

- 10.6 Update on East Hall carpet project, for possible action
 - 10.7 Update on Tri-County Fair “big name” concert, for possible action
 - 10.8 Porcupine Creek 2-sided billboard space lease renewal, for possible action
 - 10.9 Counsel’s 2011 audit rep letter, no action
 - 10.10 End of calendar year actions, for possible action
 - 11. Board Administrator
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 - 13. Next Meeting Date
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MINUTES, DECEMBER 21, 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, December 21, 2011 with Vice Chairman Rodd Stowell presiding. Kim is in Humboldt General Hospital recuperating from an unexpected surgery on Monday. Shelly is sick so Darrel Field is here taking notes for today’s meeting.
2. **Pledge of Allegiance.**
3. **Attendance.** *Convention and Visitors Authority Board Officials Present:*

Rodd William Stowell	Vice Chairman and Business Representative
Don Stoker	Treasurer and Motel Representative
Dan Cassinelli	County Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:

Terry Boyle	Chairman and Hotel Representative
Joyce Sheen	City Representative

Staff Members Present:

Darrel Field

Staff Members Absent:

Kim Petersen	Director
Shelly Noble	Administrative Clerk

Others Present:

Jeff Dawson	Humboldt County School District
Shawn LaRocque	WRRRA
Jen Hatler	Winnemucca Relay for Life

Andy Latham	
Christine Chavez	
KC Kubichek	WRRRA
Jon McDade	
Cameron Echave	
Mike Scott	WRRRA

4. Meeting Notice Report.

Vice Chairman Stowell reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, December 16, 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. **Business Impact Determination.** After review of the December 21, 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 unanimously, 3-0.*

6. Minutes.

Prior meeting minutes of November 16, 2011.

The minutes of the November 16, 2011 WCVA Board meeting were included in the board packet and included on the meeting agenda. After a brief discussion a motion was made and passed to approve the minutes of the October 19, 2011 meeting. The November 16, 2011 minutes approval will be included on the January 2012 meeting agenda.

7. **Claims.** The following claims were submitted for payment and approved on December 21, 2011:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	16899-16964	\$187,386.63

Don Stoker made a motion to approve all claims as submitted. The motion carried unanimously, 3-0.

8. General Business.

8.1 Mike Bumgartner, Humb Co School District, request for Memorandum of Understanding re: HCSD use of Convention Center facility in the event of emergency, for possible action

Jeff Dawson is here today representing the school district in this matter. He handed out a draft of an MOU for the board to review. Basically, it outlines the responsibilities of both Humboldt County School District and the WCVA

in the event that one or more schools (in this case Winnemucca Grammar School, most likely) is evacuated to the Convention Center. This would be a temporary relocation until students could be reunited with their parents. The school district has entered into agreements with other locations locally including the Grass Valley LDS Church, the LDS Church near Sonoma Heights School, Southwest Gas, etc. All efforts would be coordinated with the local police and sheriff offices. WCVA would have no financial responsibility except for building heat, lights, etc. ***Don Stoker made a motion approving the Memorandum of Understanding between the Humboldt County School District and the Winnemucca Convention & Visitors Authority regarding the use of the Convention Center facilities in the event of an emergency. Motion carried unanimously, 3-0.***

8.2 KC Kubichek, Wmca Regional Raceway Association, 2011 season report and possible request for funding, request for donation, for possible action

Mike Scott and KC Kubichek are here today to discuss this year's racing season and their plans for the future. The board was presented with financial information for each race this year. The most profitable race took place on April 22. Mike believes the reason for this was that there was a monster truck at that race. Some of the other races were not as profitable or operated in the red. The weather played a big role as many of the race nights were very rainy so the gate receipts were low. The biggest loss was incurred during the Wild West event in June, which was underwritten by WCVA. WRRRA feels there are a lot of reasons for this and intend to do things a little different this year with that event. Also, the overall schedule will be different and include some special races which the crowds usually come out for. These are the dwarf and sprint cars. The concessions and restroom issues were settled and worked out well. WRRRA is requesting \$25,000 from the WCVA as outlined in their request handed out to board members. Those present were hesitant to allocate this amount of money without the full board's input so after some discussion ***Dan Cassinelli made a motion approving a \$10,000 grant to the Winnemucca Regional Raceway Association for the 2012 race season. Motion carried unanimously, 3-0.*** To request the additional \$15,000 the WCVA must receive a year-end profit and loss statement and December 2011 bank statement. Shelly will be in contact with them to get this information before this is added as an agenda item.

8.3 Jennifer Hatler, Winnemucca Relay for Life, EH facility grant request, February 18, 2012, for possible action

The annual Relay for Life event doesn't take place until July but the kick-off takes place this time of year. The Comstock Room is available and this committee is requesting the use of the room as well as all associated costs be given to them as a grant. It was noted that the linen expense is not typically

included in facility grants since we pay a rental fee for each linen. Ms. Hatler thought that they could cover this expense. Last year \$64,000 was raised locally. These funds are used for research as well as for helping local individuals with expenses associated with their cancer treatments. Don offered to donate the cost of the linen for this event, approximately \$105.

Dan Cassinelli made a motion approving an East Hall facility grant for the Winnemucca Relay for Life Kick-off Event, February 18, 2012. This grant includes: Comstock Room rental fee (\$250), kitchen rental (\$150), marquee rental (\$25), PowerPoint projector rental (\$35), 6' x 8' platform rental (\$10) and skirted banquet table (\$10) for a total of \$480. Motion carried unanimously, 3-0. Don Stoker will donate the cost of the linen.

8.4 Accommodation tax 9-month refund requests, Borden (\$383.40), Jones (\$588), LaBahn (\$387.52), Davey (\$725.40), Rufus (\$462), for possible action

Rodd William Stowell made a motion to approve the accommodation tax 9-month refund requests for Terry Borden (\$383.40), Kevin Jones (\$588), Robert Labahn (\$387.52), Charles Davey (\$725.40) and Rufus Edwin Mohr (\$462). Motion carried unanimously, 3-0.

9. Director's Report.

9.1 Financial reports on WCVA events

These are included in the board packets.

9.2 Proposal for East Hall and West Hall security systems, for possible action

Since Kim was unable to attend tonight's meeting, there is no report.

9.3 WEC Covered Arena update, for possible action

No report.

9.4 WEC Event Center expansion update, for possible action

No report.

10. Secretary and Counsel, Monthly report.

10.1 Discussion of meeting procedures, for possible action

No report.

10.2 Chamber of Commerce report

Included in Bill's report. Bill did receive one complaint from someone who was at a party on the 3rd floor of the East Hall. There were no lights on the stairs and this person didn't know who to call about this. Bill will bring this

to Kim's attention.

10.3 Report on delinquencies and possible action on liens

No report.

10.4 Resolution confirming designated charitable donations by WCVA for 2011 Run-A-Mucca charitable lottery and designation of charitable donations for 2012 lottery, for possible action

To meet NRS requirements Bill has prepared a resolution showing how the proceeds from the 2011 Run-A-Mucca motorcycle raffle were distributed and also allocating proceeds from the 2012 Run-A-Mucca motorcycle raffle. *Don Stoker made a motion to adopt the resolution prepared by Bill Macdonald outlining how the Run-A-Mucca motorcycle raffle proceeds were allocated for the 2011 lottery and also identifying the allocation of the 2012 Run-A-Mucca motorcycle raffle proceeds. Motion carried unanimously, 3-0.*

10.5 Report on receipt of YESCO billboard space rental payments

The Twichell Trust received a check for \$3,600 from YESCO which was the annual rental fee for their signs located on the parcels on Melarkey Street. The Twichells signed the check over to WCVA since we now own these parcels and Bill has it in his possession. Bill will contact YESCO to advise them that we are now the owners of this property and to issue future rental checks to the WCVA.

10.6 Update on East Hall carpet project, for possible action

No report.

10.7 Update on Tri-County Fair "big name" concert, for possible action

No report.

10.8 Porcupine Creek 2-sided billboard space lease renewal, for possible action

No report.

10.9 Counsel's 2011 audit rep letter, no action

No report.

10.10 End of calendar year actions, for possible action

No report.

11. Board Administrator.

11.1 November Financial Reports

Kendall spoke with the auditors last week and they will finish our audit some time in January and be ready to come before this board with their report in February.

Room tax is down some for the month but taxes for the year are still ahead of last year.

12. Other Business.

12.1 Utility costs

Don noted that since improvements have been made to the heating and cooling in the East Hall the utility costs have gone down substantially. This should significantly shorten the amount of time to re-coup those expenses.

12.2 WEC improvements

David Selesnick asked for clarification on the agenda item 3.a.4. "WEC Event Center expansion update, for possible action". He asked what kind of expansion is involved. Board members explained that this board has authorized the preliminary study of the costs involved in adding some square footage to the Indoor Event Center on the Winnemucca Events Complex. This expansion would include the addition of a kitchen and restroom. The ultimate decision on whether or not to proceed will be made by the Humboldt County Commissioners. WCVA would, most likely, be one of the funding sources if this project proceeds.

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, January 18, 2012, 4:00 pm.

14. Adjourn. *Don Stoker made a motion to adjourn this meeting. Motion carried unanimously, 3-0.* 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.

These minutes were prepared after listening to the audio tape of the meeting and consulting notes taken by Darrel Field.

Respectfully submitted,

Shelly Noble

APPROVED ON _____, 2012

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

ABSENT

TERRY BOYLE
Chairman and
Hotel Representative

RODD WILLIAM STOWELL
Vice Chairman and Business Representative

DON STOKER
Treasurer and Motel Representative

ABSENT

JOYCE SHEEN
City Representative

DAN CASSINELLI
County Representative
Attest:

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator