

STATE OF NEVADA)
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COUNTY OF HUMBOLDT)

January 21, 2009

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MINUTES JANUARY 21, 2009

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, January 21, 2009 with Vice Chairman Dan Casinelli presiding.

2. **Attendance.** *Convention and Visitors Authority Board Officials Present:*

Terry Boyle	Chairman and Hotel Representative
Don Stoker	Treasurer and Motel Representative
Dan Cassinelli	County Representative
Rodd William Stowell	Business Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:

Patty Herzog	Vice Chairman and City Representative
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Staff Members Present:

Kim D. Petersen, Director	Convention & Visitors Authority
Shelly Noble	Administrative Clerk

Others Present:

Heather Gula	The Humboldt Sun
Michelle Urain	WCVA
Brenda Keating	WCVA
Dave Roden	Nev Chukar Foundation
Darrel Field	WCVA

3. Swear in new or re-appointed representatives named by County.

Don Stoker, Motel Representative, Terry Boyle, Hotel Representative and Rodd William Stowell, Business Representative were sworn in to their WCVA Board positions by Bill Macdonald.

4. Pledge of Allegiance.

5. Meeting Notice Report.

Vice Chairman Cassinelli reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Thursday, January 15, 2009 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.

6. Minutes.

Prior meeting minutes of December 17, 2008 were reviewed. *With the change in board membership from last month to this month, there was not a quorum present tonight that was also present for that meeting. Acting Chairman Cassinelli declared the minutes approved as read.*

7. Business Impact Determination. After review of the January 21, 2009 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, 4-0.*

8. Claims. The following claims were submitted for payment and approved on January 21, 2009:

CHECK NUMBERS	AMOUNT
14361-14424 Great Basin Bank	\$136,969.61

Don Stoker made a motion to approve all claims as submitted. The motion carried unanimously, 4-0.

9. Reorganization.

9.1 Elect chairman, vice chairman, treasurer and secretary
Don Stoker made a motion nominating Terry Boyle as WCVA Chairman for 2009 and 2010. Motion carried unanimously, 4-0.
Dan Cassinelli made a motion nominating Patty Herzog as WCVA Vice Chairman for 2009 and 2010. Motion carried unanimously, 4-0.
Dan Cassinelli made a motion nominating Don Stoker as WCVA Treasurer for 2009 and 2010. Motion carried unanimously, 4-0.

9.2 Appoint counsel, board administrator

Dan Cassinelli made a motion nominating Bill Macdonald as WCVA Board Secretary for 2009 and 2010. Motion carried unanimously, 4-0.

Terry Boyle made a motion nominating Kendall Swensen as WCVA Board Administrator for 2009 and 2010. Motion carried unanimously, 4-0.

Don Stoker made a motion nominating Bill Macdonald as WCVA Board Counsel for 2009 and 2010. Motion carried unanimously, 4-0.

9.3 Initiate selection procedure for outside auditor for Fiscal Year 2009-2010 or longer period

Kendall has prepared the request for proposal for our annual audit to go out to bid. Of the seven accounting firms he contacted, three were interested in receiving the bid package and he is still waiting to hear from one firm. Once he has heard from the last firm, he will forward the proposal information to them. This board must make the appointment in March. The Department of Taxation must be notified who has been selected by March 30, 2009.

9.4 Appointment of representatives to other Boards, Committees or functions sponsored or supported by WCVA

In Bill's packet there was a history of the appointments made to various committees by WCVA Boards. These appointments can be made now or in the future. Some committees really do not need a WCVA rep, but some do. Of the several committees that have had WCVA representation in the past, Bill recommends that we have someone representing our interests with the Buckaroo Hall of Fame and Western Art Roundup Committees since we house their artifacts in our facility. *A motion was made by Don Stoker to appoint Dan Cassinelli as the WCVA representative to the Buckaroo Hall of Fame and to the Western Art Roundup Committees. Motion carried unanimously, 4-0.*

10. General Business.

10.1 Nevada Chukar Foundation, request for facility grant, January 10, 2009

Dave Roden was here on behalf of the Nevada Chukar Foundation. This year's banquet was held January 10, 2009 in the West Hall. As in past years, it was a very successful event. He was here to again request that facility fees be granted to this organization for their annual banquet. Last year the amount of this grant was \$610. *Don Stoker made a motion to approve a facility grant for the West Hall to the Nevada Chukar Foundation in the amount of \$610 for their annual banquet held January 10, 2009. The motion carried unanimously, 4-0.*

10.2 Mexican Rodeo/Tournament Charro, Juan Gonzalez request for 2009 Cooperative Funding, May 2-3, 2009

When the initial applications for 2009 Cooperative Funding were mailed out to the event producers, we got no response from this event. We received this application very recently. Last year we granted them a \$1,500 grant and WCVA paid their facility fees, which came to \$2,100. There was no one at tonight's meeting representing this event to answer questions by the Board. Also, we need financial information and bank statements from last year's event, so this item will be put on next month's agenda. We need to make sure we have a translator as Mr. Gonzalez does not speak much English.

10.3 Accommodations tax refund request, Hardin (\$552.50)

Jamie Hardin has submitted receipts and the proper paperwork to receive this room tax rebate.

10.4 Accommodations tax refund request, Bruckler (\$228.00)

K. Michael Bruckler has submitted receipts and the proper paperwork to receive this room tax rebate.

10.5 Accommodations tax refund request, Huttman (\$265.50)

Wesley Huttman has submitted receipts and the proper paperwork to receive this room tax rebate.

Don Stoker made a motion to approve the accommodations tax refunds for Jamie Hardin (\$552.50), K. Michael Bruckler (\$228.00) and Wesley Huttman (\$265.50). Motion carried unanimously, 4-0.

11. Director's Report.

11.1 Good Sam Sponsorship

At last month's meeting, Kim brought to the board's attention his efforts at bringing the Nevada Good Sam "Samboree" to the Winnemucca Events Complex in September. He has prepared a handout for the Board with his request for a WCVA grant to pay for the rental of the Exhibit Hall and lawn facility at the fairgrounds during this event since we cannot negotiate RV fees. This event should have an attendance of approximately 300 people. The Good Sam Club is interested in possibly entering into a multi-year contract for this event if all goes well this year. *Dan Cassinelli made a motion to approve \$1,600 (4 days @ \$400/day) as a grant to pay facility fees for the Exhibit Hall and Kitchen during the Nevada Good Sam "Samboree" to be held at the Winnemucca Events Complex in September 2009. The motion carried unanimously, 4-0.*

11.2 Fifties Fever T-shirt agreement

In the meeting packet was a proposed agreement between WCVA and David Parscal of Event Screen Print Group, Inc. for your review. Darrel Field was present to answer any questions the board may have about this proposal. In the past, this company has provided our shirts for the Run-A-Mucca event. They use our artwork, print and sell the shirts, as well as provide them to the participants and volunteers. We are not required to put up any money for this item. He would like to tie this arrangement to Fifties Fever as well, for a period of three years. Darrel is in favor of this arrangement due to the fact that we do not have to put any money up front, buy any shirts, tie up our volunteer's time with selling and distributing the shirts, etc. Mr. Parscal will provide shirts for our paid participants, sponsors, volunteers and committee members during Fifties Fever and Run-A-Mucca. While we may lose potential income from the sale of the shirts, there are times when we lose money on this item as well. This would remove any risk of this occurring. In exchange, we will give Mr. Parscal the exclusive license to sell Fifties Fever and Run-A-Mucca t-shirts for 2009, 2010 and 2011. Bill has reviewed the agreement and sees no legal problems with it. ***Don Stoker made a motion to approve the T-shirt Agreement with David Parscal and Event Screen Print Group, Inc. They will have the exclusive license to provide and distribute event t-shirts for Run-A-Mucca and Fifties Fever for 2009, 2010 and 2011. Motion carried unanimously, 4-0.***

12. Board Secretary and Counsel

12.1 Monthly report including compliances

Please see Bill's report for information on this item.

12.2 Status of sign on newly acquired Events Center land

The county has taken possession of the parcels acquired last fall. The Scott Family has a billboard on one of these parcels and do not want to continue using it for advertising for the Shady Court Motel. Kim has asked YESCO to give him a bid on the cost to repair the sign and put on a new vinyl cover, possibly advertising the Event Center. Also, there is some concern about the condition of the existing fence on these parcels. Part of one parcel has no fence at all and neighbors have used it to dump their trash. Kim will have fairgrounds personnel repair the fence as much as possible and will get a bid to install new fence on the portions that have no fence.

12.3 Gaming Control Board approval of charitable lottery application for 2009 Run-A-Mucca raffle

We have received approval for this raffle. Tickets can be sold only in Humboldt, Pershing, Lander, Elko and Washoe Counties to persons over 21 years of age.

12.4 Status of Gaming application for race dates and pari-mutuel betting

Sheree has completed and mailed the application for the gaming license for the upcoming Mule Races.

12.5 Status of East Hall improvements contract

Kendall has spoken with Tom Gransbury with the Nevada Department of Taxation regarding our budget and the possibility of augmenting it for this year to cover some of the approved East Hall improvements. After going through all the documentation and the audit, Mr. Gransbury has informed Kendall that the WCVA budget can be augmented in the amount of \$186,207 for FY 2009. Mr. Gransbury will get the appropriate paperwork to Kendall for board approval. The funds will then go to an expenditure line item in the 2009 budget. In anticipation of completing the process, Kim has directed Alan DuVall to order the new boiler since it will take several weeks for it to arrive.

12.6 Status of West end sign

Steve Tenney has been in town to install the posts for the new sign. After they have been in the ground for three weeks the new sign will be installed.

12.7 Status of bank accounts for currently appropriated funds

At the last meeting, Kendall and Terry were authorized to split up the LGIP withdrawal and deposit it into three local banks to make sure that the entire amount was insured. When Kendall checked into opening accounts at area banks there was a process to complete that would not be possible until our new board members are sworn in and a copy of the minutes provided to each institution. Due to this, he has waited before proceeding with opening any new accounts. According to our latest Pledge Asset Statement from Great Basin Bank, they are insuring the entire amount in our checking account. As of December 31, 2008, this amount was \$651,960.05. There was nothing listed on the "Assets Pledged" portion of this statement. Kendall will check into this to make sure our entire account is insured. If he is comfortable with their assurance that this account is insured, we may not move any funds to other banks. A decision on this will be made at a later date.

13. Board Administrator.

13.1 December financial reports

No report.

13.2 Property audits

Kendall has completed his audit of the Val-U Motel and is now waiting for them to answer a list of questions he has submitted to them regarding the differences he found when going through their receipts.

Kendall has scheduled an audit of the Santa Fee Inn on Tuesday.

13.3 Investment of cash withdrawal from Nevada State Pool

This item was addressed in item 12.7 above.

13.4 Payment schedule for Covered Arena

Kendall has met with Bruce Brooks to make sure that their payment schedule for the Covered Arena matches ours. At this time, we owe \$161,000. It should be paid off within one year.

14. Other reports.

14.1 Financial reports on WCVA events

This information was included in board packets for your review.

14.2 USTRC 2008 Cooperative Funding

As you recall, last year we provided Chris Freed, the promoter of this event, with an additional \$3,500 television grant for event video to be shot which would then be shown on RFD-TV channel on satellite. Kim has a copy of the final product and showed it to Board members. It is a good quality video. If we have rights to this footage it may be beneficial to use it in future marketing. Along with promotion of our area, by watching this video it has shown us where we need to paint "Winnemucca" more on our Event Center.

14.3 Nevada State High School Wrestling Tournament

In February, Winnemucca will host the 1A, 2A, 3A and 4A state high school wrestling championships. Jim Billingsley has contacted Kim to let him know that the officials from the NIAA (governing body of Nevada high school athletics) will be in town for the tournament looking to make a decision as to whether or not to make Winnemucca the permanent home for this event. He has suggested making some additional effort to welcome these athletes and their families. Some suggestions are banners around town, a small souvenir for each participant (maybe a medallion) and making sure our local restaurants and other small businesses are geared up and ready for this influx. We are expecting 81 teams which works out to approximately 360

wrestlers plus their families. Kim will work on getting the medallions made and start other marketing efforts too.

14.4 Convention Center insurance

Kim received a list of the items that we are currently insuring in our facilities from Bill Deist and has provided this list to Board members. He has asked everyone to review it and let him know if there are any items that can be removed from this list or any that need to be added.

14.5 WCVA checking account

Now that we have all of our new board members sworn in, we need to make sure everyone is authorized to sign checks on our checking account. We can't do this until these minutes are approved at our February 2009 meeting. At that time one of the current signers needs to add our new members. The board asked if a representative from Great Basin Bank could bring the necessary paperwork to the next meeting and complete the process then. Kim will call the bank and find out if this is possible.

14.6 ASCAP and SESAC copyright licenses

Last year this board authorized splitting the cost of these licenses with the county. At this time, the payment is due for this year. Bill will get the voucher to the Convention Center office for payment with next month's bills.

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, February 18, 2009.

14. Adjourn. 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 _____, 2009

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

TERRY BOYLE
Chairman and Hotel Representative

ABSENT

PATTY HERZOG
Vice Chairman and City Representative

DON STOKER
Treasurer and Motel Representative

RODD WILLIAM STOWELL
Business Representative

DAN CASSINELLI
County Representative

Attest:

BILL MACDONALD
Counsel and Secretary

KENDALL SWENSEN
Board Administrator