



## **South Fulton Convention & Visitors Bureau**

Monday January 11, 2021 – 1:00PM

Join Zoom Meeting

<https://us02web.zoom.us/j/82186166482?pwd=WlhNbnp4MnZ5TjhYWwHNWQU5kSzQ1UT09>

### **AGENDA**

- I. Call to Order
  
- II. Approval of November / December Minutes
  
- III. Financial Report
  
- IV. Old Business
  - a. Branding and Imaging
    - i. Update on moving forward
  
- V. New Business
  - a. Update from Hotel Partner
  - b. New Board appointments / Replacements
  - c. Board Roster
  
- VI. Next Meeting Date: February 15, 2021
  
- VII. Adjournment



## **South Fulton Convention & Visitors Bureau**

Tuesday, February 16, 2021, 2021 – 1:00PM

Zoom Call

### **January 2021 Minutes**

Attendees:

#### **Board Members**

Dyan Matthews  
Fredericka Jones  
Michael Hickman  
Ronald St. James  
Sam Kennedy  
Quinton Evans  
Tony Phillips  
Salondia Aveni  
Carole Sykes  
Richard Thweatt  
Anca Thompson

#### **Staff / Consultants**

Christopher Pike; CVB Executive Director  
Chantel Francois – Tourism Manger  
Ansul Hans – CVB accountant  
Nik Erramilli – CVB attorney

#### **I. Call to Order**

Meeting was called to order at 1:05pm by President Dyan Matthews.

#### **II. Approval of Minutes**

##### **a. May 15, 2020**

A Motion was made to approve January Minutes

Motion ( Approve): Carole Sykes

Second : Quinton Evans

The motion was approved unanimously.

## II. Financial Report

Financial Report was presented by CVB Accountant Ansul Hans

- a. Ansul Hans informed CVB Board, that we are currently operating within budget. 59% of revenue and at 78% of expenditure. Income of \$55,939.
- b. There was an overpayment to SF Lifestyle magazine which resulted in a credit. This was suggested to be issued toward future advertising 2021.

A Motion was made to approve Financial Report

Motion ( Approve): Richard Thweatt

Second : Quinton Evans

The motion was approved unanimously.

## IV. Old Business

- a. Branding and Imaging

Chantel Francois updated on status of website & social media. Francois received a Draft Digital Brochure for approval. Feedback & approval given. They are still working on website and social media platforms.

## V. New Business

- a. Update from Hotel Partner**

Anca Thompson Hotel GM gave updates on the Fairfield Inn & Suites. January pick up was even better than last year. This was a result of housing from local groups. 2<sup>nd</sup> and 3<sup>rd</sup> quarter even mor pick up. Tony Phillips mentioned that we are a hub for Tennis Teams and would love to partner with the hotel on tournaments.

**b. New Board Appointments**

Christopher Pike will send info on areas to be filled. Dyan Matthews agreed to resend Bylaws re meeting attendance and reelection terms. Nik offered his assistance where needed.

**c. Board Roster**

Chantel Francois reminded Board members to forward their updated contact information to complete the Board Roster.

VI. Other Business

**a. Richard Thweatt** asked questions regarding Hyatt Place hotel on Old National Hwy. Christopher Pike informed that the closing on that property is being handled by the Development Authority, he did not have an update at this time.

**d. Small Business Grant** – Christopher Pike informed that there was still funds of \$315K still available for disbursement. Advised to visit the City website under Economic Development for anyone interested.

VII. Next Meeting Date: discussed by Board.

The normal regular meeting date is February 15, 2021, due to President Day Holiday we will meet February 16, 2021.

VIII. Adjournment

Meeting adjourned at 1:25 pm



## **SOUTH FULTON CVB**

### **FINANCIAL STATEMENTS**

**JANUARY 2021**

Statement of Financial Position  
Income Statement  
Budget to Actual

# South Fulton Convention & Visitors Bureau, Inc.

## STATEMENT OF FINANCIAL POSITION

As of January 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1001 Checking	87,340.39
1005 Clearing Account	0.00
<b>Total Bank Accounts</b>	<b>\$87,340.39</b>
Other Current Assets	
1060 Accrued Revenue	-5,803.30
1070 Prepaid Expenses	1,330.00
<b>Total Other Current Assets</b>	<b>\$ -4,473.30</b>
<b>Total Current Assets</b>	<b>\$82,867.09</b>
<b>TOTAL ASSETS</b>	<b>\$82,867.09</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
3010 Retained Earnings	82,872.09
Net Revenue	-5.00
<b>Total Equity</b>	<b>\$82,867.09</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$82,867.09</b>

# South Fulton Convention & Visitors Bureau, Inc.

## INCOME STATEMENT

January 2021

	TOTAL
Revenue	
4000 Public Sector Revenue	0.00
<b>Total Revenue</b>	<b>\$0.00</b>
GROSS PROFIT	<b>\$0.00</b>
Expenditures	
6015 Bank Charges & Fees	5.00
<b>Total Expenditures</b>	<b>\$5.00</b>
NET OPERATING REVENUE	<b>\$ -5.00</b>
NET REVENUE	<b>\$ -5.00</b>

**SOUTH FULTON CVB**  
**BUDGET TO ACTUAL**

	Jan 2021	YTD 2021	2021 Budget	Variance	% of Budget
<b>Income</b>					
4000 Public Sector Revenue	-	-	75,000	75,000	0%
<b>Total Income</b>	-	-	<b>75,000</b>	<b>75,000</b>	<b>0%</b>
<b>Expenses</b>					
6010 Advertising & Marketing	-	-	39,040	39,040	0%
6015 Bank Charges	5	5	60	55	8%
6025 Insurance	-	-	1,500	1,500	0%
6035 Legal & Professional Services	-	-	12,000	12,000	0%
6040 Meals	-	-	1,000	1,000	0%
6045 Memberships/Dues	-	-	1,200	1,200	0%
6050 Office Supplies	-	-	1,000	1,000	0%
6055 Rent	-	-	6,000	6,000	0%
6060 Sponsorships	-	-	10,000	10,000	0%
6065 Travel	-	-	2,000	2,000	0%
6070 Training	-	-	1,200	1,200	0%
<b>Total Expenses</b>	<b>5</b>	<b>5</b>	<b>75,000</b>	<b>74,995</b>	<b>0%</b>
<b>Net Income/(Loss)</b>	<b>(5)</b>	<b>(5)</b>	<b>-</b>	<b>5</b>	