

STATE OF NEVADA                     )                     March 21, 2012  
   :SS  
 COUNTY OF HUMBOLDT                )

*Contents*

1. Time, Place and Date
2. Pledge of Allegiance
3. Attendance
4. Meeting Notice Report
5. Business Impact Determination
6. Minutes
  - February 22, 2012
7. Claims & Budget Review & Action
  - Approval of checks (17117-17194)
8. General Business
  - 8.1 Bob Shaw, Rotary Foundation Dinner, April 14, 2012, request for EH facility grant, for possible action
  - 8.2 Linda Betteridge, Lowry Music Boosters, April 13, 2012, request for EH facility fee grant, for possible action
  - 8.3 Accommodation tax 9-month refund requests, for possible action Harber (\$361.80), Bussell (\$533.80), Marak (\$546), Higginbotham (\$588), Carpenter (\$405)
9. Director's Report
  - 9.1 Financial reports on WCVA events review
  - 9.2 Convention Center Landscape Maintenance Agreement with Humboldt Lawn & Landscape, for possible action
  - 9.3 TCF Concert update, discussion only
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

- 11. Board Administrator
    - 11.1 February reports
    - 11.2 Designation of Auditor for FY 2011-2012, discussion and possible action
    - 11.3 Budget review and approval of tentative budget, FY 2013, for possible action
  - 12. Other Reports
  - 13. Next Meeting Date
  - 14. Adjournment
- 

## MINUTES, MARCH 21, 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, March 21, 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
Don Stoker	Treasurer and Motel Representative
Joyce Sheen	City Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

*Convention and Visitors Authority Board Officials Absent:*

Rodd William Stowell	Vice Chairman and Business Representative
Dan Cassinelli	County Representative

*Staff Members Present:*

Kim Petersen	Director
Shelly Noble	Administrative Clerk

*Staff Members Absent:*

None

*Others Present:*

John Siegfried	Winnemucca Rotary Club
Tom Klein	Winnemucca Rotary Club
Linda Betteridge	Lowry Music Boosters

**4. Meeting Notice Report.**

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Thursday, March 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 March 21, 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 unanimously, 3-0.*

**6. Minutes.**

Prior meeting minutes of February 22, 2012.

*Don Stoker made a motion to accept the minutes of the February 22, 2012 meeting. Motion carried, 3-0.*

**7. Claims.** The following claims were submitted for payment and approved on March 21, 2012:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	17117-17194	\$188,620.38

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

**8. General Business.**

**8.1 Bob Shaw, Rotary Foundation Dinner, April 14, 2012, request for EH facility grant, for possible action**

Bob was unable to be here tonight so John Siegfried and Tom Klein are representing Rotary and making this request. Each year clubs from northern Nevada (Reno, Ely, Elko) get together for this dinner. The location rotates each year. During these events the clubs network and catch up on activities that they are involved in. The one thing they all have in common is that each club's projects benefit their local community. This Foundation Dinner is a thank you to all of the contributors who assist with making their projects a success. *Don Stoker made a motion approving a facility grant for the Main Floor of the East Hall (\$600) for the Rotary Foundation Dinner on April 14, 2012. The Rotary Club is responsible for any other Convention Center charges. Motion carried unanimously, 3-0.*

**8.2 Linda Betteridge, Lowry Music Boosters, April 13, 2012, request for EH facility grant, for possible action**

This will be the 4<sup>th</sup> Annual Where's the Beef fundraiser for the LHS Music

Boosters. Funds raised provide instruments and music for the Lowry Music Department, as well as scholarships for continued education and travel expenses to competitions. *Don Stoker made a motion approving a facility grant for the East Hall Comstock Room and kitchen (\$400) for the Lowry Music Boosters “Where’s the Beef?” fundraiser on April 13, 2012. The Lowry Music Boosters are responsible for any other Convention Center charges. Motion carried unanimously, 3-0.*

**8.6 Accommodation tax 9-month refund requests, Harber (\$361.80), Bussell (\$533.80), Gates (\$766.80), Marak (\$546), Higginbotham (\$588), Carpenter (\$405), for possible action**  
*Joyce Sheen made a motion to approve the accommodation tax 9-month refund requests for Michael Harber (\$361.80), Ryan Bussell (\$533.80), Donald Gates (\$766.80), Mark Marak (\$546), E. B. Higginbotham (\$588), Scott Carpenter (\$405). Motion carried unanimously, 3-0.*

## **9. Director’s Report.**

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

Bank reconciliations for the Tri-County Fair was included in the board packets for review.

### **9.2 Convention Center Landscape Maintenance Agreement with Humboldt Lawn & Landscape, for possible action**

Board members reviewed a proposal from Humboldt Lawn & Landscape for weekly Convention Center landscape and sprinkler maintenance. The monthly fee is \$155. This item does not require a motion by the board but Kim wanted to bring it to their attention and see if there were any concerns about entering into such an agreement. All board members thought it was a very good idea and the cost seemed very reasonable. Kim will proceed with getting this agreement finalized.

### **9.3 TCF Concert update, for discussion only**

Kim showed board members the latest report on ticket sales for the Jake Owen concert September 1<sup>st</sup>. To date, we have over \$54,000 in ticket sales. There has been very little advertising done. Kim is confident that the concert will be sold out. Kim also brought to the board’s attention a press release noting that Jake Owen’s hit song “Alone With You” has been certified gold by the country music industry.

## **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 has been in contact with Stephen Romero who is researching acquiring this coverage for the races June 2 & 3, 2012.

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

No report.

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

The paperwork has been completed in order for us to join the National Joint Powers Alliance (NJPA) and proceed with the carpet purchase. The specs for floor repair and carpet installation should be completed in 7-10 days.

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

Bill presented a draft of the wording for the parking lot signs along with the appropriate Nevada Revised Statutes. Board members would like signs at each entrance.

**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.

**11. Board Administrator.**

**11.1 February Financial Reports**

Room taxes were down slightly from last year. The pipeliners really had an impact on last year's collections.

**11.2 Designation of Auditor for FY 2011-2012, discussion and possible action**

Steele and Associates made a 3-year proposal for annual auditing services for the Winnemucca Convention & Visitors Authority. The dollar amount is \$1,000 more each year than the previous agreement we had with them, but at \$18,000 per year is still considerably less than what was spent 8 or 10 years ago. Kendall recommends that we accept their proposal and board members agreed. Since the agenda item lists the auditor designation as only for one year, Bill recommended that this board approve the 2011-2012 designation (bid process and formal board motion not necessary for this expenditure amount) and put approval for the additional years on April's agenda. Kendall

will let Steele know that approval for one year was granted and approval for the remaining two years will be on the April WCVA meeting agenda.

### **11.3 Budget review and approval of tentative budget, FY 2013, for possible action**

Even though the budgeted room tax amount is higher than last year, the overall budget is leaner and the increased amount takes into account our increased room tax rate. Board members reviewed the budgeted income and expense figures Kendall and Kim projected for next year. As in past years, adjustments can be made for major expenditures, if necessary. The approved tentative budget is due to Nevada Taxation by April 15. ***Don Stoker made a motion to approve the 2013 WCVA tentative budget as presented. Motion approved unanimously, 3-0.***

## **12. Other Business.**

### **12.1 Ranch Hand Rodeo update**

We're still working on the final figures for the event and will have more information at next month's meeting. The number of horses and bulls sold was down but the average sale price was up. The gate receipts were up too.

### **12.2 WEC ATM machine**

This machine was installed right before Ranch Hand Rodeo. Over the course of the weekend, it processed approximately \$20,000. Board members questioned if the machine and its contents are covered by our insurance. Kim will check into this.

### **12.3 Visitor Guide and Adventure Guide**

Kim handed out copies of the new Visitor and Adventure Guides for the board to look at. If anyone has any suggestions or corrections, let Kim know.

### **12.4 Security system**

The Convention Center security system is up and running. It came into use during Shooting the West when a woman in the East Hall was convinced she had left her purse in the Comstock Room and when she went back to retrieve it, it was gone. Recordings from our cameras showed her leaving the building with her purse.

### **12.5 Accounting software**

Kim asked Kendall if it would be advantageous for Shelly to start using QuickBooks instead of mas90 for the Convention Center financial transactions. Kendall was agreeable to the change and suggested that it be implemented at the beginning of the fiscal year, July 1, 2012.

**13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, April 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 5:50 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

\_\_\_\_\_  
ABSENT  
RODD WILLIAM STOWELL  
Vice Chairman and Business Representative

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

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

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

Attest:

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

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