

**ELKO CONVENTION & VISITORS AUTHORITY
REGULAR BOARD MEETING
TUESDAY, JANUARY 22, 2019
ELKO CONVENTION CENTER
TIMBERLINE ROOM 8:30 A.M.
MINUTES**

1. Roll call

ECVA Board Members Present: Matt McCarty
Delmo Andrezzi
Toni Jewell
Chip Stone

ECVA Staff Present: Don Newman, Executive Director
Tom Lester, Tourism & Convention Manager
Steve Wehde, Facility Manager
Juli Nelson, Marketing Coordinator
Susan Paprocki, Comptroller
Erin Myers, Events Coordinator
Amber Merz, Administrative Assistant

Visitors Doris Toothman
Larry Hyslop, Friends of the Ruby Mountains

2. Call to order and Pledge of Allegiance

Board Chairman, Mr. Matt McCarty, called the meeting to order at 8:38 am and stated that all Board Members were present today except for Mr. Dave Zornes.

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.

No public comment at this time.

Mr. Newman stated that he would like to suggest that we move to agenda item 5F-0122-19 so that Mr. Larry Hyslop can do his presentation and then leave if he so chooses without having to sit through all of the other agenda items.

The board agreed and skipped to agenda item 5F-0122-19

5F-0122-19 Presentation, discussion and possible approval of marketing funds for the Friends of the Ruby Mountains in the amount of \$1966.80 for a reprint of the recreation guide as approved by the ECVA Marketing Committee - **Action Item (public comment)**

Mr. Delmo Andreozzi stated that he was not at the last Marketing Committee meeting but that he was lucky enough to get a copy of the booklet from the printing they did it was so nice. He stated that the Rubies are a great selling point for tourism in the Elko area and he feels we need to do all we can to take advantage of them. He then explained that Mr. Lester led the meeting that Mr. Hyslop presented at as he and Mr. Newman were both gone so he would like to defer to him for further discussion.

Mr. Lester stated that the Marketing Committee discussed and approved this request. He stated that there was also discussion and recommendations about applying for Grant Funds from the NCOT.

Further discussion took place.

Mr. Delmo Andreozzi made a motion approve marketing funds for the Friends of the Ruby Mountains in the amount of \$1966.80 for a reprint of the recreation guide as approved by the ECVA Marketing Committee. Mr. Chip Stone seconded the motion. Motion passed unanimously.

Mr. Larry Hyslop thanked the board for their support.

Mr. Matt McCarty stated that they would now move back to agenda item number 4 and proceed in order.

**Mr. Larry Hyslop excused himself at 8:45 am.*

4. Approval of minutes from the Board meeting of November 27th, 2018 – Action Item (public comment)

Mr. Delmo Andreozzi made a motion to approve the minutes from the Board Meeting of November 27th, 2018. Mrs. Toni Jewell seconded the motion. Motion passed unanimously.

Mr. Don Newman stated that he neglected to add an agenda item welcoming the new Board Members so he would like to use this time to do that and to allow them to introduce themselves.

Mrs. Toni Jewell introduced herself and stated that she was very happy to be here. She stated that she has been involved in the Lodging Committee as a Lodging Partner and representative but that she has never been apart of anything like the ECVA Board of Directors and that she is very excited.

Mr. Chip Stone introduced himself. He stated that he was very thankful for the opportunity to be a part of the ECVA Board of Directors, he has wanted to be involved for a long time and that he is very happy to be here.

Further discussion took place.

5. NEW BUSINESS:

5A-0122 -19 Election of the Chairman and Vice Chairman for the 2019 ECVA Board of Directors – **Action Item (public comment)**

Mr. Delmo Andreozzi stated that he would like to see Mr. Matt McCarty continue as Chairman of the Board for the upcoming term.

Mr. McCarty asked if there were any other nominations for Chairman of the Board. Hearing none he stated that he would like to nominate Mr. Andreozzi to continue as Vice Chairman of the Board. He then asked if there were any other nominations for Vice Chairman of the Board. Hearing none he stated that he would now accept motions.

Mrs. Toni Jewell made a motion to appoint Mr. Matt McCarty as Chairman and Mr. Delmo Andreozzi as Vice Chairman of the ECVA Board of Directors for the 2019 term. Mr. Delmo Andreozzi seconded the motion. Motion passed unanimously.

5B-0122-19 Election of the ECVA Board Representatives for the 2019 Lodging and Marketing Committees – **Action Item (public comment)**

Mr. Matt McCarty gave a brief explanation of the Lodging and Marketing Committees to the new Board of Directors members.

Mr. Don Newman stated that Mr. Barry Bhakta served as Chairman of the Lodging Committee for many years and that Mr. Delmo Andreozzi has served as Chairman of the Marketing Committee for the last 4 years. He stated that Mr. McCarty has also Chaired both Committees during his time on the Board of Directors.

Mr. Andreozzi stated that he would like to make the recommendation that Mrs. Jewell Chair the Lodging Committee and Mr. Stone Chair the Marketing Committee. He then explained the Mr. Stone what this would entail.

Mr. Chip Stone explained that he has never attended any of the Marketing Committee meetings therefore he would feel more comfortable accepting this nomination if he was able to shadow Mr. Andreozzi for 2 meetings before taking over as Chair of the Marketing Committee.

Mrs. Toni Jewell stated that she would be happy to accept the nomination of Chair of the Lodging Committee.

Mr. Delmo Andreozzi made a motion to appoint Mrs. Toni Jewell as the 2019 ECVA Board Representative to the Lodging Committee and Mr. Chip Stone as the 2019 ECVA Board Representative to Marketing Committee after shadowing Mr. Andreozzi for the first 2 Meetings. Mrs. Toni Jewell seconded the motion. Motion passed unanimously.

5C-0122-19 Discussion and possible approval of the 2019 ECVA Marketing Committee members for the term of February 1, 2019– January 31, 2020 – **Action Item (public comment)**

Mr. Newman stated that there was a list of the ECVA Marketing Committee members in the packet and asked the Board to reference it. He explained that if the members were listed in Black the organization and representative would both remain the same, if the members were listed in Blue the organization would remain the same but the representative has changed and if it was listed in red, they would like to change the organization and representative. He then explained that at this time the only organization that they would like to change is number 4, Lodging, under II. Category B: Business Categories. He stated that Mrs. Jairah Ramirez of Hilton Garden Inn has held this spot for many years and that it is time to rotated another property into that spot. He stated that after discussion with the Committee they came to the decision that they would like Mrs. Jolene Stone to represent the II. Category B: Business Categories. Mr. Newman then deferred to Mr. Lester for further discussion as he was not present at the last Lodging Committee meeting.

Mr. Lester stated that the Committee discussed and approved this updated list. He explained that Mrs. Stone is at the Ledgestone currently but that she may be moving to a different property soon. He stated that they would like Mrs. Stone to be appointed to this position regardless of the property she represents.

Further discussion took place.

Mr. Delmo Andreozzi made a motion to approve the updated 2019 ECVA Marketing Committee members for the term of February 1, 2019– January 31, 2020. Mrs. Toni Jewell seconded the motion. Motion passed unanimously.

5D-0122-19 Review, discussion and possible approval for Change Order #2 for the RT-2 HVAC project in the amount of \$6386.00 - **Action Item (public comment)**

Mr. Newman stated that this is the second change order and it is for modifications to the Boiler Room. He stated that once they started working in this room, they realized that it needed additional power and an updated thermostat. He explained that for the RT-2 project to move forward it is crucial that this work be done. He then stated that when speaking to Chester about the project they stated that they are not expecting any additional change orders but that it is possible we could see more once they start lifting the unit onto the roof.

Further discussion took place.

Mr. Delmo Andreozzi made a motion for approval of Change Order #2 for the RT-2 HVAC project in the amount of \$6386.00. Mrs. Toni Jewell seconded the motion. Motion passed unanimously.

5E-0122-19 Discussion and possible approval to revise ECVA bank account(s) signature cards and all matters related to; deleting Reece Keener and Barry Bhakta and adding Chip Stone and Toni Jewell – **Action Item (public comment)**

Mr. Matt McCarty explained to the new Board members that from time to time they may need to sign checks for the ECVA which is why they would need to be added to the bank accounts.

Further discussion took place.

Mr. Delmo Andreozzi made a motion to revise the ECVA bank account(s) signature cards; deleting Reece Keener and Barry Bhakta and adding Chip Stone and Toni Jewell. Mrs. Toni Jewell seconded the motion. Motion passed unanimously.

6. OLD BUSINESS:

6A-0122-19 Update regarding the status of the RT-2 rooftop HVAC project and all matters related to
Non-Action Item

Mr. Steve Wehde stated that the project is going well, they are almost ready to start placing the new unit on the roof. He explained that they were going to block off spaces in the back parking lot so that they could deliver the unit right to us but because of ARTs the parking lot was full. So now the unit is being stored up at Sterling Crane until it is ready to be installed. The crane that they are using to place the new unit on the roof should arrive in Elko on the 10th of February and they are hoping to start lifting the unit onto the roof on the 11th or 12th.

Mr. Newman stated that due to the weight of the unit and the crane there will be some damage to back sidewalk where they will have to drive the crane. He explained that this area of sidewalk already had some damage that needed to be repaired so they will plan on replacing it in the spring.

Mr. Wehde stated that they had a small hiccup over the long weekend, another one of the heating pumps went out. He explained that this pump is the one that feeds the heat to the theater. He explained that replacing it may be an issue, as of right now it looks like they may not be able to get a replacement pump in until around the time they are scheduled to install the new unit. He stated that they will continue to look at their options.

Further discussion took place.

Mr. Newman stated that Mrs. Longley blocked out 2 weeks with no bookings on the Convention Center side to give them plenty of time to get the unit placed, hooked up and running properly.

7. STAFF REPORTS:

7A-0122-19 Comptroller's Report/Approval of the November and December expenditures and all matters related to – **Action Item (Public Comment)**

Mrs. Paprocki stated that she had financial statements for 2 months to go over with the Board this time. She stated that Room Tax for October 2018 was received on December 3, 2018 and was as follows. General Fund Room Tax received \$59,240.19 in October 2018, compared to the \$55,360.36 received in October 2017 this is an increase of \$3,879.83 or 7.01%. Marketing Fund Room Tax received \$43,650.66 in October 2018, compared to the \$40,791.84 received in October 2017 this is an increase of \$2,858.82 or 7.01%. Year to date Room Tax proceeds were up 9.71% in General and Marketing Funds. Ad Valorem Taxes received in November 2018 were for October 2018 as well and were in the amount of \$36,728.74, compared to October 2017 when we received \$15,509.34 in Ad Valorem Taxes this is an increase of \$21,219.40 or 136.82%. Year to date Ad Valorem Taxes were up 2.77%. Mrs. Paprocki then stated that total claims for November 2018 were in the amount of \$477,159.90 and she went over some of the larger purchases with the Board.

Mrs. Paprocki stated that Room Tax for November 2018 was received on December 24, 2018 and was as follows. General Fund Room Tax for November 2018 received \$42,102.89, compared to the \$40,657.59 we received in November 2017 this was an increase of \$1,445.30 or 3.55%. Marketing Fund Room Tax for November 2018 received \$31,023.18, compared to the \$29,958.22 we received in November 2017 this was an increase of \$1,064.96 or 3.55%. Year to date Room Tax proceeds are up 8.89% in General and Marketing Funds. Ad Valorem Taxes received in December 2018 were for November 2018 and were in the amount of \$23,052.73, compared to November 2017 when we received \$22,394.25 this is an increase of \$658.48 or 2.94%. Year to date Ad Valorem Taxes are up 2.79%.

Mrs. Paprocki then stated that December 2018 claims were in the amount of \$454,450.52 and went over the larger purchases with the Board.

Mr. Delmo Andreozzi made a motion to approve the November 2018 claims in the amount of \$477,159.90 and the December 2018 claims in the amount of \$454,450.52. Mr. Chip Stone seconded the motion. Motion passed unanimously.

Further discussion took place.

7B-0122-19 Convention & Tourism Report - **Non-Action Item**

Mr. Tom Lester stated that he will be doing sales missions to Salt Lake City and Reno. He then went over his travel schedule with the Board. He stated that he will be attending ABA in Louisville next month and partnering with Travel Nevada to take attendees to distillery where they will have bottles made up with the sponsors logos. He stated that the Meet Me in Elko redirect marketing campaign starts again in April, this is paid for in part by NCOT grant funding. The

2019 Visitors Guides are out, they look great, he stated that he added the movie theaters and bowling alley to the “Welcome Family and Friends” section. He has been distributing them to various Visitors Centers wherever he goes and taking them to all of the shows he goes to. He stated that we are reprinting the Fun Maps, the Chilton Tower has been added to those and the reprint is being paid for by a NCOT grant. He stated that Courier Magazine did a nice write up on the Cowboy Poetry Gathering.

Further discussion took place.

7C-0122-19 Marketing Report - **Non-Action Item**

Mrs. Nelson stated that she is staying busy promoting the Elko area and all of the various events that take place. She explained that the ECVA partners with John Wright of Capriolas to put on the Great Basin Gear Show. In the past the show was held at the Northeastern Nevada Museum but this year it is being held at the new Cowboy Arts & Gear Museum. She stated that she has finished updating the Elko Area Fun Maps and is sending them out to be printed. She explained that she handles the sponsorships and advertising for the Mining Expo so she is staying busy working with Ms. Myers on that event.

Further discussion took place.

7D-0122-19 Events Report - **Non-Action Item**

Ms. Myers stated that Festival of Trees was well attended and successful this year. She stated that they had over 1500 kids at story time, Albertsons donated cookies and Walmart donated Candy Canes. She explained that a lot of the larger companies that donated and purchased trees in the past were not present this year so the numbers were down a little bit but they still raised a lot of money, \$34,000, which was divided up between all of the charity partners. She stated that Mine Expo registration opened last week and closes on February 11th. She explained that all Mine Expo dates have been changed around this year, they also adjusted booth prices.

Further discussion took place.

7E-0122-19 Facilities Report - **Non-Action Item**

Mr. Wehde stated that the maintenance crew is doing great and staying busy. They have something going on everyday except for one this month. He stated that they have installed new electrical outlets and insulated the store room. They are working on going through and getting rid of all old brochures and calendars stored back there to make room for new materials. He then explained that the security system in the Convention Center needs to be updated so he is looking into that and has got some quotes for that project. He then passed around the quotes for the Board to see.

7F-0122-19 Administrative Report – **Non-Action Item**

Mr. Newman stated that he is no longer serving on NCOT, the Governor appointed Pam Robinson the day before Katies application arrived. Mr. Newman then stated that this month is always very busy with ARTs for Newmont and Barrick. He explained that Mrs. Longley’s report was split up on two pages, one for each month since they hadn’t met since November.

Further discussion took place.

8. Public Comments – Non-Action Item

None at this time.

9. Board Comments – Non-Action Item

None at this time.

10. Adjournment:

Meeting adjourned at 10:17 am.

The Chairman and/or Vice Chairman reserve the right;

1. To change the order of agenda items; and
2. Recess the meeting and continue at another specific date and time.



Matt McCarty, Chairman