



Elko Convention & Visitors Authority
BOARD OF DIRECTORS MEETING MINUTES
Elko Convention Center, Cedar Room
700 Moren Way, Elko, NV 89801.
TUESDAY, MARCH 28, 2023 8:30 AM P.S.T

MINUTES

NOTICE: In accordance with NRS 241, the Board may: 1) Change the order of the agenda, 2) Combine two or more agenda items for consideration, 3) Remove an item from the agenda or delay discussion relating to an item on the agenda at any time, 4) If the agenda is not completed, recess the meeting, and continue on another specified date and time. The public can comment on any agenda item by being acknowledged by the Chair while the Board considers that agenda item.

This Agenda, for this meeting of the Elko Convention and Visitors Authority, has been properly posted for this date and time in accordance with NRS 241 requirements.

I. CALL TO ORDER

Board of Directors Chairman Chip Stone called the meeting to order at 8:31AM.

II. ROLL CALL

*ECVA Board Members Present Chip Stone
Pat Anderson
Marissa Lostra*

*ECVA Board Members Absent: Dave Zornes
Delmo Andreozzi*

*ECVA Staff Present: Annette Kerr, Executive Director
Michelle Cromwell, Events & Marketing Coordinator
Selina Morales, Administrative Assistant
Michelle Romano, Accountant I*

Visitors: Doris Toothman

III. PLEDGE OF ALLEGIANCE

IV. COMMENTS BY THE GENERAL PUBLIC

Pursuant to NRS 241, 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.

NON-ACTION ITEM

Director Kerr introduced new Accountant I, Michelle Romano. Board Members welcomed Ms. Romano. No public comment was received.

V. APPROVAL OF MINUTES

- A. Approval of February 28, 2023 Minutes
- B. Approval of March 20, 2023, Special Meeting Minutes

FOR POSSIBLE ACTION

Board Member Lostra moved to approve February 28, 2023 Minutes & March 20, 2023, Special Meeting Minutes. Board Member Anderson seconded. Motion carried (3-0)

No public comment was received.

VI. NEW BUSINESS

- A. Review, discussion, and acceptance of the engagement letter regarding services of Eide Bailly, LLC as the auditing firm for Professional Auditing Services for fiscal years 2022/2023 in the amount of \$47,000.00. The ECVA Board approved a five-year agreement in March of 2022.

FOR POSSIBLE ACTION

Director Kerr explained letter of engagement regarding services of Eide Bailly, LLC as the auditing firm for Professional Auditing Services for fiscal years 2022/2023 in the amount of \$47,000.00. Director Kerr stated the previous Board approved a five-year agreement in March of 2022.

Board Member Anderson moved to approve the letter regarding services of Eide Bailly for the auditing firm for the fiscal year 2022/2023 in the amount of \$47,000. Board Member Lostra seconded. Motion carried (3-0).

No public comment was received.

- B. Review, discussion, and possible acceptance of the 2023/2024 Elko Convention & Visitors Authority Tentative Budget as presented.

FOR POSSIBLE ACTION

Director Kerr presented the Board with the Tentative Budget and gave a brief review. Director Kerr asked the Board for approval on the Tentative Budget.

Board Member Lostra moved to approve the Tentative Budget as presented. Board Member Anderson seconded. Motion carried (3-0).

No public comment was received.

- C. Review, discussion, and possible approval to terminate the agreement with Saunders Outdoor Advertising Inc. for up to three billboards.

FOR POSSIBLE ACTION

Director Kerr presented information regarding the three billboards with Saunders Outdoor Advertising Inc. including contract renewal requirement.

Ms. Toothman stated she had noticed the billboards when driving by.

Board Member Lostra moved to terminate the agreement with Saunders Outdoor Advertising Inc. for up to three billboards. Board Member Anderson seconded. Motion carried (3-0).

- D. Review, consideration, and possible action to go out to bid to renovate and upgrade the digital sign located at the corner of Idaho Street and College Ave.

FOR POSSIBLE ACTION

Director Kerr presented information regarding the digital sign located at the corner of Idaho Street and College Ave. Director Kerr asked the Board for permission to go out to bid for renovation and upgrade of the digital sign.

Board Member Lostra moved to approve to go out to bid to renovate and upgrade the digital sign located at the corner of Idaho Street and College Ave. Board Member Anderson seconded. Motion carried (3-0).

No public comment was received.

- E. Discussion and consideration to host Cougar Mountain/Denali, (accounting software), training and software adjustments for ECVA Staff at a cost of \$10,000 in April 2023.

FOR POSSIBLE ACTION

Director Kerr explained that Cougar Mountain is our accounting software. Director Kerr stated that new ECVA staff needs training on this and also needs Cougar Mountain to correct settings changed in program.

Board Member Anderson moved to approve to host Cougar Mountain/Denali, (accounting software), training and software adjustments and upgrades as needed for ECVA Staff. Board Member Lostra seconded. Motion carried (3-0).

No public comment was received.

- F. Discussion and consideration to remove Cheryl Garcia as the authority in making investment decisions on behalf of the ECVA and add Annette Kerr, Executive Director, as the authorized authority in regard to investments for the ECVA.

FOR POSSIBLE ACTION

Director Kerr explained the ECVA's investments.

Board Member Anderson moved to remove Cheryl Garcia as the authority in making investment decisions on behalf of the ECVA and add Annette Kerr, Executive Director, as the authorized authority in regard to investments for the ECVA and to look at better opportunities. Board Member Lostra seconded. Motion carried (3-0).

No public comment was received.

- G. Discussion, consideration, and possible approval for Michelle Romano, Account I, to have signing authority on behalf of the Elko Convention and Visitors Authority in the amount up to \$2,500.00.

FOR POSSIBLE ACTION

Director Kerr explained that the previous Accountant had permission to sign checks in the amount up to \$2,500. Director Kerr stated that ECVA would then have two (2) in-house signatures, which includes herself, to get checks out in time.

Board Member Lostra moved for approval of Michelle Romano, Accountant I, to have signing authority on behalf of the ECVA up to the amount of \$2,500. Board Member Anderson seconded. Motion carried (3-0).

No public comment was received.

- H. Discussion, consideration, and possible approval to send a formal notification supporting Assembly Bill (AB 58) to the State of Nevada Assembly, Ways and Means Committee; relating to economic development; providing that money remaining in the Nevada Air Service Development Fund remain in the fund at the end of the fiscal year and supporting appropriation to the Nevada Air Service Development Fund.

FOR POSSIBLE ACTION

Director Kerr presented a copy of the Assembly Bill No. 58-Committee on Ways and Means as well as a letter of support from the ECVA supporting Assembly Bill (AB) No. 58 requiring Board Member signatures.

Board Member Lostra moved for approval to send a formal notification supporting Assembly Bill (AB 58) to the State of Nevada Assembly, Ways and Means Committee. Board Member Anderson seconded. Motion carried (3-0).

No public comment was received.

VII. REPORTS

- A. Marketing, Convention & Tourism: Review of the Marketing & Sales Reports.
- B. Events and Catering: Update on current events and meeting reservations for February 2023.
- C. Facilities: Update on facility projects and work.

NON-ACTION ITEM

Director Kerr presented a report on events and catering with updates on current events and meeting reservations for February 2023 made by Kimberlee Longley, Convention & Event Manager. Michelle Cromwell presented a property overview report of data from Placer Ai for events from February & March 2023. Director Kerr presented a Facility Report with updates on facility projects and work for February 2023 made by Rafael Jacobo, Facility Manager. Director Kerr presented a report from Building Control Services of a performed point-to-point checkout of all Alerton controls for both the Conference & Convention Center buildings.

No public comment was received.

VIII. ECVA BOARD AND STAFF COMMENTS:

This time is devoted to comments by the Elko Convention and Visitors Authority Board of Directors/and or Staff for general information or update purposes. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on a successive agenda and identified to be an action item.

NON-ACTION ITEM

Chairman Stone stated the lighting system used for the Sawyer Brown was phenomenal. Board Members stated they received great feedback from the public for this event.

No public comment was received.

IX. COMMENTS BY THE GENERAL PUBLIC

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NON-ACTION ITEM

Ms. Toothman stated she was glad to be at the meeting.

X. MEETING SCHEDULE

The next Board of Directors meeting is scheduled for April 25, 2023 at 8:30am.

FOR POSSIBLE ACTION

XI. ADJOURNMENT

Chairman Stone adjourned meeting at 9:29AM.

FOR POSSIBLE ACTION

ELKO CONVENTION AND VISITORS AUTHORITY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

Mission

The Elko Convention & Visitors Authorities mission as a public asset will provide safe and quality facilities, marketing of the community and partners for community events and activities that improve the community's overall quality of life and adds to economic development and vitality.

Vision

In the continued advancement of the organization's mission, the Elko Convention and Visitors Authority commits itself to the further development of competitive facilities, the positive marketing of our community and area, and events serving current and future community needs. The Elko Convention and Visitors Authority is dedicated to building a positive community identity, creating quality future employment opportunities, wealth creation and economic vitality, and future value for everyone the Elko Convention and Visitors Authority serves.