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    - 10.5 Annual report on Tax on lodging revenues by jurisdiction, for information and discussion
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## MINUTES, FEBRUARY 15, 2017

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 15, 2017 with Chairman Terry Boyle presiding.
2. **Pledge of Allegiance.**
3. **Attendance.** *Convention and Visitors Authority Board Officials Present:*

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

*Convention and Visitors Authority Board Officials Absent:*

Ron Cerri	County Representative
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*Staff Members Present:*

Kim Petersen	Director
Shelly Noble	Administrative Clerk

*Staff Members Absent:*

None

*Others Present:*

Jolina Adams	Great Basin College
Brad Bauman	Nevada Muleys
Ed Partee	Nevada Muleys
Ed Hopfer	Nevada Muleys
Wes Barry	Nevada Muleys
Janine Avery	Nevada Muleys
Karen Bannister	Humboldt County
Holly Lyon	Ag #3/Fairgrounds

**4. Meeting Notice Report.**

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, February 10, 2017 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 15, 2017 agenda, and report by Counsel that he saw nothing in the Agenda requiring a business economic impact study or statement, ***Jim Billingsley 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, 3-0.*** Herb was not present for this vote.

**6. Minutes.**

Prior meeting minutes of January 18, 2017.  
***Jim Billingsley made a motion to accept the minutes of the January 18, 2017 meeting. Motion carried, 3-0.*** Herb was not present for this vote.

**7. Claims.** The following claims were submitted for payment and approved on February 15, 2017:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	21541-21611	\$223,361.44

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

## 8. General Business.

### **8.1 Dave Mendiola, 2017 NACO Annual Conference, September 26-28, 2017, presentation of event information, for discussion**

Karen Bannister is here for Dave to discuss this upcoming conference. This is an annual event that rotates throughout the state each year. Winnemucca has hosted in the past but it was several years ago. There are educational seminars for county representatives as well as social times for the representatives and their spouses or anybody else who may accompany them. Conference attendance is estimated to be approximately 175. These are usually held at a casino but Dave and Karen are hoping to do things a little different this year and are working on ideas of things to do in the area to promote Winnemucca as a destination for visitors. Some of the ideas they have been discussing are a mine tour, Safe Haven visit, golf tournament, bowling. As plans are developed the county may request sponsor funding from WCVA for part of the banquet or Presidents Reception. Karen asked that any board members who have ideas and suggestions to contact her or Dave.

### **8.2 Lisa Campbell, Great Basin College, Community Career Fair, April 11, 2017, request for WH facility grant, for possible action**

Jolina Adams is here today for Lisa and make this request. This was an event they produced last year and it was very successful as they had many prospective employers participate. They are again asking for use of the West Hall on April 11, 2017. *Jim Billingsley made a motion to approve a \$600 West Hall facility grant to the Great Basin College Community Career Fair, April 11, 2017. Motion carried, 4-0.* Great Basin College is responsible for any other customary Convention Center charges.

### **8.3 Nicole Bengochea, Wmca Goldrush Softball Tournament, request for Cooperative Funding, for possible action**

Nicole was unable to attend this meeting. She asked for this item to be placed on the March meeting agenda.

### **8.4 Ed Hopper, Nevada Muleys, discussion of banquet events at Winnemucca Events Complex, for discussion**

Ed Hopper, Ed Partee, Brad Bauman and Janine Avery attended today's meeting to discuss options for this year (and future years) banquets. This year will be the Muleys 10<sup>th</sup> Anniversary Banquet. Since the first fundraiser, their gross revenue has totalled approximately \$1.47 million, with the average banquet grossing over \$160,000. These funds are used for habitat restoration and educational scholarships. Up to now, they have been limited to 400 attendees due to the size of the West Hall. They would like to be able to increase their attendance to 500 or more by moving to a larger location. Muleys representatives have been talking with Kim on the logistics of having

this year's event at the Event Center. They mentioned the Marigold Mine dinners that were recently held at the Event Center. For that event, Marigold utilized Event Center banquet tables, folding chairs and disposable dinnerware. Marigold employees completed the event set-up and tear-down. The Muleys have made some other requests so Kim wrote a letter to Jim Rackley about some of the Event Center limitations (copies were included in board packets). The Event Center has banquet tables that would accommodate this event but the Muleys would rather utilize round tables. The Event Center has some round tables (38) but this is not enough for everyone they hope to accommodate. Also, the Event Center does not have china, silverware, steam tables, portable bars, podiums, pipe & drape or stages. The Event Center was never meant for banquets of this type so WEC employees are not trained or equipped to set up/tear down banquets. Kim suggested that Muleys contact local service groups to accomplish this and then make a donation for their labor. The Muleys would also like to have padded chairs for their event. New chairs for Joe Mackie Hall have been ordered and should be delivered by the date of this banquet and so Kim has offered the old chairs for use at the Event Center but the Muleys would have to transport them from the Convention Center to the Event Center. In other discussions, utilizing the Boys and Girls Club (BGC) has become a possibility with additional tables available from other Boys and Girls Club locations. The Muleys would still need to use WCVA steam tables, bars and the old chairs from Joe Mackie Hall for this year's event. For future events they anticipate that BGC will have purchased these items for use by those groups who rent the facility. The Muleys representatives stated that they would need help with transporting the WCVA items they are borrowing and with the set up/tear down. Kim and other board members reminded them that we have very limited staff and they probably have more volunteers available to accomplish these tasks. The Muleys are having a meeting tomorrow and will make a decision on where they will hold their banquet. The Convention Center and Event Center locations will continue to be held until a location is finalized and we receive notification from a Muleys representative.

#### **8.5 Dave Grashuis, Winnemucca Stock Horse Classic, June 23-25, 2017, request for Cooperative Funding, for possible action**

Dave's funding request was discussed last month but there was some confusion with the P & L that was presented with the funding form. The board requested that Dave attend this month's meeting to discuss his request and provide a more detailed P & L. According to Dave, the change in date of this year's show will allow it to be sanctioned. This should attract many more participants. Added money also makes a big difference in attracting people to these events. The board would like to support Dave and hope that by granting his request this weekend will work into an event that will grow each year. ***Terry Boyle made a motion to approve a \$8,000 grant and \$8,000 underwriting for the Winnemucca Stock Horse Classic, June***

*23-25, 2017. Motion carried, 4-0.*

**8.6 Dale Owen, Humb Co H S Rodeo Club, Nevada H S Rodeo Finals, May 25-28, 2017, request for Cooperative Funding, for possible action**

Dale asked to be put on this agenda to make their request but when Shelly reviewed funding requests that were approved in November, she discovered that their funding award was made at that time so Dale did not attend this meeting.

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

This board is aware that the proposed amount of \$10,000 does not sufficiently offset the personnel expenses associated with special events that we sponsor. Still, this a goodwill gesture we have made over the past several years and hope to continue our working relationship with all local entities since these events are good for many businesses and groups in our community. *John Arant made a motion to approve a \$10,000 donation to the City of Winnemucca Special Events Fund. Motion carried, 4-0.*

**8.8 Accommodations tax 9-month refund requests, for possible action, Simonette (\$281.61), Householder (\$400.48), Hartman (\$511.20)**

*Terry Boyle made a motion to approve the accommodation tax 9-month refunds for Bill Simonette (\$281.61), Justus Householder (\$400.48) and Mark Hartman (\$511.20). Motion carried, 4-0.*

**9. Director's Report.**

**9.1 Financial reports on WCVA events**

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

**9.2 Approval of those persons authorized to sign checks on event accounts utilizing WCVA EIN number, for possible action**

WCVA has some small checking accounts that utilize their EIN number. Due to Sheree's upcoming retirement and Don Stoker's passing last year, the people authorized to sign on these accounts needs to be updated. In their meeting packets, board members had a list of accounts, the current signers and proposed signers. The proposed signers on these accounts are:

- WCVA Petty Cash Account, Nevada State Bank, account #2026523  
Kim Petersen, Michelle Noble, Kendall Swensen
- Ranch Hand Rodeo, Washington Federal, account #2297003101  
Kim Petersen, Michelle Noble, Holly (Lyon) Gallian, Kendall Swensen
- Tri-County Fair & Stampede, U S Bank, account #153700282178

- Kim Petersen, Darrel Field, Holly (Lyon) Gallian, Kendall Swensen
- Wmca Labor Day Rodeo Committee, Washington Fed, account #2297006237

Kim Petersen, Holly (Lyon) Gallian, Kendall Swensen

***John Arant made a motion to approve the account signers on the event accounts that utilize the WCVA EIN as outlined above. Motion carried, 4-0.***

### **9.3 Covered Arena facility construction, clerk of the works proposal, Michael Clay Construction, for possible action**

Mike Sheppard and Kent Maher are here to discuss this proposal regarding the covered arena demolition and construction so that it can proceed as soon as possible. Mike presented his suggested “fast tracking” of this project and what needed to be done in order to get this started. He would act as clerk of the works at a rate of \$150/hour, not to exceed 4% of the total project cost. Mike has served in this capacity for projects at the hospital so is very familiar with the guidelines and rules regarding government projects. The board would like this arena ready to hold events by September. This may be a little optimistic, but it will be our goal to aim for September. Kent will get bid specifications for demolition finalized and to Mike in the next day or two.

***John Arant made a motion to accept the proposal made by Mike Sheppard of Michael Clay Construction to act as clerk of the works for the covered arena demolition and construction. Motion carried, 4-0.***

### **9.4 Conversion of WCVA agenda and backup materials to electronic format, for discussion**

Kim is working with Mike Bell to select computers to be used during the WCVA meetings and will meet with Dave and/or Abel to discuss the agenda software that the county uses.

### **9.5 Capital purchases update – Joe Mackie Hall chairs and exterior retrofit, Directors pickup, for discussion**

Joe Mackie Hall chairs have been ordered. They will match the chairs that were purchased for the West Hall a few years ago. Kim does not have any additional information on the exterior retrofit at this time. The pickup has been ordered from DeLong Ford. Kim does not have a date for delivery at this time. Additional unexpected expenses that have recently come up are basketball scoreboards necessary for this weekend’s regional high school tournament at the Event Center and four containers that will be used as dressing rooms at this tournament.

## 10. Secretary and Counsel, Monthly report.

### 10.1 Review monthly report, for discussion

Bill reviewed his report.

### 10.2 Chamber of Commerce report, for discussion

This was included in Bill's report.

### 10.3 Update on delinquencies, possible request for authorization of disclosure of confidential information of one or more licensees & possible action

No report.

### 10.4 Possible update on Intersection Beautification, Winnemucca Recreation project, Winnemucca Arts Center & Visitor Center, Events Complex riding arena, for discussion & possible action

No report.

### 10.5 Annual report on Tax on lodging revenues by jurisdiction, for information and discussion

No report.

### 10.6 Annual counsel's rep letter for audit purposes, for review

No report.

## 11. Board Administrator.

### 11.1 January Financial Reports, for discussion

Room taxes are down slightly.

### 11.2 Designation of Auditor for FY 2017 per contract, discussion and possible action

We have a contract with Steele & Associates to serve as our auditor through FY 2017. Tonight we need a motion acknowledging them in this capacity.

*Jim Billingsley made a motion acknowledging Steele & Associates as the WCVA auditor for FY 2017 per their contract. Motion carried, 4-0.*

## 12. Other Business.

### 12.1 Sheree's retirement party

Kim reminded board members of the retirement party for Sheree Tibbals at 4 pm this Friday, February 17 here in the West Hall.

### 12.2 City council presentation

Kim reported that he and Michelle received some good feedback after their

recent presentation of the WCVA Annual Report to the Winnemucca City Council. They were able to answer questions from members of the council and discuss some of the events that we sponsor.

**12.3 New WEC employee**

Kim introduced Holly Lyon to the WCVA. Holly is training with Sheree and will be taking over her duties at the Winnemucca Events Complex when Sheree retires next month.

**12.4 Silver coins**

Kim showed the board the silver commemorative coins that WCVA had produced for Winnemucca’s centennial this year. They are available for sale in the Convention Center office for \$40 each. The possibility of selling them at the Humboldt Museum was discussed too.

**13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, March 15, 2017, 4:00 pm.**

**14. Adjourn. *Jim Billingsley made a motion to adjourn this meeting. Motion carried, 4-0.***

The meeting was adjourned at 6:00 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 \_\_\_\_\_, 2017

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

As corrected \_\_\_\_\_

Winnemucca Convention & Visitors Authority Board

*Convention & Visitors Authority Board Meeting February 15, 2017*

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TERRY BOYLE  
Chairman and  
Motel Representative

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HERB ROSS  
Vice Chairman and  
Hotel Representative

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JIM BILLINGSLEY  
Treasurer and City Representative

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ABSENT  
RON CERRI  
County Representative

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JOHN ARANT  
Business Representative

Attest:

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KENDALL SWENSEN  
Board Administrator

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BILL MACDONALD  
Board Secretary and Counsel