/2014	\$ 87,610.72	\$	62,610.72	\$	25,000.00
FYE 2014/2015	\$ 59,297.48	\$	53,013.10	\$	6,284.38
FYE 2015/2016	\$ 56,561.77	\$	41,944.77	\$	14,617.00
FYE 2016/2017	\$ 65,122.90	\$	39,632.90	\$	25,490.00
FYE 2017/2018	\$ 64,009.53	\$	34,575.76	\$	29,433.77
FYE 2018/2019	\$ 59,780.81	\$	37,079.06	\$	22,701.75
FYE 2019-2020	\$ 52,139.60	\$	32,959.60	\$	19,180.00
FYE 2020-2021	\$ 38,941.88	\$	33,941.88	\$	5,000.00
FYE 2021-2022	\$ 73,135.10	\$	61,315.10	\$	11,820.00
FYE 2022-2023	\$ 91,945.98	\$	77,445.98	\$	14,500.00
FYE 2023-2024	\$ 99,274.66	\$	80,274.66	\$	19,000.00
FYE 2024-2025	\$ 68,253.73	\$	64,653.73	\$	3,600.00
TOTALS		\$	662,386.23	\$	196,626.90
Available funds as of 3/31/2025		\$	71,330.97	\$	168,231.72



QUARTERLY STATUS UPDATE REPORT APRIL 10, 2025

Presented by: Anne Marie Bass, Front Row Communications



1. 2026 NC Travel Guide // Visit NC Road Show Media Pitch -

I presented a media pitch on behalf of the Swansboro TDA to the NC PR Team on February 20, 2025 for the 2026 North Carolina Travel Guide (as I did last year...) and selected three of the themes that were provided by Visit NC–that I feel are a good match to the Swansboro visitor experience.

(See a selection of the slides from my presentation pitch deck to follow...)

THEME 1: Eats and Drinks

Modern riffs on classic eats (think BBQ and other Southern cuisine)

THEME 2: Fandom

Sites featured in or inspiration for literature, film, music and arts that cultivate relationships with loyal fans

THEME 3: Slow Travel, signal free zones and sparks of delight

2. Social Media Stats & Metrics - February 1st 2025 - to Date

There is ongoing and consistent sharing and cross-promotion in tourism partners social media which continues a positive momentum and mutual supporting dynamic. The rising tide raises all ships.

- **3. Facebook/Instagram Ad Reports Februrary 1st 2025 to Date:** Winter/Spring Travel Plans Hearts & Horizons Getaway Contest; St. Paddy's Day Weekend Boost, Spring 2025 Campaign (Note: screenshots only shared for purposes of reporting only.)
- 4. Visit Swansboro Monthly Marketing Eblasts February, March, April

5. Promotional Getaway Contests -

Hearts & Horizons – overall we received in total approx. 750 unique entries that doubled the marketing eblast list with people interested in Swansboro. Winner is from the Outer Banks (Corolla, NC) She is excited about her visit!



6. Our State Magazine & Raleigh Magazine – Eblasts - Promotional Contest Element incorporated Hearts & Horizons Swansboro Getaway Contest – integrated into the campaign driving traffic to the campaign overview and contest pages on the website.

7. Print Ad Placements -

Our State Magazine Coast Host Co-Op – March & April Issues are out. Consistency in advertising is the key – the print ads build on the core branding of Swansboro.

8. Website –

Continual care and feeding to update all Landing Pages, Festival Pages, Home Page, Contest Promotional Pages, Partner Listings, Airbnb, Vrbo, etc. (will be adding Pirate Fest and update the back end with HTML code for the Airbnb & Vrbo pages.)

9. Downtown Merchants & Restaurants Guide & Map -

Spring 2025 Update & Refresh – currently gathering edits & tweaks from the Merchants. I should have this ready for design updates and printing in April. Bundles of 250 approx. printed copies will be sent to the 14 NC Welcome Centers. I will bring bundles to Swansboro for local distribution when I come in May.

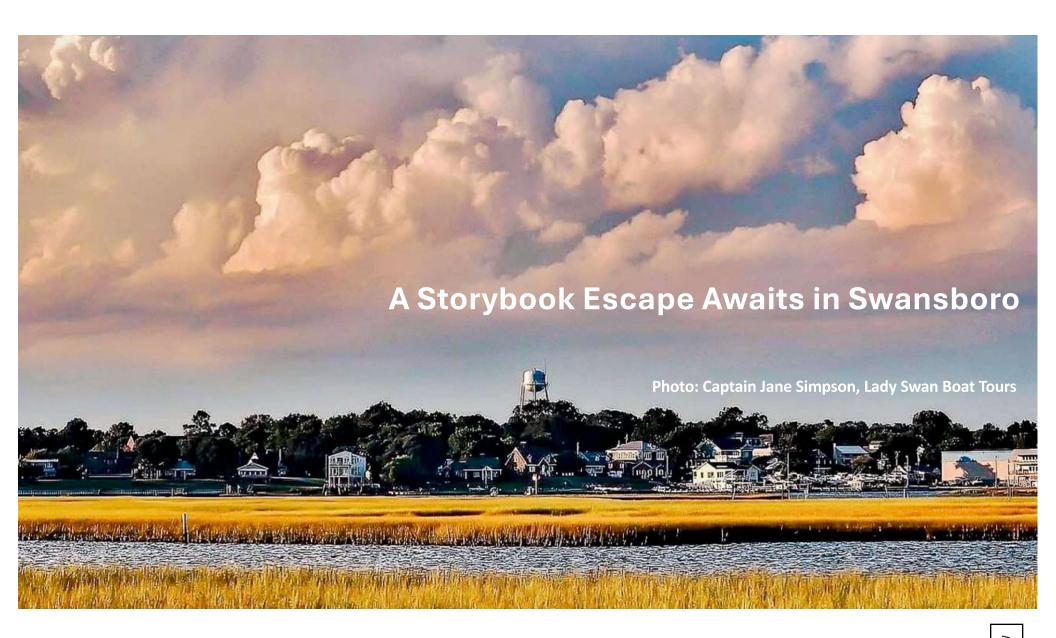
10. Misc. Questions -

Anne Marie is always available for input, feedback, suggestions and idea sharing. Please reach out anytime.

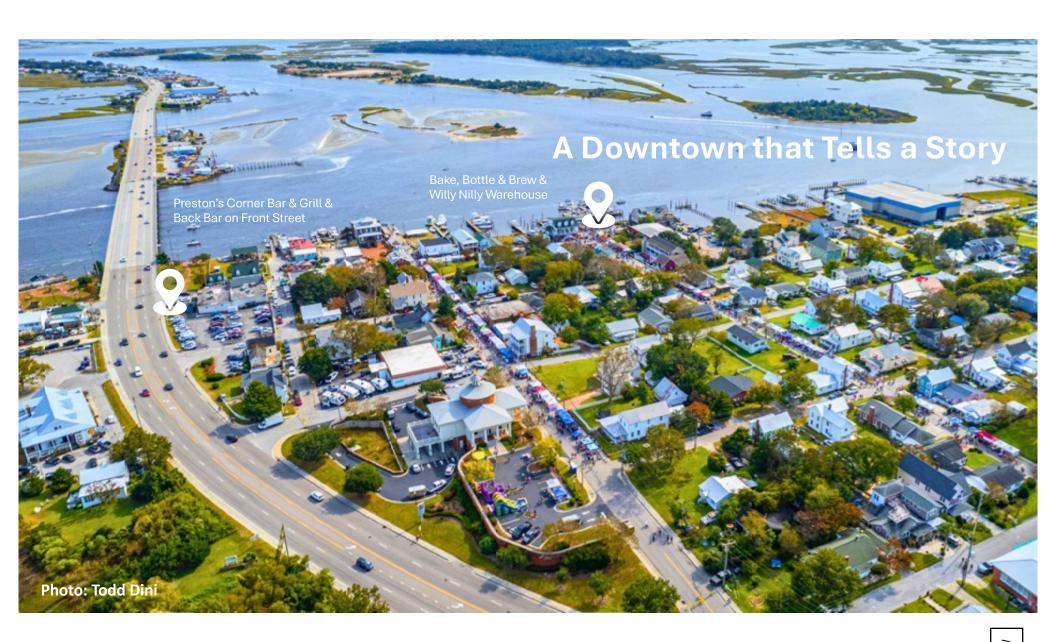
Appendix

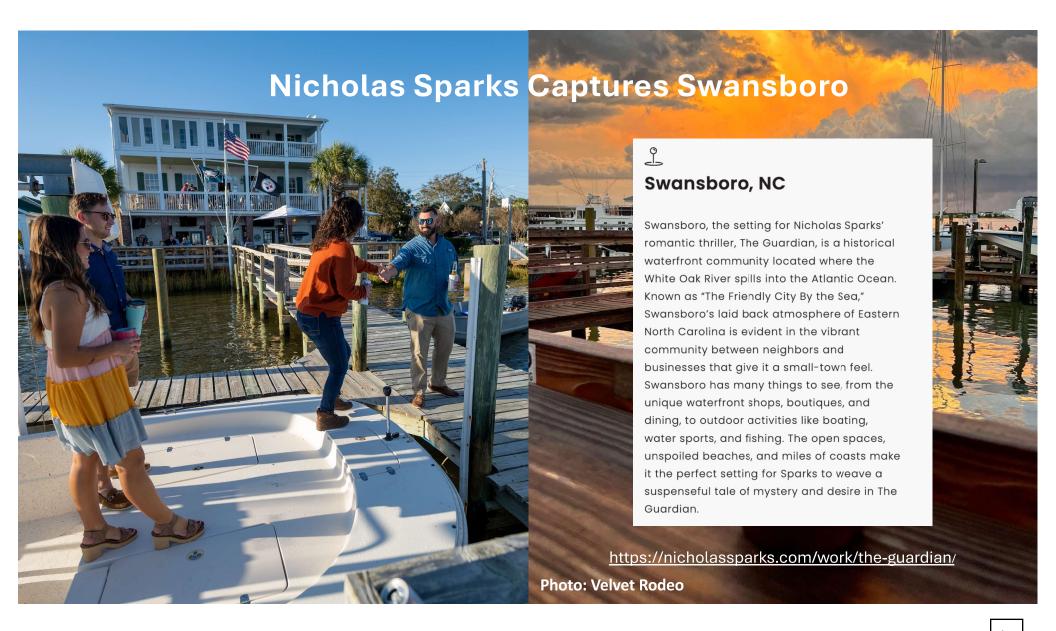
- STDA Approved Budget for 2024-2025 Fiscal Year Snapshot to Date
- STDA Proposed Budget & Plan Options for 2025-2026 Fiscal Year
 - Anne Marie will come and present options, ideas and strategy in May. Options are for budgetary estimates intended to encourage discussions and consensus—building with STDA Board Members and local stakeholders.
 - Request for consideration is a **two-year contract renewal** with Front Row Comm for planning continuity and mutual overall investment in partnership.

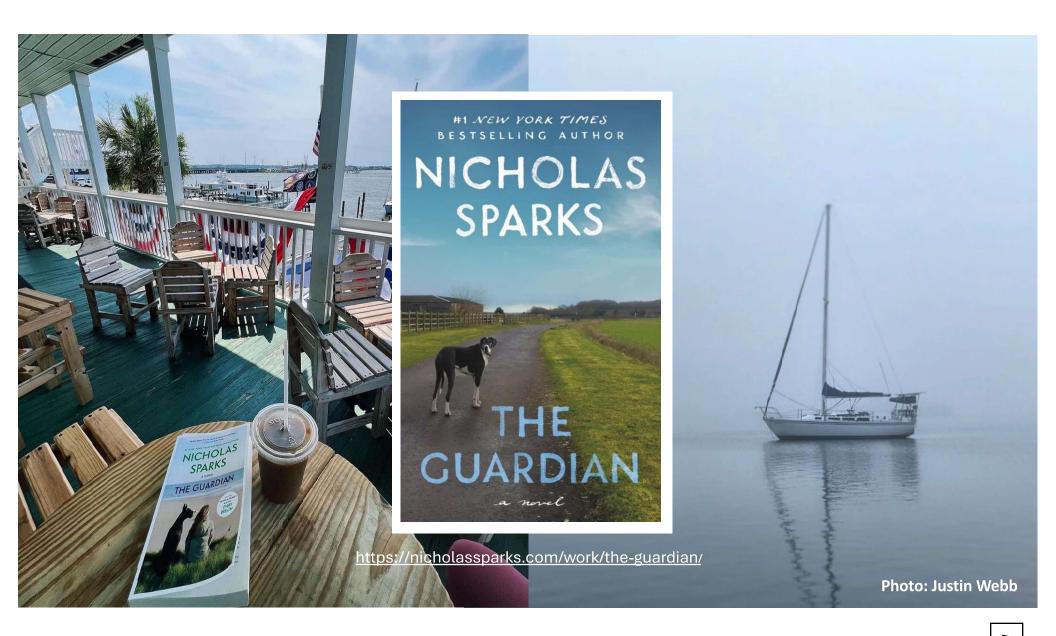








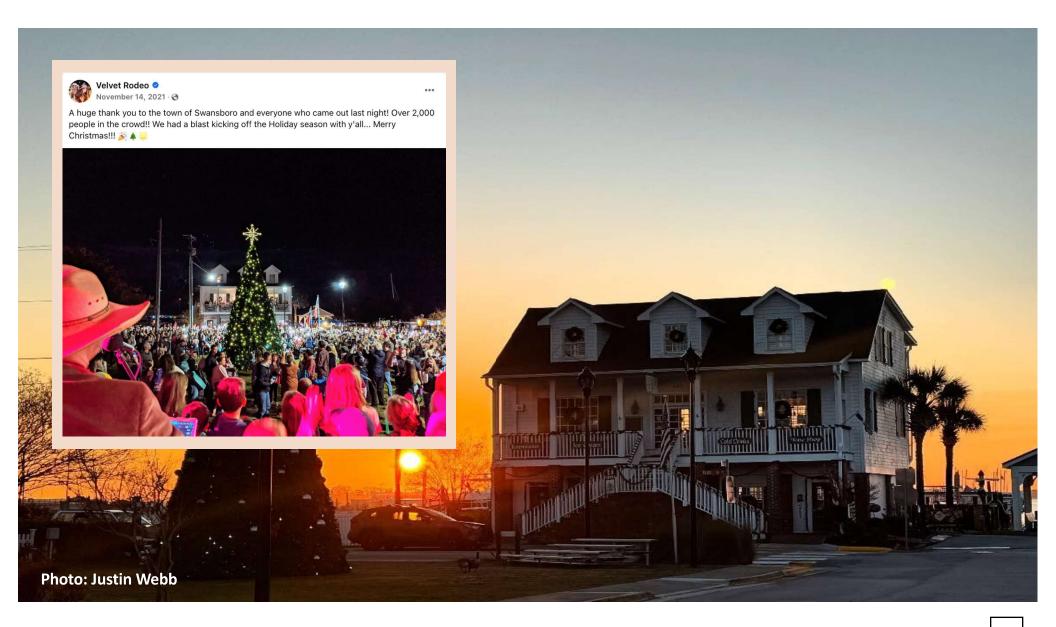


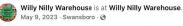












**TOMORROW! ** Come jcin Nashville artists -Velvet Rodeo- as they celebrate the release of their debut Album "Back in the Saddle"!

Velvet Rodeo will be playing Wednesday, May 10th from 6 - 9pm! We can't wait to see everyone.





So excited to have Velvet Rodeo back tomorrow!



Thu, Aug 10, 2023

Nashville Artist "Velvet Rodeo" Perform Live at Willy Nilly Warehouse

Downtown Swansboro NC 50 people interested





Velvet Rodeo
August 19, 2024

☆ Interested

We want to thank everyone who came out to Swanfest yesterday!! → There are few things more special than coming back to sing in my hometown Because of the wind, we weren't able to fully set up our Merch table, but we have one more show before we're back on the road at Willy Nilly Warehouse on Friday(8/23). We will have everything available then and we can't wait to see y'all there!! ∠





EVENTS RESERVE

APPETIZERS



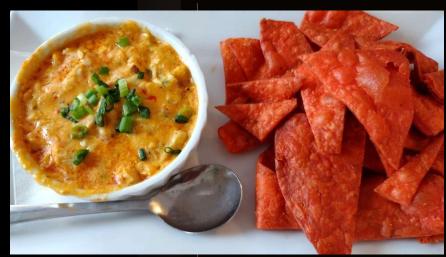
PARTIES CATERING

BREAKFAST & LUNCH MENU

LUNCH & DINNER MENU

Ask server about our rotating fresh made dessert options! || "Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness, especially if you have certain medical conditions"

Poppin' **Pimento** Cheese



https://prestons-corner.com/

Poppin' Pimento Cheese Served with fried tortilla chips. \$9.00

SOUPS

\$5.00/+

\$6.00/+

Clam Chowder

Award winning chowder with clams, diced potatoes, sweet corn, and bacon · Cup \$5.00 | Crock \$8.00

Crab Bisque \$8.00/+

Creamy bisque loaded with crab meat · Cup \$8.00 | Crock \$11.00

French Onion \$5.00/+

Mike's famous french onion soup topped with baguette crisps, melted swiss and provolone · Cup \$5.00 | Crock \$8.00

SALADS

Caesar Salad

Classic homemade dressing, fresh romaine, shredded parmesan,



Blackened Chicken Dip – pimento cheese and blackened chicken served with warm tortilla chips

Fried Green Tomatoes – topped with pimento cheese and bacon jam

Chicken Biscuit Sliders – two buttermilk biscuits served with sweet jalapeño jelly, pimento cheese and fried chicken.

The Corner Burger – pimento cheese, jalapeño jelly and bacon





Social Media Metrics and Snapshot – February 2025 thru April 2025

Reach

Interactions



April 2025 Report:

Facebook – 10,000 followers; 6.8K likes Instagram – 2,433 followers

February 2025 Report:

Facebook – 9,809 followers; 6.7K likes Instagram – 2,371 followers

Top 5 Posts by Views (Organic)

Photo · Mon, Mar 31

Morning light over Swansboro ■ A perfect moment to refresh, reset, and welcome the weekend! ©Come see us! #VisitSwansboro #SwansboroSunrise . Local, Deb H. ○ Photo · Fri, Mar 28	Views 31,470	Reach 24,464	Interactions 610
Q Who's up for a breakfast feast at Yana's Restaurant? Think hot coffee, fruit fritters, fluffy pancakes, and made-to-order omelets! Here's a ## ################################	Views 28,593	Reach 21,236	Interactions 265
PSwansboro magic at its finest! → This beyond-breathtaking view speaks for itself. A special shoutout to hometown talent, Todd Dini, for capturing the moment! Photo Repost: @ourstatemag @dini_photo www.diniphoto.com #OurStateMag Photo · Mon, Mar 3	Views 23,645	Reach 17,804	Interactions 264
Get ready for a weekend full of St. Paddy's Day shenanigans, and a little Irish luck right here in Swansboro!	Views 24,749	Reach 15,585	Interactions 1,019
Nestled along Swansboro's waterfront in "The Friendly City by the Sea,"			

delicious local snacks. Whether you're stocking up for your #Airbnb stay or lookin... 19,514 13,130

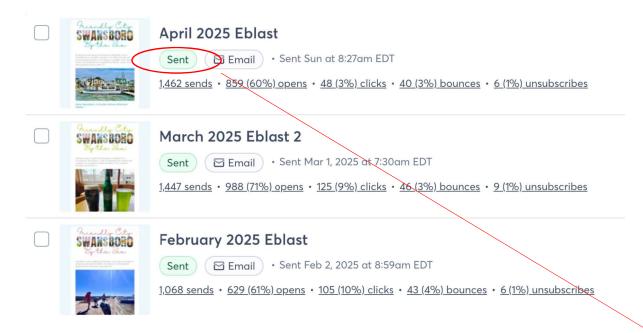
Swansboro Front Street Grocery is your go-to spot for craft beer, fine wine, and





Visit Swansboro Marketing Eblasts

Monthly Eblasts – February 2025 through April 2025



Industry Standards:

Click Rate	Bounce
Clicks/Delivered)	Rate

Overall:

32.55% 2.03% 10.31%

Travel & Hospitality:

31.02% 1.34% 8.81%

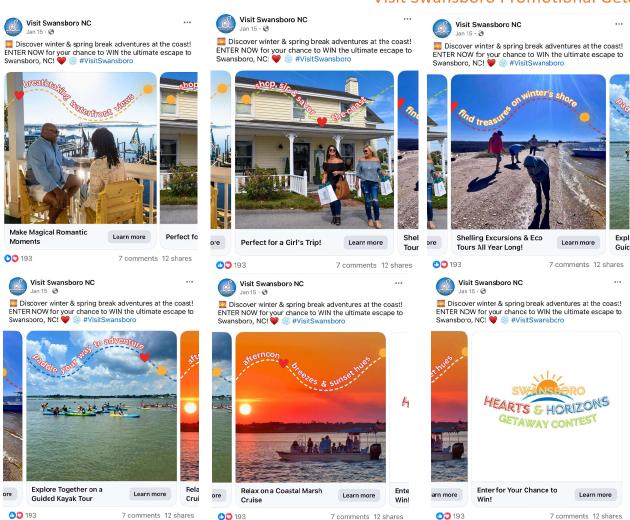
The Visit Swansboro Email List is <u>actively growing</u> – due to the promotional getaway contest ads we are running – branding Swansboro as a vacation destination.

To date, there are now 1,505 contacts our our list.



Visit Swansboro Promotional Getaway Contest // Winter into Spring 2025

7 comments 12 shares



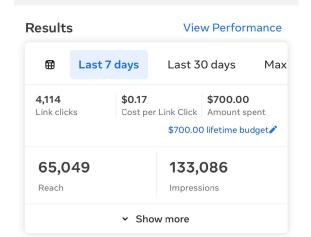
7 comments 12 shares

193



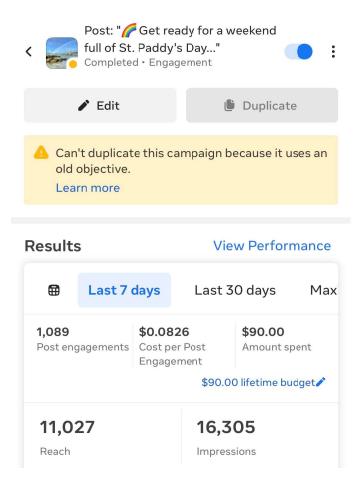
Duplicate

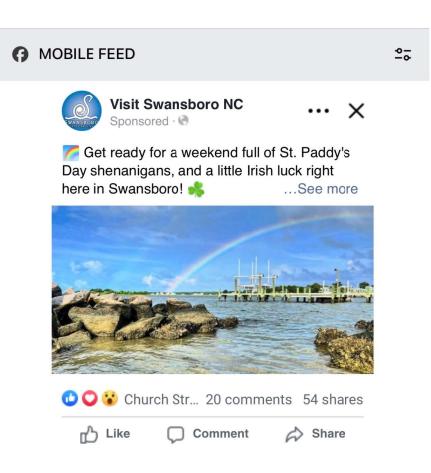
Edit



Last Minute – Weekend Getaway in Swansboro Boost // St. Paddy's 2025



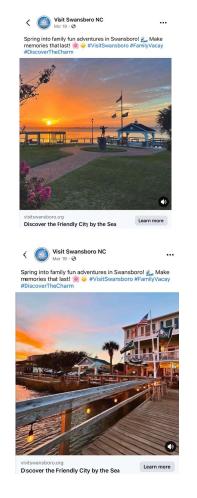




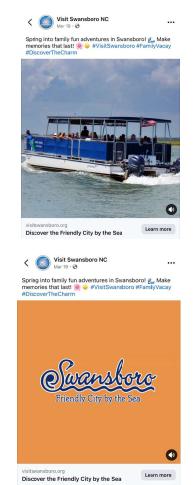


Visit Swansboro Promotional Getaway Contest // Spring 2025 General Campaign









This campaign is currently active and running.

Discover the Friendly City by the Sea





Raleigh Magazine – February 2025 Issue

Integrated Campaign

- Facebook/Instagram Ads
- -Eblasts via Our State & Raleigh Magazine
- Print Ad Raleigh Magazine February 2025 issue
- Builds Visit Swansboro Email List
- Promotes Swansboro as being known as an overnight vacation destination

Promotes visitation to audiences with a variety of interests – romantic getaway, girls trip, shopping, dining, - includes visitor experience - winter shelling, sunset cruises, paddling incorporating both winter and spring season.

https://www.visitswansboro.org/get-awaycontest-entry/

https://www.visitswansboro.org/heartshorizons-getaway-visit-swansboro/



Our State Magazine – Sunday Morning Eblast // January 26, 2025 & February 25, 2025

OM Our State Magazine To: ANNE MARIE BASS >

Sunday

For you: Elizabeth's Corner 🧶



One of our favorite stories by our editor in chief.



January 26, 2025 Eblast - Complete



Win a Swansboro Getaway Adventure

Enter Swansboro's Hearts & Horizons **Getaway Contest**! Discover historic waterfront charm, island adventures, and awe-inspiring sunrises and sunsets. Ideal for romantic retreats, girls' getaways, and family escapes. Uncover coastal treasures, savor local flavors, and make moments that matter in Swansboro!

February 23, 2025 Eblast - Upcoming



Win a Swansboro Coastal Escape

Don't miss your chance to enter
Swansboro's Hearts & Horizons Getaway
Contest! Experience waterfront charm,
island adventures, and breathtaking
sunsets. Perfect for romantic retreats, girls'
getaways, and family escapes. **Enter now**to uncover coastal treasures and savor
local flavors — ends March 3!



Enter to Win Coastal Charm, Adventure & Relaxation at the NC Coast

HEARTS & HORIZONS GETAWAY CONTEST



Escape to Swansboro, NC for a **romantic retreat**, **girls' getaway**, or a **family adventure**. Bask in stunning sunrises and sunsets, savor coastal flavors, and make lasting special moments in the "Friendly City by the Sea."

A 2-night stay, fine dining, and an eco-adventure voucher await! Don't miss this chance to make Swansboro your next destination!

Enter to Win Today

Raleigh Magazine Eblasts // January 15, 2025 & February 5, 2025

RALEIGH

FROM OUR PARTNERS





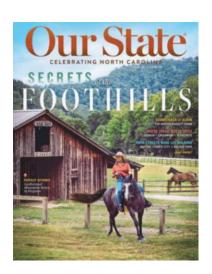
Escape to Swansboro, NC for a **romantic retreat**, **girls' getaway**, or a **family adventure**. Bask in stunning sunrises and sunsets, savor coastal flavors, and make lasting special moments in the "Friendly City by the Sea."

A 2-night stay, fine dining, and an eco-adventure voucher await! Don't miss this chance to make Swansboro your next destination!

Enter to Win Today!

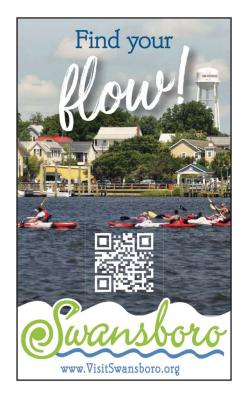






March 2025







April 2025

HISTORIC DOWNTOWN SWANSBORO METADOS M

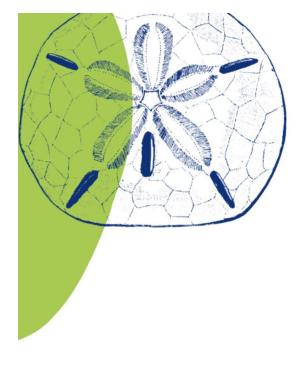
Downtown Merchants & Restaurants Guide & Map – Spring 2025

Anne Marie is currently gathering updates, adds, edits, tweaks, etc.



We will print 5000 for Spring 2025. Approx. 250 qty will be shipped to each the 14 NC Welcome Centers & the remainder for distribution locally in Swansboro.







APPENDIX





2024/2025 STDA Approved Contingency Budget – Snapshot as of 4.02.2025

SWANSBORO TDA / FY 2024-2025 // APPROVED Marketing, Advertising, Tourism Support

Media / Adve	ertiser / Element Budge	ted Actu	al Rema	aining D	escription
PRINT COLLATERAL	2024/2025 Merchant & Restaurant Guide - Printing Estimate (based on prior years actual) - Spring (April 2025)	700.00		700.00	8.5" x 14" size double gate, 5,000 quantity, specs: 80# gloss text - in market piece
	(2 reprints per year - cost split between TDA and merchants)				
					Fall Reprint completed in October 2024 - Expense to be paid from Downtown Merchants Fund
WEBSITE	Dream Host - 2024/2025 Annual website hosting & Maintenance Plan	1,811.28	1811.28	0.00	Assumes \$203.40 for Annual Hosting + Monthly Management Fee & SEO Toolkit of \$134/month
WEBSITE	Misc. Tech Needs for Website	400.00	0	400.00	
	Comment of 4.2.25: I may end up using some of this to fix Airbnb & VRBO pages on the	site			
EBLAST TOOL	Constant Contact License - Estimate	600.00	742	-142.00	Cost for license will be between \$600 - \$900 annually depending on # of emails in our list. Prepayment gets 30% off. Next invoice is \$280 on 4.13.25
PRINT AD	2024/2025 Our State Magazine Coast Host Section Ads	9,338.00	9338	0.00	6 ADS TOTAL - 1/3 Page for Sept 24; 1/6 Pages for Oct 24, Mar 24, Apr 2024, May, 24, Jun 24
PRINT AD	2024/2025 Our State Magazine - Destinations Section Ad	1,675.00	1675	0.00	1 AD: 1/6 Page - Aug 24
PRINT AD	NEW 2024/2025 Our State Magazine - October 2024 Special Pub	1,600.00	1600	0.00	1 AD: 1/4 Page - "Foods in 100 Counties"
DIGITAL ADS	2024/2025 Our State Magazine - Sponsored Eblasts	2,790.00	2790	0.00	2 EBLASTS: Sunday Morning Read - Jan 24, 2025 - COMPLETE & Feb 25, 2025
PRINT AD	2024/2025 Raleigh Magazine - Travel Section	2,125.00	2125	0.00	July/Aug 2025 (Travel Issue) - Half Page - COMPLETE; Feb 2025 - COMPLETE & April 2025 - 1/4 Page
PRINT AD	2024/2025 Raleigh Magazine - DECEMBER JANUARY Special Travel	1,600.00	1500	100.00	Full Page Ad - Special Travel Section (due to Helene)
	swapped out podcast midroll with full page ad				
MEMBERSHIP	2025 NC Coast Host Membership Dues	350.00	350	0.00	Renewal



2024/2025 STDA Approved Contingency Budget – Snapshot as of 4.02.2025

SWANSBORO TDA / FY 2024-2025 // APPROVED Marketing, Advertising, Tourism Support

Media / Advert	tiser / Element Budge	eted Acti	ual Rei	maining [Description
PRINT AD	2025 Emerald Isle Barefoot Guide - comes out in March 2025	950.00	877.5	72.50	Comes up for contract in October 2024 for March 2025 pub date
PRINT AD	2025 Bluewater Beacon Real Estate Guide	1,110.00	0	1110	Sign contract in May 2025 - goes to print in June 2025
DIGITAL ADS	I've been informed that continuing producing this publication is under review and TBD 2024/2025 Facebook Advertising	7,000.00	4284.61	2,715.39	From July 1, 2024 to June 30, 2025
PRINT AD	includes \$500 / \$2000 total per festival - per Anna (Swansboro Festivals Budget) 2025 Swansboro Area Chamber Directory - Full Page Ad	1,100.00	spent as of 4.0		Submitted in October 2024 for 2025 Guide
	, ,			0.00	
VIDEO PLACEMENT	OAJ Airport 2024/2025 - Video Placement	5,000.00	5000	0.00	Update Video Asset - twice a year, per contract with Honeycutt Advertising
SERVICES	Retainer Fee @ \$2016/month	24,192.00	24192	0.00	
	GRAND TOTAL	62,341.28	57385.39	4,955.89	



2024/2025 STDA Approved Contingency Budget – Snapshot as of 4.02.2025

2024/2025 Approved Marketing Contingency Budget	6,900.00
Additional Expenditures	
Shipping Costs - Fall 2024 Merchant Guides to Welcome Centers	401.37
Additional Shipping Costs Merch Guide - Local Swansboro	43.77
Raleigh Magazine Eblasts January 15 & February 5	1,500.00
ESTIMATED Shipping costs - Spring 2025 Merch Guides to WCs	450.00
Promotional Gift Cards - Get Real Go Reel; Hearts & Horizons	200.00
Fall 2024 Merch Guide Design Refresh	400.00
Spring 2025 Merch Guide Design Refresh	400.00
Spent/Committed to Date	3,395.14
Remaining	3,504.86

Comments:

I anticipate spending thru the Facebook/Instagram ad budget – thru June 30.

I will have actual costs for the Spring 2025 Merch Guide reprint by May – to follow.

As I understand it, the Bluewater Beacon has been discontinued, so we did not spend the \$1110.

I delayed ordering any new swag bags until a need arises or the Visitor Center remediation is completed, as this is where the bags have been stored.

Please note that the Budget Snapshots may not be exact – these are my best efforts to help in keeping expenditures up-to-date and for a common understanding.



SWANSBORO TDA / FY 2025-2026 // PROPOSED Marketing, Advertising, Tourism Support

	Media / Advertiser / Element	Bud	geted Actual	Remaining Description
PRINT COLLATERAL	2026 Merchant & Restaurant Guide - Printing Estimate (based on prior years actual) - Spring (April 2026)	700.00		8.5" x 14" size double gate, 5,000 quantity, specs: 80# gloss text - in market piece
	(2 reprints per year - cost split between TDA and merchants)			
	2025 Merchant & Restaurant Guide - Printing Estimate (based on prior years actual) - Fall (October 2025)			Fall Reprint completed in October 2025 - Expense to be paid from Downtown Merchants Fund
WEBSITE	Dream Host - 2025/2026 Annual website hosting & Maintenance Plan	1,847.00		Assumes \$239.88 for Annual Hosting + Monthly Management Fee & SEO Toolkit of \$
WEBSITE	Misc. Tech Needs for Website	400.00		
EBLAST SOFTWARE	Constant Contact License - Estimate	777.00		Cost for license will be between \$600 - \$900 annually depending on # of emails in our list. We may still qualify for a non-profit discount as we did this year.
PRINT AD	2025/2026 Our State Magazine Coast Host Section Ads	9,725.00		6 ADS TOTAL: 1/3 Pag Ad Sizee for Sept 25; 1/6 Page Ad Size - for Oct 24, Mar 24, Apr 2024, May, 24, Jun 24
PRINT AD	2025/2026 Our State Magazine - Destinations Section Ad	1,780.00		1 AD: 1/6 Page - August 2025
DIGITAL ADS	NEW 2025/2026 Our State Magazine - REEL	3,995.00		See Slide with Detailed Information "Swansboro's Restaurant Scene"
PAID CONTENT	NEW 2025/2026 Our State Magazine - "Sponsored Content"	5,795.00		Paid branded editorial - about Swansboro (paid as opposed to "earned")
ARTICLE				
DIGITAL ADS	2025/2026 Our State Magazine - Sponsored Eblasts	4,785.00		3 EBLASTS: Sunday Morning Read - Jan 25rd, Feb 22nd., 2026 + Additional Sept. 14, 2025
	One addional Eblast added for a total of three.			
PRINT ADS	2025/2026 Raleigh Magazine - Travel Section	2,000.00		3 ADS TOTAL: July/Aug 2025 (Annual Travel Issue) - Half Page ; Feb 2026; April 2026 - 1/4 Page
PRINT AD	2025/2026 Raleigh Magazine - December '25/January /'26 Issue	1,500.00		1 AD: Full Page - Special Travel Section

SWANSBORO TOURISM DEVELOPMENT AUTHORITY BUDGET MESSAGE FY 2025-2026

To: Board of the Swansboro Tourism Development Authority

From: Sonia Johnson, Finance Director

OVERVIEW

The Town of Swansboro levied a 3% Room Occupancy Tax effective September 1, 2011. The revenue received from this tax is being used to help promote, market, and enhance the travel and tourism segment of the local business economy. The Town is currently receiving monthly collections from businesses and online booking sites.

REVENUES

In projecting revenues for the 2025-2026 fiscal year, an analysis was done on the actual revenues received during the period July 2024 thru March 2025. Based on these collections, and estimating collections for the remainder of the fiscal year, a calculation was performed and the revenues determined accordingly.

APPROPRIATIONS

Based on the estimated revenues, the budget for appropriations was determined. Appropriations have been made for professional services, supplies, travel, insurance, and other tourism-related expenses.

SUMMARY

In summary, the proposed budget is the result of our best efforts to project future revenues and expenses based on activity from the past several months. Changes may be warranted as the year progresses. Overall, this is a sound fiscal budget, and includes information that will provide adequate guidelines to the Authority.

Respectfully submitted,

Sonia Johnson Finance Director

SWANSBORO TOURISM DEVELOPMENT AUTHORITY

Proposed Budget

FICCAL VEAD 2025 2026

		FIS	CAL YEAR 2025-2026	
	<u>REVENUES</u>			
70-300-320309	Donations	\$ 4,800	Swansboro Downtown Merchants	
70-300-399991	Fund Balance Appropriation	\$ 14,361	Assigned Fund Balance	
70-300-390950	Transfer from General Fund	\$ 110,000	Net proceeds, room occupancy tax	
Total Revenues		\$ 129,161		
	<u>EXPENSES</u>			
70-800-501910	Services - Auditor	\$ 3,000	Annual fee for required audit per statute	
70-800-503910	Advertising / Promotions:			
	Front Row Communications	\$ 27,540	Marketing/Advertising Services	
	General advertising	\$ 42,954	(Front Row Communications-Proposed Marketing, Advertising, and Tourism Support)	
	Contingency Fund	\$ 3,500	Marketing Contingency Budget	
	Downtown Merchants	\$ 4,800	Swansboro by Candlelight FY 25/26	
70-800-502995	Administrative Services	\$ 4,100	Town of Swansboro-Administrative Services	
70-800-502010	Supplies	\$ 500	Misc. office supplies, forms, books, binders, postage, checks, etc.	
70-800-503100	Travel / Conference	\$ 1,500	Travel expenses	
70-800-504540	Insurance	\$ 250	Bond for Finance Officer	
70-800-504910	Dues and Subscriptions	\$ 350	Membership fees to various organizations	
70-800-507910	Grants-Promote Tourism-Awarded (Marketing)	\$ 4,000	Marketing Grants only - 2/3 Promote Tourism Related Expenses	
70-800-507920	Grants Tourism-(Capital)	\$ 36,667	"Capital" grants only - 1/3 Tourism Related Capital Expenses	
Total Expenditures		\$ 129,161	=	
At a series and a series as a series		¢5 000 00	D. M. W. W. W. 07/67/64	
Airport Advertising-eve	ery year to be moved from Capital Grant line item	\$5,000.00	Per Meeting Minutes 07/17/14	0
				· ·
Total Committed FY 25/26		\$5,000.00		

<u> </u>	_
Remaining "Capital" funds available	\$ 31,666.67
Total Committed FY 25/26	\$5,000.00
Airport Advertising-every year to be moved from Capital Grant line item	\$5,000.00 Per Meeting Minutes 07/17/14

Note: Section 6 of the Resolution Establishing the Swansboro TDA states that 2/3 of tax must be used to "promote travel and tourism", and the remaining funds may be used for "tourism-related expenditures". According to the definitions in the resolution, "promote travel and tourism" includes advertising and administrative expenses, and "tourism-related expenditures" include those designed to increase the use of lodging facilities or to attract tourists to the town, including capital expenditures.

For budget purposes, the line items shaded in blue are the "promote travel & tourism" expenses = 2/3 of total; the line items shaded in red are the "tourism-related expenditures" = 1/3 of total.



Presented by: Anne Marie Bass, Front Row Communications



SWANSBORO TDA / FY 2025-2026 // PROPOSED Marketing, Advertising, Tourism Support

	Media / Advertiser / Element	Budget	ed Actual	Remaining Description
PRINT COLLATERAL	2026 Merchant & Restaurant Guide - Printing Estimate (based on prior years actual) - Spring (April 2026)	700.00		8.5" x 14" size double gate, 5,000 quantity, specs: 80# gloss text - in market piece
	(2 reprints per year - cost split between TDA and merchants)			
	2025 Merchant & Restaurant Guide - Printing Estimate (based on prior years actual) - Fall (October 2025)			Fall Reprint completed in October 2025 - Expense to be paid from Downtown Merchants Fund
WEBSITE	Dream Host - 2025/2026 Annual website hosting & Maintenance Plan	1,847.00		Assumes \$239.88 for Annual Hosting + Monthly Management Fee & SEO Toolkit of \$
WEBSITE	Misc. Tech Needs for Website	400.00		
EBLAST SOFTWARE	Constant Contact License - Estimate	777.00		Cost for license will be between \$600 - \$900 annually depending on # of emails in our list. We may still qualify for a non-profit discount as we did this year.
PRINT AD	2025/2026 Our State Magazine Coast Host Section Ads	9,725.00		6 ADS TOTAL: 1/3 Pag Ad Sizee for Sept 25; 1/6 Page Ad Size - for Oct 24, Mar 24, Apr 2024, May, 24, Jun 24
PRINT AD	2025/2026 Our State Magazine - Destinations Section Ad	1,780.00		1 AD: 1/6 Page - August 2025
DIGITAL ADS	NEW 2025/2026 Our State Magazine - REEL	3,995.00		See Slide with Detailed Information "Swansboro's Restaurant Scene"
PAID CONTENT ARTICLE	NEW 2025/2026 Our State Magazine - "Sponsored Content"	5,795.00		Paid branded editorial - about Swansboro (paid as opposed to "earned")
				3 EBLASTS: Sunday Morning Read - Jan 25rd, Feb 22nd., 2026 + Additional Sept.
DIGITAL ADS	2025/2026 Our State Magazine - Sponsored Eblasts	4,785.00		14, 2025
	One addional Eblast added for a total of three.			
PRINT ADS	2025/2026 Raleigh Magazine - Travel Section	2,000.00		3 ADS TOTAL: July/Aug 2025 (Annual Travel Issue) - Half Page ; Feb 2026; April 2026 - 1/4 Page
PRINT AD	2025/2026 Raleigh Magazine - December '25/January /'26 Issue	1,500.00		1 AD: Full Page - Special Travel Section



SWANSBORO TDA / FY 2025-2026 // PROPOSED Marketing, Advertising, Tourism Support

Media / Advertiser / Element **Budgeted Actual Remaining Description** DIGITAL ADS 600.00 NEW 2025/2026 Raleigh Magazine - Banner Ad Placements on Site 2 PLACEMENTS: August & September 2025 - \$300/per month **MEMBERSHIP** 2026 NC Coast Host Membership Dues 350.00 Renewal **PRINT AD** 2026 Emerald Isle Barefoot Guide - comes out in March 2026 950.00 Comes up for contract in October 2025 for March 2026 pub date **DIGITAL ADS** 2025/2026 Facebook Advertising 7,000.00 From July 1, 2025 to June 30, 2026 includes \$500 per festival / \$2000 total - per Anna (Swansboro Festivals Budget - still TBD for 2025/2026 fiscal) **PRINT AD** 2026 Swansboro Area Chamber Directory - Full Page Ad Submitted in October 2025 for 2026 Guide (comes out in January) 1,100.00 VIDEO PLACEMENT OAJ Airport 2024/2025 - Video Placement 5,000.00 Update Video Asset - twice a year, per contract with Honeycutt Advertising SERVICES Retainer Fee @ \$2295/month 27,540.00 0.00 Option 1. See Option 2 and 3 on next slide **GRAND TOTAL** 75,844.00

2025/2026 Fiscal Year Plan - OPTIONS

Option 1

DIGITAL ADS	NEW 2025/2026 Our State Magazine - REEL	3,995.00
PAID CONTENT	NEW 2025/2026 Our State Magazine - "Sponsored Content"	5,795.00
ARTICLE		
DIGITAL ADS	NEW 2025/2026 Raleigh Magazine - Banner Ad Placements on Site	600.00

Total Proposed Budget: \$75,844 - includes all three new opportunities

Option 2

DIGITAL ADS	DIGITAL ADS NEW 2025/2026 Our State Magazine - REEL	
DIGITAL ADS	NEW 2025/2026 Raleigh Magazine - Banner Ad Placements on Site	600.00

Total Proposed Budget: \$70,049 - includes Reel & Banner Ads only

Option 3

DIGITAL ADS	NEW 2025/2026 Our State Magazine - REEL	3,995.00

Total Proposed Budget: \$69,449 - includes Reel only

I recommend a Contingency Fund of about \$6K-\$7K – as we have had in prior years.



Our State Magazine – REEL (examples for 2025/2026 Fiscal Year Plans)



TAR HEEL REELS SOCIAL MEDIA SPONSORSHIP

Greenville's Brew & Cue Trail

https://www.youtube.com/shorts/J1REnYbNuD0

Can't Miss Bites in New Bern

https://www.youtube.com/shorts/7agnn2i9a04

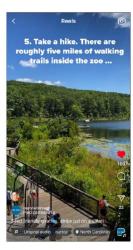
Spend a Day at Hammocks Beach State Park
https://www.youtube.com/shorts/3mlhCEuXECw
Paid for by Onslow County Tourism – 2024/2025

Proposed - "Swansboro's Restaurant Scene"

- We can pick up to 5 eateries to feature
- Anne Marie will come in town and coproduce the shoot and coordinate with restaurants.







Exposure / Audience Size	Price
Reels will be filmed by Our State's digital team and the final video will be 60 seconds Advertiser will collaborate with the Our State digital team to choose the theme and direction of the reel Reels include upbeat music paired with on-screen text Sponsor's name will appear on the reel and sponsor is tagged in post copy Reels are posted on Instagram, Facebook and YouTube Shorts, and boosted on Facebook and YouTube	\$3,995 per sponsored Reel
Investment includes a half day of filming, travel, editing, project management, and boosting Average views: Insta = 15k-20k FB = 20k-30k YT = 8k-10k	

Our State Magazine - PAID CONTENT ARTICLE (examples for 2025/2026 Fiscal Year Plans)





PAID CONTENT— **ARTICLE**

Waterfront Walks Historic Talks in Washington

https://www.ourstate.com/waterfront-walkshistoric-talks-in-washington/

Moorehead: A City Shaped By Fishing

https://www.ourstate.com/a-carteret-countytradition-a-city-shaped-by-fishing/

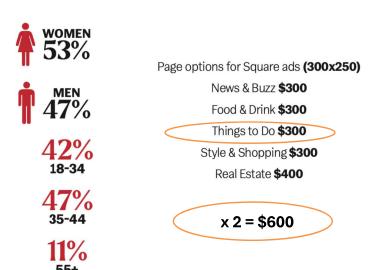


Exposure / **Price Audience Size** Article, listicle, personality quiz, travel quiz, or travel Articles starting at \$5,795 guide per piece Paid and organic Relaunches of paid articles promotion on Our State's for \$2,750 social media channels (Facebook and Twitter) Average Analytics Website Inclusion in one relevant Page views: 1,500-2,500 Our State email newsletter Engagement time: 0:30-1:00 Facebook One full-page print ad in Impressions: 60k-80k Our State magazine Reach: 30k-40k promoting any series with Likes/Shares/Comments/Saves: five or more articles 200-300 Link Clicks: 400-600 Content will stay on ourstate.com for at least Travel & Events Newsletter one year and will be Clicks on Article: 150-300 promoted on the home Story of the Day Newsletter page for two weeks Clicks on Article: 500-800 Referral traffic to your website



Raleigh Magazine - THINGS TO DO BANNER ADS (examples for 2025/2026 Fiscal Year Plans)

RM DIGITAL ADVERTISING







Item III - d.



Tourism Development Authority Meeting Agenda Item Submittal

Item To Be Considered: National Travel & Tourism Week
Board Meeting Date: April 10, 2025
Prepared By:Sonia Johnson-Finance Director
Overview: National Travel & Tourism Week will be observed from May 4 through May 10. This annual event provides an excellent opportunity to engage with visitors and promote the many attractions, events, accommodations, dining establishments, and locally made products that make North Carolina a premier travel destination. Kelley Brown will be attending the event and requested to be reimbursed for travel expenses.
Background Attachment(s): National Travel & Tourism Week Flyer Recommended Action: Motion to approve funding request for National Travel & Tourism Week Event
Action:





Save the Date! National Travel & Tourism Week: May 4-10, 2025

The first full week of May is annually recognized as National Travel & Tourism Week, a tradition first celebrated in 1984. Localized events are presented in cities, states and travel businesses nationwide to champion the power of travel. It was established as National Tourism Week when the U.S. Congress passed a joint resolution in 1983 designating the week to be celebrated in May. In a White House ceremony, President Ronald Reagan signed a Presidential Proclamation urging citizens to observe the week with "the appropriate ceremonies and activities."

Since its establishment, the U.S. travel community has collectively marked the event in a number of creative ways, from staging local rallies and conducting media outreach to securing proclamations and resolutions from local legislative bodies.

During this week every year, the Cabarrus County CVB shares the economic impact of our industry to our community with figures that indicate how many jobs are supported by the travel industry, the amount of tax revenue generated which passes a tax saving to each household in the county and how much money is spent in our community from outside visitors that support our area businesses.

Item III - e.



Tourism Development Authority Meeting Agenda Item Submittal

Item To Be Considered: Board Projects/Discussion Items
Board Meeting Date: April 10, 2025
Prepared By:Randy Swanson-Chair
Overview: To provide an overview of key projects and discussion items for the upcoming Board meeting, including updates, recommendations, and items for Board consideration or direction.
Recommended Action: Discuss and provide any guidance.
Action: