

**ELKO CONVENTION & VISITORS AUTHORITY
BOARD OF DIRECTORS MEETING
TUESDAY MARCH 22, 2022
ELKO CONVENTION CENTER, CEDAR ROOM 8:30 A.M.
MINUTES**

The Chair and/or Vice-Chair reserves the right to: change the order of agenda items, combine two or more agenda items for consideration, remove or delay discussion on an item, and/or recess the meeting and continue at another specific date and time.

1. Roll call

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

ECVA Staff Present: Katie Neddenriep, Executive Director
Cheryl Garcia, Comptroller
Amber Merz, Administrative Assistant

Visitors: Doris Toothman
Teri Gage
Cynthia Delaney

2. Call to order and Pledge of Allegiance

Board of Directors Chairman, Dave Zornes, called the meeting to order at 8:36 am and led attendees in the Pledge of Allegiance. He stated for the record they were expecting the full board today but Matt McCarty was running late so they were going to start without him.

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 February 22, 2022, Regular Session & March 10, 2022, Special Session Board of Directors Meetings. – For Possible Action (Public Comment)

Delmo Andreozzi motioned for approval of February 22, 2022, Regular Session & March 10, 2022, Special Session Board of Directors Meetings Minutes. Chip Stone seconded the motion. Motion passed unanimously.

5. NEW BUSINESS:

5A-0322-22 Review, discussion, possible acceptance, and selecting auditing firm for Professional Auditing Services for fiscal years 2022-2026. – **For Possible Action (Public Comment)**

Cheryl told the board there was a scorecard in their packets that was meant to help in the selection of an auditing firm based on the RFPs received but they only received one proposal from Eide Bailly LLP.

Delmo began by saying he did not have an issue working with Eide Bailly going forward, he felt they had done a good job in the past and he has liked working with them. However, he did want to make sure the ECVA sent out the RFP to other firms and advertised it properly. He expressed concern that Eide Bailly was the only firm to submit a proposal and wanted to make sure that they covered all of their bases.

Cheryl told him they did advertise and send the RFP out.

Delmo asked for clarification regarding the length of the agreement and engagement letters. He went on to say that, as he understood it, the proposal they would be agreeing to was for five years but they would still be required to get a letter of engagement each year.

Cheryl said that was correct.

Delmo Andreozzi moved to accept the proposal submitted by Eide Bailly LLC, selecting them for Professional Auditing Services for fiscal years 2022-2026. Matt McCarty seconded the motion with the understanding that just because they were accepting the proposal for fiscal years 2022-2026 they would not be locked into a contract for that length of time. Motion passed unanimously.

5B-0322-22 Review, discussion and possible acceptance of the letter of engagement from Eide Bailly LLP to conduct the 2020/2021 ECVA financial audit. – **For Possible Action (Public Comment)**

Matt McCarty moved for approval of the letter of engagement from Eide Bailly LLP.

Katie let Matt know the years were listed wrong in the agenda.

Delmo asked about the fees for the audit and suggested they include that in the motion.

Matt McCarty amended his previous motion, moving for approval of the letter of engagement from Eide Bailly LLP to conduct the 2021/2022 ECVA financial audit, fees not to exceed \$46,000.00. Chip Stone seconded the motion. Motion passed unanimously.

5C-0322-22 Review, discussion and possible acceptance of the 2022/2023 Elko Convention & Visitors Authority Tentative Budget as presented. – **For Possible Action (Public Comment)**

Cheryl Garcia spoke about meeting with Kim, Rafael, and Tom to go over their current budget and thoughts on what they will need going forward.

Delmo referenced the packet and stated he felt the information on tax revenues was very broad and that they needed more details.

Katie explained this was an overview of the tentative budget, the tax revenue numbers were estimates based on information the ECVA received from the city of Elko. Katie then let the board know they would have individual or two-person meetings to go over everything in more detail before the board has to approve the final budget. Katie then spoke about a few important items like the salaries and wages budget as they were budgeting for 3 new positions, 2 with facilities, and 1 administrative/marketing position in the office. They also had money in that budget for a 5% COLA and 2.5% merit increase. She also wanted them to think about the facility use waivers or groups that have been allowed to use the Convention Center, Conference Center, or grounds for free. Katie explained they had nothing in place to help establish a budget for anything like this, she went on to suggest they set a deadline and hold only one meeting a year for all groups and organizations to apply for facility use fee waivers.

Further discussion took place.

Dave asked why the Conference Center revenues have gone up over the last year.

Cheryl spoke about meeting with Kim and how she believes it was due to the use of the facility by Nevada Gold Mines for their ART and New Hire Trainings.

Matt spoke about marketing fund sponsorship and how he would like to see that amount increased by about 25%. He asked they look closely at the budget around Southwest Gas as they were no longer on geothermal. Matt asked what would happen if the Board of Directors did not approve the tentative budget today.

Katie stated staff could submit the tentative budget without the board moving to approve.

Matt spoke about wanting to see the theatre lighting and sound updated before he resigns from the board. He stated the movable walls were also a liability so he would push to have those updated as well.

Further discussion took place.

Dave stated this was okay as a first pass at the budget, he felt better knowing they would each be able to sit down and cover it individually.

Delmo spoke about how uncomfortable he was that a software company was called out by name in the budget. He went on to talk about how naming the kind of service the company provides and the amount it would cost in the budget could be okay.

Discussion regarding accounting software and IT took place.

Matt McCarty moved to accept the Tentative Budget with the understanding that there will be detailed meetings with Board Members before the submission of the Final Budget. Concerns of record are Accounting Software, Utilities, Capital Improvement, and projected Tax revenues. Chip Stone seconded the motion. Motion passed.

5D-0322-22 Discussion and selection of date(s) for Board of Directors strategic planning workshop.
– **For Possible Action (Public Comment)**

Dave spoke about his desire to hold another Board of Directors strategic planning workshop since they had so many changes coming.

Katie suggested holding the first one in April or May and another once the new Executive Director starts.

Delmo asked how often they were supposed to have been meeting with Fred after the original strategic planning workshop.

Katie explained they were supposed to have met each year but were unable to because of COVID.

Further discussion took place.

Dave asked that they include it on the next agenda to be discussed in April.

5E-0322-22 Review, discussion and possible action on options for the ECVA to collaborate with other organizations and/or entities for economies of scale, administrative support and sustainability of operations. – **For Possible Action (Public Comment)**

Dave explained wanted to put this on the agenda after the discussion at the last meeting. He asked if any other members had thoughts about the possibility of the ECVA joining with the City, County, or other entity.

Katie told them based on the discussion at the last meeting she thought it would be wise to look at any opportunities to capitalize on economies of scale.

Matt stated he would like them to hold member meetings with ECVA staff where they can cover their thoughts on this matter before going any further in a Board of Directors meeting. If they decide to address it further after the meeting it can be put on the agenda again.

Dave thanked Matt for that suggestion, expressing his appreciation for the experience Matt had on the Board of Directors.

No action was taken.

6. OLD BUSINESS:

None.

7. STAFF REPORTS:

7A-0322-22 Comptroller's Report and possible approval of expenditures for preceding month(s) and all matters related to – **For Possible Action (Public Comment)**

Cheryl stated room tax received in March was for January 2022 and was as follows. General fund room tax for January 2022 was received in the amount of \$36,241.50 compared to the \$28,623.42 received for January 2021 this is an increase of \$7,618.08 or 26.61%. Marketing fund room tax for January 2022 was received in the amount of \$26,704.26 compared to the \$21,090.94 received in January 2021 this is an increase of \$5,613.32 or 26.61%. Year to date Room Tax proceeds is up 17.63% in General and Marketing Funds. Cheryl told them the total claims were from February 19, 2022, through March 18, 2022, and came to \$133,850.92.

Chip Stone motioned for approval of the February 19, 2022, through March 18, 2022, total claims in the amount of \$133,850.92. Delmo Andreozzi seconded the motion. Motion passed unanimously.

Katie let the board know she recently went through a POOL/PACT training on overtime calculation and realized the ECVA may have been calculating overtime incorrectly. She had a meeting with their POOL/PACT representative and has learned overtime should apply after 8 hours in a day unless the employee signs a waiver. This has been a law for some time, but not the practice of the ECVA so they do have to pay some employees for overtime worked in the previous two years.

7B-0322-22 Marketing, Convention & Tourism Report - **Non-Action Item**

Katie passed out the Travel Nevada fiscal year 22/23 Trade Shows & Events Schedule, she explained she would be working with Tom to build something similar for the ECVA and his travel schedule. She spoke about recent campaigns and projects including the new rack cards with Certified Folders, content development with Noble Studios as well as legal fees for the website's privacy policy.

7C-0322-22 Events, Facilities and Administrative Report – **Non-Action Item**

Katie spoke about attending the city's workshop with the consulting firm they have hired to do an analysis on Elko's air service. She explained they did not seem to have a solution to the air service issue but it does sound like SkyWest understands what the impact would be if they were to pull all flights to and from Elko. Katie explained the prices on the movable walls increased by 5% at the beginning of the month but the ECVA locked in the prices before the price increase. The office door has not been locking properly and there is a major supply chain issue on items like this so they are having to wait on a new door and lock to come in. Joli with Imagine Technology was present when they were testing the generator so they could check the battery backups. She found several needing replacement. She also let them know service hours were being used to update and maintain firewalls, security, and other preventive maintenance as governments were being targeted heavily as of late. Katie then spoke about the 2022 Mining Expo planning, letting the board know Kim had started releasing booths from exhibitors who had not registered or returned payment and had started working on moving in new exhibitors from the waiting list. Liebherr has returned as the Opening Reception sponsor. The event went well at Ruby View Golf Course last year so they will hold it there again. They will not have the third day of golf but have decided to bring back the golf awards social on Tuesday night, this will also be held at Ruby View. She explained attendance to the exhibit days will not be monitored, nor will registration be required, but they are promoting Thursday as Industry Professionals Day and Friday as Family Day. They will have registration with badges and access to the app available to industry professionals looking to network.

Further discussion took place.

8. Public Comments – **Non-Action Item**

None at this time.

9. Board Comments – Non-Action Item

Toni asked if they would like to discuss what was to come for her seat on board.

Katie let them know she reached out to Kris Jakeman to ask what would happen if no one filed for the seat and was told the County Commission will appoint someone. She explained this was dictated by NRS but what would typically happen was placing ads seeking Board of Directors candidates for specific seats and then based on the interest they would appoint the new person. She went on to talk about how they may be looking to fill two board seats depending on what happens with Matt McCartys' run for School Board.


Further discussion on Board of Directors seats took place.

Toni then spoke about Maverick Casinos' focus on bringing great music to the Elko area. They were able to secure Uncle Kracker for an outdoor concert this summer. They were already getting a lot of interest in the event.

Further discussion took place.

10. Adjournment:

Meeting adjourned at 10:13 am.



David Zornes- Chairman