
The regular meeting of the Newnan Convention Center Authority was held on Thursday, August 21, 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 Jennifer Morrison; and Member Mike Winslett.

Also present were: Newnan Centre Executive Director Peyton Shelnutt; Newnan Centre Sales & Events Manager Kaitlyn Bartlett; and City Attorney Brad Sears.

MINUTES - REGULAR AUTHORITY MEETING - May 15, 2025

Motion made by Vice-Chairman Colpoys and seconded by Member Winslett, to dispense with the reading of the minutes of the Authority meeting for May 15, 2025, and adopt them as presented.

MOTION CARRIED. (6 - 0)

FINANCIALS - FOR THE PERIOD ENDING - June 30, 2025

Treasurer Lovett stated that we have \$445,169 in the operating account and \$19,029 in our accounts receivable. Our Commonwealth Investment account has unrealized gains/losses totaling \$29,363, with a total of \$811,267 in the account.

We have prepaid expenses of \$21,745, which was the initial deposit for the power upgrade at the outdoor gazebo. Our total current assets are \$1,297,811. Our accumulated depreciation totals -\$175,399, for the outdoor gazebo and the ASW audio visual equipment that is being amortized over the next 25 years. Our Total Fixed Assets are \$556,725.

We have customer deposits totaling \$41,990 for future events with current liabilities of \$57,440. Our total liabilities and equity are \$1,854,536.

Charges for Services are up \$5,772 over the same period last year. This is because of a major increase in alcohol revenues. So far this year, we have \$49,294 in alcohol revenues versus \$35,025 for the same period last year - a 40% increase.

Investment Income totals \$9,578 for the period as compared to \$53.54 for the same period last year.

We received \$117,389 in Hotel/Motel and Motor Vehicle Taxes from the city for the first half of the year, but we are still due the June 2025 payment. Gross Profit for the period is \$354,435, which is down 6.4% over the same period last year.

Personnel Services for the period are up slightly by 4% due to health insurance premiums and new uniforms we ordered for full-time and part-time employees.

Professional and Other Services are down 7% for the period.

Supplies and Operating Expenses are down 10% over the same period last year. The negative \$200.00 showing under other operational costs was from a repair that we charged back to the client. It has since been resolved and repaired, so that will no longer show on the next financials.

Repairs and Maintenance are up \$7,929 over the same period last year. Repairs and Maintenance included in this period were repairs from a leak with the HVAC units that required new transformers, new coils, and new belts to fully repair and also a frozen unit that the motor failed and needed an entirely new drain line.

Total Net Income for the period is -\$6,122 as compared to \$17,525 for the same period in 2024.

Motion made by Vice-Chairman Colpoys and seconded by Member Morrison, to accept the financials as presented.

MOTION CARRIED. (6 - 0)

FISCAL YEAR 2026 BUDGET

Executive Director Shelnett presented the FY2026 budget, stating it had been prepared with the possibility of losing the Church of the Highlands rental mid-year, resulting in six months of projected church income. Several revenue lines were adjusted accordingly. Rental fees were increased slightly to reflect anticipated growth, while catering revenues were reduced due to a continued shift toward heavier bar service and lighter food service. Alcohol revenue is projected to rise significantly based on strong performance trends, and personnel reimbursements were reduced due to the potential loss of church activity.

Investment income was estimated at \$30,369 based on current portfolio yields, with \$800,000 held in reserves. Hotel/Motel tax allocations assume a conservative 6% year-end increase, providing an estimated \$389,000 to the Centre.

On the expense side, alcohol-related costs were increased to align with projected revenues. Part-time wages and event personnel costs were reduced due to decreased

church-related staffing needs. The budget includes a major marketing investment for a full logo and brand refresh, ongoing digital advertising, and current wedding publication placements. Repairs and maintenance were increased by 40% to reflect aging facility needs.

Overall, the FY2026 budget projects a gross profit of \$830,869 and a net income of \$103,419.

Motion made by Member Morrison and seconded by Treasurer Lovett, to accept and approve the 2026 fiscal year budget as presented.

MOTION CARRIED. (6 - 0)

OLD BUSINESS

Insurance - The Newnan Convention Center Authority is now covered for general liability with Matrix Insurance Agency for an annual fee of \$3,874.

Capital Reserve Fund Minimum - Executive Director Shelnett stated that she has updated the Capital Reserve Fund Minimum spreadsheet to show more realistic prices for all equipment included on the spreadsheet. The total amount of funding that would now be needed if everything required replacement at once, totaled \$912,700. We update this annually to ensure that we keep enough funds for these large maintenance projects should they arise.

NEW BUSINESS

Emergency Exit Light Repair / Fire Inspection - Our team has met with the City's Fire Inspector in conjunction with Binkley Electrical Services to assess our current situation and what is required in phase one to become complaint. The proposal included is the associated electrical costs in order to complete phase one of compliance with our fire inspection, totaling \$12,527. Phase two will be called a "90-minute test" in which all power to the building is shut down and all emergency lighting must last those 90 minutes. Any faulty equipment will be required to be repaired immediately for further compliance.

Motion made by Vice-Chairman Colpoys and seconded by Secretary Stinson, to accept and approve the emergency exit light repair plan for the fire inspection submitted by Binkley Electrical Services for the amount of \$12,527.

MOTION CARRIED. (6 - 0)

Buffalo Rock Equipment Notice - While working on the budget, we reached out to Buffalo Rock in hopes of purchasing additional equipment needed to successfully operate a third bar system for larger events as we only have the ability to currently host two. To our surprise, they notified us that all loaner equipment that was donated back in 2012 would

need to be returned to them immediately. In order to continue to provide our services that use that equipment daily, we will need to purchase replacement equipment as soon as possible.

The combined costs for all equipment (1 bar, 3 beverage coolers, 3 coffee makers, and 1-3-gallon tea maker) is \$14,874.18.

Motion made by Treasurer Lovett and seconded by Vice-Chairman Colpoys to accept and approve the purchase of replacement equipment for the buffalo rock items for the amount of \$14,874.18.

MOTION CARRIED. (6 - 0)

Landscape Improvement at Roundabout - There is a section of the landscaping at the roundabout heading towards Summergrove that is currently not being tended to and does not flow well with the rest of the landscaping in the area. It has been a major ask of the City's to look into over the years. Before you there is a proposal from Arbor Valley for upgrading that area to match the rest of the property, for a cost of \$7,575.

Motion made by Vice-Chairman Colpoys and seconded by Secretary Stinson, to accept and approve the landscape upgrade at the roundabout for \$7,575 with Arbor Valley.

MOTION CARRIED. (6 - 0)

EXECUTIVE DIRECTOR REPORT

Sales & Marketing - April, May and June were very busy for us. We had 10 out of 13 weekends booked. New business booked includes: DECAL booked 10 training sessions over 2025 and into 2026 (first time back post-pandemic); The Hedera Foundation is hosting their winter fundraising campaign in November; Auburn University's Tax Seminar in November; the Newnan Rotary Club will host their holiday social here in December; NCBOR is returning for their 2026 season; and many other birthday celebrations and weddings into 2026!

Jazz in the Park also wants to return for their summer series in 2026.

Executive Director Shelnett presented a modest increase in rental rates effective in 2026, should the board approve. This adjustment is necessary to help recoup the ongoing budget impacts we continue to face as well as increasing demand with venue repairs and maintenance. The updated rates have been carefully and thoroughly researched, ensuring they remain competitive and in line with comparable venues in our region and market.

Motion made by Treasurer Lovett and seconded by Member Morrison, to accept and approve the increase in rental rates effective 2026.

MOTION CARRIED. (6 - 0)

Customer Care Analysis - We had 4 total responses to the customer care analysis, all with raving reviews of our team and our venue. We continued our trend again this quarter and still have a perfect score on Staff, Service, and Cleanliness.

Overall, no negative comments, but we did have one reply on wanting more options for catering, for which we already provide 15.

Occupancy Report - In the first half of 2025, we hosted 208 events with an attendance of 27,164. Our current occupancy rate is 20.8% compared to the same period last year with 20.7%, so just slightly above those totals.

NEXT MEETING DATE - November 20, 2025

The next meeting will be held on Thursday, November 20, 2025, at 6:30 p.m.

ADJOURNMENT

Motion made by Vice-Chairman Colpoys and seconded by Member Winslett, to adjourn the meeting at 7:18 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