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    - 11.1 February Financial reports
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### MINUTES, MARCH 20, 2013

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 4:00 pm on Wednesday, March 20, 2013 with Vice Chairman Rodd Stowell presiding.
  
2. **Pledge of Allegiance.**
  
3. **Attendance.** *Convention and Visitors Authority Board Officials Present:*

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:*

Terry Boyle	Chairman and Hotel Representative
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*Staff Members Present:*

Kim Petersen	Director
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*Staff Members Absent:*

Shelly Noble	Administrative Clerk
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*Others Present:*

Vanessa Davis	Steele & Associates
Joyce Sheen	The Humboldt Sun
Ian White	Watchfire Signs
Sheree Tibbals	Winnemucca Events Complex
Vanessa Davis	Steele & Associates
  
4. **Meeting Notice Report.** Vice Chairman Stowell reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, March 15, 2013 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 March 20, 2013 agenda, *Don Stoker 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.*

6. **Minutes.**

Prior meeting minutes of February 19, 2013.

*Don Stoker made a motion to accept the minutes of the February 19, 2013 meeting. Motion carried, 4-0.*

Prior meeting minutes of February 20, 2013.

*Don Stoker made a motion to accept the minutes of the February 20, 2013 meeting. Motion carried, 4-0.*

7. **Claims.** The following claims were submitted for payment and approved on March 20, 2013:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	18061-18124	\$189,722.38

*Don Stoker made a motion to approve all claims as submitted. The motion carried, 4-0.*

8. **General Business.**

**8.1 Presentation & acceptance of FY 2012 audit report, Steele & Associates, for possible action**

Vanessa Davis of Steele & Associates is here tonight to present this audit report and answer any questions the board may have about the financial health of the WCVA. After completing this audit, she reported that WCVA has received an unqualified clean opinion for the FY 2012. WCVA also received a clean opinion in the compliance section that refers to government entities. She reported that the records were clean and easy to follow and whenever she had questions, Kendall's staff were prompt to respond. Overall, revenue is flat as room tax is down slightly but Convention Center revenue is increasing. Expenditures are down significantly, which reflects administration's continued efforts to continually monitor the operating expenses. It is Ms. Davis' opinion that WCVA is in good financial condition and should continue to operate as they have been. *Jim Billingsley made a motion to accept the WCVA FY 2012 audit report as presented by Steele & Associates. Motion carried, 4-0.*

### **8.2 Watchfire Sign, presentation of W Wmca Blvd sign repairs, for discussion only**

At last month's meeting, this board approved the replacement of the electronics for the sign at the west end of town. At that time, there were some questions on the warranty and the company that Kim had the proposal from so he has asked Mr. White to attend tonight's meeting to answer these questions. Mr. White began by giving a brief history of this company, which is owned by Time-O-Matic. They have been in the electronics industry for 80 years. All of their components are made in Illinois and they guarantee that any product purchased from them will have components available for at least ten years. That is important to this board because the components we purchased previously were made overseas and now we cannot get replacements. After more discussion, board members went outside to look at Mr. White's display sign he had brought with him.

### **8.3 Watchfire Sign, discussion and possible request to purchase electronic sign replacement for Indoor Event Center, for possible action**

The electronic sign at the Event Center is not working and Kim would like this board to consider replacing it with a full-color sign. He will come back with proposals from Watchfire Sign at a future meeting.

### **8.4 Lyle Avey, Rocky Mountain Elk Foundation Banquet, request for WH facility grant, March 16, 2013, for possible action**

Lyle is not here to make this presentation. His application requests a refund of facility rental fees paid for their event last Saturday night. Board members questioned why this request was made now, instead of before the event. It was surmised that this organization had not thought to make this request until their event was imminent. *Don Stoker made a motion to deny the request from Rocky Mountain Elk Foundation for a West Hall facility grant for their annual banquet that was held March 16, 2013. Motion carried, 4-0.*

**8.5 Accommodations tax 9-month refund requests, for possible action, Bassett (\$630), Bergman (\$417), Chabot (\$405). These refunds total \$1,452.00.**

*Rodd William Stowell made a motion to approve the accommodation tax 9-month refund requests for Ike Bassett (\$630), John Bergman (\$417), Michael Chabot (\$405). Motion carried, 4-0.*

## **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 Update on warranty information for electronic sign on W. Winnemucca Blvd., for discussion only**

This was discussed earlier, item 2.b.

**9.3 Update on WEC Event Center addition, for possible action**

Due to the expense of this project, it is on hold for the foreseeable future.

**9.4 Update on WEC Covered Arena retrofit/replacement, for possible action**

No report.

**9.5 Labor Day Rodeo, request for Cooperative Funding, for possible action**

No report.

**10. Secretary and Counsel, Monthly report.**

**10.1 Review monthly report, for discussion**

No report.

**10.2 Chamber of Commerce report, for discussion**

This was included in Bill's report.

**10.3 Approval of internal policy authorizing Nevada State Bank to act on behalf of WCVA for investment purposes, for possible action**

This policy has not been prepared yet as Bill has some concerns with the documents that were presented to this board in preparation for this policy. He and Kendall will be meeting to discuss this further.

**10.4 Discussion of policy concerning donations to Buckaroo Hall of Fame, for possible action**

Recently we received a letter from a family member who has items in the Buckaroo Hall of Fame (BHF). He has been working with Les Sweeney to get an agreement signed by WCVA acknowledging the receipt of these items. This has been on-going for almost two years and this individual would like this taken care of before he dies. There is a standard agreement that we have used in the past and Bill will work to get this completed before our meeting in April. *Dan Cassinelli made a motion authorizing Chairman Boyle, Director Petersen and Board Secretary Macdonald to sign the display agreement for the items discussed above once this agreement has been approved by Mr. Macdonald. Motion carried, 4-0.*

In the past there have been questions about how items in the BHF are

insured. Bill is getting more information on this but they are insured through our coverage with Pool/Pact. Board members discussed the fact that we have never had an accurate BHF inventory presented to us. Carl Hammond has all the records of items displayed, as well as additional items in his possession that may be displayed. Again, the location of the Buckaroo Hall of Fame's location was discussed. The East Hall is not the best location for accessibility.

## **11. Board Administrator.**

### **11.1 February Financial Reports, for discussion**

No report.

### **11.2 Approval to fund Nevada State Bank investment account, for possible action**

No report.

### **11.3 Status of room tax audits, for possible action**

No report.

## **12. Other Business.**

### **12.1 Ranch Hand Rodeo**

Once again, the Ranch Hand Rodeo weekend was a big success. We do not have overall financial information available yet. Kim will present this information at a future meeting.

### **12.2 Event Center use**

Jim asked if there could be some research into making the inside of the Event Center a little less like a rodeo arena for events such as youth wrestling. He would like to see the bucking chutes removed or maybe some panels placed in front of them, as well as the ends of the building to improve the look of the interior. He also asked if the bleachers could be moved to make more room in the concourse for events such as the wildlife banquets that have outgrown the Convention Center. It would take some additional effort but it could be done and Kim has discussed this with the organizers of these events but they have not shown much interest in making this move.

### **12.3 Humboldt County budget concerns**

While preparing the WEC budget for 2014, Kim was informed by Humboldt County Administrator Diest that he supports diverting part of the ad valorem, that is now collected on county properties in support of the fairgrounds, to county indigent expenses. This fund has come to his attention since each month a portion of room taxes collected each month now goes to a separate fund to be used for fairgrounds operations and large ticket items at

the fairgrounds. These funds are both to support the fairgrounds and Kim would like to see that continue since once they are co-mingled with general fund monies or used for other county expenses, they might never be reinstated for fairgrounds expenses. Kim would like this board to be aware of Mr. Diest's plans for these funds and ask their support for these funds to continue to be used for the fairgrounds, and nothing else, at the upcoming budget meeting on March 25.

#### **12.4 Convention Center trees on Melarkey Street**

Rodd expressed some concerns about the trees in front of the West Hall on Melarkey Street that remained in place after we removed the most diseased ones in 2011. He would like to make sure that they are not going to come down in a heavy wind. Kim will check in to this and report back to the board.

#### **12.5 Bridge Street parking**

Jim said that at a city council meeting parking on Bridge Street was discussed. Once again, he asked that Convention Center staff inform people attending meetings here not to park on Bridge Street since it keeps customers from businesses located there. Kim noted that we have always made this request and even with the parking lot on Melarkey Street, there are days when parking is difficult.

**13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, April 17, 2013, 4:00 pm.**

**14. Adjourn. *Don Stoker made a motion to adjourn this meeting. Motion carried, 4-0.*** The meeting was adjourned at 6:00 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 \_\_\_\_\_, 2013

As written \_\_\_\_\_

As corrected \_\_\_\_\_

Winnemucca Convention & Visitors Authority Board

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ABSENT  
TERRY BOYLE  
Chairman and  
Hotel Representative

\_\_\_\_\_  
RODD WILLIAM STOWELL  
Vice Chairman and Business Representative

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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