

STATE OF NEVADA)
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 COUNTY OF HUMBOLDT)

February 19, 2014

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MINUTES, FEBRUARY 19, 2014

1. **Time, Place and Date.** The Winnemucca Convention and Visitors Authority met in regular session in full conformity with the law at the Winnemucca Convention Center, East Hall, Winnemucca, Nevada at 4:05 pm on Wednesday, February 19, 2014 with Chairman Terry Boyle presiding.
2. **Pledge of Allegiance.**
3. **Attendance.** *Convention and Visitors Authority Board Officials Present:*

Terry Boyle	Chairman and Hotel Representative
Rodd William Stowell	Vice Chairman and Business Representative
Don Stoker	Treasurer and Motel Representative
Jim Billingsley	City Representative
Dan Cassinelli	County Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:
None

Staff Members Present:

Kim Petersen	Director
Shelly Noble	Administrative Clerk

Staff Members Absent:

None

Others Present:

Vanessa Davis	Steele & Associates
Jean Kinney	Northern Nev Arts Council
Debbie Hummel	Western Art & Craft Show
Kris Stewart	96 Ranch Sesquicentennial

Sherry Smith
Cindy Mehail
Leann Barta
Margaret Aranguena
Linda Betteridge

Humb Volunteer Hospice
Humb Volunteer Hospice
Northern Nev Arts Council
Home Town Connection Inc.
Lowry Music Boosters

4. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, February 13, 2014 at Humboldt County Library, Court House, Post Office, City Hall and Convention Center West Hall. No persons have requested mailed notice during the past six months.

5. Business Impact Determination. After review of the February 19, 2014 agenda, *Jim Billingsley made a motion that no proposed agenda item is likely to impose a direct and significant economic burden on a business or directly restrict formation, operation, or expansion of a business. The motion carried, 4-0. Don Stoker was not present for this vote.*

6. Minutes.

Prior meeting minutes, January 15, 2014.
Jim Billingsley made a motion to accept the minutes of the January 15, 2014. Motion carried, 4-0. Don Stoker was not present for this vote.

7. Claims. The following claims were submitted for payment and approved on February 19, 2014:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	18904-18982	\$224,293.70

Rodd William Stowell made a motion to approve all claims as submitted. The motion carried, 4-0. Don Stoker was not present for this vote.

8. General Business.

8.1 Presentation & acceptance of FY 2013 audit report, Steele & Associates, for possible action

Vanessa Davis, representing Steele & Associates, came before the board to report on the FY 2013 audit that was conducted by her firm. The WCVA received a “clean” opinion with no findings. Ms. Davis reviewed the highlights of the financial position of the WCVA during this time period. Overall, room taxes were up during 2013 which contributed to net assets increasing by approximately \$610,000. At last month’s WCVA meeting board members passed a motion authorizing Kendall Swensen to deliver copies of this audit to them, answer any questions they might have and to accept this

report. ***Rodd William Stowell made a motion to re-affirm that the WCVA audit for fiscal year 2013 is accepted as presented. Motion carried, 4-0. Don Stoker was not present for this vote.***

8.2 Debbie Hummel, Western Art & Craft Show, EH facility grant Request, July 31-August 1, 2014, for possible action

Last year Debbie produced this art and craft show in the East Hall during the Superior Livestock Auction. It was well received by auction participants as well as locals. She charges a minimal amount for booth space to encourage participation and to cover advertising expenses. She would like to request the use of the East Hall, Main Floor for these two days at no charge. ***Dan Cassinelli made a motion approving a WH facility grant in the amount of \$1,200 (EH Main Floor, 2 days @ \$600) for the Western Art & Craft Show, July 31-August 1, 2014. Motion carried, 4-0. Don Stoker was not present for this vote.***

Don Stoker arrived.

8.3 Linda Betteridge, Lowry Music Boosters “Where’s the Beef”, EH facility grant request, March 19, 2014, for possible action

This has become an annual fundraiser for this organization which supports the music program at Lowry High School. In the past, they have purchased musical instruments, sheet music, fund student travel to competitions and provide college scholarships. There will be a performance by Lowry music students at this popular dinner event. Mrs. Betteridge is requesting use of the East Hall Comstock Room and the kitchen. ***Jim Billingsley made a motion approving an EH facility grant in the amount of \$400 (Comstock Room \$250, kitchen \$150). Lowry Music Boosters are responsible for any other customary Convention Center charges. Motion carried unanimously, 5-0.***

8.4 Sherry Smith, Humboldt Volunteer Hospice, Dames-n-Design Gala Event, EH facility grant request, May 10, 2014, for possible action

Humboldt Volunteer Hospice is partnering with Winnemucca DBA to put on this fundraiser which they hope will be an annual event. The event has evolved into one that is geared mostly to women and will feature a fashion show, among other things. All tickets sales will go to Humboldt Volunteer Hospice. They would like use of the East Hall, Main Floor for their event. ***Rodd William Stowell made a motion approving an EH facility grant in the amount of \$600 for the Main Floor of the East Hall for the HVH Dames-n-Design Gala Event, May 10, 2014. Humboldt Volunteer Hospice is responsible for any other customary Convention Center charges. Motion carried unanimously, 5-0.***

8.5 Kris Stewart, Stewart's Ninety Six Ranch, request for Cooperative Funding, August 3-9, 2014, for possible action

The Ninety Six Ranch, located in Paradise Valley, has been owned and operated by the Stewart Family for five generations after being established 150 years ago. As part of Nevada's sesquicentennial this year, the ranch's own sesquicentennial, which will include a bike ride, nature walk, barrel race, golf tournament and roping, as well as activities at the ranch, have been designated as a signature event for Nevada 150, the official state celebration. To date, Kris estimates over 1,700 room nights will be generated with those that have already signed up to participate and/or attend a portion or all of the scheduled events. The Stewart Family will be using goods and services of local businesses and organizations for their events as much as possible. Some of the events will take place at the Winnemucca Events Complex and some at or near their ranch in Paradise Valley. Mrs. Stewart provided the board with a packet outlining the events and their expected fiscal impact to our community over the course of seven days. She is here tonight to request funding to assist with advertising and promotion of this event and also to request that this event be included in WCVA promotions. *Terry Boyle made a motion approving a grant in the amount of \$12,000 for Stewart's Ninety Six Ranch Sesquicentennial Celebration, August 3-9, 2014. Motion carried 5-0.*

8.6 Superior Livestock Auction, July 28 – August 1, 2014, request for Cooperative Funding, for possible action

Jim Davis is requesting a \$20,000 grant for his 2014 event. Last year's funding was at this level but in past years this board has granted \$15,000. This is one of our premier events each year but board members discussed funding at this level and if it can be sustained with declining room taxes. *Dan Cassinelli made a motion approving a grant in the amount of \$20,000 for the 2014 Superior Livestock Auction, July 28-August 1, 2014. Motion carried unanimously.* The board asked Kim to write a letter to Jim and let him know that this year's request has been approved but future requests may not be funded at this level.

8.7 Donation to City of Winnemucca Special Events Fund, for possible action

For the past several years this board has donated \$10,000 to the City of Winnemucca to help offset some of the overtime expenses incurred during the events that we sponsor. We know that this does not cover all of these expenses, but city officials have been appreciative of the gesture. *Don Stoker made a motion approving a \$10,000 grant to the City of Winnemucca Special Events Fund to help offset some of the expenses incurred during our events. Motion carried unanimously, 5-0.*

8.8 Accommodations tax 9-month refund requests, for possible action, Privett (\$528), Chabot (\$405), Carpenter (\$408.58), Garrett (\$411.80), Dean (\$419.40), Price (\$297), Rodgers (\$585)

Terry Boyle made a motion to approve the accommodation tax 9-month refund requests for Steve Privett (\$528), Michael Chabot (\$405), Scott Carpenter (\$408.58), Ben Garrett (\$411.80), David Howard Dean (\$419.40), Kimberley Price (\$297), Shaun Rodgers (\$585). Motion carried, 5-0.

9. Director's Report.

9.1 Financial reports on WCVA events

Bank reconciliations for the Tri-County Fair and Ranch Hand Rodeo were included in the board packets for review.

9.2 WCVA tentative budget review and approval, FY 2015, for possible action

Board members reviewed the budget spreadsheet prepared by Kim and Kendall for next year. With room taxes decreasing, some of the expenditures have been adjusted accordingly. There are some capital improvements that the buildings are in need of, including WH exterior, heat and a/c. Kendall will prepare a tentative budget for approval at next month's meeting.

9.3 East Hall Fire Alarm System Replacement, for discussion and possible action

Kim presented an estimate from DC Specialties for replacing the fire alarm panel in the East Hall. Currently, if an alarm goes off in the East Hall the fire department cannot identify where the alarm is coming from in the building without going through the entire building. This upgrade will bring the system into compliance with all current requirements. The cost for these improvements is \$6,412. *Don Stoker made a motion approving the proposal from DC Specialties for improvements to the East Hall fire alarm system at a cost of \$6,412. Motion carried unanimously, 5-0.*

9.4 Change of March meeting date, for possible action

Kim will be out of town during the week of next month's meeting and would like to set an alternative meeting date. Board members agreed to meet on Monday, March 17, 2014 at 4 pm. *Rodd William Stowell made a motion to change the March meeting date to March 17, 2014 at 4 pm. Motion carried, 5-0.*

10. Secretary and Counsel, Monthly report.

10.1 Review monthly report, for discussion

Report for December was reviewed by Bill.

10.2 Chamber of Commerce report, for discussion

January 2014 Report was included in Bill's report.

10.3 Report Gaming application approval for Charitable lottery for 2014 Run-A-Mucca, for discussion

The application for a charitable lottery held as part of 2014 Run-A-Mucca has been submitted to the state and we have received approval to conduct it from the state.

10.4 Delinquency reports, for discussion & possible action

No report.

10.5 2013 audit rep letter, for discussion

In Bill's packet is a copy of the audit rep letter. Our auditor is in the middle of a 3 year contract so there is no need to appoint an auditor for 2014.

10.6 Update on community arts center committee proposal, for discussion

This item was added to the agenda after an article came out in the Humboldt Sun. Since that time a joint meeting has been scheduled between the city, county and WCVA to view and discuss this proposal so there was no discussion tonight.

11. Board Administrator.

11.1 January Financial Reports, for discussion

Room tax amounts continue to decrease.

12. Other Business.

12.1 Nevada State Bank Investment of LGIP funds

Kendall gave each board member a spreadsheet which shows all of the investment funds and their maturity dates.

12.2 West Hall Trees

A few years ago we had to take out some of the trees around the West Hall as their roots were coming up and there was a danger of them coming down in a strong wind. We took out only those that were necessary and replaced them with trees better suited for that location. Rodd asked if we have had anyone look at the remaining trees recently to make sure the ones that remain aren't

in danger of coming down. Kim will look into this and give a report at a future meeting.

12.3 Tri-County Fair Concert

This year our concert will be Chris Young. He is an up and coming country artist and should attract all ages. We do not know who the opening act will be. Tickets should go on sale by mid-March.

12.4 Labor Day Rodeo

The Ag #3 Board has decided to go with a specialty rodeo for this year. It will concentrate on bull riding, bronc riding, kids events and barrel racing. More details will be coming in the near future.

12.5 Event Center scoreboard

The new scoreboard is installed and operational and looks great. Sheree is still learning the programming but we are able to use it during events. Kim invited the board to come out to the Ranch Hand Rodeo and see it in action.

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Monday, March 17, 4:00 pm.

14. Adjourn. *Don Stoker made a motion to adjourn this meeting. Motion carried, 5-0.* The meeting was adjourned at 5:45 pm to the next regular meeting, or to the earlier call of the Chairman or to the call of any three (3) members of the Board on three (3) working days notice.

Respectfully submitted,

Shelly Noble

APPROVED ON _____, 2014

As written_____

As corrected _____

Winnemucca Convention & Visitors Authority Board

TERRY BOYLE
Chairman and
Hotel Representative

RODD WILLIAM STOWELL
Vice Chairman and Business Representative

DON STOKER
Treasurer and Motel Representative

JIM BILLINGSLEY
City Representative

DAN CASSINELLI
County Representative

Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator