

STATE OF NEVADA)
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COUNTY OF HUMBOLDT)

January 19, 2011

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MINUTES JANUARY 19, 2011

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, January 19, 2011 with Chairman Terry Boyle presiding.

2. 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
Dan Cassinelli	County Representative
Joyce Sheen	City 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

Others Present:

Linda Betteridge	Lowry Music Boosters
Sarah Betteridge	Lowry Music Boosters
Kelton Robbins	Lowry Music Boosters
DeeAnna Pasquale	Humb Co High School Rodeo Club
Michelle Pasquale	Humb Co High School Rodeo Club
Robin Monchamp	Humb Co High School Rodeo Club
Cole Stremmer	Humb Co High School Rodeo Club

Mitch Tiske	Humb Co High School Rodeo Club
Christian Stremler	Humb Co High School Rodeo Club
Sam Harper	Humb Co High School Rodeo Club
S. Montero	Humb Co High School Rodeo Club
Marc Page	WSRRA
Sarah Urbick	WSRRA
Marvel Murphy	ProRodeoLive.com
Ronda Hummel	Humb Co High School Rodeo Club
Laura Hummel	Humb Co High School Rodeo Club
Jonathan Steele	Steele & Associates
Vanessa Davis	Steele & Associates
Lily Avalos	St. Paul's Hispanic Youth Group
Tania Alcaraz	St. Paul's Hispanic Youth Group
Luis Avalos	St. Paul's Hispanic Youth Group

3. Pledge of Allegiance.

4. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Thursday, January 13, 2011 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. Minutes.

Prior meeting minutes of December 15, 2010 were reviewed. ***Don Stoker made a motion to accept the minutes of the December 15, 2010 meeting. Motion carried, 4-0. Joyce Sheen was not present for this vote.***

6. Business Impact Determination. After review of the January 19, 2011 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. Joyce Sheen was not present for this vote.***

7. Claims. The following claims were submitted for payment and approved on January 19, 2011:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	16067-16149	\$196,112.54

Dan Cassinelli made a motion to approve all claims as submitted. The motion carried unanimously, 5-0.

8. Reorganization.

Don Stoker, Motel Representative, Terry Boyle, Hotel Representative, Rodd William Stowell, Business Representative and Dan Cassinelli, County Representative were sworn in to their WCVA board positions by Bill Macdonald.

8.1 Elect Chairman, Vice-Chairman, Treasurer, Secretary
Don Stoker made a motion nominating Terry Boyle as WCVA Chairman for 2010 and 2011. Motion carried unanimously, 5-0. Don Stoker made a motion nominating Rodd William Stowell as WCVA Vice Chairman for 2010 and 2011. Motion carried unanimously, 5-0. Dan Cassinelli made a motion nominating Don Stoker as WCVA Treasurer for 2010 and 2011. Motion carried unanimously, 5-0. Dan Cassinelli made a motion nominating Bill Macdonald as WCVA Board Secretary for 2010 and 2011. Motion carried unanimously, 5-0.

8.2 Appoint Board Administrator, Counsel
Terry Boyle made a motion nominating Kendall Swensen as WCVA Board Administrator for 2010 and 2011. Motion carried unanimously, 5-0. Don Stoker made a motion nominating Bill Macdonald as WCVA Board Counsel for 2010 and 2011. Motion carried unanimously, 5-0.

8.3 Appointment of representatives to other Boards, Committees or functions sponsored or supported by WCVA
 Board appointments will be made at a future date.

9. General Business.

9.1 Linda Betteridge, Lowry Music Boosters, request for WH facility grant, April 9, 2011

The Lowry Music Boosters have set a goal to raise \$25,000 this year to fund scholarships, travel expenses to music competitions and the purchase of musical instruments. One event they are sponsoring is a Tri-Tip Dinner and Show to be held in the West Hall on April 9, 2011. They have held this dinner for the past two years in the Lowry cafeteria and auditorium but have outgrown that facility. *Dan Cassinelli made a motion approving a \$750 WH facility grant (all rooms plus kitchen) for the Lowry Music Boosters Dinner & Show fundraiser to be held on April 9, 2011. Motion approved unanimously, 5-0.*

Lowry Music Boosters is responsible for the facility deposit and any other customary Convention Center charges they may incur.

9.2 Marc Page, WSRRA, Ranch Rodeo Finals, request for funding

For a first-time event, Marc was pleased with the results and thanked the board for their support. His goal of having 30 ranch teams compete was accomplished and he could have had many more if he had had room. For this year's final he would like to increase the number of competitors in the individual events. This is the only area where he can increase participation. Also, he would like to add prize money to ensure it's a top-notch event that attracts the best ranch hands. Marc would also like to focus on increasing spectators and feels that if the perception is that this is one of the "stand out" events in the ranch rodeo world, this will be accomplished. Chairman Boyle noted that his properties had a good weekend during this event. Marc did not have the financials available for this event but assured the board that they would be forthcoming. He is requesting a \$30,000 grant for 2011 Ranch Rodeo Finals. *Joyce Sheen made a motion approving a \$7,500 grant and a \$7,500 underwriting for the WSRRA Ranch Rodeo Finals which will be held on November 4-6, 2011 at the Winnemucca Events Complex. This funding is contingent upon Mr. Page providing financial information on his 2010 event. Motion carried unanimously, 5-0.*

9.3 Lily Avalos, St. Paul's Hispanic Youth Group, EH facility grant request, April 16, 2011

Ms. Avalos is here to request a facility grant for the Comstock Room and kitchen in the East Hall. This group would like to sponsor a traditional Mexican meal along with entertainment provided by local youth. These young people will be performing traditional Mexican folk dances from 5 regions in Mexico. This would be a fundraiser for the group. *Joyce Sheen made a motion approving a \$400 EH facility grant (Comstock Room and kitchen) for the St. Paul's Hispanic Youth Group for a Dinner & Show Fundraiser to be held on April 16, 2011. Motion carried unanimously, 5-0.*

St. Paul's Hispanic Youth Group is responsible for the facility deposit and any other customary Convention Center charges they may incur.

9.4 Glynn Montero and Dan Dufurrena, Humb Co High School Rodeo Club, request for funding, May 13-15, 2011

Mitch Tiske, President of HCHSRC, came before this board to request funding in support of their rodeo that will be held at the Winnemucca Events Complex on May 13-15, 2011. He presented the board with information on the anticipated income and expenses for this event. Last year this board approved a \$5,000 grant for this event. *Don Stoker made a motion approving a \$5,000 grant to the Humboldt County High School Rodeo Club for their rodeo that will be held at the Winnemucca Events Complex May 13-15, 2011. Motion carried unanimously, 5-0.*

9.5 Presentation and acceptance of FY 2010 audit report, Steele & Associates

Jonathan Steele and Vanessa Davis of Steele & Associates came before this board to report that for the fiscal year 2010 Winnemucca Convention & Visitors Authority has received a “clean” opinion. There were no findings in their audit so no corrective action is necessary. WCVA has no liabilities and is in good financial health. ***Dan Cassinelli made a motion to accept the FY 2010 Audit Report as presented by Steele & Associates. Motion carried unanimously, 5-0.***

9.6 Accommodation 9-month refund request, Flippins (\$670.02)

9.7 Accommodation 9-month refund request, Borden (\$601.20)

9.8 Accommodation 9-month refund request, Zuza (\$459.20)

Joyce Sheen made a motion to approve the 9-month accommodation tax refunds for Pamela Flippins (\$670.02), Darin Borden (\$601.20) and Shirley Zuza (\$459.20). Motion carried unanimously, 5-0.

9.9 East Hall repairs & upgrades

Kim reported that there have been some repairs made over the past few weeks. The health department ok'd the grease trap that was installed so we are now in compliance. Some of the wallpaper has been removed and the painting has been started. We will be working with Alan to schedule the completion of the digital controls.

10. Director's Report.

10.1 Financial reports on WCVA events.

Included in the board packets for review.

10.2 Re-model of Convention Center West Hall office

Kim is requesting that this board approve moving the existing glass and frame wall of the office approximately 3 feet to provide more office space. With increased traffic and workload of office staff, we are in need of additional room. Fast Glass provided an estimate in the amount of \$6,400 for this work. ***Don Stoker made a motion to accept the \$6,400 bid from Fast Glass to move the glass and frame wall in the Convention Center office. Motion carried unanimously, 5-0.***

10.3 Purchase of mobile shower/restroom trailer.

Kim has provided information from two companies on various combinations of shower and restroom trailers. These could be used at a variety of events

but initially they would be utilized at the Winnemucca Regional Raceway on race dates and at the Winnemucca Events Complex during the Silver State International Rodeo in July. Even though it was the most expensive option, board members felt that buying two 4-unit combos would provide the most flexibility in their use. The question of ADA compliance was discussed and Kim will be in contact with the manufacturer to see if/how we could make one or both of these units ADA compliant and what the cost would be. We need to move forward on this because it will be 45-60 days before we receive the units once they are ordered. If necessary, this board may call a special meeting to take action on this once Kim has the information they require.

10.4 Procedure to move forward with purchase of Melarkey Street parcel

Parking continues to be an issue that we deal with, especially when we have large meetings in both buildings. If we could purchase the property owned by the Twichell Family that is across the street it would alleviate some of this problem. It is not known if the family is interested in selling, but Kim would like to look into this and see if it is a possibility. *Dan Cassinelli made a motion authorizing Bill Macdonald to contact the Twichell Family to see if there is interest in selling their parcel on Melarkey Street across from the Convention Center. If they are interested, he is authorized to have an appraisal completed at the expense of the Winnemucca Convention & Visitors Authority. Motion carried unanimously, 5-0.*

11. Secretary & Counsel, Month Report.

11.1 Monthly report including compliances

Included in Bill's report.

11.2 Report on delinquencies

No report.

11.3 Resolution approving Silver State International Rodeo contract

Bill has prepared this resolution and it is ready for the board members signatures. *Dan Cassinelli made a motion approving the resolution as prepared and presented by Board Counsel, Bill Macdonald. Motion carried unanimously, 5-0.*

11.4 Winnemucca Regional Raceway update

No report.

11.5 EH carpet project update

No report.

11.6 Ethics law reports & requirements

Bill reminded board members that they must sign the required document and return to the proper agency. He has the forms and will return them if board members would like to sign them here tonight.

12. Board Administrator.

12.1 December financial reports

Room tax was up, once again, in December. A lot of the pipeline workers are gone now so the large increases that we saw at the end of the year may not continue.

13. Other Business

13.1 LGIP funds

Kendall is still working with the state treasurer's office to confirm how we are allowed to diversify our funds. Until this is clarified, these funds will remain in the investment pool.

13.2 Rodeo advertising

Marvel Murphy of ProRodeoLive.com accompanied Marc Page here tonight to inform the board about this website that streams live rodeos on-line and on the radio. They have listeners all over the world and the number of "hits" is increasing every month. They will be at the WSRRA Ranch Rodeo Finals in November and will include promotion of Winnemucca in all their advertising.

13.3 WEC tent update

The insurance company is trying to deny our claim for damages but Kim is working with the building inspector to fight this. Still, we may have to replace this tent at some time in the future.

13.4 WCVA sales position

Chairman Boyle wanted to know if this board would like to consider adding a sales position to the staff. This person would be responsible for bringing out-of-town events to the convention center. In the present economic climate the feasibility of adding a position at this time was discussed. Kim reminded the board that he does have one person who was hired to do this type of work. That is Michelle. She is very busy with Ranch Hand Rodeo duties right now but could do this type of work once this event is done. One issue that comes up repeatedly when we try to recruit some of these larger meetings and conventions is the lack of a commercial airport here.

14. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, February 16, 2011, 4:00 pm.

15. Adjourn. *Don Stoker made a motion to adjourn this meeting. Motion carried unanimously, 5-0.*

The meeting was adjourned at 6:30 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 _____, 2011

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

DAN CASSINELLI
County Representative

Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator