



10. Board Secretary & Counsel Report
    - 10.1 Chamber of Commerce report
    - 10.2 Update on mule races jockey insurance, discussion & possible action
    - 10.3 Report on delinquencies, for possible action on liens
    - 10.4 Update on East Hall carpet project, discussion and possible action
    - 10.5 Convention Center parking lots regulations, for possible action
    - 10.6 Update on East Hall Electronic Marquee and Awning Project, for possible action
    - 10.7 New Ethics Commission outline on conflicts of interest, disclosure & abstention, discussion only
    - 10.8 Discussion on constitutional prohibition against use of public funds for sectarian purpose, for possible action
  11. Board Administrator
    - 11.1 January reports
  12. Other Reports
  13. Next Meeting Date
  14. Adjournment
- 

## MINUTES, FEBRUARY 22, 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, February 22, 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
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

*Staff Members Absent:*  
None

*Others Present:*

Jonathan Steele, CPA	Steele & Associates, LLC
Anda Latham	Relay for Life
Jen Hatler	Relay for Life
Todd Lewis	United Methodist Men

**4. Meeting Notice Report.**

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Thursday, February 16, 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 February 22, 2012 agenda, *Joyce Sheen 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, 4-0. Don Stoker was not present for this vote.*

**6. Minutes.**

Prior meeting minutes of December 21, 2011.

*Rodd William Stowell made a motion to accept the minutes of the December 18, 2011 meeting. Motion carried, 3-0.*

Prior meeting minutes of January 18, 2012.

*Joyce Sheen made a motion to accept the minutes of the January 18, 2012 meeting. Motion carried, 4-0. Don Stoker was not present for this vote.*

**7. Claims.** The following claims were submitted for payment and approved on February 22, 2012:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	17031-17116	\$214,148.43

*Rodd William Stowell made a motion to approve all claims as submitted. The motion carried unanimously, 4-0. Don Stoker was not present for this vote.*

## 8. General Business.

### **8.1 Presentation & acceptance of FY 2011 audit report, Steele & Associates, for possible action**

Jonathan Steele is here tonight representing our audit firm, Steele & Associates. Once again, the audit was found to be in compliance and the WCVA is in good financial shape. The cash balance is down a little due to the land purchase and capital projects. Room taxes were up but that is due primarily to the increase in the tax rate. *Joyce Sheen made a motion to accept the WCVA 2011 audit report as presented. Motion carried unanimously, 5-0.*

### **8.2 Marc Page, WSRRA, Ranch Rodeo Finals, event report and request for funding, for possible action**

Marc was unable to be here tonight. No report.

### **8.3 Stan Rorex, United Methodist Men, request for WH facility grant for annual Law Enforcement Appreciation Dinner on April 17, 2012, for possible action**

Todd Lewis is here tonight representing United Methodist Men. This event has been held for over 30 years and they are, once again, requesting the use of 3 rooms in the West Hall, plus the kitchen. *Don Stoker made a motion approving a facility grant for 3 rooms and the kitchen in the West Hall (\$510) for the annual Law Enforcement Appreciation Dinner on April 17, 2012 sponsored by the United Methodist Men. The United Methodist Men are responsible for any other Convention Center charges. Motion carried unanimously, 5-0.*

### **8.4 Gwen Ulrich, Grass Valley Baptist Church, request for EH facility grant for annual living last supper on April 6 & 7, 2012, if constitutionally permissible, for possible action**

Request withdrawn.

### **8.5 Donation to City of Winnemucca Special Events Fund, for possible action**

Kim would like this board to, once again, consider making a donation to the City of Winnemucca to help offset some of the additional expenses that are incurred as a result of some of our events. In past years WCVA has donated \$10,000. *Don Stoker made a motion approving a \$10,000 grant to the City of Winnemucca Special Events Fund to help offset some of the expenses incurred during our events. Motion carried unanimously, 5-0.*

**8.6 Accommodation tax 9-month refund requests, Jacobson (\$420), Flippins (\$462), Buckner (\$960.60), Corn (\$882), Matthews (\$904.20), Moffett (\$405), Bruckler (\$312.90), Wrede (\$462), Tuin (\$420), for possible action**

*Terry Boyle made a motion to approve the accommodation tax 9-month refund requests for George Jacobson (\$420), Pamela Flippins (\$462), Randy Buckner (\$960.60), Robert Corn (\$882), Charles Matthews (\$904.20), Jared Moffett (\$405), Michael Bruckler (\$312.90), Duane Wrede (\$462) and John Tuin (\$420). Motion carried unanimously, 5-0.*

## **9. Director's Report.**

### **9.1 Financial reports on WCVA events**

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

### **9.2 Purchase of dance floor for Convention Center, for possible action**

The Convention Center is using the dance floors purchased when the West Hall was built, over 30 years ago. They are very heavy and the screws connecting the sections together are stripped. Plus, the surface needs to be re-finished. Kim has found another dance floor, from Mity-Lite, that is much lighter and is held together magnetically, which cuts down significantly on installation time. Kim has a sample portion of the dance floor to show board members. The cost for a 20' x 20' dance floor is \$11,400 plus shipping (approximately \$300). This includes two carts and the edging. If approved, Kim would have the old floor resurfaced. *Dan Cassinelli made a motion approving the purchase of a 20' x 20' dance floor for the Convention Center at a cost not to exceed \$12,000. Motion carried unanimously, 5-0.*

### **9.3 Purchase of ATM machine for use at Winnemucca Events Complex, for possible action**

Over the past several years one of the biggest requests we get is for an ATM machine in the Event Center. On the recommendation of Nevada State Bank, Kim contacted a company that sells ATM machines. We have purchased a machine, at a cost of \$2,495, that will be up and running for the Ranch Hand Rodeo. It was purchased with Ranch Hand Rodeo funds. There will also be a \$15/month wireless interface fee.

### **9.4 TCF Concert update**

Kim printed out a couple reports from the ticket agency showing sales of tickets each day and by zip code for review by board members. Sales are going well with a minimum of advertising. While at the Ag Expo trade show

in California, Kim attended a Trace Adkins concert and was able to observe some things that worked well and we may want to incorporate into our concert set-up.

#### **9.5 WEC Covered Arena update, for possible action**

It appears that we will need to retro-fit the arena with trusses in between the existing trusses. There may be some available from the original company that went bankrupt. Kim is working to get a cost for this.

#### **9.6 Budget review and approval, FY 2013, for possible action**

No report. This item will be on the March agenda.

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

#### **10.1 Chamber of Commerce report**

No report.

#### **10.2 Update on mule races jockey insurance, discussion & possible action**

Bill is working to acquire this coverage.

#### **10.3 Report on delinquencies, for possible action on liens**

No report.

#### **10.4 Update on East Hall carpet project, discussion & possible action**

In order to proceed with procuring the carpet through the NJPA, WCVA must be a member of this organization. Bill has completed the agreement for membership for Terry to sign. *Joyce Sheen made a motion authorizing Chairman Terry Boyle to sign the Participant Agreement between WCVA and National Joint Powers Alliance. Motion carried unanimously, 5-0.*

It may take up to eight weeks to get the carpet once this agreement is accepted and the carpet ordered. As we go into the spring and summer it will become more difficult to schedule the installation. The specs for bidding on the repairs and installation of the carpet need to be in place soon so that we can move forward once the order is placed.

#### **10.5 Convention Center parking lots regulations, for possible action**

No report.

#### **10.6 Update on East Hall Electronic Marquee and Awning Project, for possible action**

No report.

**10.7 New Ethics Commission outline on conflicts of interest, Disclosure & abstention, discussion only**

No report.

**10.8 Discussion on constitutional prohibition against use of public funds for sectarian purpose, for possible action**

No report.

**11. Board Administrator.**

**11.1 January Financial Reports**

WCVA continues to be in good financial shape.

**12. Other Business.**

**12.1 Relay for Life**

Jan Hatler and Anda Latham came tonight to thank the board for the use of the East Hall Comstock Room for their 2012 Relay for Life kick-off. The event was very successful, raising \$10,000 of the \$65,000 goal for the year.

**12.2 Parking attendants**

After discussing the United Methodist Men's facility request, Kim asked if they would be interested in working as parking attendants during the TCF concert in September. Todd agreed to discuss this with their membership.

**12.3 Winnemucca RV Park**

Kim notified the board that John Wells has sold the Winnemucca RV Park to Tom & Tori Stephen. He looks forward to working with them in the future.

**12.4 Security system**

The Convention Center security system approved at last month's meeting is being installed this week in both buildings.

**12.5 Audit firm**

Kendall notified board members that at next month's meeting this board will need to appoint an auditor as our contract with Steele & Associates has run out. Bill will check on the requirements to publish requests for audit bids.

**13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, March 21, 2012, 4:00 pm.**

**14. Adjourn. Don Stoker made a motion to adjourn this meeting. Motion carried unanimously, 5-0.** The meeting was adjourned at 5:30 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 \_\_\_\_\_, 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

\_\_\_\_\_  
JOYCE SHEEN  
City Representative

\_\_\_\_\_  
DAN CASSINELLI  
County Representative



Attest:

\_\_\_\_\_  
BILL MACDONALD  
Board Secretary and Counsel

\_\_\_\_\_  
KENDALL SWENSEN  
Board Administrator