

STATE OF NEVADA)
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 COUNTY OF HUMBOLDT)

April 17, 2012

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MINUTES, APRIL 17, 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, East Hall, Winnemucca, Nevada at 4:00 pm on Tuesday, April 17, 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
Don Stoker	Treasurer and Motel Representative
Joyce Sheen	City Representative
Bill Macdonald	Secretary and Counsel

Convention and Visitors Authority Board Officials Absent:

Dan Cassinelli	County Representative
Kendall Swensen	Board Administrator

Staff Members Present:

Kim Petersen	Director
Shelly Noble	Administrative Clerk

Staff Members Absent:
 None
- Others Present:*

Bill Lawton	American Red Cross
Miranda Kuskie	American Red Cross
Bailey Billington	American Red Cross
Dale Owen	Silver State International Rodeo
Rick Longhurst	Winnemucca Golf Course

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 April 17, 2012 agenda, *Rodd William Stowell 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, 3-0. Don Stoker was not present for this vote.*

6. Minutes.

Prior meeting minutes of March 21, 2012.

Joyce Sheen made a motion to accept the minutes of the March 21, 2012 meeting. Motion carried, 3-0. Rodd Stowell abstained because he did not attend this meeting.

7. Claims. The following claims were submitted for payment and approved on March 21, 2012:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	17195-17267	\$132,869.88

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

8. General Business.

8.1 American Red Cross Real Heroes Banquet, September 8, 2012, request for EH facility grant, for possible action

Bailey Billington and Miranda Kuskie are requesting the Main Floor and kitchen in the East Hall for their annual Real Heroes Banquet on September 8. This year’s event will include a dinner and awards banquet. The WCVA board has supported this event for the past few years and they are hoping this support with continue. *Don Stoker made a motion approving a facility grant for the Main Floor and kitchen of the East Hall (\$750) for the American Red Cross Real Heroes Banquet on September 8, 2012. Motion carried unanimously, 4-0.* The American Red Cross is responsible for any other Convention Center charges.

8.2 Rick Longhurst, Winnemucca Golf Course, request for funding, Winnemucca Spring & Fall Pro-Ams, for possible action

Mr. Longhurst is the new golf pro at the golf course and is here requesting

\$5,000 (\$2,500 for each tournament) to be used as an additional amount added to the prize purse for the professional golfers that participate. WCVA has granted funding for these tournaments several years ago but the prior golf pro did not make this request recently. *Joyce Sheen made a motion approving a \$5,000 grant (2 tournaments @ \$2,500 each) for the Winnemucca Spring (May 5 & 6) & Fall (September 15 & 16) Pro-Ams at the Winnemucca Golf Course. Motion carried unanimously, 4-0.*

8.3 Dale Owen, Silver State International Rodeo, discussion on producing events outside contract terms, for possible action

Dale is now the president of SSIR and this organization had planned to discuss holding a bull riding during the Silver State International Rodeo in July. As outlined in item 4.6 of the contract, "All extracurricular activities will be the sole responsibility of WCVA". This activity would fall under this clause. However, as of earlier today, the bull riding is not going to take place after all. They would like to add some team ropings, breakaways and barrel racing in between the rodeo events. These also would fall into this category. After some discussion, board members agreed that SSIR should be able to host these events but there will not be any fairgrounds manpower available to work the arena or make any kind of preparations. *Joyce Sheen made a motion authorizing Bill Macdonald to prepare an addendum to the Silver State International Rodeo contract granting them permission to host the additional events, as stated above. Motion carried unanimously, 4-0.*

8.4 Accommodation tax 9-month refund requests, Mayberry (\$546), Garrett (\$522.60), Higginbotham (\$97.20), Smirnes (\$482.40), for possible action

Don Stoker made a motion to approve the accommodation tax 9-month refund requests for Daniel Mayberry (\$546), Ben Garrett (\$522.60), E. B. Higginbotham (\$97.20), Andrew Smirnes (\$482.40). Motion carried unanimously, 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 Convention Center facility and dumpster fee adjustments charged to events, for possible action

As we have larger events at the Convention Center, the trash they produce (mainly cardboard) has become an issue since a lot of the time the dumpsters are nearly full before the event even begins. This leaves the caterers with no where to dispose of their trash. Kim was wondering if this Board would be

interested in instituting an additional dumpster charge that would be passed along to the organizations renting the facility. This would cover the cost (around \$300) to make sure that the large dumpster is empty on Friday before anyone starts unloading items and utilizing it. Board members discussed the cost and need for this type of additional fee. President Boyle felt that the catering fees that are received from these events more than cover the Convention Center expenses. Another issue discussed was the demand by the large weekend events to have access to the buildings on Fridays by 8 am. Our staff is usually trying to clean up from the week day events and set-up the next event. Having additional people in the building hampers their progress. Even when we inform the host producer that the building will not be available until mid-morning or early afternoon, most of the time they will arrive at 8 am anyway and expect their set-up to be done. Historically, we have tried to work with them and let them in as early as we can but it isn't always possible for them to get in first thing on Friday morning. Board members suggested that an agenda item be added to May's regular meeting instituting a fee to have access to the Convention Center on Friday before a weekend event and that weekend events will not be granted access to the facility until noon on Friday.

9.3 Winnemucca Streetscape Improvement Project, updated cost estimates, for possible action

Don brought in revised drawings of what this project may look like. In previous drawings there was a lot of concrete and pavers. The latest version incorporates much more grass, which the board liked better than all the concrete. With less concrete, the cost was also considerably less than previously quoted. Kim did express concern about how much of the lot on Melarkey would be included in this project since we purchased that land last year to be used for parking. A joint meeting between the City, County and WCVA may take place next month to discuss these items.

10. Secretary and Counsel, Monthly report.

10.1 Chamber of Commerce report

No report.

10.2 Update on jockey insurance, discussion & possible action

Bill is meeting with an auditor from Liberty Mutual, our previous provider of this coverage, and he is confident this policy will be re-established.

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

In Bill's report he has included the retail price of the carpet as well as the price we will be charged since we are now a member of the NJPA.

10.4 Update on parking lot regs, discussion & possible action

No report.

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

No report.

11. Board Administrator.**11.1 March Financial Reports**

No report.

11.2 Designation of Auditor for two additional years, FY 2013-2015, review contract, for possible action

Steele and Associates made a 3-year proposal for annual auditing services for the Winnemucca Convention & Visitors Authority that this board would like to enter into. Last month's agenda item only authorized these services for one year. Even though a formal vote is not required, due to the dollar amount involved, Bill thought it would be a good idea to go ahead with a formal motion approving the additional two years. *Don Stoker made a motion approving the agreement which designates Steele and Associates as the WCVA auditors for FY 2013-2015. Motion carried unanimously, 4-0.*

11.3 Options to diversify cash investments, for possible action

No report.

12. Other Business.**12.1 Ranch Hand Rodeo update**

At this point, it looks like this year's event will just break even. It's still a great event for the community but even though the gate was up, some of the events were down this year.

12.2 TCF Concert update

Ticket sales have slowed but continue to trickle in even though the advertising has pretty much stopped. Kim expects that most of the remaining tickets (majority are General Admission) will be sold right before the concert.

12.3 May meeting date

Our regular meeting date in May is May 16. However, we are required by statute to have our budget hearing on May 17 or May 18. Bill suggested we move our regular meeting to May 17 but Kim will be unavailable that day so the board agreed to keep the regular meeting on May 16 and hold a special

meeting on May 17 to comply with the budget hearing requirement.

12.4 Easter egg hung

There was no community Easter egg hunt this year in Winnemucca so Kim would like to form a committee next year to host a hunt. He will be working on it and will keep the board informed of their progress.

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, May 16, 2012, 4:00 pm and special budget hearing date of Thursday, May 17, 2012 at 4:00 pm.

14. Adjourn. *Don Stoker made a motion to adjourn this meeting. Motion carried unanimously, 4-0.* The meeting was adjourned at 5:20 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

DON STOKER
Treasurer and Motel Representative

JOYCE SHEEN
City Representative

ABSENT

DAN CASSINELLI
County Representative

Attest:

BILL MACDONALD
Board Secretary and Counsel

ABSENT

KENDALL SWENSEN
Board Administrator