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    - 11.1 April reports
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  - 14. Adjournment
- 

## MINUTES, MAY 16, 2012

**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, West Hall, Winnemucca, Nevada at 4:00 pm on Wednesday, May 16, 2012 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
Joyce Sheen	City Representative
Dan Cassinelli	County Representative
Bill Macdonald	Secretary and Counsel

*Convention and Visitors Authority Board Officials Absent:*

Don Stoker	Treasurer and Motel Representative
Kendall Swensen	Board Administrator

*Staff Members Present:*

Kim Petersen	Director
Shelly Noble	Administrative Clerk

*Staff Members Absent:*

None

*Others Present:*

Kathi Wolfstellar	Operation Easter
Norm Burnett	Humb Gen Hospital Auxiliary
Stan Rorex	Humb Gen Hospital Auxiliary
Dee Holzel	Silver Pinyon Journal

**4. Meeting Notice Report.**

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Thursday, April 12, 2012 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 May 16, 2012 agenda, *Joyce Sheen 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 unanimously, 4-0.*

6. **Minutes.**

Prior meeting minutes of April 17, 2012.

*Joyce Sheen made a motion to accept the minutes of the April 17, 2012 meeting. Motion carried, 3-0. Dan Cassinelli abstained because he did not attend this meeting.*

7. **Claims.** The following claims were submitted for payment and approved on May 16, 2012:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	17268-17343	\$178,283.40

*Joyce Sheen made a motion to approve all claims as submitted. The motion carried unanimously, 4-0.*

8. **General Business.**

**8.1 Joe McIntyre, Humb General Hospital Auxiliary Awards Banquet, May 15, 2012 request for WH facility grant, for possible action**

Stan Rorex and Norm Burnett are here today representing the Humboldt General Hospital Auxiliary. They had their annual installation of officers and awards banquet last night at the West Hall. Approximately 72 people attended. They did not get their facility grant request turned in to make this request before now. They have paid \$240 for two rooms in the West Hall and \$150 for the kitchen rental. They would like to request that those fees be refunded since this organization supports our community through their generous donations to the hospital. *Terry Boyle made a motion approving a \$240 West Hall facility grant (to be refunded to Humb Gen Hospital Auxiliary) for the Humboldt General Hospital Auxiliary's Annual Banquet, May 15, 2012. Motion carried unanimously, 4-0.*

At this point in the meeting a member of the audience, Dee Holzel, requested permission to speak to the board. Chairman Boyle agreed to hear her comments. Ms. Holzel pointed out that in the eastern part of the United States, and elsewhere, there are many old buildings still standing. Many of these had deteriorated over the years and were in very poor condition but were preserved and restored thanks

to the efforts of local groups and individuals in their communities. These historic buildings are points of interest in their communities and help to make these communities distinctive. Even though the dollar amount necessary to restore and renovate may be high, buildings that are hundreds of years old are worth preserving. Ms. Holzel asked this board to consider these thoughts as they discuss item 3.a.7. on this agenda.

### **8.2 Melarkey Street beautification project collaboration, for possible action**

A joint meeting between the City, County and WCVA is scheduled for Monday, May 21 at 10:45 am at the courthouse to discuss this project and the direction it may take. Kim requested this as an agenda item to see if any board members needed information from him before that meeting. Those present wanted to hear from Steve West how this project is progressing and the funding options. One concern Kim has is the loss of parking on the corner lot at Melarkey and Winnemucca Blvd. Since our purchase, these lots have had a lot of use and he did not want to lose any of that parking space. Board members agreed that this issue needs to be discussed. Also, since WCVA is the entity that purchased these lots, could that expenditure be considered our portion of the financial collaboration?

## **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 Ranch Hand Rodeo financial report**

The 2012 Ranch Hand Rodeo Weekend was another successful event. The Profit and Loss Statement shows a slight loss (approximately \$800) but the local community businesses were busy, which is what we're striving for. As discussed previously, this slight loss is primarily due to the decline in the number of sale animals in the bull and horse sale. The auction price of each animal was quite good, there were just fewer animals offered for sale. Also, we return most of the rodeo entry fees to the teams in prize money instead of keeping a larger portion to cover expenses. RHR is still one of our largest events of the year and brings a lot of people to town at a time that is traditionally slow.

### **9.3 Approval of those persons authorized to sign checks on event accounts utilizing WCVA EIN number, for possible action**

Besides our general and petty cash checking accounts at Nevada State Bank, the WCVA has five event checking accounts at other banks in town. Kim has spoken to a representative from Nevada State Bank about keeping each event a separate account, but bringing them all to NSB in the hope that we

can avoid service charges. Kim has prepared a list of people currently authorized to sign checks on each account and a list of those people he proposes be authorized to sign checks. He would like the WCVA Treasurer (currently Don) to be on all accounts. One thing that needs to be researched is the NRS covering the authority of this board to assign people as signers on bank accounts which contain funds they are responsible for. NSB is preparing a proposal and we will have it to present to this board at some time in the future. Bill will do some research as well into this and report back at next month's meeting but Kim would like this board's approval to move forward if all of this information can be verified. ***Dan Cassinelli made a motion authorizing Kim to move forward with moving all event checking accounts utilizing the WCVA EIN number to Nevada State Bank, pending research is verified by Bill Macdonald which shows that this board can give check writing privileges to other individuals. Motion carried unanimously, 4-0.***

#### **9.4 Convention Center facility fee adjustments charged to events for early access to building, for possible action**

As discussed last month, we have several events who want to have access to the building on Friday morning for their event Saturday night. This becomes problematic when our staff is trying to clean up and re-set on Friday. We have tried to work with the events to let them in as early as possible on Friday but it's becoming an issue when they want in at 8 am on Friday and hinder our maintenance staff's efforts to get the building ready for the next event. Charging rent for a half-day is one idea that may help but, in the end, the board agreed to support our staff when they inform event organizers that they will not have access to the building until after noon on Friday. Also, our staff should be consistent so that everyone is given the same information and some groups are not granted access earlier than any of the others.

#### **9.5 Schedule of motel room tax audits, for possible action**

Our policy for room tax audits has been that any time there is an ownership change at a property or unusual activity is noted on their room tax returns, an audit will be performed. There have been a few ownership changes over the past few months and also a change in management at another property. Included in the board packets is a list of the properties that Kim suggests for a room tax audit. These are:

Budget Inn	New Ownership (8/19/2011)
Days Inn	Consistent delinquent room tax payments
Quality Inn/Model T RV	New Management
Sawtooth Station	New Ownership (3/1/2012)
Scottish Inn	Possible New Ownership
Winnemucca RV Park	New Ownership (3/1/2012)

Kim would like these audits to be on-going since most of the properties in Humboldt County have not been audited in many years.

***Joyce Sheen made a motion authorizing Board Administrator, Kendall Swensen, to perform room tax audits on the following properties:***

***Budget Inn, Days Inn, Quality Inn/Model T RV, Sawtooth Station and Winnemucca RV Park. These audits are to begin within 30 days. Motion carried unanimously, 4-0.***

Scottish Inn will not be audited at this time. As stated in our Rules and Regulations, a Licensee may choose to have an outside CPA perform their audit but they will be responsible for any charges in excess of the \$250 fee per property that Kendall charges the WCVA to do these audits.

#### **9.6 2013 Community Easter Egg Hunt, request for sponsorship, for possible action**

This past Easter there was no community Easter Egg Hunt for local children to participate in. Since then, Kathi Wolfstellar has taken it upon herself to make sure that does not happen next year. She is working with a group of people and has already secured a few donations and reserved the Sports Complex for March 30, 2013. Since this group is made up of local individuals, they are not a recognized non-profit organization so Mrs. Wolfstellar is in need of an entity to run their income and expenses through. She is anxious that there not be any doubt that all the donations received for this egg hunt are used for that purpose. This board was supportive of her efforts but felt that another organized group (like Rotary, for example) might be more flexible in their check-writing ability as expenses arise. WCVA only writes checks once a month which may be a problem if a bill needs to be paid in a more timely manner. They encouraged Mrs. Wolfstellar to do some further investigating and come back if she is unable to work through another group.

#### **9.7 Authorization to move forward to determine the feasibility of purchasing Winnemucca Hotel, for possible action**

In March, Kim attended Nevada Commission on Tourism's Rural Roundup. This is a tourism conference for rural Nevada communities. One of the big topics of that conference was "Historical Tourism". He realized that we may have an opportunity to capitalize on this. The Winnemucca Hotel has been unoccupied since Mike Olano's death in 2010 and is for sale. Kim presented the board with a brief history of the Winnemucca Hotel and some photographs of the inside and outside that were taken earlier this month. The appraised value is \$270,000. It is in probate at this time. Sealed bids will be opened when this goes to court. At that time other individuals can also put in bids for any or all of the land, buildings and contents. Some ideas for building use would be a Basque Cultural Center, meetings, small family gatherings, themed dinners, etc. It could also house the Visitor Center. Over the past couple of weeks Kim has met with the building inspectors and health

inspector. There are some serious concerns about the integrity of the entire structure. There is no steel in the adobe foundation, nothing between the bricks to reinforce it. The entire portion of the building which houses the kitchen is in need of some major renovations and a new roof. Most of the fixtures and appliances would have to be replaced to be brought up to code. If food was brought in from a licensed kitchen the code requirements would not be as stringent but it still would be quite costly. Kim has been in touch with a gentleman who works on historical buildings and he is willing to do an evaluation on the condition of the building and what it would take to bring it up to today's standards. The cost for this evaluation is \$2,000. This person also has an architect he works with that could make a drawing which would show the layout of the building. Kim did not have a cost estimate for this. Some board members questioned whether the WCVA was the right group to take this on. But, overall, the feeling was that as the oldest building in town it was worth spending some money to get a professional opinion on realistically what it would take to save this building from destruction.

***Dan Cassinelli made a motion approving the hiring of the engineer Kim has been in contact with to get an evaluation on the structural condition of the Winnemucca Hotel. Additionally, Kim is authorized to contact the architect mentioned above in order to get a drawing showing the layout of the Winnemucca Hotel. Together, these expenditures are not to exceed \$5,000. Motion carried unanimously, 4-0.***

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

**10.1 Chamber of Commerce report**

No report.

**10.2 Update on jockey insurance, discussion & possible action**

For this policy, we have been assigned to a company called ACORD. The premium has been paid so we are in compliance for the mule races.

**10.3 Report on East Hall carpet, for discussion and possible action**

Bill is still working to get the bid specs prepared. There continues to be changes in these specs, which is why there are still being drafted.

**10.4 Update on parking lot regs, discussion & possible action**

In Bill's packet he has the proposed language for the parking lot signs. Board members thought it looked good. Signs can now be ordered.

**10.5 Update on East Hall Electronic Marquee and Awning project, for discussion and possible action**

No report.

**10.6 Silver State International Rodeo agreement special events amendment, discussion & possible action**

Bill has prepared an addendum to the original contract between WCVA and SSIR which allows SSIR to provide additional activities during their event that previously were under the direction of the WCVA. *Joyce Sheen made a motion approving the 1<sup>st</sup> Addendum to Silver State International Rodeo Agreement Approval as presented by Bill Macdonald. Motion carried unanimously, 4-0.*

**11. Board Administrator.**

**11.1 April Financial Reports**

No report.

**11.2 Options to diversify cash investments, for possible action**

No report.

**12. Other Business.**

**12.1 TCF Concert update**

Ticket sales have slowed but continue to trickle in even though the advertising has pretty much stopped.

**13. Regular Business. Next Meeting. The Board confirmed the next special meeting date of Thursday, May 17, 2012, 4:00 pm.**

**14. Adjourn.** *Joyce Sheen made a motion to adjourn this meeting. Motion carried unanimously, 4-0.* The meeting was adjourned at 6:20 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 \_\_\_\_\_, 2012

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

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

Winnemucca Convention & Visitors Authority Board

\_\_\_\_\_  
TERRY BOYLE  
Chairman and  
Hotel Representative

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

\_\_\_\_\_  
ABSENT  
DON STOKER  
Treasurer and Motel Representative

\_\_\_\_\_  
JOYCE SHEEN  
City Representative

\_\_\_\_\_  
DAN CASSINELLI  
County Representative

Attest:

\_\_\_\_\_  
BILL MACDONALD  
Board Secretary and Counsel

ABSENT  
\_\_\_\_\_  
KENDALL SWENSEN  
Board Administrator