

STATE OF NEVADA) June 20, 2018
 :SS
 COUNTY OF HUMBOLDT)

Contents

1. Time, Place and Date
2. Pledge of Allegiance
3. Attendance
4. Public Comment
5. Meeting Notice Report
6. Business Impact Determination
7. Prior Meeting Minutes, Review & Action
 May 23, 2018
8. Claims & Budget Review & Action
 Approval of checks (22745-22819)
9. General Business, for discussion & possible action
 - 9.1 Accommodations tax 9-month refund requests, for possible action
 Leary (\$518.40), Palmer (\$383.10), Simpson (\$648), Karpyak (\$388.80),
 Mercado (\$533)
10. Director's Report, for discussion & possible action
 - 10.1 Financial reports on WCVA events
 - 10.2 Update on Winnemucca Events Complex campground/stall project,
 for information
11. Board Secretary & Counsel Report for discussion & possible action
 - 11.1 Review report for June
 - 11.2 Delinquencies review, for information
 - 11.3 Joe Mackie Hall exterior & message sign report, for information
 - 11.4 WEC Sound System project report, for information
 - 11.5 Shooting the West Secretary of State filing, for information
 - 11.6 Run-A-Mucca Secretary of State filing, for information
 - 11.7 Run-A-Mucca charitable lottery report, for information
 - 11.8 End of Fiscal Year publication for State Taxation, for information
12. Board Administrator Report, for discussion & possible action
 - 12.1 Financial reports, for discussion
 - 12.2 Budget Augmentations and Transfers to FY 2018 WCVA Budget, for
 possible action
13. Other Reports
14. Next Meeting Date
15. Adjournment

MINUTES, JUNE 20, 2018

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, June 20, 2018 with Chairman Terry Boyle presiding.

2. Pledge of Allegiance.

3. Attendance. *Convention and Visitors Authority Board Officials Present:*

Terry Boyle	Chairman and Motel Representative
Brian Stone	Vice Chairman and Hotel Representative
Jim Billingsley	Treasurer and City Representative
John Arant	Business Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:

Ron Cerri	County Representative
-----------	-----------------------

Staff Members Present:

Kim Petersen	Director
Shelly Noble	Administrative Clerk

Staff Members Absent:

None

Others Present:

None

4. Public Comment

None.

5. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, June 15, 2018 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.

6. Business Impact Determination. Chairman Boyle asked whether any agenda item proposes the adoption by the city or by the county or by the WCVA of any rule, including any ordinance or resolution which would impose, increase or change the basis for the calculation of a fee that is paid in whole or in substantial part by businesses, which would impose a direct and significant economic burden upon a business or directly restrict the formation or expansion

of a business, pursuant to NRS Chapter 237? The Chairman called for board or public input thereon; there was none. Action will be taken.

Jim Billingsley made a motion that there appears to be no business impacting fee matter on today's agenda. The motion carried, 3-0.

John Arant was not present for this vote.

7. Minutes, Review & Action

Prior meeting minutes of May 23, 2018.

Brian Stone made a motion to accept the minutes of the May 23, 2018 meeting. Motion carried, 4-0.

8. Claims, Review & Action The following claims, which had been submitted in list form to the board members for review with their 3-day meeting notice and agenda, with the opportunity to obtain further information before or at the meeting, were submitted for payment and approved on June 20, 2018:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	22744-22819	\$306,159.40

Brian Stone made a motion to approve all claims as submitted. The motion carried, 3-0. John Arant was not present for this vote.

9. General Business, for discussion & possible action

9.1 Accommodations tax 9-month refund requests, for possible action

Leary (\$518.40), Palmer (\$383.10), Simpson (\$648), Karpyak (\$388.80), Mercado (\$533)

Terry Boyle made a motion to approve the accommodation tax 9-month refunds for Jeremy Leary (\$518.40), James Palmer (\$383.10), Larry Simpson (\$648), Joseph Karpyak (\$388.80), Salvador Mercado (\$533). Motion carried, 3-0. John Arant was not present for this vote.

10. Director's Report.

10.1 Financial reports on WCVA events

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

10.2 Update on Winnemucca Events Complex campground/stall project, for information

The campsites and additional sewer hookups are completed. The WEC staff is finishing up on the new covered horse pens. Then they will concentrate on

getting the alley ways set up and general clean-up before the horse show this weekend, followed by Silver State International Rodeo next week.

11. Secretary and Counsel, Monthly report, for discussion & possible action

11.1 Review report for June, for information

Bill's report was included in the meeting packets available online. Bill will have updates on several of these items at next month's meeting.

11.2 Delinquencies review, for information

There are no delinquencies at this time.

11.3 Possible update on electronic marquee project for Joe Mackie Hall, for information

No report.

11.4 Joe Mackie Hall exterior & message sign report, for information

No report.

11.5 WEC Sound System project report, for information

No report.

11.6 Shooting the West Secretary of State filing, for information

Bill had this almost completed and will be submitting it to the Secretary of State.

11.7 Run-A-Mucca Secretary of State filing, for information

No report.

11.8 Run-A-Mucca charitable lottery report, for information

No report.

11.9 End of Fiscal Year publication for State Taxation, for Information

The budget hearing for the 2018-19 WCVA budget was held on May 23. The public hearing notice was published prior to this hearing. The final budget has been approved and is filed with the Department of Taxation and with City and County Clerks.

12. Board Administrator.

12.1 Financial Reports, for discussion

Room tax cash collections continue to increase over last year.

12.2 Budget Augmentations and Transfers to FY 2018 WCVA Budget, for possible action

Kendall presented a preliminary augmentation to the board for consideration but it did not totally cover the amount of capital outlay for the year. Due to higher than expected costs on the WEC Pavilion project, the Board asked Kendall to do some additional research into WCVA expenditures for this year to see if these additional project expenses can be covered by other funds in the budget not expended by WCVA throughout this year. WCVA has, traditionally, been conservative in their expenses and the board is hopeful that by looking at our expenditures in more detail we can cover this amount so that we can get a “clean” audit report for the year. Kendall agreed to this. Once other reports have been made, this meeting will be continued until 3 pm tomorrow. Those present stated they could be here tomorrow at 3 pm to discuss this further.

13. Other reports

13.1 Shooting the West

Michelle and Kim have been working on the transition to WCVA producing this event in 2019. Michelle prepared a report for the board outlining what has been done so far.

13.2 Run-A-Mucca report

Darrel has prepared a report with the financial information we have to date. He reported that there were 323 registrations and, at this time, the event lost \$26,693. Darrel is anticipating some other money to come in so a final report will be presented to the board in July. Board members noted that instead of the estimated numbers for this year that are included on the spreadsheet, that last year’s actual numbers be included so that they can compare the two.

13.3 USA Youth Wrestling

Jim reported that USA Wrestling is interested in bringing their event back here after several years at another location. John Brooks has been into the office to look at dates for next year. The weekend in March that they held their event in the past is now booked with the archery tournament but Kim felt that we could work with the archery tournament to move their tournament date if this was the date that USA Wrestling is interested in. Jim will keep this board updated as discussions move forward.

14. Public Comment

None.

15. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, July 18, 2018, 4:00 pm.

16. Meeting continued. *Jim Billingsley made a motion to continue this meeting until 3 pm tomorrow, June 21 in the West Hall of the Winnemucca Convention Center, when this board will re-convene to discuss the WCVA 2018 Budget Augmentations and Transfers. Motion carried, 4-0.*

June 21, 2018

3 pm, West Hall, Winnemucca Convention Center

Present:

Terry Boyle, Brian Stone, Jim Billingsley, Bill Macdonald, Kendall Swensen, Kim Petersen, Shelly Noble.

Terry called the meeting to order and acknowledged the quorum present, Brian, Jim and himself.

A copy of the latest budget augmentations and transfers was emailed to board members earlier this afternoon after Kendall did some additional research into possible sources of funds to cover the funds expended on the WEC Pavilion project. He was successful but did note that some of these budget items may be quite close when it comes time for the completion of the 2018 audit.

Jim Billingsley made a motion to approve the WCVA FY 2018 Budget Augmentations & Transfers as presented and to approve the resolution reflecting these changes as prepared by Bill Macdonald. Motion carried, 3-0. Copies of the resolution were signed and Bill will distribute to the appropriate agencies.

17. Adjourn. *Jim Billingsley made a motion to adjourn this meeting. Motion carried, 3-0.*

The meeting was adjourned 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 _____, 2018

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

TERRY BOYLE
Chairman and
Motel Representative

BRIAN STONE
Vice Chairman and
Hotel Representative

JIM BILLINGSLEY
Treasurer and City Representative

ABSENT
RON CERRI
County Representative

JOHN ARANT
Business Representative

Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator