

BOARD OF DIRECTORS MEETING AGENDA Wednesday January 15, 2020 Legend's 11:30 a.m.

Agenda Items:

l.	Minute	s (Nov	/ember)	⊢ Kyle	e Allison	
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- II. Finance Report (November/December) Mark Milsap
- III. Potential new board member Kyle Allison
- IV. Norman Forward Dan/Brenda
- V. Tourism Marketing District update Dan Schemm
- VI. Sports Commission update Dan Schemm
- VII. Hotel updates Dan Schemm
- VIII. Upcoming VisitNorman initiatives 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 February 19, 2020 Legend's Restaurant 11:30

Upcoming Events:

The Flock of Pigs at Opolis January 17, 2020

2020 Norman Chocolate Festival January 18, 2020

Chris Tucker at Riverwind January 18, 2020

Winter Wind Concert Series: Wood and Wire January 19, 2020

Norman Philharmonic: Meet the Composer and MLK Day Celebration January 20, 2020

2020 Medieval Fair Ball January 25, 2020 Daddy Daughter Dance February 01, 2020

Heisman and Heels: Bridges Prom 2.0 February 08, 2020

Winter Wind Concert Series: Peter Bradley Adams February 09, 2020

Levante Duo at the Depot February 11, 2020

2nd Friday Art Walk February 14, 2020 Please see our Website for a full list!



Board of Directors Meeting Wednesday November 20, 2019 Legend's Restaurant 1313 W. Lindsey St.

Minutes

Board Attendance:

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

Call to Order

Meeting was called to order at 11:51 am

Minutes

Minutes from October meeting were considered. Haws moved to approve the minutes; Hatter seconds the motion. Motion was approved.

Finance Report

Milsap was absent, Schemm presented the financial report for October. Cash position is good, we are a little up from last year. VisitNorman has \$7,602.19 in accounts payable due to luncheon/visitor guides, will be sending invoices out again for those. In expenses for research we are about \$7,500 over budget for the Huddle Up Group & the Civitas packages (Board approved both items). There is also our annual Simpleview fee. No question over budget, Haws moves to accept November 2019 financials, Hatter seconds, motion is approved.

OU Venue Presentation by Amanda Sikich

Sikich gives a bit of history on Levy Restaurants. Levy brothers began by opening a restaurant in Chicago, the White Sox ownership was so impressed with their restaurant, they asked them to create a premium experience for their elite members. Since then, they have amassed to over 200 arenas/convention centers/restaurants. OU hired Levy for catering four years ago, and recently OU approached Levy with wanting to bring in more revenue with their venues and has asked Levy to spearhead the project. Sikich provided everyone with a booklet, outlining all the venues/specs. Venues to note; Jimmie Austin Pavilion-free parking-can host banquets and golf tournaments at the same venue, Lloyd Noble, will be more geared toward concerts, as well as taking advantage of the floor space, accommodating up to 1,200 people (multi-purpose). Levy launched their website about 90 days ago and it includes their event menus, with the capability to cater to whatever the groups diet requirements may be. Goals of producing one million dollars in revenue in their first year, currently four venues but looking to expand to other OU facilities as they grow.

TMD/Sports Commission Update

Schemm discusses that VisitNorman is working with the Huddle Up Group as well as Civitas to get the Sports Commission up and going. 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). We want the district to be in place by July 1. Since the land acquisition has been postponed to next week's city council meeting, things have stalled a bit. We need to get with hoteliers to determine how much will be taxed, probably somewhere around the 2.5% range. With facilities not completed as early as anticipated, we look to create Norman-owned events, to ensure we have events coming here on an annual basis. Example; half-marathon leading up to the OKC marathon, or Dragon boat racing out at Lake Thunderbird. Hall is concerned with the design phase, and not having enough money to create tournament-quality type venues. Schemm responds with having same concerns, the longer we wait, the less money we must build something, anything at this point. Softball redesign was supposed to be around \$6 million; once we saw designs, the cost has rocketed to \$20 million. Compagni has questions concerning two things, what has the highest earning potential-swimming or basketball, and wouldn't we rather put all the money to create a great venue vs. lots of poor-quality venues. Schemm answers, that the multi-purpose facility has the most potential, and that the money was already voted for to go to these specific projects.

Sales Report

Wagner reports that seven leads were sent with a potential of 3,034 room nights. One lead was booked for 200 rooms. Wagner mentions, 47 leads have been sent YTD, and 6,354 rooms have been booked YTD. Brickman announces that Wagner was awarded SGMP's top 10 under 37.

Leisure Report

Burgess-Cady was absent, Schemm reports that Burgess, attended one leisure show, and that she filled in for him for Fall Fest, and that she regularly sits on the Arts roundtable.

Communications/PR Report

Brickman reports that analytics are up in all categories. We have seen an increase in referrals from Soonersports.com. Some of the pages on the website most visited for us recently, were Farm girl Fair, Luke Bryant concert, Fall Fest and Cheers & Beers. She traveled to Arlington for a meeting with Influencers. The next big thing would be Bedlam & Small biz Saturday-app based listing-competing between Brookhaven, East Side business, Downtowners, Campus Corner, Lindsey Street, and Main District. Christmas Parade will be December 14th this year.

No meeting in December, next meeting January 15th.

Adjourned at 12:45pm.

NORMAN CONVENTION & VISITORS BUREAU STATEMENTS OF FINANCIAL POSITION NOVEMBER 30, 2019 AND 2018

ASSETS

	2019	2018
CURRENT ASSETS PETTY CASH CASH IN BANK - REPUBLIC BANK CASH IN BANK - PREMIUM MONEY MARKET CASH IN BANK - BID FEE MONEY MARKET ACCOUNTS RECEIVABLE EMPLOYEE ADVANCE PREPAID EXPENSES	\$ 589.99 234,022.38 39.06 93,734.63 8,297.99 64.57 40,111.28	\$ 603.99 197,740.34 54,330.27 38,801.87 4,545.99 0.00 46,458.12
TOTAL CURRENT ASSETS	376,859.90	342,480.58
PROPERTY AND EQUIPMENT FURNITURE & FIXTURES LEASEHOLD IMPROVEMENTS MACHINERY & EQUIPMENT VEHICLE COMPUTER EQUIPMENT LESS: ACCUMULATED DEPRECIATION NET PROPERTY AND EQUIPMENT	17,600.71 6,130.00 2,705.25 67,091.12 11,372.48 (80,453.27) 24,446.29	17,915.71 6,130.00 6,089.28 67,091.12 15,871.76 (70,423.33)
OTHER ASSETS INTANGIBLE ASSETS, NET OF AMORTIZATION	4,471.64	17,886.55
TOTAL OTHER ASSETS	4,471.64	17,886.55
TOTAL ASSETS	\$ 405,777.83	\$ 403,041.67
LIABILITIES AND NET AS	SETS	
CURRENT LIABILITIES ACCOUNTS PAYABLE DEFERRED REVENUE SALES TAX PAYABLE COMPENSATED ABSENCES PAYABLE SALARIES PAYABLE IRA PAYABLE UNITED WAY PAYABLE PAYROLL TAXES PAYABLE	\$ 24,558.70 76,791.65 0.00 20,731.20 0.00 165.15 469.88 4,237.32	\$ 14,878.53 74,583.35 8.69 18,779.56 (0.50) 1,667.65 123.32 14,984.71
CURRENT LIABILITIES ACCOUNTS PAYABLE DEFERRED REVENUE SALES TAX PAYABLE COMPENSATED ABSENCES PAYABLE SALARIES PAYABLE IRA PAYABLE UNITED WAY PAYABLE	\$ 24,558.70 76,791.65 0.00 20,731.20 0.00 165.15 469.88	74,583.35 8.69 18,779.56 (0.50) 1,667.65 123.32
CURRENT LIABILITIES ACCOUNTS PAYABLE DEFERRED REVENUE SALES TAX PAYABLE COMPENSATED ABSENCES PAYABLE SALARIES PAYABLE IRA PAYABLE UNITED WAY PAYABLE PAYROLL TAXES PAYABLE	\$ 24,558.70 76,791.65 0.00 20,731.20 0.00 165.15 469.88 4,237.32	74,583.35 8.69 18,779.56 (0.50) 1,667.65 123.32 14,984.71
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	\$ 24,558.70 76,791.65 0.00 20,731.20 0.00 165.15 469.88 4,237.32	74,583.35 8.69 18,779.56 (0.50) 1,667.65 123.32 14,984.71
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	\$ 24,558.70 76,791.65 0.00 20,731.20 0.00 165.15 469.88 4,237.32 126,953.90 126,953.90	74,583.35 8.69 18,779.56 (0.50) 1,667.65 123.32 14,984.71 125,025.31 125,025.31

NORMAN CONVENTION & VISITORS BUREAU STATEMENTS OF ACTIVITIES

FOR THE ONE MONTH AND FIVE MONTHS ENDED NOVEMBER 30, 2019 AND 2018

	ONE MONTH ENDED NOVEMBER 30 2019	ONE MONTH ENDED , NOVEMBER 30, 2018	FIVE MONTHS ENDED NOVEMBER 30, 2019	FIVE MONTHS ENDED NOVEMBER 30, 2018	
REVENUE					
TRANSIENT GUEST TAX	\$ 76,791.65	\$ 74,583.33	\$ 383,958.45	\$ 372,916.67	
BID FEE REBATE	0.00	0.00	78.68	0.00	
ADVERTISING	0.00	0.00	19,118.68	9,880.00	
SALES	0.00	99.30	1,123.17	312.62	
TOTAL REVENUE	76,791.65	74,682.63	404,278.98	383,109.29	
OPERATING EXPENSES					
				F	
ACCOUNTING FEES	0.00		700.00	0.00	
RESEARCH	4,368.00		11,868.00	0.00	
AMORTIZATION EXPENSE	1,117.90		5,589.54	5,589.55	
CONSUMER ADVERTISING/MARKETING	22,899.75		77,472.42	84,614.46 506.48	
TRADE SHOWS	295.00 0.00		2,302.06	5,836,42	
CONVENTION SERVICES POSTAGE	515.50	44.29 515.50	2,284.43 1.064.36	952.09	
PUBLIC RELATIONS		2.288.73	8,213.35	11,981,62	
GROUPS MARKETING	1,834.17	12,686.69	55.298.87	44.160.40	
AFFLIATION / MEMBERSHIPS	12,241.25 6,249.75	40.00	9,314.44	2,974,03	
	794.70	1,144,48	2,128.75	2,374.03	
RELATIONSHIP MARKETING RETAIL CENTER	0.00		1,432.00	1.453.25	
OPERATIONS / ADMINISTRATION	15.413.25	1,344.50 14,223.32	59,208.31	61,221.96	
DEPRECIATION EXPENSE	610.61	1.455.87	5,461.87	7,279.19	
PERSONNEL EXPENSES	31,708.78	30,900.30	188,199.32	185,661,11	
PERSONNEL EXPENSES	31,700.70	30,900.30	100,133.32	100,001.11	
TOTAL OPERATING EXPENSES	98,048.66	84,286.38	430,537.72	414,613.60	
OTHER REVENUES (EXPENSES)					
MISCELLANEOUS	2.95	0.00	2.95	0.00	
INTEREST INCOME	209.67	224.94	1,144,86	1,142.14	
INTEREST INCOME	209.07	224.94	1,144.00	1,1942,19	
NET OTHER REVENUES (EXPENSES)	212.62	224.94	1,147.81	1,142.14	
CHANGE IN NET ASSETS	\$ (21,044.39	\$ (9,378.81)	\$ (25,110.93)	\$ (30,362.17)	

SUPPLEMENTARY INFORMATION

NORMAN CONVENTION & VISITORS BUREAU STATEMENTS OF ACTIVITIES - ACTUAL AND BUDGET FOR THE ONE MONTH AND FIVE MONTHS ENDED NOVEMBER 30, 2019

	ONE MONTH ENDED ACTUAL	ONE MONTH ENDED BUDGET	OVER/ (UNDER) BUDGET	FIVE MONTHS ENDED ACTUAL	FIVE MONTHS ENDED BUDGET	OVER/ (UNDER) BUDGET	
SALES							
TRANSIENT GUEST TAX BID FEE REBATE ADVERTISING SALES	\$ 76,791.65 0.00 0.00 0.00	\$ 76,791.67 0.00 0.00 0.00	\$ (0.02) 0.00 0.00 0.00 0.00	\$ 383,958.45 78.68 19,118.68 1,123.17	\$ 383,958.34 0.00 20,000.00 0.00	\$ 0.11 78.68 (881.32) 1.123.17	
TOTAL SALES	76,791.65	76,791.67	(0.02)	404,278.98	403,958.34	320.64	
GROSS PROFIT	76,791.65	76,791.67	(0.02)	404,278.98	403,958.34	320.64	
OPERATING EXPENSES ACCOUNTING FEES RESEARCH AMORTIZATION EXPENSE CONSUMER	0.00 4,368.00 1,117.90 22,899.75	0.00 0.00 1,118.00 17,000.00	0.00 4,368.00 (0.10) 5.899.75	700.00 11.868.00 5,589.54 77,472.42	0.00 1,250.00 5,590.00 89.000.00	700.00 10,618.00 (0.46) (11,527,58)	
ADVERTISING/MARKETING TRADE SHOWS CONVENTION SERVICES PRINTED MATERIALS POSTAGE	295.00 0.00 0.00 515.50	205.00 958.00 181.00 0.00	90.00 (958.00) (181.00) 515.50	2,302.06 2,284.43 0.00 1,064.36	2,030.00 4,790.00 1,349.00 1,000.00	272.06 (2,505.57) (1,349.00) 64.36	
PUBLIC RELATIONS GROUPS MARKETING AFFLIATION / MEMBERSHIPS RELATIONSHIP MARKETING	1,834,17 12,241,25 6,249,75 794,70	2,602.00 7,000.00 475.00 450.00	(767.83) 5,241.25 5,774.76 344.70	8,213.35 55,298.87 9,314.44 2,128.75	13,008.00 40,345.00 4,425.00 2,250.00	(4,794.65) 14,953.87 4,889.44 (121.25)	
RETAIL CENTER OPERATIONS / ADMINISTRATION DEPRECIATION EXPENSE PERSONNEL EXPENSES	0.00 15,413.25 610.61 31,708.78	0.00 10,452.00 1,549.87 34,474.00	0.00 4,961.25 (939.26) (2,765.22)	1,432.00 59,208.31 5,461.87 188,199.32	1,000.00 52,260.00 7,749.35 203,369.90	432.00 6,948.31 (2,287.48) (15,170.58)	
TOTAL OPERATING EXPENSES	98,048.66	76,464.87	21,583.79	430,537.72	429,416.25	1,121.47	
OPERATING INCOME (LOSS)	(21,257.01)	326.80	(21,583.81)	(26,258.74)	(25,457.91)	(800.83)	
OTHER INCOME (EXPENSES) MISCELLANEOUS INTEREST INCOME	2.95 209.67	0.00 83.00	2.95 126.67	2.95 1,144.86	0.00 417.00	2.95 727.86	
TOTAL OTHER INCOME (EXPENSES)	212.62	83.00	129.62	1,147.81	417.00	730.81	
NET INCOME (LOSS)	\$ (21,044.39)	\$ 409.80	\$ (21,454.19)	\$ (25,110.93)	\$ (25,040.91)	\$ (70.02)	

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

	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
\LES													
TRANSIENT GUEST TAX	\$ 76,791.75	\$ 75,791.85 \$	76,791.75 S	76.791.65 S	76,791.65 S	0.00 \$	0.00 S	0 00 S	0.00 \$	0.00 \$	0 00 8	0.00.5	383,958,45
BID FEE RESATE	0.00	78.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.58
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	0.00	19.118.68
SALES	1,020.00	66.39	0.00	36.78	0.00	0.00	0 00	0.00	0.00	0.00	0.00	0.00	1,123.17
TOTAL SALES	93,141.75	80,725.40	76,791,75	76,828,43	76,791.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	404.278.98
GROSS PROFIT	93,141.75	80,725.40	75,791.75	76,526.43	76,791.65	0.00	0.00	- 0.00	0.00	0.00	0.00	0.00	404,278.9B
PERATING EXPENSES													
ACCOUNTING FEES	0.00	0.00	0.00	700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00
RESEARCH	0.00	0.00	7,500 00	0.00	4,368.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.868.00
AMORTIZATION EXPENSE	1,117.91	1,117,91	1,117.91	1,117.91	1,117,90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,589,54
CONSUMER ADVERTISING/MARKETING	8,451.68	6,080,56	27,276.87	12,763.76	22,899.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77,472.42
TRADE SHOWS	1,975.00	32.06	0.00	0.00	295,00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,302.06
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	2,264,43
POSTAGE	0.00	0.00	529.85	19.01	515.50	0.00	0.00	0.00	D.00	0.00	0.00	0.00	1,064.36
PUBLIC RELATIONS	935.04	935.04	1,228.92	3,278.18	1,834.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,213.35
GROUPS MARKETING	1,187.17	9,918.82	11,770.62	20,180.81	12.241.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55,298.87
AFFLIATION / MEMBERSHIPS	320.00	200.00	2,153.69	391,00	6,249,75	9.00	0.00	0.00	0.00	0.00	0.00	0.00	9,314,44
RELATIONSHIP MARKETING	(1.10)	428.54	567,58	339.03	794,70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,128,75
RETAIL CENTER	0.00	1,432.00	0.00	0.00	9.00	0.00	0.00	0.00	0.00	6.00	0.00	0.00	1,432,00
OPERATIONS / ADMINISTRATION	10,521.90	6,923.40	10,098,68	16,251.08	15,413.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59,206,31
DEPRECIATION EXPENSE	1,413.58	1,413.61	1,413.56	610.51	610.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,461,87
PERSONNEL EXPENSES	57,851.22	28,738.97	38,103.11	31,797.24	31,798.78	0.00	0.50	0.00	0.00	0.00	0.00	0.00	188,199.32
TOTAL OPERATING EXPENSES	83,773.40	57,221,91	103,834.79	87,656.96	98,048.66	0.00	0.00	0.00	0.00	0.06	0.00	0.00	430,537.72
OPERATING INCOME (LOSS)	9,368,35	23,503.49	(27,043.04)	(10,836.53)	(21,257.01)	0.00	0.00	0.00	0.00	0.00	0.00	0,00	(26,258.74)
THER INCOME (EXPENSES)													
MISCELLANEOUS	0.00	0.00	0.00	5.00	2.95	0.00	0.00	0.00	D.00	0.00	0.00	0.00	2.95
INTEREST INCOME	235.85	260 62	215.09	223.63	209.67	6.00	00.0	0.00	0.00	9.00	0.00	0.00	1,144.86
TOTAL OTHER INCOME (EXPENSES)	235,85	280.62	215.09	223.63	212.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,147.81
NET INCOME (LOSS)	s 9,604.20	S 23,764.11 S	(26,827.95) S	(10,606.90) S	(21.044.39) \$	D.00 S	0.00 s	0.00 S	0.00 \$	0.00 s	0.00 s	0.00 S	(25,110.93)

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

ASSETS

	2019	2018
CURRENT ASSETS PETTY CASH CASH IN BANK - REPUBLIC BANK CASH IN BANK - PREMIUM MONEY MARKET CASH IN BANK - BID FEE MONEY MARKET ACCOUNTS RECEIVABLE EMPLOYEE ADVANCE PREPAID EXPENSES	\$ 589.98 224,683.56 39.08 93,770.48 8,297.96 64.57 40,321.60	0 204,229.55 9 54,376.41 5 38,816.70 9 4,545.99 7 0.00
TOTAL CURRENT ASSETS	367,767.09	9 347,037.80
PROPERTY AND EQUIPMENT FURNITURE & FIXTURES LEASEHOLD IMPROVEMENTS MACHINERY & EQUIPMENT VEHICLE COMPUTER EQUIPMENT LESS: ACCUMULATED DEPRECIATION NET PROPERTY AND EQUIPMENT	17,600.71 6,130.00 2,705.25 67,091.12 11,372.48 (81,063.84	0 6,130.00 5 6,089.28 2 67,091.12 8 15,871.76 4) (71,879.17)
OTHER ASSETS INTANGIBLE ASSETS, NET OF AMORTIZATION	3,353.73	3 16,768.64
TOTAL OTHER ASSETS	3,353.73	3 16.768.64
TOTAL ASSETS	\$ 394,956.54	\$ 405,025.14

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

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES			
ACCOUNTS PAYABLE	\$ 7,924.14	\$	11,683.33
DEFERRED REVENUE	76,791.65		74,583.35
SALES TAX PAYABLE	16.09		23.34
COMPENSATED ABSENCES PAYABLE	18,623.60		17,329.44
SALARIES PAYABLE	0.00		(0.50)
IRA PAYABLE	261.89		2,555.34
UNITED WAY PAYABLE	526.64		179.98
PAYROLL TAXES PAYABLE	4,237.34	-	14,984.77
TOTAL CURRENT LIABILITIES	108,381.35		121,339.05
TOTAL LIABILITIES	108,381.35	(8-11)	121,339.05
NET ASSETS			
UNRESTRICTED NET ASSETS - PRIOR YEAR	303,931.91		308,378.53
CHANGË IN NET ASSETS	(17,356.72)		(24,692.44)
TOTAL NET ASSETS	286,575.19	-	283,686.09
TOTAL LIABILITIES AND NET ASSETS	\$ 394,956.54	\$	405,025.14

NORMAN CONVENTION & VISITORS BUREAU STATEMENTS OF ACTIVITIES FOR THE ONE MONTH AND SIX MONTHS ENDED DECEMBER 31, 2019 AND 2018

	ONE MONTH ONE MONTENDED ENDED ENDED DECEMBER 31, DECEMBER 2019 2018		SIX MONTHS ENDED DECEMBER 31, 2019	SIX MONTHS ENDED DECEMBER 31, 2018	
REVENUE					
TRANSIENT GUEST TAX BID FEE REBATE ADVERTISING SALES	\$ 76,791.6 0.00 0.00 200.00	0.00	\$ 460,750.10 78.68 19,118.68 1.323.17	\$ 447,500.00 0.00 9,880.00 580.28	
TOTAL REVENUE	76,991.68	74,850.99	481,270.63	457,960.28	
OPERATING EXPENSES					
ACCOUNTING FEES RESEARCH AMORTIZATION EXPENSE CONSUMER ADVERTISING/MARKETING TRADE SHOWS CONVENTION SERVICES SPECIAL EVENTS EXPENSE POSTAGE PUBLIC RELATIONS GROUPS MARKETING AFFLIATION / MEMBERSHIPS RELATIONSHIP MARKETING RETAIL CENTER	0.00 4,368.00 1,117.91 15,483.22 285.00 0.00 6,000.00 936.04 1,687.67 244.34 2,500.00	0.00 1,117.91 16,108.38 300.00 0.00 0.00 936.04 6,347.33 970.00 2,500.00	700.00 16,236,00 6,707.45 92,955.64 2,587.06 2,284.43 6,000.00 1,064.36 9,149.39 56,986.54 9,558.78 4,628.75	0.00 0.00 6,707.46 100,722.84 806.48 5,836.42 0.00 952.09 12,917.66 50,507.73 3,944.03 4,883.04	
OPERATIONS / ADMINISTRATION DEPRECIATION EXPENSE PERSONNEL EXPENSES	300.00 10,050.25 610.57 25,857.88	0.00 11,780.22 1,455.84 27,888.89	1,732.00 69,255.61 6,072.44 214.057.20	1,453.25 73,002.18 8,735.03 213,550,00	
TOTAL OPERATING EXPENSES	69,440.88	69,404.61	499,975.65	484,018.21	
OTHER REVENUES (EXPENSES) INTEREST INCOME	203.44	223,35	1.348.30	1.365.49	
NET OTHER REVENUES (EXPENSES)	203.44	223.35	1,348.30	1,365.49	
CHANGE IN NET ASSETS	\$ 7,754.21	\$ 5,669.73	\$ (17,356.72)	\$ (24,692.44)	

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

	ONE MONTH ENDED ACTUAL	ONE MONTH ENDED BUDGET	OVER/ (UNDER) BUDGET	SIX MONTHS ENDED ACTUAL	SIX MONTHS ENDED BUDGET	ÖVER/ (UNDER) BUDGET
SALES						
TRANSIENT GUEST TAX BID FEE REBATE ADVERTISING SALES	\$ 76,791.65 0,00 0.00 200,00	\$ 76,791.66 0.00 0.00 0.00	\$ (0.01) 0.00 0.00 200.00	\$ 460,750.10 78.68 19,118.68 1,323.17	\$ 460,750.00 0.00 20,000.00 0.00	\$ 0.10 78.66 (881.3) 1,323.1
TOTAL SALES	76,991.65	76,791.66	199.99	481,270.63	480,750.00	520.6
GROSS PROFIT	76,991.65	76,791.66	199.99	481,270.63	480,750.00	520.6
OPERATING EXPENSES ACCOUNTING FEES RESEARCH AMORTIZATION EXPENSE CONSUMER	0.00 4,368.00 1,117.91 15,483.22	0.00 0.00 1,118.00 15,000.00	0.00 4,368.00 (0.09) 483.22	700.00 16,236.00 6,707.45 92,955.64	0.00 1,250.00 6,708.00 104,000.00	700.00 14,986.00 (0.58 (11,044.38
ADVERTISING/MARKÉTING TRADE SHOWS CONVENTION SERVICES SPECIAL EVENTS EXPENSE PRINTED MATERIALS POSTAGE PUBLIC RELATIONS GROUPS MARKETING AFFLIATION / MEMBERSHIPS RELATIONSHIP MARKETING	285.00 0.00 6,000.00 0.00 936.04 1,687.67 244.34 2,500.00	\$0.00 962.00 0.00 181.00 500.00 2,601.00 8,500.00 3,400.00 450.00	235.00 (962.00) 6,000.00 (181.00) (500.00) (1,664.96) (6,812.33) (3,155.66) 2,050.00	2,587,06 2,284,43 6,000,00 0,00 1,064,36 9,149,39 56,986,54 9,558,78 4,628,75	2,080.00 5,752.00 0.00 1,530.00 1,500.00 15,609.00 48,845.00 7,825.00 2,700.00	507.0f (3,467.57 6,000.0t (1,530.0t (435.64 (6,459.61 8,141.54 1,733.7f 1,928.7f
RETAIL CENTER OPERATIONS / ADMINISTRATION DEPRECIATION EXPENSE PERSONNEL EXPENSES TOTAL OPERATING EXPENSES	300.00 10,050.25 610.57 25,857.88 69,440.88	0.00 10,452.00 1,549.87 34,474.00 79,237.87	300.00 (401.75) (939.30) (8,616.12) (9,796.99)	1,732.00 69,255.61 6,072.44 214,057.20 499.975.65	1,000.00 62,712.00 9,299.22 237,843.90 508,654.12	732.00 6,543.61 (3,226.76 (23,786.70 (8,678.47
OPERATING INCOME (LOSS)	7,550.77	(2,446.21)	9,996,98	(18,705,02)		
OTHER INCOME (EXPENSES) INTEREST INCOME	203.44	84.00	119.44	1,348.30	(27,904.12)	9,199,1(
TOTAL OTHER INCOME (EXPENSES)	203.44	84.00	119.44	1,348.30	501.00	847.30
NET INCOME (LOSS)	\$ 7,754.21	\$ (2,362.21)	\$ 10,116.42	\$ (17,356.72)	\$ (27,403.12)	\$ 10.046.40

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

	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	nemana	Tetal
ALES									02120124	0010 1120	04/30/20	03/3 //20	06/30/20	Total
TRANSIENT GUEST TAX	\$ 76,791.	75 S	76,791.65 S	76.791.75 S	76,791.65 S	76,791.65 S	70 704 05 0							
BID FEE REBATE	0.1		78.68	0.00	0.00		76,791.65 \$	0.00 \$	0.00\$	0.00 \$	0.00 S	0.00 \$	0.00 \$	460,750.10
ADVERTISING	15,330,		3,788,68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.58
SALES	1,020,		66.39	0.00	36,78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,118.68
					30.70	00,0	200.60	0.00	0.00	0.00	0.00	0.00	0.00	1,323.17
TOTAL SALES	93,141.	75	80,725.40	76,791.75	76,828.43	76,791,65	76,991.65	0.00	0.00	0.00	D 00			
							10,001.00	0.00	0.00	0.00	0.00	0.00	0.00	481,270.63
GROSS PROFIT	93,141.	75	80,725.40	76,791.75	76,828,43	76,791.85	76,991.65	0.00	0.00	0.00	0.00	0,00	0,00	481,270,63
PERATING EXPENSES														101,270.00
ACCOUNTING FEES														
RESEARCH	0.0		0.00	0.00	700.00	0.00	0.00	0.00	0.60	0.00	0.00	0.00	0.00	700.00
AMORTIZATION EXPENSE	0.0		0.00	7,500.00	0.00	4,368.00	4,388.00	0.00	0.00	0.00	0.00	0.00	0.00	16,233,00
CONSUMER	1,117.9		1,117.91	1,117.91	1,117.91	1,117.90	1,117.91	0.00	0.00	0.00	0.00	0.00	0.00	6,707,45
ADVERTISING/MARKETING	8,451.6	38	6,080.56	27,276.87	12,763.76	22,899.75	15,483.22	0.00	0.00	0.00	0.00	0.00	0.00	92,955,64
TRADE SHOWS	1,975.0	00	32.06	0.00	0.00	295.00	285.00	0.00	0.00	2.00				
CONVENTION SERVICES	0.0	0	0.00	2.074.00	210.43	0.00	0.00	0.00		0.00	0.00	0.00	0.00	2,587.06
SPECIAL EVENTS EXPENSE	0.0	00	0.00	0.00	0.00	0.00	6,000,00	0.00	0.00	0.00	0.00	0.00	0.00	2,29,4.43
POSTAGE	0.0	oo oo	0.00	529.85	19.01	515,50	0.00		0.00	0.00	0.00	0.00	0.00	6,000.00
PUBLIC RELATIONS	936,0)4	936.04	1,228,92	3,278.18	1.834.17	935.04	0.00	0.00	0.00	0.00	0.00	0.00	1,064,36
GROUPS MARKETING	1,187.1	7	9,918.82	11,770.82	20,180.81	12,241,25	1,687.67	0.00	0.00	0.00	0.00	0.00	0.09	9,149.39
AFFLIATION / MEMBERSHIPS	320.0	90	200.00	2.153.69	391.00	8,249,75		0.00	0.00	0.00	0.00	0.00	0.00	56,986.54
RELATIONSHIP MARKETING	(1.1		428,54	567.58	339.03	794.70	244.34	0.00	0.00	0.00	0.00	0.00	0.00	9,558.78
RETAIL CENTER	0.0	•	1,432,00	0.00	0.00	0.00	2,500.00	0,00	0.00	0.00	0.00	0.00	0.00	4,628.75
OPERATIONS / ADMINISTRATION	10,521.9	96	6.923.40	10,098,58	16,251.08		300.00	0.00	0.00	0.00	0.00	0.00	0.00	1,732.00
DEPRECIATION EXPENSE	1,413.6		1,413.61	1,413.55	610.51	15,410.30	10,050.25	0.00	0.00	0.00	0.00	0.00	D.00	69,255.61
PERSONNEL EXPENSES	57,851,2		28,738.97	38,103,11	31,797,24	610.61	610,57	0,00	0.00	0.00	0.00	0.00	0.00	6,072.44
					31,787.24	31,708.78	25,857.88	0.00	0.00	0.00	0.00	0.00	0.00	214,057.20
TOTAL OPERATING EXPENSES	83,773.4	0	57,221,91	103.834.79	87,658.96	98.045.71	69,440.88	0.00	0.00					
					01,000.00	30,043.71	05,440.68	0.00	0.00	0.00	0.00	0.00	0.00	499,975.65
OPERATING INCOME (LOSS)	9,368.3	5	23,503.49	(27,043.04)	(10,830,53)	(21,254.06)	7.550.77	0.00	0.00	0.00	2.50			
THER INCOME (EXPENSES)							.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	0.00	0.00	0.00	0.00	0,00	0.00	(18,705.02)
INTEREST INCOME	235.8	5	260,62	215.09	223.63	209.67	203.44	0.00	0.00	0.00				
											0.00	0.00	0.00	1,348,30
TOTAL OTHER INCOME (EXPENSES)	235,8	5	260.62	215,09	223,63	209.67	203.44	0.00	0.00	0.00	0.00	0.00		
,									V.00	0.00	0.00	0.00	0.00	1,348.30
NET INCOME (LOSS)	9,604,2	0 S	23,764.11 \$	(26,827.95) \$	(10.606.90) \$	(21 044 39) s	7,754.21 S	0.00.0	0.000	0.05 -				
			<u>-</u>	· / · · · · · · · · · · · · · · · · · ·	,	(2.,077,00)	1,704,21 3	0.00 S	0.00 \$	0.00 S	0.00 \$	0.00 \$	0.00 \$	(17,356.72)



Sales Report - November & December 2019

Leads Sent (15 leads for a total of 3,610 potential room nights):

- · Aircraft Owners and Pilots Association
 - o 2021 Regional Fly-in
- Alpha Phi Alpha
 - o Oklahoma District Conference
- City of Norman
 - o Norman Sister Cities Visit
- NIST/Department of Commerce
 - o April 2020 Biology Digital Physics
- Oklahoma Department of Human Services
 - o DHS Retreat Rounds 1-5
- Oklahoma Department of Mental Health and Substance Abuse Services
 - o 2021 Justice & Recovery Conference
- OU Outreach Engineering and Geosciences
 - o 2019 Gas Compressor Short Course Conference
- Public Health Institute of Oklahoma
 - o Certified Healthy Oklahoma
- DeMolay Association
 - o 2020 Meeting
- FortuneBuilders, Inc.
 - Real Estate Workshop
- OU Tennis Club
 - o Women's Tennis Open (December 2019)

Leads Booked (3 leads for a total of 4,870 room nights):

- OU Outreach Engineering and Geosciences
 - o 2019 Gas Compressor Short Course
- BNSF Railway Company
 - o BNSF Signal Setup 2020
- OU Tennis Club
 - o Norman Open 2019

Total leads sent YTD (FYE 2020): 47

Total rooms booked YTD (FYE 2020): 10,624

Other significant activity:

- Facilitated and hosted Oklahoma Municipal League Leadership Development Class
- Continued participation in OSAE, SGMP, GBTA/OBTP, PCMA, CTA, Sooner Rotary, NAC Arts Roundtable/PAB, Jazz in June, the Norman Chamber Aviation Committee and Norman NEXT



Leisure Travel Report November 2019 – Lacy Jo Burgess-Cady

Leisure/Travel Shows

o Total attended: 0

Distribution/Servicing (Leisure)

- o Total number of leisure [groups] serviced: 3
 - ABWA Bowling Fundraiser (48)
 - Julie Droke's Artist Workshop (17)
 - Legend's Restaurant (120)
 - 58th Anniversary Pi Beta Phi Reunion (10)
 - Weather Center (120)
 - Central Library (120)
 - OU Recruiting (10)

Distribution/Servicing (Convention/Group)

- o Total number of conferences/groups serviced: 1
 - Rotaract Club of Norman (OU) (100)

Total number guides & brochures distributed: 545

- Norman VG (545)
- FJJMA rack card (37 to all groups)
- SNOMNH rack card (0 to all groups)
- State Travel Guide (10 to all groups)
- Other significant activity:
 - o Arts Luncheon November 5
 - Norman Arts Council Roundtable November 13



Prepared On: 01/13/2020 Prepared By: Lacy Jo Burgess

WALK-INS

Inquiry Date	Brochures	Count
11/07/2019	Fred Jones Jr. Mueseum of Art Rack	1
11/07/2019	Norman Map	2
11/07/2019	Visitor Guide	1
11/08/2019	Norman Map	2
11/08/2019	Visitor Guide	1
11/14/2019	Norman Map	1
11/18/2019	State Travel Guide	1
11/18/2019	Visitor Guide	1
11/26/2019	Norman Map	1
11/26/2019	Visitor Guide	1
		COUNT: 8

1 of 1



Leisure Travel Report December 2019 – Lacy Jo Burgess-Cady

Leisure/Travel Shows

o Total attended: 0

Distribution/Servicing (Leisure)

- o Total number of leisure [groups] serviced: 3
 - Nichols Collection University Libraries (10)
 - OU Faculty Interviews (14)
 - Municipal League (30)

Distribution/Servicing (Convention/Group)

o Total number of conferences/groups serviced: 0

Total number guides & brochures distributed: 54

- Norman VG (54)
- FJJMA rack card (40 to all groups)
- SNOMNH rack card (30 to all groups)
- State Travel Guide (0 to all groups)
- Other significant activity:
 - Shuttling for OU Tennis Club December 2-6
 - State Partners Quarterly Meeting December 5
 - o Basketball Coaches Luncheon December 10
 - OKC CTA Holiday Potluck December 19



Prepared On: 01/13/2020 Prepared By: Lacy Jo Burgess

WALK-INS

Inquiry Date	Brochures	Count
12/03/2019	Fred Jones Jr. Mueseum of Art Rack	1
12/03/2019	Norman Map	1
12/03/2019	Visitor Guide	1
12/04/2019	Norman Map	1
12/05/2019	Norman Map	1
12/06/2019	Visitor Guide	1
12/10/2019	Norman Map	1
12/10/2019	Oklahoma Map	1
12/10/2019	Visitor Guide	1
12/17/2019		1
12/19/2019	Norman Map	1
12/20/2019	Fred Jones Jr. Mueseum of Art Rack	1
12/20/2019	Norman Map	1
12/20/2019	Sam Noble Museum Rack	1
12/20/2019	State Travel Guide	1
12/20/2019	Visitor Guide	1
12/26/2019		1
12/26/2019	Norman Map	1
12/26/2019	Visitor Guide	1
		COLINE: 40

COUNT: 10



Communications January 2020 report

Major November & December activities:

- Continued planning for Small Business Saturday initiative with Norman Chamber, City of Norman and Norman Transcript
- Continued meetings for Norman Christmas Holiday Parade & helped coordinate Norman Christmas Holiday Parade
- Collaborated with City of Norman for OU/Norman video project
- Coordinated interview with Oklahoma Magazine
- · Provided Christmas Event bookmark for Norman Chamber event
- Met with CVent account manager for platform upgrade
- Delivered holiday gifts to attractions and Norman PR practitioners
- Trained on new analytics dashboard for VisitNorman app
- Kicked off digital 12 Giveaways of Christmas on 12/18
- Provided artwork for Boyd Street magazine submission
- Attended Norman PR practitioners meeting
- · Continued publicity for Norman events to the regional media

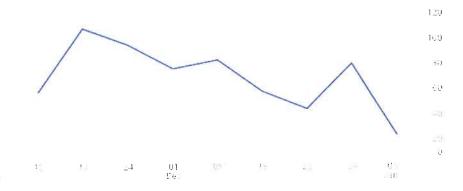
November 2019 measurements:

- 57 press mentions for events (55 in November 2018)
- Ad equivalency of \$220,928.21 (\$256,685.74 in November 2018)
- 29.2 million impressions (29.9 million in November 2018)

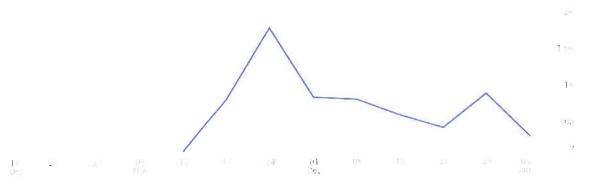
December 2019 measurements:

- 51 press mentions for events (45 in December 2018)
- Ad equivalency of \$46,182.60 (\$95,566.56 in December 2018)
- 39.03 million impressions (21.03 million in December 2018)

Users New users 358 323

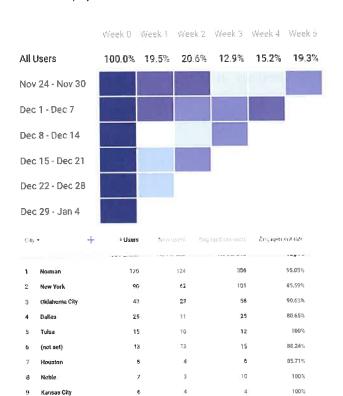


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User activity by cohort

10 Midwest City



11

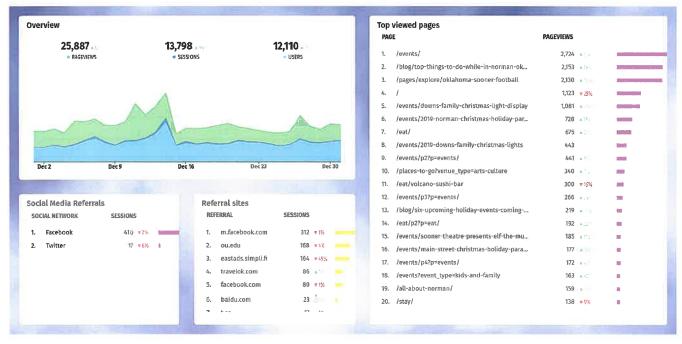
Views by Page title and screen class

PAGE HILE AND SCREEN CLASS	VIEWS
Eat	1.1K
UIViewController	986
Play	452
Events	366
message	360
MainActivity	213
Small Business Saturday 2019	192

User sessions: 1,364 Message opens: 405

Messages sent: 23 (November) and 13 (Deecember)



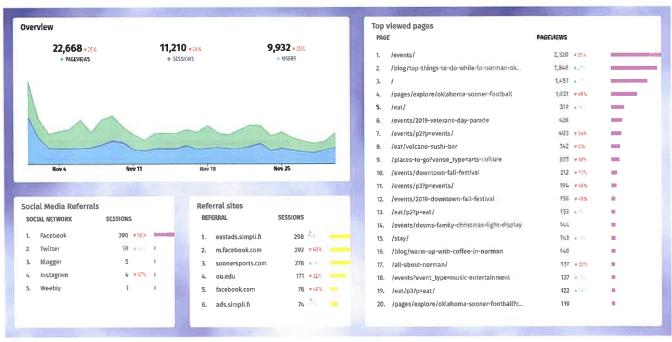




VISITNORMAN.COM ANALYTICS Dec 1, 2018 - Dec 31, 2018

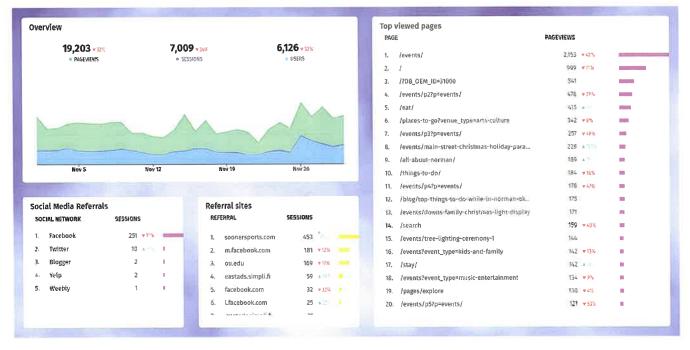






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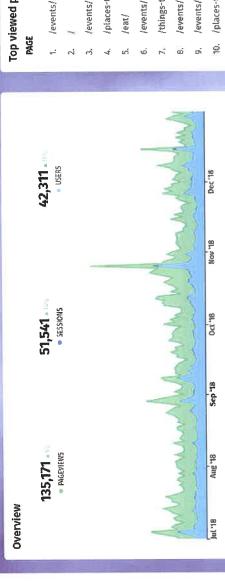
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	/events/p3?p=events/	1,837	116	
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9	/events/downs-family-christmas-light-display	887		
<u>6</u>	/events/cleveland-county-free-fair	860		
20.	/events/megalodon-at-sam-noble-museum	278		