



- 10.8 End of fiscal year budget & other actions, for discussion & possible action
- 11. Board Administrator
  - 11.1 May Financial reports
  - 11.2 Budget Augmentations and Transfers to FY 2014 WCVA Budget, for possible action
- 12. Other Reports
- 13. Next Meeting Date
- 14. Adjournment

## MINUTES, JUNE 18, 2014

- 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, June 18, 2014 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
Jim Billingsley	City Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

*Convention and Visitors Authority Board Officials Absent:*

Dan Cassinelli	County Representative
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*Staff Members Present:*

Kim Petersen	Director
Shelly Noble	Administrative Clerk

*Staff Members Absent:*

None

*Others Present:*

Dawn Baldwin	Winnemucca Host Lions Club
Sunny Johnson	Winnemucca Host Lions Club
Holly Rudy-James	Winnemucca Publishing

**4. Meeting Notice Report.**

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, June 13, 2014 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 June 18, 2014 agenda, and report by Counsel that he saw nothing in the Agenda requiring a business economic impact study or statement, *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, 3-0.*

6. **Minutes.**  
 Prior meeting minutes, May 15, 2014, June 2, 2014, June 6, 2014  
*Don Stoker made a motion to accept the minutes of the May 15, 2014, June 2, 2014 and June 6, 2014 meetings. Motion carried, 3-0.*

7. **Claims.** The following claims were reported to the Board Members by a copy of the proposed Check Register CD-000228, MC-000248 and CD-000229 as a portion of the pre-meeting board packets provided to the Members as supplemented by Supplemental Check Registers CD-000230, CD-000231 and MC-000249 at time of meeting.

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	19216-19299	\$278,266.92

*Jim Billingsley made a motion to approve all claims as submitted. The motion carried, 3-0.*

8. **General Business.**

**8.1 Sunny Johnson, Winnemucca Host Lions Club, request for EH facility grant, Festival of Trees, November 28-30, 2014, for possible action**

This event has become one of the Lions Club’s largest fundraising events of the year. It is held for three days on Thanksgiving weekend. Proceeds help fund Lifeline medical alerts, eyesight projects and scholarships. In the past, it has been held at the fairgrounds but with all the other holiday activities in the downtown area, members felt that a move to the East Hall would be beneficial in getting more people through the door and increase fundraising efforts. In addition to the decorated trees that are sold, Santa and Mrs. Claus are there to greet people and hand out treats. *Don Stoker made a motion to approve an EH facility grant for the main floor (3 days @ \$600/day) for the Winnemucca Host Lions Club Festival of Trees, November 28-30, 2014. Winnemucca Host Lions Club is responsible for any other customary Convention Center charges. Motion carried, 3-0.*

**8.2 Holly James, Winnemucca Publishing, request for WH facility grant, Tri-County State Candidate’s Night, September 16, 2014, for possible action**

Winnemucca Publishing is hosting a candidate's night that will invite those candidates running for state offices to meet with voters from Lander, Pershing and Humboldt counties. This will give these candidates an opportunity to discuss issues with voters from all three counties at one time. This event will differ from the Chamber's candidate's night later in the fall which will have the local candidates from Humboldt County only. ***Jim Billingsley made a motion to approve the WH facility grant (\$600) for Winnemucca Publishing's Tri-County State Candidate's Night, September 16, 2014. Winnemucca Publishing is responsible for any other customary Convention Center chargers. Motion carried, 3-0.***

### **8.3 McDermitt Community Board, request for Small Community Grant funding, for possible action**

The McDermitt Rodeo Board has requested \$4,000 from the McDermitt Community Board's annual Small Community Grant allocation which will be used for repairs at the rodeo grounds. Minutes showing approval by both of these boards were presented to this board for their consideration. Since McDermitt Community Board has already received their entire 2014 allocation, these funds will come out of their 2015 allocation. ***Don Stoker made a motion approving Small Community Grant funding of \$4,000 to the McDermitt Community Board for repairs to the rodeo grounds. Motion carried, 3-0.***

### **8.4 Accommodation tax 9-month refund requests, for possible action Harber (\$390.60), Skeen (\$454.74), Howes (\$1160.70), Ridenour (\$577.17), Wild (\$704.27), Wray (\$495)**

***Jim Billingsley made a motion to approve the accommodation tax 9-month refund requests for Michael Harber (\$390.60), Gary Skeen (\$454.74), Alan Howes \$1160.70), Danny Ridenour (\$577.17), Rick Wild (\$704.27), Jason Wray (\$495). Motion carried, 3-0.***

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

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

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

A profit and loss report for the Ranch Hand Rodeo was included in the meeting packets. We believe that all invoices from Ranch Hand Rodeo are paid. The event showed a loss of \$1,350. This is better than the \$5,000 loss that was projected earlier this spring and includes the final purchase of panels for the Bull Sale, which was over \$13,000.

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

**10.1 Review monthly report, for discussion**

Report for May was reviewed by Bill.

**10.2 Chamber of Commerce report, for discussion**

May 2014 Report was included in Bill's report.

**10.3 Update on Winnemucca Arts Center & Visitor Center, for discussion only**

No report.

**10.4 Update on Winnemucca Regional Recreation Complex, for discussion & possible action**

No report.

**10.5 Update on delinquencies, for discussion & possible action**

No report.

**10.6 Update on the 5 year capital improvement plan, for discussion & possible action**

See report under Board Administrator.

**10.7 Approval of annual report to Gaming Control on the Run-A-Mucca lottery and designation of recipients of lottery proceeds, for discussion & possible action**

No report.

**10.8 End of fiscal year budget & other actions, for discussion & possible action**

See report under Board Administrator.

**11. Board Administrator.**

**11.1 May Financial Reports, for discussion**

Room taxes continue to be well below previous years.

**11.2 Budget Augmentations and Transfers to FY 2014 WCVA Budget, for possible action**

Kendall has prepared several documents that need to be discussed as the fiscal year comes to an end. The Indebtedness Report shows we do not have any debt at this time. It will be filed with the County by August 1. Our General Fund financial information needs to be published in the newspaper before July 1. Bill will take care of this. The WCVA's 5-Year Capital

Improvement plan was presented to the board and outlines the projects that this board has discussed and a tentative timeline for their completion. Bill read in to the record a resolution appropriating the \$500,000 that this board approved as their portion of Phase 1 of the Winnemucca Regional Recreation Complex project on June 16, 2014. ***Jim Billingsley made a motion to accept the resolution as presented. Motion carried, 3-0.*** All board members must sign this resolution tonight and it will be forwarded to Nevada Department of Taxation for their review and approval. Kendall also prepared a document to transfer \$20,000 from the WCVA's 2014 Contingency to Administration as our expenses this year exceeded what was in the budget. ***Don Stoker made a motion to approve the transfer of \$20,000 from the 2014 WCVA budget from the Contingency to Administration. Motion carried, 3-0.***

## **12. Other Business.**

### **12.1 Tri-County Home Show**

Holly Rudy James reported that they had a very good turnout for their home show at the Exhibit Hall last month. They estimate that over 1,000 people attended and they are already planning next year's event.

### **12.2 Mule Races**

Terry has been in contact with some of the mule racing supporters and asked about timing and what needs to be done so that races can be held in 2015. Kim and Ag District #3 would need commitments from owners of racing mules this fall and will write to the mule racing association in September asking for this commitment. If races are to happen, Ag District #3 must apply for dates by December with the Gaming Commission.

### **12.3 Recess**

Kendall will submit the resolution approved here today which changes the WCVA FY 2014 budget. In the event that the Nevada Department of Taxation does not accept the resolution approved above, this board will have to meet before the end of the month to take action that will fall within the accepted parameters of the Department of Taxation. For this reason, at the end of today's meeting, this board will recess. If another meeting is required, it will take place on June 30 at 4 pm.

**13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, July 16, 4:00 pm.**

**14. Adjourn. Terry Boyle made a motion to recess this meeting until Monday, June 30 at 4 pm in the event that the Nevada Department of Taxation requires additional action on the resolution approved today. Motion carried, 3-0.** The meeting was recessed at 5:00 pm until June 30 if further

action required, otherwise to the next special or 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 \_\_\_\_\_, 2014

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

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

Winnemucca Convention & Visitors Authority Board

\_\_\_\_\_  
TERRY BOYLE  
Chairman and Hotel Representative

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

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

\_\_\_\_\_  
JIM BILLINGSLEY  
City Representative

Attest:

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

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