



Visit Fargo-Moorhead Board Meeting

Wednesday, May 28, 2025

7:30-9:00 a.m.

Visit FM Boardroom

Attendees:

Board: Doug Peters, Kember Anderson, Clare Hughes, Nicole Steen-Dutton, Kimberly Busch, Ramon Sosa, James Stinsman, Emily Nielsen, Holly Heitkamp, Casey Sanders-Berglund, Kira Odenbach

Others: Charley Johnson & Stephonie Broughton, Visit FM; Alex Sumner, Fargo Youth Baseball

ITEM	PERSON	ACTION	TIME
Minutes from 4/23	All	DECISION NEEDED	2
April '25 Financials/Budget Update	All	Informational	10
Tharaldson Little League Cap. Request	Alex Sumner	DECISION NEEDED	30
Rescind Matson Field Grant Balance	Charley/Stephonie	DECISION NEEDED	10
CEO Search Update	Doug	Informational	10
Convention Ctr Update	Charley	Informational	10
Other Business	All	Informational	3

Please Note: the FMCVB Board always reserves the right to go into Executive Session to discuss any qualifying issues.

Next Regularly Scheduled Meeting, *June 25, 2025, 7:30-9:00 a.m.*

Visit Fargo-Moorhead Boardroom

**Minutes of the Board of Directors
Visit Fargo-Moorhead
Wednesday April 23, 2025**

Members Present: Doug Peters, Clare Hughes, Kember Anderson, Emily Nielsen, Nicole Steen Dutton, Kira Odenbach, Kimberly Busch, Casey Sanders-Berglund, Derrick LaPoint

Members Absent: James Stinsman, Ramon Sosa,

Others Present: Charley Johnson, Nicole Newman, SearchWide Global, Emily Beck, John Machacek, Patrick Kirby, Kirsten Jensen

- Chair Doug Peters called the meeting to order.
- A motion was made (Clare), seconded (Nicole), and passed approving the March 26 Minutes.
- The CEO & Board reviewed the March Financials.
- Emily Beck, John Machacek, Patrick Kirby & Kirsten Jensen presented a capital grant request for the Fargo Theatre's Centennial Capital Campaign. After the presentation and subsequent discussion, Derrick moved, Clare seconded, and the Board approved a capital grant of \$500,000 for the Fargo Theatre. The grant will be paid out over three (3) to five (5) years, based on funds availability.
- The Board a CEO discussed the addition of a proposed Artificial Intelligence (AI) policy to the employee handbook. After the discussion, Kira moved, Nicole seconded, and the Board approved the policy.
- The CEO and Board discussed progress of the Convention Center committee and the proposed casino and convention center development just east of Moorhead.
- SearchWide rep Nicole Newman gave the Board a rundown of the process of searching for and hiring a new President & CEO for Visit FM.
- The meeting was adjourned. (Derrick moved, Kember seconded)

**The next Board Meeting is scheduled for 7:30 am on Wednesday,
May 28, 2025, in the Visit FM Boardroom.
There will be a Teams Link, as well.**



To: Visit FM Board

From: Charley

Date: May 21, 2025

Re: April Financial Discreps

April operating revenue is estimated to be about \$40,440 under projections, with all of that deficit in the Housing Bureau line. That is largely a timing issue. YTD revenue is \$657 over projections. Overall operating expenses were \$27,687 over budget for April But remain more than \$96K under YTD.

Capital revenue is estimated to be \$5,658 over budget through April, with expenses are way over (by \$355K) due to grant payouts.

**According to our extended "working" budgets, which we use to project EOY based on latest spending and income changes, we currently show a \$42K operating surplus at the end of December, and a \$142K deficit on the Capital side. I will update these each month for you, going forward.*

Admin:

April expenses were \$19,800 over budget and are \$20,592 under YTD. *FT & PT Salaries* and associated costs are a total of \$4,729 over budget, YTD, as a BCBS payment timing issue was corrected this month. *Professional Fees* are now \$25,655 under due to timing.

Marketing:

\$20,946 under budget in April, \$8,854 under YTD. Here are Danni's notes:

Account	Actual	Budgeted	Over/Under	Reasoning
513-1010-50: Marketing software/subscriptions	-\$7,005	\$0	(\$7,005)	We received a grant from Explore Minnesota to help cover the cost of Datafy, our visitor data software.
601-3000-50: Travel Writers/Influencers	\$3,240	\$7,000	(\$3,760)	All due to the timing of when creators are able to come to Fargo and balancing what we have already spent this year.
606-1015-50: Print Advertising	\$0	\$5,000	(\$5,000)	I budgeted \$5,000 this month for unanticipated funds. I ended up booking an ad in the June issue of Chicago Magazine

				at the very end of last month and had to pay the invoice early.
606-1030-50: Photography/Film	\$2,610	\$0	\$2,610	Utilized unanticipated funds which were budgeted in June to have Absolute help with putting campaign videos together.
606-1035-50: Digital Advertising	\$710	\$3,750	(\$3,040)	The initial plan was to launch the summer campaign in March which would have aligned the budgeted amounts to start being paid in April, instead, we launched in April so these expenses won't start to show up on the statements until May.
614-1000-50: Promotional Products	\$3,450	\$5,000	(\$1,550)	Costs for TBEX and MTN gifts were lower than expected.
618-1000-50: Event Assistance	\$3,500	\$1,250	\$2,250	Pulled unanticipated funds budgeted in May for this month to help support Symphony Rocks.
628-1000-50: Registration Fees	\$4,947	\$3,750	\$1,197	Expenses for ESTO registration went up this year by \$1,197 for all three registrations.
632-1000-50: Print Materials	\$100	\$7,500	(\$7,400)	Dining guide and Pad Map was budgeted to print in April, but had to move to May because of our workload to be able to finish the projects. Moved these expenses to May.

Sports & Housing:

These two categories are a combined \$21,034 over budget for April, and \$32,147 under, YTD.
Stephonie's notes:

Capital

Account	Budget	Actual	Variance	Reasoning
632-1000-85-50: Bid Fees/Event Assistance	\$16,800	\$5,750	(\$11,050)	\$1K Moorhead Jrs Volleyball didn't submit post event info \$4K MYHA moved to May \$5K Able Games moved to May \$1K USA Gymnastics-State moved to May

Housing

Account	Budget	Actual	Variance	Reasoning
451-1000-10: Housing Bureau Revenue	\$102,200	\$60,412	(\$41,788)	Collected payments ahead of time. Overall, Jan-Apr we collected \$196,544 and budget was only \$70,078
632-1010-65: HB Expense	\$4,444.44	\$4,444.44	(\$)	Monthly fee
632-1015-65: HB Activity (pd to client)	\$23,650	\$50,336	(\$26,686)	Ahead on collection able to pay out clients quicker

Sports

Account	Budget	Actual	Variance	Reasoning
514-1000-60: Dues & Subscriptions	\$99	-\$4,995	(\$4,896)	Explore MN Grant for Playeasy
601-1010-60: Airfare	\$1,000	\$370	(\$630)	Moved to May, only charges in April were for flight changes due to weather and additional luggage
601-1015-60: Lodging, Meals, etc.	\$10,000	\$8,377	(\$1,623)	Spent less than budgeted for travel
601-2000-60: Tradeshow Expenses	\$170	\$961	(\$791)	Booth at Sports ETA, unbudgeted
628-1000-60: Event Hospitality	\$500	\$3,011	(\$2,511)	NCAA West Regionals expensed in April instead of March
628-1010-60: Pro. Development	\$0	\$1,197	(\$1,197)	Received invoices late for STS classes, paid in April
636-1000-60: Fam Tours	\$2,900	\$0	(\$2,900)	Moved forward to May
Overall, through April	\$81,001	\$46,925	(\$34,076)	

Convention Sales & Services:

These two departments are \$7,799 over budget in April and are \$34,928 under YTD. Mallari's notes:

DEPT 30 ACCOUNT	ACTUAL	BUDGET	REASON
Travel Lodging, Meals, Misc	\$263.23	\$1,400	Budgeted for CDME course which Mallari did not attend and ND Travel Industry Conf which was PO'ed in May.
Event Assistance	\$0	\$1,000	Unanticipated every other month.
Event Registration Fees	\$134.34	\$5,400	Budgeted for Connect Marketplace this month. No word from sales rep.

DEPT 70 ACCOUNT	ACTUAL	BUDGET	REASON
Badges/Sales Tax	\$17,883.75	\$2,950	An order for more badge cards was placed at the end of March but not paid until the first week of April.

FM CVB FUNDS AS OF: 5/20/25

OPERATING FUNDS - 2% MONEY

BELL BANK CHECKING	\$149,882.65
BELL BANK PROMONTORY ACCOUNT	\$1,578,076.85
	\$1,698,219.94
MINUS 2 WEEK'S PAYROLL & TAXES	-\$43,406.00
MINUS GENERAL OP CHECKS (EST)	-\$55,666.00
BALANCE	\$1,599,147.94

First International Bank & Trust	\$250,000.00	5.05%
Matures 1/9/2026		

Total CD	\$250,000.00
Total Checking/Promontory	\$1,599,147.94
GRAND TOTAL	\$1,849,147.94

CAPITAL FUNDS - 1% MONEY

GATE CITY CHECKING	\$224,882.04
PROMONTORY CD ACCOUNT	\$1,613,889.00
	\$1,838,771.04
Outstanding Checks	-\$205,199.00
	\$1,633,572.04

BREMER BANK - Pending - 12 mo	\$250,000.00	4.85%
Matures 6/13/2025		
STARION FINANCIAL	\$250,000.00	5.05%
Matures 11/18/2024		

Total CD	\$500,000.00
Total Checking/Promontory	\$1,633,572.04
GRAND TOTAL	\$2,133,572.04

Fargo-Moorhead Convention and Visitors Bureau

Statement of Financial Position

As of April 30, 2025

	TOTAL		
	AS OF APR 30, 2025	AS OF APR 30, 2024 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
102-0000-00 Petty Cash	300.00	300.00	0.00
103-0000-00 VC Petty Cash	400.00	400.00	0.00
106-0000-00 Bell Bank Checking Acct	170,938.83	79,153.48	91,785.35
106-1000-00 Bell Bank Sweep Acct	1,641,260.10	1,611,731.79	29,528.31
108-0000-85 Gate City Capital Account	287,481.83	68,874.69	218,607.14
108-2000-85 Gate City Sweep Account	1,558,994.53	2,215,779.18	-656,784.65
110-0000-00 US Bank Acct	939.37	1,006.37	-67.00
111-1000-00 First International CD	250,000.00	250,000.00	0.00
112-1000-00 Bank of the West CD	0.00	0.00	0.00
112-1000-85 Starion Capital CD	250,000.00	250,000.00	0.00
114-0000-00 Bremer Bank CD	0.00	141,083.81	-141,083.81
114-0000-85 Bremer Bank Capital CD	250,000.00		250,000.00
Total Bank Accounts	\$4,410,314.66	\$4,618,329.32	\$ -208,014.66
Accounts Receivable			
115-0000-00 Accts Receivable	0.00	0.00	0.00
117-0000-00 Receivable from Bank	0.00	0.00	0.00
117-0000-85 Receivable from Operating Acct	0.00	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00	\$0.00
Other Current Assets			
118-0000-00 VC Inventory	34,091.26	31,934.77	2,156.49
122-0000-00 Moorhead Lodging Tax Rec	26,797.32	27,320.15	-522.83
124-0000-00 Fargo Lodging Tax Rec	228,064.36	218,314.32	9,750.04
124-0000-85 Fargo LT Capital Receivable	114,032.70	109,157.08	4,875.62
125-0000-00 WF Lodging Tax Receivable	60,207.46	61,333.15	-1,125.69
125-0000-85 WF LT Capital Receivable	33,682.71	30,666.82	3,015.89
129-0000-00 Housing Bureau Rebate Receivable	-12,226.15	2,510.00	-14,736.15
130-0000-00 Other Receivables	699.00	699.00	0.00
130-0000-85 Other Receivables Capital Fund	0.00	0.00	0.00
141-0000-00 Prepaid Expense	13,771.00	13,771.00	0.00
191-0000-85 Woodchipper	18,700.00	18,700.00	0.00
Total Other Current Assets	\$517,819.66	\$514,406.29	\$3,413.37
Total Current Assets	\$4,928,134.32	\$5,132,735.61	\$ -204,601.29
Fixed Assets			
170-0000-85 Furniture & Fixtures	105,969.61	105,969.61	0.00
170-1000-85 Accum Depr - Frun & Fixtures	-59,065.03	-58,751.59	-313.44
171-0000-85 Website Development	150,000.00	150,000.00	0.00
171-1000-85 Accumulated Dep Website Development	-150,000.00	-150,000.00	0.00

Fargo-Moorhead Convention and Visitors Bureau

Statement of Financial Position

As of April 30, 2025

	TOTAL		
	AS OF APR 30, 2025	AS OF APR 30, 2024 (PY)	CHANGE
175-0000-85 Electronics - Asset	139,193.69	121,364.88	17,828.81
175-1000-85 Accum Depr - Electronics	-106,535.18	-99,097.22	-7,437.96
180-0000-85 Buildings/Grounds Improvements	782,028.98	578,220.52	203,808.46
180-1000-85 Accum Depr - Bldg/Grounds	-394,189.65	-369,295.77	-24,893.88
190-0000-85 - Vehicles	41,805.64	41,805.64	0.00
190-1000-85 Accum Depr - Vehicles	-15,114.31	-11,062.27	-4,052.04
EB-170-1000-85	59,000.00	59,000.00	0.00
EB-190-1000-85	0.00	0.00	0.00
Total Fixed Assets	\$553,093.75	\$368,153.80	\$184,939.95
Other Assets			
153-0000-00 Accrued Interest Receivable	28,072.00	28,072.00	0.00
153-0000-85 Accrued Interest Receivable	19,671.04	19,671.04	0.00
Total Other Assets	\$47,743.04	\$47,743.04	\$0.00
TOTAL ASSETS	\$5,528,971.11	\$5,548,632.45	\$ -19,661.34
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200-0000-00 Accounts Payable	0.00	0.00	0.00
200-0000-85 A/P Capital Fund	0.00	0.00	0.00
Total Accounts Payable	\$0.00	\$0.00	\$0.00
Other Current Liabilities			
201-0000-85 Grants/Contributions Payable - Current	200,000.00	200,000.00	0.00
202-0000-00 Payable to Capital Account	0.00	0.00	0.00
205-0000-00 Accrued Payroll	33,667.21	33,667.21	0.00
205-1000-00 Accrued Vacation	27,588.15	27,588.15	0.00
206-0000-00 Unemployment Payable	9,211.93	9,048.20	163.73
210-0000-00 FICA & Federal Payable	4.86	4.86	0.00
212-0000-00 HSA Payable	-13,933.01	-13,933.01	0.00
220-0000-00 ND W/H Payable	9,359.00	7,547.00	1,812.00
225-0000-00 MN W/H Payable	0.00	0.00	0.00
226-0000-00 IRA Payable	6,101.06	4,973.96	1,127.10
227-0000-00 Flex Spending A/P	15,070.75	15,066.26	4.49
229-0000-00 Sales Tax Payable	0.00	0.00	0.00
236-0000-00 United Way Payable	-2,312.82	-2,273.75	-39.07
237-0000-00 DMAND Clearinghouse	0.00	0.00	0.00
238-0000-00 Housing Bureau Rebate Liability	-6,768.00	15,883.00	-22,651.00
Total Other Current Liabilities	\$277,989.13	\$297,571.88	\$ -19,582.75
Total Current Liabilities	\$277,989.13	\$297,571.88	\$ -19,582.75

Fargo-Moorhead Convention and Visitors Bureau

Statement of Financial Position

As of April 30, 2025

	TOTAL		
	AS OF APR 30, 2025	AS OF APR 30, 2024 (PY)	CHANGE
Long-Term Liabilities			
200-0001-85 LT Grants/Contributions Payable	1,115,000.00	1,150,000.00	-35,000.00
201-1000-85 Discount on Grants Payable	-181,113.00	-181,113.00	0.00
Total Long-Term Liabilities	\$933,887.00	\$968,887.00	\$ -35,000.00
Total Liabilities	\$1,211,876.13	\$1,266,458.88	\$ -54,582.75
Equity			
300-0000-00 Fund Balance	1,793,485.71	1,364,877.36	428,608.35
300-0000-85 Capital Fund	1,792,360.78	1,792,360.78	0.00
302-0000-00 Spending from Reserves	0.42	0.42	0.00
310-0000-00 Operating Reserve	932,000.00	932,000.00	0.00
Net Revenue	-200,751.93	192,935.01	-393,686.94
Total Equity	\$4,317,094.98	\$4,282,173.57	\$34,921.41
TOTAL LIABILITIES AND EQUITY	\$5,528,971.11	\$5,548,632.45	\$ -19,661.34

Fargo-Moorhead Convention and Visitors Bureau
Budget vs. Actuals: 2025 Budget - FY25 P&L
January - April, 2025

	Apr 2025				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue								
400-1000-10 Fargo Lodging Tax	176,000.00	176,000.00	0.00	100.00%	639,697.60	654,000.00	-14,302.40	97.81%
405-1000-10 In-Kind Contribution		0.00	0.00		0.00	0.00	0.00	
410-1000-10 Moorhead Lodging Tax	14,000.00	14,000.00	0.00	100.00%	45,618.19	50,000.00	-4,381.81	91.24%
415-1000-10 WF Lodging Tax	24,000.00	24,000.00	0.00	100.00%	105,226.31	81,900.00	23,326.31	128.48%
430-1000-10 VC Gift Shop Revenue	3,885.47	3,500.00	385.47	111.01%	10,606.85	9,500.00	1,106.85	111.65%
435-1000-10 Marketing Revenue		0.00	0.00		0.00	0.00	0.00	
440-1000-10 Interest Income	4,933.81	4,000.00	933.81	123.35%	19,475.37	16,000.00	3,475.37	121.72%
451-1000-10 Housing Bureau Revenue	60,412.02	102,200.00	-41,787.98	59.11%	196,544.34	208,800.00	-10,255.66	95.04%
460-1000-10 Miscellaneous	24.00		24.00		374.00	0.00	374.00	
Total Revenue	\$ 283,255.30	\$ 323,700.00	-\$ 40,444.70	87.51%	\$ 1,017,542.66	\$ 1,018,200.00	-\$ 657.34	99.94%
Gross Profit	\$ 283,255.30	\$ 323,700.00	-\$ 40,444.70	87.51%	\$ 1,017,542.66	\$ 1,018,200.00	-\$ 657.34	99.94%
Expenditures								
500-1000-20 Professional Fees	812.28	16,100.00	-15,287.72	5.05%	32,974.28	58,630.00	-25,655.72	56.24%
501-1000-20 Accounting Services	16,701.00	2,303.00	14,398.00	725.18%	18,584.50	4,312.00	14,272.50	430.99%
502-1000-20 Insurance		0.00	0.00		2,838.83	3,000.00	-161.17	94.63%
503-1000-20 Postage & Shipping	134.79	2,000.00	-1,865.21	6.74%	5,898.29	10,000.00	-4,101.71	58.98%
504-1000-20 Utilities	1,525.05	2,350.00	-824.95	64.90%	7,098.02	9,700.00	-2,601.98	73.18%
505-1000-20 Telecommunications/PR	1,312.21	1,350.00	-37.79	97.20%	5,244.54	5,400.00	-155.46	97.12%
506-1000-20 Office Repairs/Maint		200.00	-200.00	0.00%	0.00	800.00	-800.00	0.00%
507-1000-20 Office & Clerical Supplies	248.55	600.00	-351.45	41.43%	1,229.47	2,400.00	-1,170.53	51.23%
508-1000-20 Other Supplies		50.00	-50.00	0.00%	0.00	200.00	-200.00	0.00%
509-1000-20 Maintenance Supplies	98.12	300.00	-201.88	32.71%	743.25	1,200.00	-456.75	61.94%
509-1010-20 VIC Supplies	249.33	300.00	-50.67	83.11%	604.09	1,200.00	-595.91	50.34%
510-1000-20 Scholarship		0.00	0.00		0.00	0.00	0.00	
512-1000-20 Maint Contracts - Office & Equip	118.53	120.00	-1.47	98.78%	473.28	480.00	-6.72	98.60%
513-1000-20 Software Leases	560.52	1,211.00	-650.48	46.29%	3,557.23	4,844.00	-1,286.77	73.44%
513-1010-30 Software Leases/Subscriptions		0.00	0.00		0.00	0.00	0.00	
513-1010-60 Software Leases - Subscriptions	-7,005.00	130.00	-7,135.00	-5388.46%	28,483.00	30,760.00	-2,277.00	92.60%
514-1000-20 Dues & Subscriptions	19,589.48	19,487.00	102.48	100.53%	26,405.46	27,211.00	-805.54	97.04%
514-1000-30 Dues & Subscriptions	575.00	550.00	25.00	104.55%	675.00	1,659.00	-984.00	40.69%
514-1000-60 Dues & Subscriptions		0.00	0.00		473.00	275.00	198.00	172.00%
514-1000-60 Dues & Subscriptions	-4,995.00	99.00	-5,094.00	-5045.45%	1,500.00	1,599.00	-99.00	93.81%
514-1000-70 Dues & Subscriptions		0.00	0.00		234.00	0.00	234.00	
516-1000-90 VC Gift Shop Merchandise/Sales & Use Tax	21,399.59	4,750.00	16,649.59	450.52%	14,694.56	12,750.00	1,944.56	115.25%
520-1000-20 Bank & Credit Card Fees	88.71	150.00	-61.29	59.14%	315.32	600.00	-284.68	52.55%
545-1000-20 Rent	500.00	500.00	0.00	100.00%	2,000.00	2,000.00	0.00	100.00%
550-1000-20 Salaries - FT Employees	72,864.00	70,770.00	2,094.00	102.96%	324,917.50	318,465.00	6,452.50	102.03%
550-1010-20 VIC Employees; Event/Convention Services	4,286.17	5,200.00	-913.83	82.43%	21,283.97	23,400.00	-2,116.03	90.96%
550-1015-50 Labor		0.00	0.00		0.00	0.00	0.00	
551-1000-20 Payroll Tax Expenses	6,113.59	5,812.00	301.59	105.19%	26,149.93	26,154.00	-4.07	99.98%
552-1000-20 Retirement Expense	2,026.22	2,123.00	-96.78	95.44%	9,028.91	9,554.00	-525.09	94.50%
552-2000-20 HSA Expenses	1,077.76	1,503.00	-425.24	71.71%	5,049.28	5,801.00	-551.72	90.15%
553-1000-20 Unemployment	701.23	0.00	701.23		3,649.70	1,551.00	2,098.70	235.31%
554-1000-20 Workers Compensation		0.00	0.00		0.00	0.00	0.00	
555-1000-20 Health/Dental/Vision Benefits	19,408.22	9,234.00	10,174.22	210.18%	34,179.46	34,728.00	-548.54	98.42%
556-1000-20 Disability and Life Insurance	852.32	850.00	2.32	100.27%	3,322.76	3,400.00	-77.24	97.73%
601-1010-20 Airfare		0.00	0.00		2,444.52	4,000.00	-1,555.48	61.11%
601-1010-30 Airfare		0.00	0.00		1,327.52	4,000.00	-2,672.48	33.19%
601-1010-60 Airfare	3,347.09	3,000.00	347.09	111.57%	7,837.82	6,500.00	1,337.82	120.58%
601-1010-60 Airfare	369.96	1,000.00	-630.04	37.00%	369.96	6,400.00	-6,030.04	5.78%
601-1015-20 Travel Lodging, Meals, Misc	5,957.67	4,000.00	1,957.67	148.94%	13,569.20	5,650.00	7,919.20	240.16%
601-1015-30 Travel Lodging, Meals, Misc	263.23	1,400.00	-1,136.77	18.80%	659.14	3,400.00	-2,740.86	19.39%
601-1015-60 Travel Lodging, Meals, Misc	5,799.33	5,650.00	149.33	102.64%	8,268.72	7,850.00	639.72	108.36%
601-1015-60 Travel Lodging, Meals, Misc	8,376.73	10,000.00	-1,623.27	83.77%	9,683.41	18,800.00	-8,936.59	51.95%
601-1015-70 Travel Lodging, Meals, Misc		550.00	-550.00	0.00%	0.00	550.00	-550.00	0.00%
601-2000-20 Tradeshow Expenses		0.00	0.00		500.00	0.00	500.00	
601-2000-30 Tradeshow Expenses	1,202.40	0.00	1,202.40		2,094.95	7,000.00	-4,905.05	29.93%
601-2000-60 Tradeshow Expenses	960.88	170.00	790.88	585.22%	7,053.18	760.00	6,293.18	928.05%
601-3000-50 Travel Writers/Influencers	3,240.29	7,000.00	-3,759.71	46.29%	14,448.07	16,000.00	-1,551.93	90.29%

601-3008-20 Client Development	410.13	350.00	60.13	117.18%	1,267.55	2,050.00	-782.45	61.83%
601-3008-30 Client Development	224.25	120.00	104.25	188.88%	331.81	420.00	-88.19	79.00%
601-3008-50 Client Development		0.00	0.00		15.62	0.00	15.62	
601-3008-60 Client Development	804.93	300.00	504.93	268.31%	1,503.64	2,400.00	-896.36	62.65%
601-3008-70 Client Development		20.00	-20.00	0.00%	0.00	40.00	-40.00	0.00%
601-3009-20 Activities Committee		250.00	-250.00	0.00%	0.00	1,000.00	-1,000.00	0.00%
601-3010-20 Donations & Contributions	85.24	250.00	-164.76	34.10%	261.16	1,000.00	-718.84	28.12%
605-1000-20 Travel - Vehicle	308.57	540.00	-233.43	58.77%	1,361.86	1,440.00	-78.14	94.57%
605-1000-30 Travel - Vehicle		0.00	0.00		409.50	500.00	-90.50	81.90%
605-1000-50 Travel - Vehicle	3.50	250.00	-246.50	1.40%	198.68	250.00	-51.34	79.48%
605-1000-60 Travel - Vehicle	141.75	482.00	-340.25	29.41%	708.26	1,057.00	-348.74	67.01%
605-1000-70 Travel - Vehicle		0.00	0.00		0.00	100.00	-100.00	0.00%
606-1016-50 Magazine		5,000.00	-5,000.00	0.00%	9,425.00	8,425.00	1,000.00	111.87%
606-1030-50 Photography	2,610.32	0.00	2,610.32		4,646.32	300.00	4,346.32	1548.77%
606-1035-50 Internet	709.98	3,750.00	-3,040.02	18.93%	23,757.19	28,000.00	-4,242.81	84.85%
606-1045-50 Outdoor Advertising		0.00	0.00		1,124.00	1,000.00	124.00	112.40%
614-1000-20 Promotional Products	885.80	5,000.00	-4,114.20	17.72%	1,503.80	7,000.00	-5,496.20	21.48%
614-1000-50 Promotional Products	3,540.34	5,000.00	-1,459.66	70.81%	13,244.19	15,500.00	-2,255.81	85.45%
614-1000-60 Promotional Products		0.00	0.00		0.00	0.00	0.00	
617-1000-20 Events/Reception	260.00	0.00	260.00		7,577.77	7,000.00	577.77	108.25%
617-1000-30 Events/Reception		0.00	0.00		0.00	0.00	0.00	
617-1000-60 Events/Reception		0.00	0.00		0.00	2,000.00	-2,000.00	0.00%
618-1000-30 Event Assistance		1,000.00	-1,000.00	0.00%	4,020.00	9,850.00	-5,830.00	40.81%
618-1000-50 Event Assistance	3,450.00	1,250.00	2,200.00	276.00%	37,480.00	40,750.00	-3,270.00	91.98%
618-1000-60 Event Assistance	3,445.83	3,025.00	420.83	113.91%	6,209.70	16,850.00	-10,440.30	37.30%
619-1000-30 Event Hospitality		0.00	0.00		0.00	0.00	0.00	
619-1000-60 Event Hospitality	3,010.79	500.00	2,510.79	602.16%	9,874.22	11,450.00	-1,575.78	86.24%
619-1000-70 Event Hospitality		0.00	0.00		0.00	100.00	-100.00	0.00%
620-1010-50 Visitor Guide Distribution	1,500.00	1,500.00	0.00	100.00%	10,219.37	8,850.00	1,569.37	118.14%
622-1000-50 Website	453.87	190.00	263.87	238.88%	684.21	280.00	404.21	244.36%
626-1000-70 Banners/Sales Tax	1,390.41	1,400.00	-9.59	99.32%	3,944.35	4,350.00	-405.65	90.67%
627-1000-70 Badges/Sales Tax	17,883.75	2,950.00	14,933.75	606.23%	22,634.30	36,800.00	-14,165.70	61.51%
628-1000-20 Event Registration Fees	540.00	1,210.00	-670.00	44.63%	2,680.00	6,840.00	-4,160.00	39.18%
628-1000-30 Event Registration Fees	134.34	5,400.00	-5,265.66	2.49%	7,509.11	12,925.00	-5,415.89	58.10%
628-1000-50 Event Registration Fees	4,947.00	3,750.00	1,197.00	131.92%	12,912.52	12,400.00	512.52	104.13%
628-1000-60 Event Registration Fees		330.00	-330.00	0.00%	3,018.80	9,840.00	-6,821.20	31.32%
628-1000-70 Event Registration Fees		30.00	-30.00	0.00%	200.00	1,840.00	-1,740.00	10.31%
628-1010-20 Professional Development		200.00	-200.00	0.00%	4,083.00	800.00	3,283.00	507.88%
628-1010-30 Professional Development		0.00	0.00		0.00	0.00	0.00	
628-1010-50 Professional Development		0.00	0.00		232.30	350.00	-117.70	66.37%
628-1010-60 Professional Development	1,197.00	0.00	1,197.00		1,706.56	3,543.00	-1,836.44	48.17%
628-1010-70 Professional Development		0.00	0.00		0.00	0.00	0.00	
631-1050-70 Event Services In-Town Meals		0.00	0.00		0.00	80.00	-80.00	0.00%
632-1000-50 Printing - General & Admin	426.92	7,500.00	-7,073.08	5.69%	37,713.56	44,500.00	-8,786.44	84.75%
632-1010-65 Housing Bureau/Meeting Max	4,444.44	4,444.44	0.00	100.00%	17,777.76	17,777.76	0.00	100.00%
632-1015-65 Housing Bureau Activity	50,335.00	23,850.00	26,685.00	212.84%	54,230.00	52,300.00	1,930.00	103.69%
632-1020-60 Bid Fees		0.00	0.00		0.00	0.00	0.00	
633-1000-50 Special Promotions		0.00	0.00		0.00	0.00	0.00	
635-1000-20 Staff Clothing		250.00	-250.00	0.00%	26.41	250.00	-223.59	10.56%
635-1000-30 Staff Clothing	46.01	0.00	46.01		46.01	150.00	-103.99	30.67%
635-1000-50 Staff Clothing		0.00	0.00		203.19	150.00	53.19	135.46%
635-1000-60 Staff Clothing		150.00	-150.00	0.00%	73.14	500.00	-426.86	14.63%
636-1000-70 Staff Clothing		0.00	0.00		0.00	150.00	-150.00	0.00%
636-1000-30 FAM Tours		500.00	-500.00	0.00%	0.00	3,000.00	-3,000.00	0.00%
636-1000-60 FAM Tours		2,900.00	-2,900.00	0.00%	0.00	2,900.00	-2,900.00	0.00%
637-1000-20 Promotional Sponsorships		0.00	0.00		2,000.00	3,500.00	-1,500.00	57.14%
637-1000-30 Promotional Sponsorships		0.00	0.00		10,000.00	2,000.00	8,000.00	500.00%
637-1000-50 Promotional Sponsorships		0.00	0.00		1,500.00	0.00	1,500.00	
637-1000-60 Promotional Sponsorships	241.36	250.00	-8.64	96.54%	5,241.36	3,500.00	1,741.36	149.75%
Total Expenditures	\$ 292,190.58	\$ 264,503.44	\$ 27,687.14	110.47%	\$ 973,419.32	\$ 1,069,940.76	\$ -96,521.44	90.88%
Net Operating Revenue	-\$ 8,935.28	\$ 59,196.56	-\$ 68,131.84	-15.09%	\$ 44,123.34	-\$ 51,740.76	\$ 95,864.10	-85.28%
Net Revenue	-\$ 8,935.28	\$ 59,196.56	-\$ 68,131.84	-15.09%	\$ 44,123.34	-\$ 51,740.76	\$ 95,864.10	-85.28%

Fargo-Moorhead Convention and Visitors Bureau
Budget vs. Actuals: 2025 Capital Budget - FY25 P&L
January - April, 2025

	Apr 2025				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue								
400-1000-85 Fargo Lodging Tax 1%	88,000.00	88,000.00	0.00	100.00%	319,851.71	327,000.00	-7,148.29	97.81%
415-1000-85 WF Lodging Tax 1%	12,000.00	12,000.00	0.00	100.00%	52,613.16	40,950.00	11,663.16	128.48%
440-1000-85 Capital Interest Income	5,073.42	5,000.00	73.42	101.47%	21,143.11	20,000.00	1,143.11	105.72%
Total Revenue	\$ 105,073.42	\$ 105,000.00	\$ 73.42	100.07%	\$ 393,607.98	\$ 387,950.00	\$ 5,657.98	101.46%
Gross Profit	\$ 105,073.42	\$ 105,000.00	\$ 73.42	100.07%	\$ 393,607.98	\$ 387,950.00	\$ 5,657.98	101.46%
Expenditures								
500-0050-85 Capital Grant Program		0.00	0.00		526,080.00	137,500.00	388,580.00	382.60%
502-1000-85 Insurance - Capital Fund		0.00	0.00		3,779.00	3,900.00	-121.00	96.90%
605-1075-85 Telecommunications - Cap Acct		0.00	0.00		343.91	1,100.00	-756.09	31.26%
505-1085-85 Technology Maint/Upgrades	3,896.83	4,895.00	-998.17	79.61%	18,658.30	20,225.00	-1,566.70	92.25%
506-1000-85 Bldg Repairs & Maint - Capital	132.00	700.00	-568.00	18.86%	3,124.95	2,800.00	324.95	111.61%
506-1001-85 Office Repairs & Maint - Capital		100.00	-100.00	0.00%	0.00	600.00	-600.00	0.00%
506-1010-85 Grounds Maintenance - Capital	1,823.00	2,500.00	-677.00	72.92%	12,323.00	17,500.00	-5,177.00	70.42%
512-1000-85 Maint Contracts - Office & Equip	2,000.00	3,800.00	-1,800.00	52.63%	11,392.90	11,000.00	392.90	103.57%
518-1000-85 Depreciation Expense	3,058.11	4,000.00	-941.89	76.45%	12,232.44	16,000.00	-3,767.56	76.45%
520-1000-85 Bank & Credit Card Fees	100.00		100.00		400.00	0.00	400.00	
558-1000-85 Real Estate Specials & Drains		0.00	0.00		281.75	1,000.00	-718.25	28.18%
632-1000-85 Bid Fees	5,750.00	16,800.00	-11,050.00	34.23%	39,000.00	60,700.00	-21,700.00	64.25%
Total Expenditures	\$ 16,769.94	\$ 32,795.00	-\$ 16,035.06	51.11%	\$ 627,616.25	\$ 272,325.00	\$ 355,291.25	230.47%
Net Operating Revenue	\$ 88,313.48	\$ 72,205.00	\$ 16,108.48	122.31%	\$ 234,008.27	\$ 115,625.00	-\$ 349,633.27	-202.39%
Net Revenue	\$ 88,313.48	\$ 72,205.00	\$ 16,108.48	122.31%	\$ 234,008.27	\$ 115,625.00	-\$ 349,633.27	-202.39%

Friday, May 09, 2025 01:01:22 PM GMT-7 - Accrual Basis



Visit Fargo-Moorhead
2001 44th Street South
Fargo ND 58103

Phone: 701-365-4567
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Internet: www.fargomoorhead.org
E-mail: charley@fargomoorhead.org

Charley Johnson
President/CEO

Visit FM Board Communication: 2025

Subject: Tharaldson Little League Complex Capital Request

Date: May 20, 2025

REQUEST:

Fargo Youth Baseball, in cooperation with the Fargo Park District, is requesting a capital grant of \$371,500, to be paid in two phases: \$185,750 in 2025 and \$185,750 in 2026. The money will be used for installation of turf on four youth baseball/fastpitch softball fields at Tharaldson Baseball Complex. The entire project has a budget of \$1,486,000, and the Board should decide if it wants to approve both payments now or make a decision only on phase one and ask Fargo Youth Baseball to come back next year with a request for phase two.

FINANCIAL CONSIDERATIONS:

Visit FM has adequate funds to handle this request and has invested in youth baseball in the past. Grants totaling \$244,000 were awarded in 2016 – 2019 and 2021.

POLICY CONSIDERATIONS:

The merger of Fargo Babe Ruth and Fargo Little League Baseball in 2016, and the Park District's partnership with them regarding use and maintenance of the Tharaldson complexes, has led to a significant increase in the number of youth baseball tournaments held in the community. This project will increase use of the fields during rainy seasons, as they will drain more efficiently.

LEGAL CONSIDERATIONS:

None I am aware of in this case.

Charley Johnson

From: donotreply@simpleviewinc.com
Sent: Tuesday, May 20, 2025 11:14 AM
To: Dannielle Melquist; Charley Johnson
Subject: Form Submission - Capital Construction Grant Application

[EXTERNAL]

Capital Construction Grant Application

Project Description	
Name of Project:	Tharaldson Little League Complex - Turf Project
Description of Project:	The project aims to enhance the existing youth baseball and fastpitch fields at Tharaldson Little League Complex by installing turf on the infields of all four fields. This upgrade will provide a consistent, durable playing surface that can withstand various weather conditions, ensuring safe playing conditions. Turfing the infields will reduce maintenance costs, improve field safety, and enhance the overall player experience. This project aligns with our goal of fostering youth sports development by providing high-quality facilities that support both local leagues and regional tournaments. By investing in this turf project, we will not only improve the functionality of the fields but also contribute to the growth of youth sports tourism in the Fargo area, as it will attract more teams and families for tournaments, camps, and other events.
Organizational Information	
Sponsoring organizations:	Fargo Park District – Partnering in the development and maintenance of the facility, contributing to the overall project and ensuring the fields remain accessible and well-maintained for community use. Fargo Public Schools – Home of Fargo South Fastpitch Program. Also available for use in the spring time with other school programs. All-Terrain Grounds Maintenance – Financial Contributor of the project, also available to help with ensuring the transition from turf to grass is level. Choice Bank – Contributing financial support and helping to facilitate the community partnership, demonstrating a commitment to local youth sports and regional development.
Attach proof of non-profit status:	501c3-Determination-Letter_4FE94285-A434-0C10-7E03CE96380E01A5_50A7A4D3-B4CF-D6CB-6F5E99753BA1E905.pdf
Attach 3 years of audited financials:	2021---2024-Financials_4FF36C56-9634-E19E-8D8833696E675BD7_50A7A5DD-FB59-53D6-D70C0DD31D6DE3DF.pdf
Purpose of the Project	
What will be created that doesn't already exist?:	The project will create an enhanced, all-weather playing surface for youth baseball and fastpitch fields by installing synthetic turf in the infields of all four fields at the complex. Currently, the fields are natural grass, which can be affected by weather conditions, leading to delays or cancellations due to muddy or uneven surfaces. The turf installation will provide a

consistent, durable playing surface that can withstand various weather conditions and ensure the fields are available for play year-round. This type of facility does not currently exist in Fargo, as other North Dakota communities such as West Fargo, Casselton, Mandan, Minot, Dickinson, and Watford City have already implemented turf fields in their youth sports complexes. As the largest city in the state, Fargo should be at the forefront of these types of advancements, not trailing behind. By adding turf to our fields, we will not only enhance the quality of the facility but also demonstrate leadership in youth sports development for the region. This improvement will increase the complex's capacity to host events, reduce downtime, and offer a more reliable and consistent athletic environment for local youth leagues, regional competitions, and the broader community. Fargo has the opportunity to set the standard for others to follow, ensuring our city remains a key destination for youth sports and community engagement.

How does it directly relate to tourism?:

The turf of our youth baseball and fastpitch fields will significantly enhance our ability to attract and host tournaments, which in turn will contribute to the growth of sports tourism in Fargo. Currently, we host nine tournaments each year, including prestigious events like the USA Nationals. However, by upgrading our fields to all-weather turf, we will be able to offer a more reliable and consistent playing surface, minimizing weather-related delays and cancellations, which has been a challenge with the current grass fields. With turf, we will be able to host more regional and national events, drawing teams from a larger radius across the Midwest. In addition to our existing tournaments, we will explore opportunities for more fall and early spring events, when weather often affects outdoor play. These upgrades will make Fargo a prime location for high school state and regional tournaments in the future, creating additional opportunities to attract athletes, families, and visitors from outside the area. A recent example that underscores the need for turf is the 2024 Eastern Dakota Conference Tournament, which had to be relocated to Casselton due to weather conditions. Casselton's fields, with their turf surfaces, were able to accommodate the event when our agrilime fields were unplayable. By turfing our fields, Fargo can avoid similar issues in the future and ensure that we can continue to host important events without the risk of weather disruptions. This project will position Fargo as a top destination for youth sports tournaments, directly benefiting local businesses such as hotels, restaurants, and retail shops, as teams and families travel to our city for events. It will also strengthen Fargo's reputation as a community that values and invests in youth sports, contributing to the long-term growth of sports tourism in the region.

What is the economic benefit to the community?:

The economic impact of upgrading our youth baseball and fastpitch fields with turf is significant for Fargo and the surrounding region. According to a recent presentation from Visit Fargo-Moorhead, in 2024, Fargo hosted 71 organizations, 204 events, 3,880 teams, and 278,111 total participants and attendees for sporting events. This highlights the substantial role sports tourism plays in the local economy. By installing turf on our fields, we will enhance Fargo's ability to attract and host more regional and national tournaments, which will further increase the number of teams and attendees visiting our community. Turf fields offer a reliable, all-weather surface that

reduces the risk of event cancellations due to weather conditions, ensuring that tournaments can proceed as planned and drawing more teams from a wider geographic area. These events directly contribute to the local economy by generating revenue for hotels, restaurants, retail businesses, and other local services. More tournaments and sporting events will also have a positive impact on local tourism, increasing the visibility of Fargo as a destination for sports and family activities. As we continue to grow our tournament offerings, especially with the potential for additional spring and fall events, this will further elevate Fargo's status as a premier location for youth sports in the Midwest. This project will not only improve the quality of the facility for local youth leagues but will also support the continued growth of sports tourism, bringing significant economic benefits to Fargo's businesses and the broader community.

What is the projects timeline?:

Our infield turfing project is designed to be completed in two distinct phases, allowing for efficient planning, budgeting, and coordination with the City of Fargo Parks Department. Phase 1 – Fall 2025: The first phase will begin in the fall of 2025 and will include turf installation on a select number of infields at the complex. This phase will focus on the fields with the highest traffic and tournament usage, ensuring immediate improvement in playability, weather resilience, and overall user experience. Construction and installation are expected to be completed prior to the start of the 2026 spring season. Phase 2 – Fall 2026 (Pending Park Approval): The second phase is scheduled for fall 2026, contingent upon final approval from Fargo Parks. This phase will complete the turfing of the remaining infields at the complex. Like Phase 1, work will be conducted in the fall to minimize disruption to league and tournament play. Phase 2 will bring the entire complex to full turf infield functionality, further enhancing the complex's capacity to host high-quality regional and state-level events.

What is the budget for this project?: \$1,486,000.00

When will these funds be needed?: 07/01/2025

Purpose of FM CVB Funds

What is the amount being requested?: \$371,500.00

How will these funds be used?:

The requested \$371,500 will be used to offset the expense of installing synthetic turf on the infields of the four youth baseball and fastpitch fields at the complex. These funds will cover the cost of materials, installation, and related project expenses, helping to make the turf installation financially feasible and ensuring that we can enhance the quality of the fields for local youth leagues, regional tournaments, and community events. We are asking the funds to be split up based on phases and project timeline. Phase 1: \$185,750 (7/1/2025) Phase 2: \$185,750 (7/1/2026) -- Pending Parks Approval

What are the other funds & funding sources?:

In addition to the requested \$371,500, we have secured or are seeking funding from several other sources to support the project: Fargo Area Sports – Contributing financial support to help cover project costs. All-Terrain Grounds Maintenance – Contributing \$50,000 toward the cost of the turf installation and related project expenses. Fargo Park District – Committing to contribute funds as part of the partnership to enhance the facility. Choice Bank –

Offering financial support as a community partner. Fargo Public Schools Rental Fees – Contributing rental fees from the use of the fields, which will help offset the ongoing operational costs and contribute to the funding for the turf project. Giving Hearts Day – Fundraising through this event, which has proven to be a valuable source of community-driven donations. Individual Donations – We are also seeking contributions from local supporters, families, and community members who are passionate about enhancing youth sports facilities. These combined funding sources will help ensure the successful completion of the project and support the long-term maintenance and improvement of the facility.



CINCINNATI OH 45999-0038

In reply refer to: 0248222025
Apr. 11, 2019 LTR 4168C 0
45-0370089 000000 00
Input Op: 0248222025 00015038
BODC: TE

FARGO YOUTH BASEBALL
1892 17TH AVE S
FARGO ND 58103

Employer ID number: 45-0370089
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Apr. 02, 2019, about your tax-exempt status.

We issued you a determination letter in August 1992, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific