

December 17, 2014

## Contents

1. Time, Place and Date
  2. Pledge of Allegiance
  3. Attendance
  4. Meeting Notice Report
  5. Business Impact Determination
  6. Minutes
    - November 19, 2014
  7. Claims & Budget Review & Action
    - Approval of checks (19695-19758)
  8. General Business
    - 8.1 Rosalind Elifritz, Time for Tabitha Crab Feed, April 11, 2015, request For EH facility grant, for possible action
    - 8.2 Lynda Sugasa, Safe Haven Rescue Zoo Annual Fundraiser, May 16, 2015, request for WH facility grant, for possible action
    - 8.3 Dale Owen, Humb Co High School Rodeo Club, request for funding, May 2 & 3, 2015, for possible action
    - 8.4 Proposal to re-name East Hall to Joe Mackie Hall, for discussion & possible action
    - 8.5 Accommodation tax 9-month refund requests, for possible action Biggs (\$450), Virag (\$1,170.17), Watkins (\$297)
  9. Director's Report
    - 9.1 Financial reports on WCVA events
    - 9.2 Bid for WEC privacy screening, for possible action
    - 9.3 Convention Center office closure, December 26, 2014, for possible action
  10. Board Secretary & Counsel Report
    - 10.1 Review monthly report, for discussion
    - 10.2 Chamber of Commerce report, for discussion
    - 10.3 Update on delinquencies, for discussion & possible action
    - 10.4 Annual report on lodging tax revenues to Taxation, for discussion & possible action
    - 10.5 Report on standardized delinquency procedure, discussion
    - 10.6 Report on 2014 Run-A-Mucca charitable Lottery & application for 2015 Gaming permit for charitable lottery, discussion & possible action
    - 10.7 Update on Intersection Beautification, Winnemucca Recreation project, Winnemucca Arts Center & Visitor Center, for discussion
  11. Board Administrator
    - 11.1 November Financial reports

- 11.2 Report on status of 2013-14 audit, for discussion & possible action
  - 12. Other Reports
  - 13. Next Meeting Date
  - 14. Adjournment
- 

## MINUTES, DECEMBER 17, 2014

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, December 17, 2014 with Chairman Terry Boyle presiding.
2. **Pledge of Allegiance.**
3. **Attendance.** *Convention and Visitors Authority Board Officials Present:*

Terry Boyle	Chairman and Hotel Representative
Herb Ross	Vice Chairman and Business Representative
Don Stoker	Treasurer and Motel Representative
Jim Billingsley	City Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

  
*Convention and Visitors Authority Board Officials Absent:*

Dan Cassinelli	County Representative
----------------	-----------------------

  
*Staff Members Present:*

Kim Petersen	Director
Shelly Noble	Administrative Clerk

  
*Staff Members Absent:*

None	
------	--

  
*Others Present:*

Rosalind Ellifritz	Time for Tabitha Crab Feed
Lynda Sugasa	Safe Haven Rescue Zoo

4. **Meeting Notice Report.**  
Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, December 12, 2014 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 December 17, 2014 agenda, and report by Counsel that he saw nothing in the Agenda requiring a business economic impact study or statement, ***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.*

## 6. Minutes.

Prior meeting minutes, November 19, 2014.

***Jim Billingsley made a motion to accept the minutes of the November 19, 2014 meeting. Motion carried, 3-0.*** Herb Ross abstained because he did not attend this meeting.

- 7. Claims.** The following claims were reported to the Board Members by a copy of the proposed Check Register MC-000313, MC-000314 and CD-000244 as a portion of the pre-meeting board packets provided to the Members as supplemented by supplemental Check Register CD-000245 at time of meeting.

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	19695-19758	\$149,532.48

***Don Stoker made a motion to approve all claims as submitted. The motion carried, 4-0.***

## 8. General Business.

### **8.1 Rosalind Ellifritz, Time for Tabitha Crab Feed, April 11, 2015, request for WH facility grant, for possible action**

Rosalind is here today to make this request for their annual fundraiser next spring. She has held these fundraisers since 2010. Last year's event was cancelled since Tabitha received a double lung transplant in January and had to stay near the hospital for a couple months after surgery. Tabitha is doing well but continues to need support for expenses related to out-of-town doctor visits to monitor her body's acceptance of the lungs and the required prescription medications. The community has supported this fundraiser in the past as all tickets have sold out. Rosalind expects next year's event to sell out too. ***Jim Billingsley made a motion to approve a \$700 East Hall facility grant (\$600 Main Floor, \$100 kitchen) for the Time for Tabitha Crab Feed, April 11, 2015. Time for Tabitha/Rosalind Ellifritz are responsible for any other customary Convention Center charges. Motion carried, 4-0.***

### **8.2 Lynda Sugasa, Safe Have Rescue Zoo Annual Fundraiser, May 16, 2015, request for WH facility grant, for possible action**

This is an annual event that this board has supported in the past. This rescue organization is recognized nationally and continues to accept wild animals as they are able to. Improvements to the facilities are on-going. Their visitor counts increase each year as they receive additional exposure in

various publications. ***Don Stoker made a motion to approve a WH facility grant for \$800 for the Safe Haven Rescue Zoo Annual Fundraiser, May 16, 2015. Safe Haven/Lynda Sugasa are responsible for any other customary Convention Center charges. Motion carried, 4-0.***

### **8.3 Dale Owen, Humb Co High School Rodeo, request for funding, May 2 & 3, 2015, for possible action**

This is another annual request that is made each year by this organization. Members discussed the financial information that was included with the funding request form. It appears that a significant amount of funding is used to send participants to the national finals, which really isn't the intent of funding from this board who work to promote supporting events that bring people into our community. Even so, board members were in favor of giving their support to this event once again. ***Don Stoker made a motion approving a \$5,000 grant to the Humboldt County High School Rodeo, May 2 & 3, 2015. Motion carried, 4-0.***

### **8.4 Proposal to re-name East Hall to Joe Mackie Hall, for discussion & possible action**

Last month Jim Billingsley read a letter from Mayor Putnam requesting that this board consider re-naming our East Hall in honor of Joe Mackie, who was instrumental in promoting our community in the 1960s and 1970s. It was included on today's agenda so that this board could take action on this request, if they chose to do so. Board members had no problem with this change other than to ask Kim to use up any items that already have the name East Hall printed on them before having any more printed up. ***Don Stoker made a motion approving the name change of the East Hall to Joe Mackie Hall. Motion carried, 4-0.*** At some time in the future, when the façade and marquee are replaced, this board will have this new hall name prominently displayed on the outside of the building. At that time we will hold a dedication and invite Mr. Mackie's family to join in the dedication.

### **8.5 Accommodation tax 9-month refund requests, for possible action Biggs (\$450), Virag (\$1,170.19), Watkins (\$297)**

***Terry Boyle made a motion to approve the accommodation tax 9-month refund requests for Christy Biggs (\$450), Tim Virag (\$1,170.19) and Kevin Watkins (\$297). Motion carried, 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 Bid for WEC privacy screening, for possible action**

Kim still has not received the sample of screening that he requested several weeks ago to show this board. He will try to find another company that has a similar product so that we can move forward with this project.

### **9.3 Convention Center closure, December 26, 2014, for possible action**

Kim is requesting that this board approve closing the Convention Center on Friday, December 26, 2014. Traditionally, the days around Christmas are slow at the Convention Center once all of the Christmas parties are done. This would give staff a long weekend since everyone will be off Thursday too for the holiday. The employees are all willing to take annual leave on this day. ***Jim Billingsley made a motion approving closing the Convention Center office and facilities on Friday, December 26, 2014. Motion carried, 4-0.***

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

### **10.1 Review monthly report, for discussion**

Report for November was reviewed by Bill.

### **10.2 Chamber of Commerce report, for discussion**

November 2014 Report was included in Bill's report.

### **10.3 Update on delinquencies, for discussion & possible action**

The lien on the Denio Junction Motel has been filed and recorded. We have not heard anything from the owner of the property. After some discussion, ***Don Stoker made a motion directing Bill to draft another letter to Denio Junction Motel advising them that if this matter has not been resolved within 30 days it will be referred to the district attorney so that a lawsuit can be filed to foreclose on the room tax lien. Kendall is directed to perform a room tax audit at that time. Motion carried, 4-0.***

### **10.4 Annual report on lodging tax revenues to Taxation, for discussion & possible action**

Bill presented this report to the board for their review. There was one typo on this report. Bill will make the correction and file this report.

### **10.5 Report on standardized delinquency procedure, discussion**

No report.

**10.6 Report on 2014 Run-A-Mucca charitable Lottery & application for 2015 Gaming permit for charitable lottery, discussion & possible action**

No report. We should be receiving approval any day now for the 2015 lottery.

**10.7 Update on Intersection Beautification, Winnemucca Recreation project, Winnemucca Arts Center & Visitor Center, for discussion**

Jim reported that he has spoken with Steve West about the lighting on the metal wildlife cutouts on the intersection and how to improve it. They will try some different types of lighting to see if that makes a difference.

**11. Board Administrator.****11.1 November Financial Reports, for discussion**

Room taxes continue to be down, even lower than what was collected three years ago before the big influx of contractors in town.

**11.2 Report on status of 2013-14 audit, for discussion & possible action**

We received approval from the Nevada Department of Taxation for a 30-day filing extension for our 2013-14 audit. It will now be due December 31, 2014.

**12. Other Business.****12.1 Decreased revenue and ripple effects**

Kim reported that at the last Management Team Meeting he attended Humboldt County is forecasting a decrease to their revenue streams of approximately \$1 million. He also reported that ads in the Winnemucca Visitor Guide, produced by Winnemucca Publishing, are down by several thousand dollars. Small businesses in the area are simply strapped for cash and are not participating in this publication for 2015. WCVA may be required to make up for some of this loss.

**12.2 East Hall parking structure repairs**

Kim spoke with Michael Sheppard and he is working with an engineer to get an estimate for the necessary repairs to this parking structure.

**12.3 West Hall restroom repairs**

The repairs are complete and the restrooms look great.

**12.4 Stonehouse**

We have been notified by Steve Lucas that as of October 31, he is no longer managing the Stonehouse. We have written to the owners notifying them of the room tax requirements should they choose to provide lodging. There has been talk that Stonehouse will be used as a hunting club in the near future.

Shelly will forward a copy of the letter Kim sent to the owners to Kendall so that he can contact them too to discuss the room tax requirements.

**13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, January 21, 2015, 4:00 pm.**

**14. Adjourn.** *Don Stoker made a motion to adjourn this meeting. Motion carried, 4-0.* The meeting was adjourned at 5:05 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 \_\_\_\_\_, 2015

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

As corrected \_\_\_\_\_  
Winnemucca Convention & Visitors Authority Board

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

ABSENT  
DAN CASSINELLI  
County Representative

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

\_\_\_\_\_  
JIM BILLINGSLEY  
City Representative

---

**HERB ROSS**  
Vice Chairman & Business Representative

Attest:

---

**BILL MACDONALD**  
Board Secretary and Counsel

---

**KENDALL SWENSEN**  
Board Administrator