

WINNEMUCCA CONVENTION & VISITORS AUTHORITY
Meeting Minutes – Regular Meeting
January 24, 2024
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:

Brian Stone, in-person	Chair and Hotel Representative
John Arant, in-person	Vice Chair and Business Representative
Terry Boyle, in-person	Treasurer and Motel Representative
Theresa Mavity, in-person	City Representative
Ron Cerri, in-person	County Representative
Kendall Swensen, in-person	Board Administrator
Kent Maher, in-person	Board Counsel

Convention and Visitors Authority Board Officials Absent:

None

Staff Members Present:

Kim Petersen, in-person	Director
Darrel Field, in-person	Marketing & Events Coordinator
Shanna Dangel, in-person	Administrative Clerk
Charlene Fetterly, via remote technology	Administrative Clerk

Staff Members Absent:

None

Others Present:

Kristin Hillmer, via remote technology	Cumming Group
Kirk Sheeley, via remote technology	Cumming Group
Katie Garijo, in-person	Winnemucca Basque Club Euskaldunak Danak Bat
Debbie Weisheim, in-person	Western States Versatility Ranch Horse Assoc.
Vanessa Davis, via remote technology	Steele and Associates
Mitch Pollock, via remote technology	King Rodeo Company
Nancy Samon, via remote technology	Nevada Reined Cow and Cutting Horse Assoc.
Kathy Torres, via remote technology	Nevada Reined Cow and Cutting Horse Assoc.

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

The meeting was called to order at 3:00 pm, all board members were in attendance and constituted a quorum.

2. PUBLIC COMMENT

No public comment.

3. MEETING NOTICE REPORT

Board Chair Stone reported that the meeting notice and agenda were posted by staff prior to 9:00 am Friday, January 19, 2024, at the Convention Center West Hall (the place of the meeting), the Convention Center East Hall, online at notice.nv.gov, online at winnemucca.com, and online at humboldtcountynv.gov. No persons have requested to receive notice by mail during the past six months.

No action taken.

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 to directly restrict the formation, operation, or expansion of a business. Motion carried, 5-0.

5. CLAIMS REVIEW

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

<u>BANK ACCOUNT</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
Nevada State Bank	27235 – 27291	\$394,888.43

Brian Stone moved to approve all claims submitted for January 24, 2024. Motion carried, 5-0.

6. CONSENT AGENDA

6.1) Accommodation Tax 9-month refund requests as follows: Schirado (\$1,555.50); Maumary (\$491.24); Brock (\$487.50); Morales (\$657.48); Deter (\$588.00); Koch (\$1,002.84); Laca (\$633.00); Primeaux (\$1066.25)

6.2) WCVA Meeting Minutes for December 20, 2023

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

7. GENERAL BUSINESS

7.1) Steele & Associates, presentation and acceptance of Fiscal Year 2022/2023 WCVA financial audit report of the WCVA funds and accounts.

Vanessa Davis of Steel & Associates presented the audit report and noted there were no findings of significant deficiencies or material weaknesses; it was a clean audit.

John Arant moved to accept the Fiscal Year 2022/2023 WCVA financial statements and audit as presented with corrections. Motion carried, 5-0.

7.2) Katie Garijo, Euskaldunak Danak Bat, Winnemucca Basque Festival request for Convention Center Facilities Grant, \$5,000.

Katie Garijo presented the request for both halls on June 8-9, 2024. The event draws a number of people to town and has consistently been a successful event.

Terry Boyle moved to approve the request for the facility grant for both the East Hall and West Hall on June 8-9, 2024 in an amount not to exceed \$5,000. Motion carried, 5-0.

7.3) Mitch Pollock, King Rodeo Company, presentation of post-event update from the New Year's Eve Extreme Broncs event.

Mitch Pollock stated that ticket sales were down with 200 fewer attendees than the previous year's event. Pollock believes it was a successful event on the production end. All money received from the WCVA went to the performers. Pollock asked for the continued support of the Board by attending this event in the future. Brian Stone asked if the decline in attendance may have been due to other similar events happening in the surrounding areas. John Arant suggested that attendance was down possibly due to the lack of music and entertainment. Arant remarked that the event is not bringing in the revenue and interest necessary to ask for additional funds in the future, as was evident by the minimal change in room and restaurant revenue.

No action taken.

7.4) Nancy Samon and Kathy Torres, Nevada Reined Cow and Cutting Horse Association, Winnemucca Spring Spectacular and Derby, request for \$10,000 Underwriting and \$5,000 Grant.

Nancy Samon and Kathy Torres provided information regarding the April 17–21, 2024 event which will be the fourth year of the event. Attendance increased in 2023 and they are anticipating the same attendance

and number of entries in 2024. Samon noted there was no request for an increase in funds from 2023 and the underwriting funds were repaid in full.

John Arant moved to approve the request for a \$5,000 grant and a \$10,000 underwriting. Motion carried, 5-0.

7.5) Jim Rackley-Mark Evatz, Nevada Muley's, Nevada Muley's 15th Annual Banquet, Facility Grant Events Center for \$1,500.

There was no representative for the Nevada Muley's in attendance. The Board commented that the event has received a facility grant for several years and moving the event from the Convention Center to the Events Center increased the amount of the facility fees granted.

Theresa Mavity moved to approve the request for a facility grant at the Events Center not to exceed \$1,500. Motion carried, 5-0.

7.6) Jim Davis, Superior Livestock, Superior Livestock Auction, \$22,000 Cooperative Funding Request, and \$3,500 Facility Grant for the Events Center.

There was no representative for Superior Livestock in attendance. The Board discussed the success of the annual event which has been held in Winnemucca for over two decades, noting that funding and facility grants are typically authorized.

Ron Cerri moved to approve the request for a facility grant for use of the Events Center in the amount of \$22,000. Motion carried, 5-0.

7.7) Debbie Weisheim, Western States Versatility Ranch Horse Association, Western States Versatility Championship Show, Facility Grant Events Center, and Pavilion.

Debbie Weisheim presented the request for a facility grant to use the Events Center and the Pavilion for the group's first-year event in Winnemucca. The event will take place over three days and concludes with an awards banquet. The championship show is typically their last event of the year. The association likes the location of Winnemucca and is looking forward to utilizing the facility.

Ron Cerri moved to approve the request for a facility grant for use of the Events Center and Pavilion in the amount of \$3,000. Motion carried, 5-0.

7.8)(a) Kim Petersen, WCVA Director, Shooting the West trademark purchase request.

Director Petersen explained that the Shooting the West has been discontinued. A photographer based in Reno expressed interest in purchasing the trademarked name. Discussion ensued regarding whether it would be worthwhile to sell the trademark or retain ownership and possibly license use of the name.

John Arant moved to authorize the licensing of the Shooting the West trademark at the discretion of and on terms acceptable to WCVA Director Petersen. Motion carried, 5-0.

7.8)(b) Cumming Group/TSK, East Hall exterior renovation project, projected bid closing date, update on timeline and cost estimates, proposals for providing a project staging area and possible parking lot closures during construction.

Kirk Sheeley, Cumming Group, updated the Board regarding the proposed logistics plan for parking and storage during the project based upon contractors and crews, work area, materials, and equipment in an effort to keep costs down and possibly reduce the duration of work. Sheeley was hoping to include this logistic plan with the RFP. Sheeley anticipates the parking lot will be used through the summer of 2024 and the amount of time will also be affected by where the contractor is based (out of area or in the area). Director Petersen requested that Legal Counsel Maher review the RFP document prior to posting. Kristin Hilmer, Cumming Group, added that TSK finished with their portion of the project and it is hoped the RFP can be posted in another week or so.

John Arant moved to approve the use of a portion of the parking lot adjacent to Melarkey Street with the exact area to be determined. Motion carried, 5-0.

8. DIRECTOR'S REPORT

Director Petersen gave a brief update on the upcoming Ranch Hand Rodeo. All is on track for the event which is happening February 28–March 3, 2024. Petersen is hoping for good weather and high attendance for the annual event.

9. COUNSEL REPORT

No items to report.

10. BOARD ADMINISTRATOR FINANCIAL REPORTS

Administrator Swensen requested the contract extension for auditors Steele and Associates for an additional three years be included on the WCVA February 2024 board meeting agenda.

In response to a question from Terry Boyle, Swensen agreed to review the room tax spreadsheet for formula errors.

11. OTHER REPORTS

11.1. Miscellaneous reports, updates and information
Reports were available in the board packet for review.

12. PUBLIC COMMENT

No public comment.

13. ADJOURNMENT

Ron Cerri moved to adjourn. Motion carried, 5-0. The meeting was declared adjourned at 4:33 pm.

Respectfully submitted,

Shanna Dangel
Administrative Clerk

APPROVED: February 21, 2024

VOTE: WINNEMUCCA CONVENTION & VISITORS AUTHORITY BOARD

AYES: Stone, Arant, Boyle, Cerri, Mavity

NAYS: _____

ABSTAIN: _____

ABSENT: _____

APPROVED:

ATTEST:

Brian Stone, Chair

Shanna Dangel, Administrative Clerk