

WINNEMUCCA CONVENTION & VISITORS AUTHORITY  
Meeting Minutes – Regular Meeting  
December 15, 2021  
Winnemucca Convention Center  
50 West Winnemucca Boulevard  
Winnemucca, Nevada 89445

The meeting was held at the date and place described above at the time scheduled on the posted meeting notice and agenda. The attendees in-person and via remote technology and absences were as follows:

*Convention and Visitors Authority Board Officials Present:*

Terry Boyle, in-person	Chairman and Motel Representative
Brian Stone, in-person	Vice Chairman and Hotel Representative
John Arant, in-person	Business Representative
Jim Billingsley, in-person	Treasurer and City Representative
Ron Cerri, via remote technology	County Representative
Kent Maher, in-person	Board Counsel
Kendall Swensen, in-person	Board Administrator

*Convention and Visitors Authority Board Officials Absent:*

None

*Staff Members Present:*

Kim Petersen, in-person	Director
Liz Barnard, in-person	Administrative Clerk

*Staff Members Absent:*

None

*Others Present:*

Joe Dendary, in-person	Winnemucca Golf Course Men's Club
Sharon Barton, in-person	Ag. In the Classroom – Farm Bureau
Wendelyn Muratore, in-person	Ag. In the Classroom – Farm Bureau

1. PLEDGE OF ALLEGIANCE, CALL TO ORDER, ROLL, DETERMINATION OF QUORUM

The meeting was called to order at 4:01 pm with all five board members in attendance constituting a quorum.

2. PUBLIC COMMENT

No public comment.

3. MEETING NOTICE REPORT

Board Chair Boyle reported that the meeting notice and agenda was posted by staff prior to 9:00 am Friday, December 10, 2021, at the Convention Center West Hall (the place of the meeting), online at notice.nv.gov, online at winnemucca.com, online at humboldtcountynv.gov, as well as the Humboldt County Court House and Winnemucca City Hall. No persons have requested mailed notice during the past six months.

4. BUSINESS IMPACT DETERMINATION

After review and consideration of the effect each item could potentially have on a "business," as the term is defined by statute, the Board agreed, and

**Brian Stone moved to make a finding that no item on the agenda appears to impose a direct and significant economic burden on a business or appears to directly restrict the formation, operation, or expansion of a business. Motion carried, 5-0.**

5. CLAIMS REVIEW & ACTION

The following claims were submitted in list form to the board members with the meeting notice and agenda, with the opportunity to review and obtain further information before or at the meeting:

BANK ACCOUNT  
Nevada State Bank

CHECK NUMBERS  
25722 - 25776

AMOUNT  
\$ 192,635.04

**Jim Billingsley moved to approve all claims submitted for December 15, 2021. Motion carried, 5-0.**

## 6. CONSENT AGENDA

### 6.1. WCVA Meeting Minutes

WCVA Meeting Minutes November 17, 2021

6.2. Accommodation Tax 9-month Refund Requests as follows: Jones (\$540.00), Millard (\$455.56), London (\$720.00), Rutenbur (\$1,012.80), Winsor (\$573.60), and Starkweather (\$482.40).

**John Arant moved to approve the consent agenda. Motion carried, 5-0.**

## 7. GENERAL BUSINESS

### 7.1. Snake River Paint Horse Club Show, report on recent horse show and financials

Copies of an email from Thomas Black were provided to board members providing a rough accounting of monies received and dispersed. Director Petersen noted that among the ongoing issues the club seems to be dealing with is the possibility they may be de-certified by both the American Quarter Horse Association and the American Paint Horse Association.

**No action taken.**

### 7.2. Sharon Barton and Wendelyn Muratore, Nevada State Farm Bureau, Request for Cooperative Funding for 2022 Ag in the Classroom

Sharon Barton and Wendelyn Muratore, local Farm Bureau representatives, explained that due to changes in policy by the University of Nevada Reno, Cooperative Extension, the Extension Office is no longer able to enter into contracts to rent the Winnemucca Events Complex. The board agreed the program is beneficial, but it is not focused on bringing people in from out-of-town and this request for funding to pay the cost of the WEC facilities will be better handled by the County Commission.

**No action taken.**

### 7.3. Winnemucca Men's Golf Club, request for Cooperative funding for clubhouse improvements

Joe Dendary from the Men's Club explained they are working on improving the facilities, particularly for tournaments when out-of-town people come to the Golf Course. They have secured part of their required funding through various fund-raising activities. The project to expand the outdoor patio area is in process, and the grant funds they are requesting from the WCVA will be used in part to extend the ornamental railing on the patio.

**John Arant moved to approve a grant in the amount of \$7,500. Motion carried, 5-0.**

### 7.4. Request to enter into a 3-year agreement with EventPro for the use of the EventPro Booking & Scheduling Software

Director Petersen explained that staff has found a software solution to reduce redundancies and increase efficiency for event booking. The board was pleased that an affordable option was available to move the office away from doing bookings by hand. A three-year commitment will result in a 50% discount on the implementation and training fee.

**Brian Stone moved to approve entering into a three-year agreement with EventPro as presented with the first month cost not to exceed \$4,300 and subsequent monthly costs not to exceed \$600. Motion carried, 5-0.**

### 7.5. Review and update of the current fee schedule, rules, and regulations for Convention Center

Director Petersen explained that the last change to the Convention Center fees was in 2009, and costs have shifted since then. Petersen pointed out some specific items that need revision and suggested it is time to review and update the fee schedule. The rules and regulations will also be reviewed with legal counsel's help and brought before the board at a future meeting.

**Jim Billingsley moved to approve the fee schedule with the adjustments as presented to take effect July 1, 2022. Motion carried 5-0.**

## 8. DIRECTOR'S REPORT

Director Petersen reported that as opportunities for grants are becoming more available, he will be adding possible renovations to the East Hall for the next agenda. There have been quite a few options brought

before the board in the past, which will provide an opportunity to identify and prioritize what they would like to see for solutions, and will bring the WCVA into a stronger position as grant funding becomes available.

9. COUNSEL REPORT  
None

10. BOARD ADMINISTRATOR FINANCIAL REPORTS

10.1. Investment options with potential for better returns for funds currently in the Local Government Investment Pool

Administrator Swensen shared that he spoke with an advisor at Zion to discuss options to increase the returns on WCVA invested funds. The Local Government Investment Pool is currently a very low yield investment in comparison with the average return of investments with Zion. The money with Zion is managed according to Nevada state law applicable to public entities.

**Terry Boyle moved to transfer \$1.2 million from the Local Government Investment Pool and \$300,000 from the WCVA operating account to increase the investment with Zion to \$1.5 million. Motion carried 5-0.**

10.2. Financial Reports

Reports were available in the board packet for review.  
**No action taken.**

11. OTHER REPORTS

11.1. Miscellaneous reports

Reports were available in the board packet for review.

12. PUBLIC COMMENT

No public comment.

13. ADJOURNMENT

**Brian Stone moved to adjourn the meeting at 5:00 p.m. Motion carried, 5-0.**

The meeting was adjourned to the next regular meeting, or to the earlier call of the Chair or of any three (3) members of the Board.

Respectfully submitted,

Liz Barnard  
Administrative Clerk

**APPROVED:** January 26, 2022

**VOTE: WINNEMUCCA CONVENTION & VISITORS AUTHORITY BOARD**

**AYES:** Boyle, Stone, Arant, Billingsley, Cerri

**NAYS:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Terry Boyle, Chair

\_\_\_\_\_  
Liz Barnard, Administrative Clerk