

STATE OF NEVADA)
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 COUNTY OF HUMBOLDT)

November 28, 2012

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MINUTES, NOVEMBER 28, 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, November 28, 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
Jim Billingsley	City Representative
Dan Cassinelli	County Representative
Bill Macdonald	Secretary and Counsel

Convention and Visitors Authority Board Officials Absent:

Kendall Swensen	Board Administrator
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Staff Members Present:

Kim Petersen	Director
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2012*

Shelly Noble

Administrative Clerk

Staff Members Absent:

None

Others Present:

Raven Black	2013 LHS Drug-Free Grad Party
Jacy Jackson	2013 LHS Drug-Free Grad Party
Brock Uhlig	Bella Grazia
Janele Uhlig	Bella Grazia
Kathy Brumm	2013 LHS Drug-Free Grad Party
Helen Hurtado	HGH Auxiliary
Carol Whitten	HGH 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 Wednesday, November 21, 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 November 28, 2012 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. Jim Billingsley abstained since he had not yet been sworn in to this board.*

At the last Winnemucca City Council meeting Jim Billingsley was appointed as the City Rep to the Winnemucca Convention & Visitors Authority Board. WCVA Secretary and Counsel, Bill Macdonald, swore Mr. Billingsley in as an official member of this board and he signed his oath for notarizing, recording and filing with the County Clerk.

6. Minutes.

Prior meeting minutes of October 17, 2012.

Rodd William Stowell made a motion to accept the minutes of the October 17, 2012 meeting. Motion carried, 3-0. Dan Cassinelli and Jim Billingsley abstained because they did not attend this meeting.

7. Claims. The following claims were submitted for payment and approved on November 28, 2012:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
<i>Convention & Visitors Authority Board Meeting</i>		<i>November 28,</i>
<i>2012</i>		

Nevada State Bank

17772-17846

\$170,406.18

Don Stoker made a motion to approve all claims as submitted. The motion carried, 4-0. Jim Billingsley abstained since he did not have the claim information to review before the meeting.

8. General Business.

8.1 Katie Harmon, Bella Grazia, request for extension of time for New Years Eve Masquerade Ball, December 31, 2012, for possible action

Jamie Uhlig is here representing Bella Grazia. They are sponsoring this event in the East Hall. It does not start until 8:30 pm and would like to keep the event going until 2:30 am. ***Don Stoker made a motion approving the extension of time for the Bella Grazia New Years Eve Masquerade Ball, December 31, 2012. The music must stop by 2:30 am and the building vacated by 3:00 am on January 1, 2013. Motion carried unanimously, 5-0.***

8.2 Helen Hurtado, Humb Gen Hospital Auxiliary, request for WH facility grant, HGH Auxiliary Christmas Party, December 11, 2012, for possible action

The HGH Auxiliary is, once again, requesting a facility grant for their party on December 11, 2012. They made this same request last year and it was denied since this board did not want to set a precedent in granting these requests for Christmas parties. The board again expressed these concerns and denied the request.

8.3 Jacy Jackson, LHS 2013 Drug-Free Grad Night Celebration, request for donation, for possible action

Each year this committee, made up of parents of Lowry graduating seniors, makes this request for a donation. Funds are used for games, prizes for the students and other expenses of the event. It is an excellent event that is a highlight of graduation festivities. The past two years WCVA has donated \$3,500. ***Don Stoker made a motion authorizing a donation of \$3,500 to the 2013 Lowry Drug-Free Grad Night Celebration. Motion carried unanimously, 5-0.***

8.4 WCVA 2013 Cooperative Funding requests, for possible action

The binder that each board member has includes all of the completed request forms that we received. Many of our annual events have not returned their forms. As in the past, this board will look at these requests as they come in. Most of the requests, and Kim's recommended funding, are in line with past requests. ***Dan Cassinelli made a motion approving the preliminary***

2013 WCVA Cooperative Funding requests presented tonight as recommended by Director Petersen. Motion carried unanimously, 5-0.
 We still must receive event information from some of these event producers before the funds will be released.

8.9 Accommodations tax 9-month refund requests, for possible action, Fox (\$820.51), York (\$615.60), Hammons (\$565.80), Anderson (\$585), Thomas (\$544.74), Esche (\$492.58), Linton (\$728.22), Makaya (\$1,041.60), Bruckler (\$281.61), Harber (\$361.80), Shope (\$416.20), Corn (\$924), Cline (\$752.40), Luman (\$412.50). These refunds total \$8,542.08.

Terry Boyle made a motion to approve the accommodation tax 9-month refund requests for George Fox (\$820.51), David York (\$615.60), Rocky Hammons (\$565.80), Roger Anderson (\$585), Allen Thomas (\$544.74), Troy Esche (\$492.58), Jim Linton (\$728.22), Adelino Makaya (\$1,041.60), Michael Bruckler (\$281.61), Micheal Harber (\$361.80), Tony Shope (\$416.20), Robert Corn (\$924), James Cline (\$752.40), Tony Luman (\$412.50. Motion carried unanimously, 5-0.

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 Re-structure of WCVA maintenance personnel, for possible action

We are down to two maintenance personnel at the Convention Center. Before replacing the third position, Kim wanted to talk to this board about re-classifying this position to a working lead-man position. This person would need to have some mechanical knowledge, would be responsible for assigning duties to our maintenance personnel and would work with Brenda on the maintenance work schedules. This is a new position so Kim has written a letter to Bill Deist and is working with the county to prepare a job description and must work within the county wage matrix. The salary would be above most of the existing Convention Center staff, which may or may not be an issue. Once it is posted, any of the Convention Center staff members would be eligible to apply. With the increasing use of the buildings, Kim hopes this will take some of the load off of Brenda and present a clearer chain of command and more efficient use of the personnel we have. Board members agreed that this sounded like something they would like Kim to pursue. He will keep them apprised of the process.

9.3 Cancellation of 2013 NIAA State High School Wrestling Tournament, for discussion only

This month's board packets included a copy of a letter written by NIAA Executive Director, Eddie Bonine announcing the change of venue for this year's high school state wrestling tournament from Winnemucca to Reno. This is due to the limited amount of motel rooms available here at this time. It has become apparent that with the influx of construction and mining personnel there are not enough rooms available for participants and their families. This does not take Winnemucca out of the rotation to host a future state event. Our next date to host this tournament is in 2015.

9.4 Approval to purchase cargo container for basketball floor, for possible action

After placing this item on the agenda, Kim discovered that these containers will not work for the floor. They are not wide enough to accommodate the width of the stacks of floor squares. After some discussion, board members directed Kim to research a more permanent solution to storing this floor. One suggestion was to add a storage room on the Event Center addition that is under discussion. The heat and cold could be controlled and the floor would not have to be transported from outside the building when it's needed, which is the case now.

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 Update on status of purchase order for carpet & tile and installation contract with S. I. Legacy Floor Finishing, for discussion

The East Hall carpet is at the factory in Georgia and is scheduled to be shipped in the next week or so. Kim is working with S.I. Finishing to schedule removal of existing coverings, repairs found necessary during removal, and installation.

10.4 Update on East Hall Marquee and Awning Project, review draft bid request forms, for discussion and possible action

Kim is still working with YESCO to get design drawings for this project. There will be no charge for this work unless YESCO is not the successful bidder once the process is complete. If that were to happen, WCVA would pay \$300 for these plans. Draft bid request forms were not ready for review.

10.5 Review Counsel's rep letter for 2011-2012 audit, for discussion & possible action

In order to complete our 2011-2012 audit, Bill is requesting anyone with knowledge of any lawsuits, or potential lawsuits, claims, or liabilities that WCVA would be involved in to report this information to him.

10.6 Final report on 2012 Run-A-Mucca lottery and application for 2013 lottery, resolution designating charitable purposes to which proceeds of 2012 lottery were placed and to which proceeds of 2013 lottery will be places, for discussion and possible action

Proceeds from the 2012 Run-A-Mucca motorcycle raffle were allocated to support Lowry High School Drug-Free Graduation Celebration and support of youth and high school athletics in the form of rental fees paid to the Winnemucca Events Complex by WCVA. Bill has applied for our 2013 lottery and expects to hear back soon from Nevada Gaming Control Board. He proposed that the 2013 proceeds be designated to these same events and has prepared a resolution reflecting this. *Rodd William Stowell made a motion to adopt the resolution prepared by Bill Macdonald outlining how the Run-A-Mucca motorcycle raffle proceeds were allocated for the 2012 lottery and also identifying the allocation of the 2013 Run-A-Mucca motorcycle raffle proceeds. Motion carried unanimously, 5-0.*

10.7 Notice to property owner that WCVA is not renewing Porcupine Creek billboard site lease, for discussion and possible action

This is the billboard on Highway 95 at Denio Junction that has been discussed. This board voted to remove it from this site completely due to its dilapidated condition. We have no formal, written agreement with the landowner. We have paid a nominal annual fee for the use of his property. Bill is asking for formal action authorizing the Chairman and Secretary to sign a letter notifying the property owner of our desire to terminate our agreement. *Don Stoker made a motion authorizing Chairman Terry Boyle to sign a letter, to be prepared by Counsel Bill Macdonald, terminating our billboard site lease at Porcupine Creek. Motion carried unanimously, 5-0.*

10.8 Winnemucca Regional Raceway Association – authorize Chairman to sign Lienholder's Release on water truck now that loan has been repaid in full, for possible action

Bill has the title for this water truck in his safe deposit box and would like this board to authorize Terry to sign this release so that he can get it to them. *Jim Billingsley made a motion authorizing Chairman Terry Boyle to sign a Lienholder's Release on the water truck that was purchased on behalf of the Winnemucca Regional Raceway Association now that they have re-paid their loan to us. Bill will then see that they receive*

the title to this truck. Motion carried unanimously, 5-0.

11. Board Administrator.

11.1 October Financial Reports

No report.

11.2 Options to diversify cash investments, for possible action

No report.

11.3 Status of room tax audits, for possible action

No report.

12. Other Business.

12.1 Basketball floor

Kim has received two informal quotes for a new basketball floor. The quote for a new floor is approximately \$90,000, for a refurbished floor it is \$60,000. Either floor will be much easier to install than the floor we are currently using. Kim will have a more formal proposal at a future meeting.

12.2 TCF Concert

Kim is working with the same agency he did last year to secure an entertainer for the 2013 Tri-County Fair concert. Until the contracts are formalized, though, he does not want to release the name of the entertainer.

12.3 WCVA board membership

The terms of three of our board members expire at the end of this year. They are Rodd William Stowell, Don Stoker and Terry Boyle. Kim encouraged them to write their letters of interest to the County Commissioners so that they can apply for another term.

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, December 19, 2012, 4:00 pm.

14. Adjourn. *Rodd William Stowell made a motion to adjourn this meeting.*

Motion carried, 5-0. The meeting was adjourned at 5:15 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

JIM BILLINGSLEY
City Representative

DAN CASSINELLI
County Representative

Attest:

*Convention & Visitors Authority Board Meeting
2012*

November 28,

BILL MACDONALD
Board Secretary and Counsel

ASBSENT
KENDALL SWENSEN
Board Administrator