

**ELKO CONVENTION & VISITORS AUTHORITY
REGULAR BOARD MEETING
TUESDAY, MARCH 27, 2018
ELKO CONVENTION CENTER
CEDAR ROOM 8:30 A.M.
MINUTES**

1. Roll call

ECVA Board Members Present: Matt McCarty
Dave Zornes
Reece Keener
*Delmo Andreozzi- (*phone in*)

ECVA Staff Present: Tom Lester, Tourism & Convention Manager
Steve Wehde, Facility Manager
Susan Paprocki, Comptroller
Amber Merz, Administrative Assistant
Erin Myers, Events Coordinator

Visitors Doris Toothman
Mary Cain

2. Call to order and Pledge of Allegiance

Board Chairman, Mr. Matt McCarty, called the meeting to order at 8:34 am. Vice Chair, Mr. Delmo Andreozzi was then conference called into the meeting as he could not attend in person.

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 Board meeting of February 27, 2018 – Action Item (public comment)

Mr. Reece Keener made a motion to approve the minutes from the Board Meeting of February 27, 2018. Mr. Dave Zornes seconded the motion. Motion passed unanimously.

5. NEW BUSINESS:

5A-0327-18 Review, discussion and possible approval to accept the letter of engagement from Eide Baily to provide services for the 2017/2018 ECVA financial audit – **Action Item (public**

comment)

Mrs. Susan Paprocki stated the ECVA has been using Eide Baily for years and would like to continue using them. She stated that there is a very minimal increase in fees this year, only \$1000.

Mr. McCarty asked if there are any concerns with the switch from QuickBooks to Cougar Mountain.

Mrs. Paprocki stated that they don't foresee any issues. She stated that ECVA staff has been running both programs concurrently and so far everything has been going well. She explained that they will continue to run both programs through the end of the year just to make sure everything goes smoothly.

Mr. Reece Keener made a motion of approval to accept the letter of engagement from Eide Baily to provide services for the 2017/2018 ECVA financial audit. Mr. Delmo Andreozzi seconded the motion. Motion passed unanimously.

5B-0327-18 Review, discussion and possible approval to remove John Rice from the ECVA banking signature cards and add Reece Keener as signatory to the accounts – **Action Item (public comment)**

Mrs. Paprocki stated that this has to be done anytime there are changes with the Board members as a Board Members signature can be required for various reasons such as a check written over the amount of \$2000.

Mr. Dave Zornes made a motion to remove John Rice from the ECVA banking signature cards and add Reece Keener as signatory to the accounts. Mr. Delmo Andreozzi seconded the motion. Motion passed unanimously.

5C-0327-18 Review, discussion and possible approval to accept the 2018/2019 Tentative Budget as presented – **Action Item (public comment)**

Mrs. Susan Paprocki stated that there is one change that she would like to mention. She explained that the Performa ad valorem for the Capital Projects funds came out last night and that there is a difference of \$285.

Mr. McCarty thanked Mrs. Paprocki for her diligence and hard work in preparing the budget.

Mr. Andreozzi stated that he appreciates the ECVA staff and Executive Director. He stated that he is very proud of the work they do and their operations financially and budget wise. He explained that they are a great community asset and are able to get a great deal done while still operating very conservatively and maintaining healthy fund balances.

Mr. Keener and Mr. Zornes agreed with Mr. Andreozzi's statement.

Mr. Dave Zornes made a motion to accept the 2018/2019 Tentative Budget as presented. Mr. Reece Keener seconded the motion. Motion passed unanimously.

Further discussion took place.

6. OLD BUSINESS:

7. STAFF REPORTS:

7A-0327-18 Comptroller's Report/Approval of the February expenditures and all matters related to
– **Action Item (Public Comment)**

Mrs. Susan Paprocki stated that she included the normal QuickBooks report and the new Cougar Mountain report. She stated that the layouts are a little different but all of the information is the same. She asked if they had any questions or feedback about the Cougar Mountain reports.

Mr. McCarty stated that he appreciates that the Cougar Mountain report lists the number and account name, for example 01 for general fund and 03 for marketing fund.

Mrs. Paprocki stated that room tax proceeds for January 2018 were received on March 5th. January 2018 general fund room tax received \$30,018.95, compared to January 2017 when we received \$33,644.17 this is a decrease of 10.78%. January 2018 marketing fund room tax received \$22,119.23; in January 2017 marketing fund room tax received \$24,790.43. This is also a decrease of 10.78%. Year to date room tax proceeds are up 4.77%.

Ad Valorem taxes received in February 2018 were for January 2018 and were in the amount of \$14,578.82. In January 2017 Ad Valorem received \$14,282.51; this is an increase of 2.07%. Year to date Ad Valorem taxes are up 4.1%. Mrs. Paprocki then stated that the total claims for the month of February 2018 were in the amount of \$212,447.64, total claims less Print 'n Copy were in the amount of 212,269.36.

Mr. Reese Keener made a motion to approve total claims less Print 'n Copy in the amount of \$212,269.36. Mr. Delmo Andreozzi seconded the motion. Motion passed unanimously.

Mr. Dave Zornes made a motion to approve the Print 'n Copy claims in the amount of \$178.28. Mr. Delmo Andreozzi seconded the motion. Mr. Reese Keener abstained from voting. Motion passed.

Further discussion took place.

Mr. Dave Zornes excused himself at 9:05 am.

Mr. Delmo Andreozzi disconnected from the conference call at 9:05am.

7B-0327-18 Convention & Tourism Report - **Non-Action Item**

Mr. Tom Lester read through his report for the Board. He stated that his leads from North American Journeys have been sent out to the lodging partners and that there were some that were very promising so he hopes that they will be contacting them soon. He stated that he also attended the Boise Golf & Travel Expo in February with representatives from the Hampton and that those leads were sent out as

well. There will be a Latin American FAM tour coming through in April and a Chinese/Indian Receptive FAM tour in May. Mr. Lester stated that he will be working on the new Elko Area Marketing video this summer. He is looking to get some good footage of outdoor recreation such as jet skiing, hiking, ATVs and other outdoor activities. He stated that the Trifold Brochures have been reprinted and are being distributed through certified folder. Mr. Lester stated that Mrs. Nelson redid the Adventures on the Edge brochures and those have been reprinted as well. He explained that he wrote grants to help fund the production of both.

Mr. McCarty stated that something to consider with the increase in travel from China is that their preferred form of payment is mobile. He explained that most tourists coming from Asia do not use cash or credit cards, instead they rely on Apple Pay or a similar mobile pay service. Unfortunately this is not something offered by many businesses in the Elko area.

Further discussion took place.

7C-0327-18 Marketing Report - **Non-Action Item**

Mr. McCarty stated that Mrs. Nelson is out of the office today but did include a report for the board to review.

7D-0327-18 Events Report - **Non-Action Item**

Mrs. Erin Myers stated that she has approximately 320 current exhibitors who have registered and paid for the Mining Expo. She is planning to start moving in new exhibitors from the waiting list towards the end of this week and into next week. She stated that the Golf tournament registration opens on April 3rd and is only open to registered vendors and gold sponsors. She stated that Mrs. Juli Nelson has already secured many sponsorships for the expo and the golf tournament.

Further discussion took place.

7E-0327-18 Facilities Report - **Non-Action Item**

Mr. Steve Wehde stated that the maintenance staff has been very busy this month. He stated that they are down a staff member currently and are in the process of hiring someone but they have only received 3 applications. He stated that the Conference Center sprung a leak after the most recent storm so they will be working to get that fixed. He stated that the new water softener for the Conference Center was delivered a few minutes ago and will be installed next week.

Further discussion took place.

7F-0327-18 Administrative Report – **Non-Action Item**

Mr. McCarty stated that Mr. Newman could not be here today but that he had included his reports for their review as well. He then explained what each report was for Mr. Keeners benefit.

Further discussion took place.

8. Public Comments – Non-Action Item

None at this time.

9. Board Comments – Non-Action Item

Mr. Matt McCarty stated that tomorrow is his last official day at the Marriott, he has join the staff at the Great Basin College as the new Programs Director. He explained that this will not affect his position on the ECVA Board of Directors, GBC supports his continued participation.

Mr. Keener congratulated him on his new position.

10. Adjournment:

Meeting adjourned at 9:34 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