

**ELKO CONVENTION & VISITORS AUTHORITY
REGULAR BOARD MEETING
TUESDAY, JUNE 25, 2019
ELKO CONVENTION CENTER
CEDAR ROOM 8:30 A.M.
MINUTES**

The Chairman and/or Vice Chairman reserve the right to: change the order of agenda items; and recess the meeting and continue at another specific date and time.

1. Roll call

ECVA Board Members Present: Matt McCarty
Delmo Andreozzi
Dave Zornes
Toni Jewell
Chip Stone

ECVA Staff Present: Katie Neddenriep, Executive Director
Steve Wehde, Facility Manager
Juli Nelson, Marketing Coordinator
Tom Lester, Tourism & Convention Manager
Erin Myers, Events Coordinator
Cheryl Garcia, Comptroller (incoming)
Delynn Jones, Comptroller (interim)
Amber Merz, Administrative Assistant

Visitors Doris Toothman
Duane Jones

2. Call to order and Pledge of Allegiance

Chairman of the Board, Mr. Matt McCarty, called the meeting to order at 8:30 am and stated that Mr. Stone was not present but that they were expecting him to attend today's meeting.

3. Public Comments- Non- Action Item

Pursuant to N.R.S 241.020, 2(c) (3), this time is devoted to comments by the general public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified to be an action item.

None at this time.

4. Approval of minutes from the Special Board meeting of May 21, 2019 – For Possible Action (public comment)

**Mr. Chip Stone arrived at 8:32 am.*

Mr. Delmo Andreozzi made a motion to approve the minutes from the Special Board Meeting of May 21, 2019. Mr. Dave Zornes seconded the motion. Motion passed unanimously.

5. NEW BUSINESS:

5A-0625-19 Presentation, discussion and possible approval of marketing funds for the CA-NV Chapter of Oregon-California Trail Association (OCTA) up to the amount of \$2,500.00 as recommended by the ECVA Marketing Committee - **For Possible Action Item (public comment)**

Mr. Delmo Andreozzi started by disclosing that he is a licensed realtor in the state of Nevada and as such he has listings for representative(s) of the California Trail Association Board. He stated that they would not personally profit from receiving marketing funds as these positions are unpaid/voluntary. Mr. Andreozzi stated that has no pecuniary interest in this matter so he does not feel it will be necessary for him to abstain from voting. He then went on to say that the Marketing Committee felt that this event qualified for funding and forwarded on a recommendation of up to \$2,500 in Marketing support dollars.

Mr. Duane Jones introduced himself and explained that a few years back Mr. Lester had reached out to the local chapter of the Oregon California Trail Association about possibly bringing their national convention to Elko. They attended the convention in Iowa that year and presented their pitch to host in Elko and they were awarded the 2020 OCTA National Convention. They are requesting these funds to help promote the 2020 event in Elko. Mr. Jones also told the board that members of the local chapter are currently attending the 2019 OCTA National Convention in Santa Fe New Mexico to help market Elko event next year. He stated that they are expecting at least 450 attendees and based on that number he estimates that the convention will bring in roughly \$350,000 in revenue between meals, hotels and gas.

Mrs. Jewell stated that she needs to disclose that she has been working with Helen Hankins on room blocks for this event. Most attendees will be staying at the Red Lion Hotel or either of the other 2 properties that they manage. She stated that she felt that she could still remain impartial on this matter.

Mr. Jones stated that Elko has a lot of evidence of the California Trail that has been very well preserved, they will be taking attendees on various tours see some of these things while they are here for the Convention.

Further discussion took place.

Mr. Chip Stone made a motion to approve marketing funds for the CA-NV Chapter of Oregon-California Trail Association (OCTA) up to the amount of \$2,500.00. Mr. Dave Zornes seconded the motion. Motion passed unanimously.

5B-0625-19 Discussion and possible approval to revise all ECVA bank and investment account signature cards and all matters related to; adding Cheryl Garcia effective immediately - **For Possible Action Item (public comment)**

Mrs. Katie Neddenriep stated that she would like to take this time to welcome Mrs. Cheryl Garcia, the ECVA's new Comptroller. She stated that Cheryl's official first day was yesterday, Monday the 24th of June and everyone was very excited to have her on board. She stated that Mrs. Delynn Jones last day will be tomorrow, Wednesday the 26th of June.

Mrs. Cheryl Garcia introduced herself and stated that she has lived in Elko off and on since 1995. She stated that she sees some familiar faces in the room from her previous jobs. She stated that she spent some time working at the Commercial Casino and most recently as the Executive Director of the Temoke Tribe Housing Authority. She stated that she went back to school for her associate's degree in 2003 and she recently went back to Great Basin College for her bachelor's degree. She stated that she is excited to be here.

Mr. Delmo Andreozzi made a motion to approve the revision of all ECVA bank and investment account signature cards, adding Mrs. Cheryl Garcia effective immediately. Mrs. Toni Jewell seconded the motion. Motion passed unanimously.

6. OLD BUSINESS:

6A-0625-19 Discussion and consideration of action regarding unapproved expenditures billed to the ECVA in the amount of \$1,162.80 - **For Possible Action (public comment)**

Mrs. Katie Neddenriep placed a call to Mr. Don Newman at 8:46 am and placed the call on speakerphone.

Mr. McCarty explained that this agenda item was in reference to the March 2019 Credit Card statement for Mr. Newman. He explained that the bill has been paid, this agenda item is to discuss whether or not they would like to seek reimbursement from Mr. Newman.

Mr. Zornes asked what the charges in question were for.

Mr. McCarty stated that they were for lodging. He explained that Mr. Newman stayed at the LedgeStone Hotel during his time in Elko as he had already relocated to Boise.

Mr. Stone stated that while the amount is a little alarming, he feels Mr. Newman did nothing wrong and that he was not trying to be deceitful.

Mr. Zornes agreed. He stated that he feels these things should have been discussed in greater detail before hand but now that he understands what it is for, he has no problem authorizing payment.

Mr. Andreozzi stated that he feels in this situation authorization of the bill should have required discussion and approval from the entire board instead of just one board member.

Further discussion took place.

Mrs. Jones stated that from an ECVA staff members point of view this situation would have been easier to handle had there been a written document clearly explaining the terms of the agreement. She stated that in the future this is something they should consider doing.

Mr. Andreozzi agreed. he stated that he thought that there was something like this on file, not just the motion from the board meeting.

Mr. McCarty stated that he was not aware that lodging and travel expenses were to be considered as part of the benefits package. He stated again that this bill was paid by the ECVA, they just have to decide what to do to clear it off the agenda.

Mr. Dave Zornes moved that the ECVA clears payment of this bill. Mr. Delmo Andreozzi seconded the motion. Mr. McCarty voted against the motion. Motion passed 4:1.

Mr. Newman explained that per NRS lodging falls under travel expenses and travel expenses are reimbursable. He stated that per the approved terms of their agreement he was to stay on with his regular benefits which included reimbursement of travel expenses.

Further discussion took place.

7. STAFF REPORTS:

7A-0625-19 Comptroller's Report/Approval of May expenditures and all matters related to – For Possible Action (Public Comment)

Mrs. Delynn Jones stated that financial statements were for the month ending May 31, 2019. She then stated that Room Tax Proceeds for April 2019 were received in May and were as follows: For April 2019 General Fund Room Tax received \$41,256.28 compared to the \$48,802.41 General Fund Room Tax received in April 2018 a decrease of \$7,546 or 15.5%. Marketing Fund Room Tax for April 2019 came in the amount of \$30,399.37; compared to the \$35,959.67 received in April 2018 this is a decrease of \$5,560 or 15.5%. Year to date Room Tax proceeds are up 5.9% in General and Marketing Fund. Ad Valorem Taxes received in May 2019 were also for April 2019 and were in the amount of \$23,982.30. In April 2018 Ad Valorem received \$24,442.25, this is a decrease of \$460 or -1.88%. Year to date Ad Valorem Taxes are up 1.51%. Mrs. Jones then stated that total claims for May 2019 were in the amount of \$249,152.37, she then read through some of the larger payments made during the month. Mrs. Jones then stated that they did have a CD that matured and was renewed.

Mrs. Neddenriep stated that in May it was brought to her attention that the Shilo Inn and the Thunderbird were both very delinquent in the Room Tax payments to the City. She let them know that she would be following this issue closely and would update them when she found out more.

Further discussion took place.

Mr. Dave Zornes made a motion to approve the May 2019 claims in the amount of \$249,152.37. Mr. Chip Stone seconded the motion. Motion passed unanimously.

7B-0625-19 Convention & Tourism Report - Non-Action Item

Mr. Lester went over his travel schedule with the board. He stated that he recently got back from IPW. He stated that he also attended the TAC meeting in Carson City where they reviewed and awarded this cycles grants. He stated that he wrote a grant for a new website and rebranding for the ECVA. Mr. Lester stated that the Marketing Video shoot that was delayed last summer is scheduled for this July. He stated that they are working on reprinting the Elko Fun Maps. He stated that a group will be here in September filming for AmericArt, they are traveling across the US filming episodes and he hopes to use this to help promote the Mural Festival.

Mr. McCarty asked if there were any updates regarding protecting the local properties should something happened to one of the murals.

Mr. Lester stated that he is meeting with Art Spot today and he will bring that up. He explained that he has already talked to Mrs. Wines about waivers so that the pieces can be filmed and used in marketing materials.

Further discussion regarding waivers for the 2019 Mural Festival took place.

Mr. Lester stated that he was working to get the Rural Water Association meeting moved to Elko.

7C-0625-19 Marketing Report - **Non-Action Item**

Mrs. Nelson stated that she has been working on print ads in various different publications such as Nevada Magazine, Events & Shows, 101 Things to do in Northeastern Nevada, the Elko Daily Free Press Adventure Guide, the Mining Quarterly, etc. She then passed these publications around for the board to see. She stated that they are still participating in the great social media campaign with CCMedia. They are receiving great feedback from these reports. She then passed the CCMedia report around for the Board to examine. She stated that they are doing a campaign with the Boise Hawks that included 10 Giveaway Packages that she put together.

Further discussion took place.

**Mrs. Toni Jewell excused herself at 9:45 am.*

7D-0625-19 Events Report - **Non-Action Item**

Ms. Myers stated that she was still trying to wrap up everything from the Mine Expo. She stated that she sold 468 booths to 379 vendors this year. She explained that the Golf Tournament ran much smoother this year as the ECVA staff handled the check in process. It was once again sold out within the first day of sign ups. Redpath did decide to come back on as the Golf Shirt sponsor this year. She stated that Liebherr sponsored this years Opening Reception which was held at the Red Lion on Wednesday night. There was about 450 tickets sold or given to sponsors, the ECVA staff did not sell the tickets out of the office this year, they used the online service through EventBright. United Rentals was the official power sponsor this year and once again GES ran the electrical grid to all of the booths. Old Dominion was the preferred provider for freight services again in 2019. She stated that Source One continues to provide canopies, tents, furnishings, etc. as our contracted exhibitor services provider. The next event she will begin work on is the Safety Olympiad. This event takes place in July and will be hosted by Barrick Cortez this year.

Mr. Stone stated that Jeff Remington of Rides & Rods has told the Morrodders Car Club that they can not do their raffle booth at the Rides & Rods Classic Car Show this year. This raffle raises funds for a scholarship so the Morrodders have decided to hold their own "mini" car show to raise funds for their scholarship and sell raffle tickets at. This event will be held in the East End Mall Shopping Centers parking lot and will take place at the end of July.

Further discussion took place.

7E-0625-19 Facilities Report - **Non-Action Item**

Mr. Steve Wehde stated that the facilities crew is doing good. One of the guys was in an accident a few days ago but he is hoping to be back to work today. He stated that they have been working on getting the property cleaned up from the Mine Expo and they are now working on getting the sidewalks repaired. He stated that he is also working to get quotes for new lighting and audience lighting in the theater. Once that project is completed the whole building will be on LED lighting. He is also researching any discounts or rebates offered by NV Energy. DMG needs to come in from Reno to do testing on the new heating and cooling system, after that is done the RTU-2 project will be completed. He stated that they checked all of the gas lines in the facility and they did find one more leak in the kitchen area, this has been repaired and they have now started painting the Business Office.

Mrs. Neddenriep stated that they received a really nice note from the High School thanking the ECVA facilities crew for all of their hard work.

7F-0625-19 Administrative Report – **Non-Action Item**

Mrs. Neddenriep then stated that she, Ms. Myers and Mr. Wehde did a walk through of the city property used during the Expo to inspect damage. They will be asking a few exhibitors to pay for repairs due to damage they caused

during the show. She stated that they got some positive feedback about the Expo Golf Tournament from Brad Martin at the Ruby View Golf Course. She then stated that she has completed her one on one meetings with ECVA staff members. Mrs. Neddenriep then stated that Mrs. Longley's facility usage report is included in the packet and she went over it with them. She stated that they are having Teambuilding Retreat on Thursday, the 27th. They will do an after-action review of the Mine Expo during this retreat to gather input.

Mr. Andreozzi asked if the ECVA every communicated back to the companies that they considered for the outsourced comptroller duties that they had hired a full-time in-house Comptroller.

Mrs. Neddenriep stated that they had been notified.

Further discussion took place.

8. Public Comments – Non-Action Item

None at this time.

9. Board Comments – Non-Action Item

The Board thanked Mrs. Delynn Jones for coming out of retirement to help the ECVA out for a few months.

Mr. McCarty stated that at some point we need to add an item to one of the agendas to move the December Board of Directors Meeting.

Mr. Andreozzi stated that he has been doing a "deep dive" on all of the ECVA policies, procedures etc. since the issue with Mr. Newman's credit card statement arose and he was very surprised to find out that they had been paying for Sirius XM Radio. He stated that he does not know if he feels that is justifiable.

Mrs. Jones explained that this was originally only in the work vehicle that staff drove for long trips as there are lot of areas in the stated where they don't get any radio stations. She stated that she believes this has been canceled since Mrs. Neddenriep took over though.

Further discussion regarding Sirius XM took place.

10. Adjournment

Meeting adjourned at 10:27 am.



Matt McCarty- Chairman