

BOARD OF DIRECTORS MEETING AGENDA Wednesday November 20, 2019 Legend's 11:30 a.m.

Agenda Items:

- Minutes (October) Mandy Haws
- II. Finance Report (October) Mark Milsap
- III. OU Venue presentation Amanda Sikich
- IV. Tourism Marketing District Dan Schemm
- V. Sports Commission update Dan Schemm

Reports:

- I. Staff Reports
 - a. Sales Taylor Mauldin Wagner & Trent Brown
 - b. Leisure Lacy Jo Burgess-Cady
 - c. Communications/PR Stefanie Brickman

Next Meeting Date:

Wednesday January 15, 2020 Legend's Restaurant 11:30

Upcoming Events:

The Nutcracker presented by University Theatre November 22-24 and December 5-8 2019

Winter Wind Concert Series Radoslav Lorkovic November 24, 2019

OU vs. West Virginia Homecoming October 19, 2019

Turkey Day 5K run and One Mile Run November 28, 2019

2019 Craft Show at Cleveland County Fairgrounds November 29-30, 2019

OK Sooners vs. Oklahoma State November 30, 2019

Small Business Saturday November 30, 2019

2019 Holiday Happening at the Sam Noble Natural History Museum December 5, 2019

Sooner Theatre presents Elf: The Musical December 6-8 and 13-15, 2019

2019 Norman Christmas Holiday Parade December 14, 2019

Norman Ballet Company's Oklahoma Nutcracker December 21-22, 2019

Please see our Website for a full list!

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Board of Directors Meeting Wednesday October 16, 2019 Legend's Restaurant 1313 W. Lindsey St.

Minutes

Board Attendance:

- (P) Kyle Allison, Andy Alligators
- (P) Tarasina Compagni, Benvenuti's
- (A) Drew Gaschler, OU Athletics
- (P) Steve Gillis, NYSA
- (P) Angelia Green, The Chickasaw Nation
- (P) Helen Green, OU, College of Fine Art
- (P) Lee Hall, City Council
- (A) Maureen Hammond, NEDC
- (P) Jerry M. Hatter, Balfour of Norman

- (P) Mandy Haws, Sooner Bowling
- (A) Brenda Hall, City of Norman
- (P) James Howard, Baked Bear
- (A) Alesha Leemaster, Norman Public Schools
- (P) Scott Martin, Chamber of Commerce
- (P) Mark Milsap, Holmberg House
- (A) Bree Montoya, Norman Arts Council
- (P) Andrew Stanfield, NCED Hotel
- (P) Amish Zaver, Comfort Inn

Call to Order

Meeting was called to order at 11:31 am

Minutes

Minutes from September meeting were considered. Milsap moved to approve the minutes, Hatter seconds the motion. Motion was approved.

Finance Report

Milsap presents the financial report for October. Cash position is good but less than last year which is explained by deferred revenue last year that is not present this year. In expenses there is an unbudgeted item, the Huddle Up Group package. There is also two payment to Sooner Sports properties that is just a timing thing and will not be repeated but is a budgeted expense. Green moves to accept October 2019 financials, Helen Green seconds, motion is approved.

TMD Update

Schemm discusses that VisitNorman is working with the Huddle Up Group to look at funding for Sports Commission. This funding will be provided through a voluntary assessment by the hotels that is passed through to guest. John Lambeth with Civitas will help create the TMD (tourism marketing district). He has helped to created about half of these districts across the country. We want the district to be in place by July 1. There is a six-month time frame and shall not exceed \$27700, with \$4200 month profession fees. He is a lawyer and know how to set up these agreements. Allison asks what the success rate is? Schemm answers that only 1 or 2 have been cancelled. Initial starting point is 2 to 21/2 percent. Tax exempt business would be exempt from this fee also. Milsap moves to approve entering into contract with Civitas as presented, Hatter seconds. Motion is approved.

Huddle Up Group

Schemm states that the monthly meetings started at the beginning of October. Presently the creation of the 501 c(3) designated group for the sports commission is being undertaken. This designation would allow corporations to provide funds to events.

City/County

Darry Stacey begins by sharing the fact that the County is paying of the Jail 10 years ahead of schedule. This is due mainly to a 2014 refinance which saved \$17 million. Currently the county is asking for 1/8th % in sales tax. This actually represents a reduction in sales tax and would provide a funding stream for jail maintenance, fund pay raises for sheriff's personnel and provide grants for rural fire departments and provide upgrades to Couch Detention center. Currently offices make \$10,000 less than other departments in the region and results in higher turnover. Sean O'Leary takes the floor for the city. The vote will be November 12th for both issues. There is a 2.2 million shortfall for Norman Public Transit with the bus system being turned over to the city. The city Inherited a very old infrastructure and buses.

Sales Report

Wagner reports that 17 leads were sent with a potential roomnight of 7610. Four leads were booked with a total of 1636 room nights. Schemm announces that Wagner was awarded SGMP's top 10 under 37.

Leisure Report

Burgess-Cady reports that five convention/groups were serviced as well as three leisure groups. Annual Moore hotel, motel and attractions delivery was completed for a total of 720 visitor guides distributed.

Communications/PR Report

Brickman reports that the numbers are a little up. The App has a new dashboard. There is an uptick in the app downloads with 50-70 showing up, she attributes these to the Embassy Card which has our download the App campaign on the back of the room key cards. There is growth in all categories. Top page visited is the Sooner football page.

Adjourned at 1:04.

NORMAN CONVENTION & VISITORS BUREAU STATEMENTS OF FINANCIAL POSITION OCTOBER 31, 2019 AND 2018

ASSETS

	2019	2018
CURRENT ASSETS		
PETTY CASH	\$ 589.99	\$ 495.99
CASH IN BANK - REPUBLIC BANK	234,031,24	216.942.81
CASH IN BANK - PREMIUM MONEY MARKET	39.03	54,285.65
CASH IN BANK - BID FEE MONEY MARKET	93,699.97	38,787,52
ACCOUNTS RECEIVABLE	8,317.99	4,545.99
EMPLOYEE ADVANCE	59.58	0.00
PREPAID EXPENSES	45,060.40	51,146.20
TOTAL CURRENT ASSETS	381.798.20	366,204,16
PROPERTY AND EQUIPMENT		
FURNITURE & FIXTURES	17,600. 7 1	17,915.71
LEASEHOLD IMPROVEMENTS	6,130.00	6,130.00
MACHINERY & EQUIPMENT	2,70 5.2 5	6,089.28
VEHICLE	67,091.12	67,091.12
COMPUTER EQUIPMENT	11,372.48	15,871.76
LESS: ACCUMULATED DEPRECIATION	(79,842.66)	(68,967.46)
NET PROPERTY AND EQUIPMENT	25,056.90	44,130.41
OTHER ASSETS		
INTANGIBLE ASSETS, NET OF AMORTIZATION	5,589.54	19,004.46
TOTAL OTHER ASSETS	5,589.64	19,004.46
TOTAL ASSETS	\$ 412,444.64	\$ 429,339.03
LIABILITIES AND NET AS	SETS	
LIABILITIES AND NET AS	SETS	
LIABILITIES AND NET ASS	SETS	
	SETS \$ 7,602.19	\$ 29,560.13
CURRENT LIABILITIES	Α	\$ 29,560.13 74,583,35
CURRENT LIABILITIES ACCOUNTS PAYABLE	\$ 7,602.19	
CURRENT LIABILITIES ACCOUNTS PAYABLE DEFERRED REVENUE	\$ 7,602.19 76,876.65	74,583.35
CURRENT LIABILITIES ACCOUNTS PAYABLE DEFERRED REVENUE SALES TAX PAYABLE	\$ 7,602.19 76,876.65 2.95	74,583,35 8.04
CURRENT LIABILITIES ACCOUNTS PAYABLE DEFERRED REVENUE SALES TAX PAYABLE COMPENSATED ABSENCES PAYABLE SALARIES PAYABLE	\$ 7,602.19 76,876.65 2.95 22,163.52	74,583,35 8.04 20,129.48
CURRENT LIABILITIES ACCOUNTS PAYABLE DEFERRED REVENUE SALES TAX PAYABLE COMPENSATED ABSENCES PAYABLE SALARIES PAYABLE IRA PAYABLE	\$ 7,602.19 76,876.65 2.95 22,163.52 0.00	74,583,35 8.04 20,129.48 (0.50)
CURRENT LIABILITIES ACCOUNTS PAYABLE DEFERRED REVENUE SALES TAX PAYABLE COMPENSATED ABSENCES PAYABLE SALARIES PAYABLE	\$ 7,602.19 76,876.65 2.95 22,163.52 0.00 1,980.61	74,583,35 8,04 20,129.48 (0.50) 2,555.34
CURRENT LIABILITIES ACCOUNTS PAYABLE DEFERRED REVENUE SALES TAX PAYABLE COMPENSATED ABSENCES PAYABLE SALARIES PAYABLE IRA PAYABLE UNITED WAY PAYABLE PAYROLL TAXES PAYABLE	\$ 7,602.19 76,876.65 2.95 22,163.52 0.00 1,980.61 413.04 4,237.36	74,583,35 8,04 20,129,48 (0,50) 2,555,34 123,32 14,984,70
CURRENT LIABILITIES ACCOUNTS PAYABLE DEFERRED REVENUE SALES TAX PAYABLE COMPENSATED ABSENCES PAYABLE SALARIES PAYABLE IRA PAYABLE UNITED WAY PAYABLE	\$ 7,602.19 76,876.65 2.95 22,163.52 0.00 1,980.61 413.04 4,237.36	74,583,35 8,04 20,129,48 (0,50) 2,555,34 123,32 14,984,70
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CURRENT LIABILITIES ACCOUNTS PAYABLE DEFERRED REVENUE SALES TAX PAYABLE COMPENSATED ABSENCES PAYABLE SALARIES PAYABLE IRA PAYABLE UNITED WAY PAYABLE PAYROLL TAXES PAYABLE TOTAL CURRENT LIABILITIES TOTAL LIABILITIES	\$ 7,602.19 76,876.65 2.95 22,163.52 0.00 1,980.61 413.04 4,237.36	74,583,35 8,04 20,129,48 (0,50) 2,555,34 123,32 14,984,70
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CURRENT LIABILITIES ACCOUNTS PAYABLE DEFERRED REVENUE SALES TAX PAYABLE COMPENSATED ABSENCES PAYABLE SALARIES PAYABLE IRA PAYABLE UNITED WAY PAYABLE PAYROLL TAXES PAYABLE TOTAL CURRENT LIABILITIES NET ASSETS UNRESTRICTED NET ASSETS - PRIOR YEAR	\$ 7,602.19 76,876.65 2.95 22,163.52 0.00 1,980.61 413.04 4,237.36 113,276.32 113,276.32	74,583,35 8.04 20,129,48 (0.50) 2,555,34 123,32 14,984,70 141,943.86 141,943.86
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NORMAN CONVENTION & VISITORS BUREAU STATEMENTS OF ACTIVITIES

FOR THE ONE MONTH AND FOUR MONTHS ENDED OCTOBER 31, 2019 AND 2018

	ONE MONTH ENDED OCTOBER 31, 2019	ONE MONTH ENDED OCTOBER 31, 2018	FOUR MONTHS ENDED OCTOBER 31, 2019	FOUR MONTHS ENDED OCTOBER 31, 2018	
REVENUE TRANSIENT GUEST TAX BID FEE REBATE ADVERTISING SALES	\$ 76,791.65 0.00 0.00 36,78	\$ 74,583,33 0.00 0.00 91.95	\$ 307,166.80 78.68 19,118.68 1,123.17	\$ 298,333.34 0.00 9,880.00 213.32	
TOTAL REVENUE	76,828.43	74,675.28	327,487.33	308 426,66	
OPERATING EXPENSES ACCOUNTING FEES RESEARCH AMORTIZATION EXPENSE CONSUMER ADVERTISING/MARKETING TRADE SHOWS CONVENTION SERVICES POSTAGE PUBLIC RELATIONS GROUPS MARKETING AFFLIATION / MEMBERSHIPS RELATIONSHIP MARKETING RETAIL CENTER OPERATIONS / ADMINISTRATION DEPRECIATION EXPENSE PERSONNEL EXPENSES	700.00 0.00 1.117.91 12,763.76 0.00 210.43 19.01 3,278.18 20,180.81 391.00 391.00 16,251.08 610.51	0.00 0.00 1,117.91 27,502.88 301.04 1,246.00 14.40 1,161.04 15,137.04 385.00 647.70 108.75 18,258.93 1,455.79 33,065.77	700.00 7,500.00 4,471.64 54,572.67 2,007.06 2,284.43 548.86 6,379.18 43,057.62 3,054.69 1,334.05 1,452.00 43,795.06 4,851.26	0.00 0.00 4,471.64 66,170.11 426.04 5,792.13 436.59 9,692.89 31,473.71 2,934.03 1,238.56 108.75 46,998.64 5,823.32	
TOTAL OPERATING EXPENSES	87,658.96	100,302,25	332,489.06	330,327,22	
OTHER REVENUES (EXPENSES) INTEREST INCOME NET OTHER REVENUES (EXPENSES)	<u>223,63</u> 223,63	235.21 235.21	935.19 935.19	917.20 917.20	
•				\$ (20,983.36)	
CHANGE IN NET ASSETS	\$ (10,606.90)	\$ (25,391.76)	\$ (4,066.54)	\$ \(\infty\)	

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SUPPLEMENTARY INFORMATION

NORMAN CONVENTION & VISITORS BUREAU STATEMENTS OF ACTIVITIES - ACTUAL AND BUDGET FOR THE ONE MONTH AND FOUR MONTHS ENDED OCTOBER 31, 2019

	ONE MONTH ENDED ACTUAL	ONE MONTH ENDED BUDGET	OVER/ (UNDER) BUDGET	FOUR MONTHS ENDED ACTUAL	FOUR MONTHS ENDED BUDGET	OVER/ (UNDER) BUDGET
SALES						
TRANSIENT GUEST TAX	\$ 76,791.65	\$ 76,791.66	\$ (0.01)	\$ 307,166.80	\$ 307,166.67	\$ 0.13
BID FEE REBATE	0.00		0.00	78.68	0.00	78.68
ADVERTISING	0.00		0.00	19,118.68	20,000.00	(881.32)
SALES	36.78	0.00	36.78	1,123.17	0.00	1,123,17
TOTAL SALES	76,828.43	76,791.66	36.77	327,487.33	327,166.67	320.66
GROSS PROFIT	76,828.43	76,791.66	36.77	327,487.33	327,166.67	320.66
OPERATING EXPENSES						
ACCOUNTING FEES	700.00	0.00	700.00	700.00	0.00	700.00
RESEARCH	0.00	0,00	0.00	7,500.00	1,250.00	6,250.00
AMORTIZATION EXPENSE	1,117.91	1,118.00	(0.09)	4,471.64	4,472.00	(0.36)
CONSUMER	12,763,76	19,000.00	(6,236.24)	54,572.67	72,000.00	(17,427,33)
ADVERTISING/MARKETING						
TRADE SHOWS	0.00		(500.00)	2,007.06	1,825.00	182.06
CONVENTION SERVICES	210.43		(747.57)	2,284.43	3,832.00	(1,547.57)
PRINTED MATERIALS	0.00		(181.00)	0.00	1,168.00	(1,168.00)
POSTAGE	19.01		(480.99)	548.86	1,000.00	(451.14)
PUBLIC RELATIONS	3,278,18		676.18	6,379.18	10,406.00	(4,026.82)
GROUPS MARKETING	20,180.81		16,180.81	43,057.62	33,345.00	9,712.62
AFFLIATION / MEMBERSHIPS	391.00	575.00	(184.00)	3,064.69	3,950.00	(885.31)
RELATIONSHIP MARKETING	339.03		(110.97)	1,334.05	1,800.00	(465.95)
RETAIL CENTER	0.00	1,000.00	(1,000.00)	1,432.00	1,000.00	432.00
OPERATIONS / ADMINISTRATION	16,251.08	10,452.00	5,799.08	43,795.06	41,808,00	1,987.06
DEPRECIATION EXPENSE	610.51	1,549.87	(939.36)	4,851.26	6,199,48	(1,348.22)
PERSONNEL EXPENSES	31,797,24	34,474.00	(2,676.76)	156,490.54	168,895,90	(12,405.36)
TOTAL OPERATING EXPENSES	87,658.96	77,359.87	10,299.09	332,489.06	352,951.38	(20,462.32)
OPERATING INCOME (LOSS)	(10,830,53	(568.21)	(10,262.32)	(5,001.73)	(25,784.71)	20,782.98
OTHER INCOME (EXPENSES)						
INTEREST INCOME	223.63	84.00	139.63	935.19	334.00	601.19
TOTAL OTHER INCOME (EXPENSES)	223.63	84.00	139.63	935.19	334.00	601.19
NET INCOME (LOSS)	\$ (10,606.90	\$ (484.21)	\$ (10,122.69)	\$ (4,066.54)	\$ (25,450.71)	\$ 21,384.17

NORMAN CONVENTION & VISITORS BUREAU STATEMENT OF ACTIVITIES BY MONTH FOR 2019

NET			07/31/19	08/31/19	09/30/19	10/31/19	11/30/19	12/31/19	01/31/20	02/29/20	03/31/20	04/30/20	05/31/20	06/30/20	Total
BID FEE REBATE	NLES														
BID FEE REBATE 1,00 78.68 0.00 0.0	TRANSIENT GUEST TAX	\$	76,791.75 \$	76,791.65 \$	76,791.75 \$	76,791.65 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 S	0.00 \$	307.166.80
ADVERTISING 15,38.0.0 3,78.88 0.00 0.00 0.00 0.00 0.00 0.00 0.00	BID FEE REBATE		0.00	78.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
SALES 1,020,00 58.39 0.00 38.78 0.00	ADVERTISING		15,330.00	3,788.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
TOTAL SALES 93,141.76 80,725.40 76,791.76 76,828.43 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	SALES		1,020.00	66.39	0.00	36.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00		•
GROSS PROFIT 93,141.75 80,725.40 76,781.75 76,828.43 0.00 0.				-											
PERATING EXPENSES ACCOUNTING FEES 0.00 0.00 700.00 0.00 0.00 0.00 0.00 0	TOTAL SALES	_	93,141,75	80,725.40	76,791.75	76,828.43	0.00	0,00	0.00	0.00	0.00	0.00	0.00	0.00	327,487.33
PERATING EXPENSES ACCOUNTING FEES 0.00 0.00 700.00 0.00 0.00 0.00 0.00 0															
ACCOUNTING FEES 0.00 0.00 0.00 700.00 0.00 0.00 0.00 0	GROSS PROFIT	_	93,141./5	80,725.40	/6,/91./5	76,828.43	0.00	0.00	0.00	0.00		0.00	0.00	0.00	327,487.33
ACCOUNTING FEES 0.00 0.00 0.00 700.00 0.00 0.00 0.00 0	PERATING EXPENSES														
RESEARCH 0.00 0.00 7,500.00 0.00 0.00 0.00 0.00 0.00 0.00 0.			0.00	0.60	0,00	700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	n ne	200.00
AMORTIZATION EXPENSE 1,117.91 1,117.91 1,117.91 1,117.91 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	RESEARCH		0.00	0.00	7,500.00	0.00	0.00	0.00	0.00						
CONSIMIRE	AMORTIZATION EXPENSE		1,117.91	1,117.91	1,117.91	1,117.91	0.00	0.00	0.00	0.00					
ADVERTISING-MARKETING TRADE SHOWS 1,975.00 32.65 0.00 0.00 2,074.00 210.43 0.00 0.	CONSUMER		8,451.68	6,080.56	27,276.67	12,763.76	0.00	0.00	0,60	0.00					
CONVENTION SERVICES 0.00 0.00 2,074.00 210.43 0.00 0.00 0.00 0.00 0.00 0.00 0.00													0.00	0.00	34,012.01
POSTAGE 0.00 0.00 529.85 19.01 0.00 0.00 0.00 0.00 0.00 0.00 0.0												0.00	00.0	0.00	2,007.06
PUBLIC RELATIONS 936.04 936.04 1,228.92 3,278.18 0.00 0.00 0.00 0.00 0.00 0.00 0.00													0.00	0.00	2,284.43
GROUPS MARKETING 1,187.17 9,918.82 11,770.82 20,180.81 0.00 0.00 0.00 0.00 0.00 0.00 0.0									0.00	0.00	0.00	00.0	0.00	0.00	548.86
AFFLIATION / MEMBERSHIPS 320.00 20.00 2,153.69 391.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00												0.00	0.00	0.00	6,379.18
RELATIONSHIP MARKETING (1.10) 428.54 567.58 339.08 0.00 0.00 0.00 0.00 0.00 0.00 0.00					•					0.00	0.00	0.00	0.00	0.00	43,057,62
RETAIL CENTER 0.00 1,432.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	AFFLIATION / MEMBERSHIPS		320.00				0.00	00,0	0.00	0.00	0.00	0.00	0.00	0.00	3,064.69
OPERATIONS / ADMINISTRATION 10,521.90 6,923.40 10,098.68 16,251.08 0.00 0.00 0.00 0.00 0.00 0.00 0.00	RELATIONSHIP MARKETING		(1.10)	428.54			0,00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,334.05
DEPRECIATION EXPENSE 1,413.58 1,413.51 1,413.58 510.51 0.00 0.00 0.00 0.00 0.00 0.00 0.	RETAIL CENTER		0.00	1,432.00	0.00	0.60	0.00	0.00	0.06	0.00	0.00	0.00	0.00	0,00	1,432.00
PERSONNEL EXPENSES 57,851.22 28,738.97 38,163.11 31,797.24 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	OPERATIONS / ADMINISTRATION		10,521.90	6,923.40	10,098.68	16,251.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43,795,06
TOTAL OPERATING EXPENSES 83,773.40 57,221.91 103,834.79 87,658.96 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	DEPRECIATION EXPENSE		1,413.58	1,413.61	1,413.56		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,851,26
OPERATING INCOME (LOSS) 9,388.35 23,503.49 (27,043.04) (10,830.53) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	PERSONNEL EXPENSES		57,851.22	28,738.97	38,103.11	31,797.24	0.00	0.00	00.0	0.00	0.00	0.00	0.00	0.00	156,490.54
OPERATING INCOME (LOSS) 9,388.35 23,503.49 (27,043.04) (10,830.53) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	TOTAL OPEN ATHIC EVERNOES		00 770 40	E7 004 04	100 004 70	97 ésa na	0.00	0.00	0.00						
THER INCOME (EXPENSES) INTEREST INCOME 235.85 260.62 215.09 223.63 0.00 0.00 0.00 0.00 0.00 0.00 0.00	TOTAL OPERATING EXPENSES	-	03,773.40	51,221.91	103,004.79	67,008,95	0,00	0.00	0.00	0.00	0,00	0.00	0.00	0.00	332,489.06
THER INCOME (EXPENSES) INTEREST INCOME 235.85 260.62 215.09 223.63 0.00 0.00 0.00 0.00 0.00 0.00 0.00	OPERATING INCOME (LOSS)		9,368.35	23,503.49	(27,043.04)	(19,630.53)	0.00	0.00	0.00	0.00	0.00	0.00	0_00	0.00	(5.001.73)
TOTAL OTHER INCOME 235.85 260.62 215.09 223.83 0.00 0.00 0.00 0.00 0.00 0.00 0.00	THER INCOME (EXPENSES)	_													4,120,117
(EXPENSES)	INTEREST INCOME		235.85	260.62	215.09	223.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	935.19
NET INCOME (LOSS) \$ 9,604.20 \$ 23,764.11 \$ (26,827.95) \$ (10,606.90) \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$		_	235,85	260.62	215,09	223.83	0.00	0.60	0.00	0.00	0,00	0.00	0.00	0.00	935,19
	NET INCOME (LOSS)	\$	9,604.20 \$	23,764.11 \$	(26,827.95) \$	(10,606.90) \$	0.00 \$	0.00 \$	0,00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	(4,066,54)



Sales Report - October 2019

Leads Sent (7 leads for a total of 3,034 potential room nights):

- Canadian Valley Poultry Club
 - o CVPC Mega Grande Superbowl & Poultry Expo (November 2019)
- University Aviation Association
 - o 2022 Annual Conference
 - o 2023 Annual Conference
- Army National Guard
 - o 2020 ARNG
- Boys & Girls Club of America
 - o 2021 Southwest Leadership Conference
- Mid-America Athletic Trainers' Association
 - o Annual Meeting 2022
- OKiCON
 - o OKiCon '20

Leads Booked (1 lead for a total of 200 room nights):

- Canadian Valley Poultry Club
 - o CVPC Mega Grande Superbowl & Poultry Expo (November 2019)

Total leads sent YTD (FYE 2020): 47

Total rooms booked YTD (FYE 2020): 6,354

Other significant activity:

- Attended NASC & Connect Faith
- Attended Connect Texas
- · Attended Simpleview (CRM) software training with Visit OKC and Visit Stillwater
- Continued participation in OSAE, SGMP, GBTA/OBTP, PCMA, CTA, Sooner Rotary, NAC Arts Roundtable/PAB, Jazz in June & the Norman Chamber Aviation Committee

Upcoming:

- TEAMS
- Holiday-themed sales blitz



Communications November 2019 report

Major October activities:

- Began planning Small Business Saturday with City of Norman, Norman Chamber & Transcript Media
- Participated in first Texas Travel Industry's Ideafest presented by VisitDFW umbrella group
- · Attended The Main District Board Meeting & membership drive event
- Met with Norman Music Festival board members
- Resubmitted VisitNorman app to Apple Store & Google Play
- Attended training session with VisitOKC & VisitStillwater on Simpleview CRM platform
- Provided artwork for Boyd Street magazine submission
- · Attended Norman PR practitioners meeting
- Continued publicity for Norman events to the regional media

October 2019 measurements:

- 66 press mentions for events (65 in October 2018)
- Ad equivalency of \$194,440.00 (\$362,128.85 in October 2018)
- 23.1 million impressions (29.79 million in October 2018)





Leisure Travel Report October 2019 – Lacy Jo Burgess-Cady

Leisure/Travel Shows

- o Total attended: 1
 - OU Loves Norman (15)
 - Weather Festival (110)

Distribution/Servicing (Leisure)

- o Total number of leisure [groups] serviced: 2
 - Jane Purcell 3rd Grade (100 State Maps)
 - OU Reunion (30)

Distribution/Servicing (Convention/Group)

- o Total number of conferences/groups serviced: 1
 - NIFA Student Event @ Westheimer Airport (140)

Total number guides & brochures distributed: 325

- Norman VG (295)
- Frontier Country Marketing (0 to all groups)
- FJJMA rack card (30 to all groups)
- SNOMNH rack card (0 to all groups)
- State Travel Guide (0 to all groups)
- Other significant activity:
 - o Fall Fest Planning Committee Meeting October 7, 21
 - o Norman Arts Council Roundtable October 9
 - o Simpleview Training October 28-29

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Prepared On: 11/18/2019 Prepared By: Lacy Jo Burgess

COUNT: 17

WALK-INS

Inquiry Date	Brochures	Count
10/01/2019	Norman Map	1
10/01/2019	Oklahoma Map	1
10/01/2019	State Travel Guide	1
10/01/2019	Visitor Guide	1
10/02/2019	Norman Map	1
10/02/2019	Visitor Guide	1
10/07/2019	Fred Jones Jr. Mueseum of Art Rack	1
10/07/2019	Norman Map	2
10/07/2019	Visitor Guide	1
10/09/2019	Norman Map	1
10/09/2019	Oklahoma Map	1
10/09/2019	Visitor Guide	1
10/10/2019		1
10/10/2019	Norman Map	1
10/10/2019	Visitor Guide	1
10/11/2019	Norman Map	1
10/16/2019	Norman Map	1
10/16/2019	Visitor Guide	1
10/17/2019		1
10/22/2019	Visitor Guide	1
10/28/2019		1
10/30/2019	Norman Map	1
10/30/2019	Visitor Guide	1

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Tab 2 - Multi-Segment Norman CVB For the month of: October 2019

			Curre	ni Month -	October 20	119 vs Oc	laber 20	18							Yea	r to Dale . (October 20	19 vs Oct	ober 201	89			17		Parti	Participation
% cc %	%	ADR	_	RevPAR	IR IR	a.	Percent Change f	hange fre	om Octo	from October 2018		% ၁၁೦	%	ADR	_	RevPAR			Percent	Percent Change from YTD 2018	rom YTE	2018	100	Properties	rties	Rooms
2019	2018	2019	2018	2019	2019 2018 Occ ADR RevPAR	000	ADR	RevPAR	Rev	Rev Avail	Sold		2018	2019	2018	2019	2018	Occ	ADR	Occ ADR RevPAR Rav Avail Sold Cens	Rev	Avail	Sold	Census	Sample	Census
City of Norman, OK+ 59.7 67.4	67.4	91 83	92.15	54.79	62 15	-11.5	-0.3	-118	-11.8	0.0	-11.5	65.7	629	87 17	87.21		54 81	4.6	0 0	4.5	4.5	0.0	4.6	25	25 17	3130 16
	58.8	82.35	84.12	47.99	49.50	- 49.50 -0.9 -2.1 -3.0 -	-2.1	-3.0	-3.0	0.0	6.0		56.8	82.43	86.18	49.77	48.91	6.4	4.4	1.8	1.8	0.0	6.4	6	6	296
City of Oklahoma City, OK+ 63.3	64.0		84.96	54.59	54 39	-12	1.6	0.4	2.3	1.9	0.7		64.4	84 86	85.24		54 91	-2.9	9	ဇ္	12	4.7	1.7	181	181 133	18277

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