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The regular meeting of the Newnan Convention Center Authority was held on Thursday, February 20, 2025, at 6:30 p.m. at the Newnan Centre, Newnan, Georgia with Chairman Parks Avery, Jr. Presiding.

CALL TO ORDER

Chairman Avery called the meeting to order.

PRESENT

Authority Members present: Chairman Parks Avery, Jr.; Vice-Chairman Michael Colpoys; Treasurer Teresa Lovett; Secretary Carles Stinson; Member Krista Frost; and Member John Goodrum.

Also present were: Newnan Centre Executive Director Peyton Shelnutt; Newnan Centre Sales & Events Manager Kaitlyn Bartlett; Newnan Centre Operations Manager Stewart Johnston; Newnan Centre Assistant Operations Manager Adam Cheek; and City Attorney Brad Sears.

MINUTES – REGULAR AUTHORITY MEETING – November 21, 2024

Motion made by Member Goodrum and seconded by Vice-Chairman Colpoys, to dispense with the reading of the minutes of the Authority meeting for November 21, 2024, and adopt them as presented.

MOTION CARRIED. (6 – 0)

FINANCIALS – FOR THE YEAR ENDING – December 31, 2024

Treasurer Lovett stated that we have \$554,543 in the operating account. Our Commonwealth Investment Account has unrealized gains/losses of -\$35,661, with a total of \$798,455 in the account.

We are showing \$42,763 in the intergovernmental receivable account. We are still due monies for the month of December for Hotel/Motel and Motor Vehicle taxes from the city, so we should receive those payments soon.

Our accumulated depreciation totals -\$175,399, for the outdoor gazebo and the ASW audio/visual equipment, which will be amortized over the next 25 years.

We have customer deposits totaling \$46,350 for future events with current liabilities of \$64,834. Our total assets and liabilities are \$1,868,066.

Charges for Services are down 19% over the same period last year, which is mainly due to the loss of the church on Sunday evenings for the months of August – December. In 2023, the church hosted morning and evening services every Sunday. We also had a few large non-profit events reschedule from fall 2024 to 2025.

Investment Income totals \$35,790 for the year as compared to \$92 in 2023.

We received \$541,914 in Hotel/Motel and Motor Vehicle Taxes this year from the city. Gross Profit for the year was \$999,849, which is \$11,960 over 2023's total profits.

Personnel Services for the year are down 6% over the same period last year. In 2023, we received the ARPA grant from the federal government and applied that towards salaries and wages.

Professional and Other Services are only .5% higher than 2023 totals.

Supplies and Operating Expenses are down 4% over the same period last year.

Repairs and Maintenance are up \$18,051 over the same period last year as we saw a few more repairs this year than in the last. Those repairs and maintenance included carpet, chairs, airwall, and window cleaning; waxing tile floors in the service hallway and restrooms; repairs to the fire panel and burglar system; HVAC repairs, and a new UPS for the AV system.

Total Net Income for the year is \$180,312.

Motion made by Member Goodrum and seconded by Member Frost, to accept the financials as presented.

MOTION CARRIED. (6 – 0)

OLD BUSINESS

Boardroom Upgrade Project (Design + A/V) – Executive Director Shelnuttt shared that included in the board packet is a proposal from Elizabeth Ferguson Designs for the boardroom upgrade only, pulled from the entire Newnan Centre project that Buffy had previously prepared. The total cost for the boardroom totals \$116,899.

The Authority decided to not move forward with any design plans for the time being and will revisit this topic at a later time that makes more sense.

The audio/visual upgrade presented would make the boardroom compatible with the new AV system in the rest of the building and really enhance meeting capabilities for the space.

Motion made by Member Frost and seconded by Treasurer Lovett, to accept and approve the ASW audio/visual install and upgrade for the boardroom.

MOTION CARRIED. (6 – 0)

Power at Outdoor Gazebo Update – Operations Manager Johnston shared that all of the underground boring has been done to lay the underground pipe. All of the panels and cabling have been delivered, so now we are awaiting the rest of the installation. Once completed, we will have 2–200-amp services, totaling 400 amps of power at the Gazebo. Right now, the completion date is March 10th, then we will perform testing to ensure everything works accordingly.

Roof Update – Assistant Operations Manager Cheek shared that he has been working alongside Ben Hill to complete the roof repairs/cleaning. Only minor issues were discovered. They will continue to monitor and return in the coming months for preventative maintenance that will now be taking place quarterly.

NEW BUSINESS

Water Heaters Proposal – Operations Manager Johnston presented the MaxAir water heater proposal as our current water heaters have reached their end of life after 12 years of service. They were only expected to last 10 years, so that was an added bonus life. They recommend replacing them before running into failures that may cause operational disruptions. The total cost for this replacement is \$29,948.

Motion made by Treasurer Lovett and seconded by Member Frost, to accept and approve the MaxAir proposal for the Rinnai commercial hybrid water heating system for \$29,948.

MOTION CARRIED. (6 – 0)

EXECUTIVE DIRECTOR REPORT

Sales & Marketing – October, November, and December were busy for us, with October being a bit slower than usual as we had a few repeat clients reschedule into 2025. December was very busy, but we did lose out on the first 3 days of December business because we held those dates for a potential runoff election that did not come to fruition. Unfortunately, that happens at the last minute, and we are not able to rebook those dates.

2025 started off extremely strongly with 3 out of 4 weekends booked in January and February, which is typically much slower to start. New business booked includes Chromalloy who hosted their leadership meetings in January; Edward Jones for a luncheon; Colwell Bankers Real Estate Group for a CB Agent Development in April; The Warrior Alliance for a VA day in April; Newnan Kiwanis Club Centennial Celebration in May; Jazz in the Park Summer Series for the city; Crossroads Baptist Church for their leadership refuel retreat in October; and many 2025 weddings and vow renewals.

Church of the Highlands also notified us that they are still actively trying to build or move into Newnan High School as they have truly outgrown our facilities.

Motion made by Member Frost and seconded by Secretary Stinson to permit the City of Newnan to lease the amphitheater for Jazz in the Park and waive the policy for the City to permit brown bagging during the Jazz in the Park events at the City's liability.

MOTION CARRIED. (6 – 0)

Customer Care Analysis - We had 6 responses to the customer care analysis, all with raving reviews of our team and venue. The overall ratings for all categories are extremely high – all exceeding expectations and very complimentary. For the first time, we maintained a perfect score all year long for the categories labeled Staff, Service, and Cleanliness – thank you to the team here for taking such good care of our clients and the venue itself.

Occupancy Report – In 2024, we hosted 384 events with an attendance of 46,929. Our current occupancy rate for the year ending 12/31/2024 is 38.4%. We are below last year's total by a bit, but 2024 would be our second-best year in performance. Our next best occupancy was 2022 with 30.7%.

2025 MEETING DATES

The 2025 meeting dates are May 15, 2025; August 21, 2025; and November 20, 2025, all at 6:30 p.m. at the Newnan Centre Boardroom.

ADJOURNMENT

Motion made by Member Goodrum and seconded by Vice-Chairman Colpoys, to adjourn the meeting at 7:30 p.m.

MOTION CARRIED. (6 – 0)

Prepared and Submitted for Review by:

Certified and Attested by:

Peyton Shelnett, Executive Director

Newnan Centre

Carles Stinson, Secretary

Newnan Convention Center Authority