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 - 10.5 Review Counsel's rep letter for 2011-2012 audit, for discussion
 - 10.6 Year-end budget matters, for discussion
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MINUTES, DECEMBER 19, 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, December 19, 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
Rodd William Stowell	Vice Chairman and Business Representative
Don Stoker	Treasurer and Motel Representative
Dan Cassinelli	County Representative
Bill Macdonald	Secretary and Counsel
Kendall Swensen	Board Administrator

Convention and Visitors Authority Board Officials Absent:

Jim Billingsley	City Representative
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Staff Members Present:

Kim Petersen	Director
Shelly Noble	Administrative Clerk

Staff Members Absent:

None

Others Present:

Stuart Schofield	Shooting the West Committee
Lewis Trout	WAAC
Erin Entwistle	American Cancer Society
Anda Latham	American Cancer Society

*Convention & Visitors Authority Board Meeting December 19,
2012*

Sam Mineo	Nevada State Bank
Jen Partee	Winnemucca FFA Alumni
Ed Partee	Winnemucca FFA Alumni
Brittany Partee	Winnemucca FFA
Cristal Venzor	Winnemucca FFA
Joyce Sheen	Humboldt Sun

4. Meeting Notice Report.

Chairman Boyle reported that notice, including meeting agenda, was posted by Shelly Noble by 9:00 am Friday, December 14, 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 December 19, 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, 3-0. Dan Cassinelli was not present for this vote.*

6. Minutes.

Prior meeting minutes of November 28, 2012.

Don Stoker made a motion to accept the minutes of the November 28, 2012 meeting. Motion carried, 3-0. Dan Cassinelli was not present for this vote.

7. Claims.

The following claims were submitted for payment and approved on December 19, 2012:

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	17847-17913	\$155,432.39

Don Stoker made a motion to approve all claims as submitted. The motion carried, 3-0. Dan Cassinelli was not present for this vote.

8. General Business.

8.1 Sam Mineo, Nevada State Bank, options to diversify cash investments, for possible action

Mr. Mineo works in the Wealth Management Division of Nevada State Bank. This division manages funds for clients in eight western states. They are knowledgeable about what is allowed and restricted regarding investment of public funds by Nevada Revised Statutes so will make sure that we are compliant with all statutes. Mr. Mineo presented an example of what his suggestion might be as far as “buckets” of money for daily operations, core

cash and portfolio investments. This last category would be funds that would be invested for a period of three months to three years. Currently, in the Nevada Local Government Investment Pool (LGIP), we are earning approximately \$300 per month (\$3,600 annually) on our balance of \$2.2 million. Kendall and Mr. Mineo estimate that we could earn up to \$26,000 annually by moving some of these funds to other, longer-term investments. The fee for managing these funds is estimated at \$3,300 a year. ***Rodd William Stowell made a motion authorizing Kendall Swensen to work with Sam Mineo of Nevada State Bank and come up with a cash management plan for the WCVA funds that are currently invested in the Nevada State LGIP. This cash management plan will comply with all Nevada Revised Statutes and be fully collateralized. Kendall will come back to the January 2013 WCVA meeting and present the plan that they devise for board approval. Motion carried, 4-0***

8.2 Chad Peters, Winnemucca Century Club, update on events sponsored by WCVA, for possible action

In September, Chad came before this board requesting funds to support a Reno Bighorns exhibition game at Lowry High School and also the Lowry Invitational Basketball Tournament, which was held at the Indoor Event Center. This board approved a \$3,000 underwriting for the Big Horns game and a \$3,000 grant for the Lowry Invitational. Both events were well attended by the local community. Century Club showed a profit of approximately \$5,000 after the Bighorns game. Some of these funds were used to purchase shot clocks for the baskets (which will continue to be used at Lowry High School) and also materials for iron work done by Joe Dendary (who donated his labor). Net profit is approximately \$3,000. Winnemucca Inn, Winners and Model T donated rooms for the teams and officials. The Reno Bighorns organization was very impressed by the level of local interest and the enthusiasm the community showed for these teams and is interested in returning next year, possibly bringing in more teams and hosting a 2 or 3 day tournament. Chad would like to request that instead of returning the \$3,000 underwriting, these funds be earmarked for next year's tournament. Kendall stated that since this was an underwriting and there was a profit on the event, Century Club needs to return the funds and then make another request for next year's tournament. That way there will not be any questions on this funding when our annual audit is done. Chad will get a check and return the funds to WCVA. Chad also reported that the Bighorns organization is hosting a "Winnemucca Night" at their game in Reno on March 23, 2013. He brought a stack of passes for us to hand out and hopes that there will be a large number of Winnemuccans in attendance that night to root for the Bighorns.

The Lowry Invitational Basketball Tournament and Lowry High School

hosted 16 girls and boys basketball teams over three days at the Indoor Event Center. Chad commented that there were some spots on the basketball floor that were in need of repair. He was very appreciative of Kim's allowing the Lowry basketball team to continue to practice at the Event Center since the Lowry gym floor is currently being re-finished. Chad also acknowledged that later on tonight's agenda the EC expansion project would be discussed and asked, if possible, there could be an area included that could be used for locker rooms during these tournaments. It doesn't have to be anything more than two rooms each with 15-20 chairs, a white board and a lock on the door so that teams can leave their gear and personal items secured during games.

8.3 Stuart Schofield, Shooting the West Committee, request for funding, for possible action

Stuart started his discussion by acknowledging that STW has not returned their 2012 underwriting funds. This is due to one of the local motels (which changed management after the commitment was made last year) not honoring their room commitment during the 2012 event. STW had to buy rooms they thought were going to be donated. Kendall noted a discrepancy on the paperwork submitted by STW for 2013 funding. Depending on which set of numbers you look at, there may or may not have been a profit for the 2012 photography symposium. If there is no profit, the underwriting does not need to be returned to WCVA. For 2013, STW is asking for an increase in funding to \$20,000 (\$5,000 underwriting, \$15,000 grant) plus the \$7,000 facility grant. This additional \$5,000 would be used to pay for motel rooms. WCVA board members expressed concern that this committee had made statements in the past that they would be self-funded by this time and now they are requesting additional funds for an event that does not generate enough room nights to warrant an increase. WCVA board members felt that STW pays for, or gets donated, an extremely large number of motel rooms for the size of the event and asked if the committee had considered an increase in registration fees. Mr. Scofield stated that a registration fee increase may be considered for 2014 but for the next event these fees will remain stable. ***Don Stoker made a motion approving a \$5,000 underwriting, \$10,000 grant and \$7,000 EH/WH facility grant for the 2013 Shooting the West Photography Symposium. The Shooting the West Committee will be responsible for any other customary Convention Center charges. Motion carried, 4-0.***

Stuart was asked to correct the 2012 financial reports and the question of the 2012 underwriting reimbursement to WCVA.

8.4 Anda Latham, Relay for Life Kick Off, February 13, 2013, request for EH facility grant, for possible action

The kick off last February was very successful as was the 2012 Relay for Life

event itself, which raised over \$94,000 for cancer research. The local event was honored to receive several awards recognizing their successful fundraising in 2012. They would like to once again host their kick off in the East Hall on February 13, 2013. The Relay for Life is a 24-hour event on July 20, 2013 and everyone is invited to participate. ***Dan Cassinelli made a motion approving an East Hall facility grant in the amount of \$275 (\$250 Comstock Room, \$25 marquee rental) for the Winnemucca Relay for Life Kick Off on February 13, 2013. The Winnemucca Relay for Life are responsible for any other customary Convention Center charges. Motion carried, 4-0.***

8.5 Ed Partee, Winnemucca FFA Alumni Scholarship Dinner, February 23, 2013, request for WH facility grant, for possible action
This will be the sixth year that the Winnemucca FFA Alumni will sponsor this event which raises funds for Lowry High School FFA student scholarships that are used for higher education and to help offset the cost of these students attending and competing at state and national FFA competitions. The facility grant allows the FFA Alumni a few hundred additional dollars to be included in the scholarship funding. ***Don Stoker made a motion approving a West Hall facility grant in the amount of \$700 (\$600 facility rental fee, \$100 kitchen rental fee). The Winnemucca FFA Alumni are responsible for any other customary Convention Center charges. Motion carried, 4-0.***

8.6 KC Kubichek, Winnemucca Regional Raceway Association, report on 2012 racing season and possible request for funding, for possible action
No report.

8.7 Accommodations tax 9-month refund requests, for possible action, Winsell (\$600.08), McDonald (\$393), Wilkerson (\$765), Heide (\$1,041.60), Miller (\$297), Holden (\$884.40), Scow (\$495), Mohr (\$546). These refunds total \$5,022.08.
Terry Boyle made a motion to approve the accommodation tax 9-month refund requests for Tony Winsell (\$600.08), Chris McDonald (\$393), Shelly Wilkerson (\$765), Edward Heide (\$1,041.60), Yolanda Miller (\$297), Larry Holden (\$884.40), Tracy Scow (\$495), Rufus Edwin Mohr (\$546). Motion carried, 4-0.

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.

9.2 Update on WEC Indoor Event Center expansion, for discussion and possible action

Kim showed board members a preliminary drawing for the expansion that was prepared by the architect. As requested, this drawing showed an additional meeting room with kitchen, bar and restroom facilities. Board members discussed whether the size of this room would be sufficient and if it would be possible to install airwalls, similar to those in the West Hall, to increase utilization. Kim will discuss their suggestions with the architect.

10. Secretary and Counsel, Monthly report.

10.1 Review monthly report, for discussion

No report.

10.2 Chamber of Commerce report, for discussion

This was included in Bill's report.

10.3 Update on status of purchase order for carpet & tile and installation contract with S. I. Legacy Floor Finishing, for discussion and possible action

After our meeting last month, Bill contacted our rep from Shaw carpets. He was told that the carpet was ready to be shipped but so far we have not received it. Bill again contacted our rep and was told that the carpet is still in Georgia. He will work to get a firm shipping date since the installer has made plans to have a crew here the first two weeks in January to make repairs and install the carpet.

10.4 Update on East Hall Marquee and Awning Project, review draft bid request forms, for discussion and possible action

Kim presented the board with a preliminary drawing from YESCO showing the design of the East Hall awning. Kim brought to the board's attention his concern about the pigeons on the USBank awning and the mess they make. He will work with YESCO on the design of the awning and trying to make it so that the pigeons cannot sit on top of it. Once the design is adjusted, he will move forward with Bill to get the bid specs prepared. Draft bid request forms were not ready for review.

10.5 Review Counsel's rep letter for 2011-2012 audit, for discussion

No report.

10.6 Year-end budget matters, for discussion

No report.

11. Board Administrator.

11.1 November Financial Reports

Room tax revenues continue to be strong. Collections are as good or better than when the pipeline workers were in town.

11.2 Status of room tax audits, for possible action

Kendall is getting the information together on his last audit, Budget Inn. When this is complete, he will get a new list of properties to complete audits on.

12. Other Business.

12.1 2012 WCVA audit

Kendall reported that Steele & Associates will give the 2012 WCVA audit report to the board at the February 2013 meeting.

12.2 WEC improvements

Kim informed board members that per the lease agreement with New Vision Development and Humboldt County, the work to install the sewer system on a portion of the campground at the WEC is in the process of being completed. Trailers for the construction workers at Hycroft and New Vision Development are being installed and will be inhabited soon. These units will be removed by June 15, 2013 so that the entire campground will be available for our events this summer. Kim encouraged board members to drive through the WEC campground and look at the changes being made.

12.3 WCVA board membership

Three of our board members have terms that expire at the end of the year. Kim encouraged Terry Boyle, Rodd William Stowell and Don Stoker to get their letters of interest in to County Administrator Bill Deist as soon as possible.

13. Regular Business. Next Meeting. The Board confirmed the next regular meeting date of Wednesday, January 16, 2013, 4:00 pm.

14. Adjourn. *Don Stoker made a motion to adjourn this meeting. Motion carried, 4-0.* The meeting was adjourned at 5:55 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 _____, 2013

As written _____

As corrected _____

Winnemucca Convention & Visitors Authority Board

TERRY BOYLE
Chairman and
Hotel Representative

RODD WILLIAM STOWELL
Vice Chairman and Business Representative

DON STOKER
Treasurer and Motel Representative

ABSENT

JIM BILLINGSLEY
City Representative

DAN CASSINELLI
County Representative

Attest:

*Convention & Visitors Authority Board Meeting
2012*

December 19,

BILL MACDONALD
Board Secretary and Counsel

KENDALL SWENSEN
Board Administrator