

The regular meeting of the Newnan Convention Center Authority was held on Thursday, November 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.; Treasurer Teresa Lovett; Secretary Carles Stinson; and Member Jennifer Morrison.

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 – August 21, 2025

Motion made by Treasurer Lovett and seconded by Member Morrison, to dispense with the reading of the minutes of the Authority meeting for August 21, 2025, and adopt them as presented.

MOTION CARRIED. (4 – 0)

FINANCIALS – FOR THE PERIOD ENDING – September 30, 2025

Treasurer Lovett stated that we have \$472,088 in the operating account and \$12,474 in our accounts receivable. Our Commonwealth Investment account has unrealized gains/losses totaling \$25,801, with a total of \$818,457 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 \$1,325,367. 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 \$53,575 for future events with current liabilities of \$67,739. Our total liabilities and equity are \$1,882,092.

Charges for Services are up \$1,108 over the same period last year. This is because of a major increase in alcohol revenues. So far this year, we have \$64,867 in alcohol revenues versus \$39,667 for the same period last year – a 63% increase.

Investment Income totals \$16,321 for the period as compared to \$1,149 for the same period last year.

We received \$232,286 in Hotel/Motel Taxes from the city through September. Gross Profit for the period is \$551,524, which is down 8.6% over the same period last year.

Personnel Services for the period are up slightly by 6% due to health insurance premiums.

Professional and Other Services are down 3% for the period.

Supplies and Operating Expenses are down 4.8% over the same period last year.

Repairs and Maintenance are up \$14,144 over the same period last year. Repairs and Maintenance included in this period were repairs from the quarterly PM with Ben Hill Roofing; installation of Ecobee thermostat in the AV room; electrical repairs for fire compliance; a new compressor for the walk-in cooler; new fan blades and capacitor for HVACs; replacement of the electronic control panel on the double gas oven; and a defective thermal expansion valve.

Total Net Income for the period is \$11,079 as compared to \$87,871 for the same period in 2024.

Motion made by Member Morrison and seconded by Secretary Stinson, to accept the financials as presented.

MOTION CARRIED. (4 – 0)

OLD BUSINESS

Fire Inspection Update – Director Shelnutt shared that we are 100% fire compliant after working closely with Rory Hoilman (City Fire Inspector) to get us back up to compliance with their codes. We will have a follow-up component to the inspection next year with a ninety-minute emergency light test, so more to come on that.

NEW BUSINESS

PENCO MSA Renewal - Executive Director - Shelnutt - explained our current partnership with PENCO in the event that we had some catastrophic situations taking place and needed assistance. The blank MSA before you would ensure that in the event of any emergency, we would be prioritized in PENCO's response time/level and there are no associated costs with signing it. We just wanted to be prepared for any future situations to come as we started this partnership in the fall of 2024 and wish to continue.

Motion made by Treasurer Lovett and seconded by Member Morrison, to approve and adopt the MSA with PENCO for emergency services.

MOTION CARRIED. (4 - 0)

Outdoor Landscape Lighting – Director Shelnett presented two proposals for an outdoor landscape lighting upgrade on the property, which has not been done since original construction. Since adding in the outdoor gazebo, we feel that there are many identifiable areas that we need to tend to in order to improve lighting and visibility as well as safety.

There is a very significant price difference between the two proposals and that is because one company installs a much higher-grade permanent lighting fixture that is concreted into the ground. We have concerns over this process as it seems to have the potential to create a lot of damage to the grounds when repairs are needed. The other proposal is a very standard grade light fixture that would be installed like our current lighting system. Another huge benefit to the second proposal is that it came from our current landscape management team, Arbor Valley, so they are able to handle all repairs as they are on site very often.

The Arbor Valley proposal also includes the tree removals that need to take place as soon as possible as they are growing into the foundation of the building.

Motion made by Secretary Stinson and seconded by Treasurer Lovett, to accept and approve the Arbor Valley landscape lighting upgrade and tree removal proposal in the amount of \$26,983.

MOTION CARRIED. (4 - 0)

EXECUTIVE DIRECTOR REPORT

Sales & Marketing – July, August, and September were slower months for us, which is very standard over the summer period and as schools starts back. The next quarter will be much stronger, event-wise. Some new businesses booked include: ECHS JROTC military ball in November; Council of Financial Educators (COFE); Kam, Ebersbach, and Lewis booked for private photos with Santa; Auburn University Tax Institute for a 2-day training; City of Hope for their holiday party; Encompass Healthcare Newnan for their holiday party; Fountain of Faith Missionary Baptist for their pastors retirement celebration in December; Vulcan Materials for an annual company training; Edward Jones for a couple of meetings; a bridal show that we are showcasing in January; Fayette County JROTC for their spring military ball; Trinity Christian School for their prom; and Northgate High School Dugout Club for a large fundraiser as well as many weddings and birthday celebrations.

Very excited to show you all the new advertisements for 2026 as we have recreated all advertisements with new photos and content to keep everything fresh.

Customer Care Analysis – We had 5 total responses to the customer care analysis, all with raving reviews. The overall ratings for all categories are extremely high – all exceeding expectations and very complimentary. For the categories labeled Staff, Service, and Cleanliness we are still maintaining our perfect score for the third quarter. No negatives!!

Occupancy Report – So far this year, we have hosted 305 events with an attendance of 35,649. Our current occupancy rate through September 30th is 30.5%. The occupancy rate for the same period last year was 28.5%.

2026 MEETING DATES

The next meeting will be held on Thursday, February 19, 2026, at 6:30 p.m.

The remaining quarterly meetings will be: May 21, 2026; August 20, 2026; and November 19, 2026

ADJOURNMENT

Motion made by Member Morrison and seconded by Treasurer Lovett, to adjourn the meeting at 7:03 p.m.

MOTION CARRIED. (4 – 0)

Prepared and Submitted for Review by:

Certified and Attested by:

Peyton Shelnett, Executive Director

Carles Stinson, Secretary

Newnan Centre

Newnan Convention Center Authority