



Elko Convention & Visitors Authority
BOARD OF GOVERNORS MEETING MINUTES
Elko Convention Center, Cedar Room
700 Moren Way, Elko, NV 89801

TUESDAY, MAY 28, 2024 8:30AM 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 Governors Chairman Chip Stone called the meeting to order at 8:30AM.

II. ROLL CALL

ECVA Board Members Present: **Chip Stone, Chair**
 Delmo Andreozzi, Vice Chair
 Pat Anderson
 Marissa Lostra
 Dave Zornes

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

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

No public comment was received.

V. APPROVAL OF MINUTES

- A. Approval of April 23, 2024 Meeting Minutes

FOR POSSIBLE ACTION

Board Member Lostra moved to approve the April 23, 2024. Board Member Anderson seconded. Motion carried (5-0)

No public comment was received.

VI. BUDGET HEARING FOR FISCAL YEAR 2024/2025

- A. Pursuant to NRS 354.596, conduct and hold a Public Hearing, for the approval of the Final Budget for Fiscal Year 2024/2025 for the Elko Convention and Visitors Authority. The ECVA Tentative Budget is available for review at the ECVA.

FOR POSSIBLE ACTION

Executive Director Kerr presented the Final Budget for Fiscal Year 2024/2025 and explained some adjustments have been made to wages due to looking to hire two (2) additional employees going from twelve (12) to fourteen (14) employees. Board Member Lostra stated that she noticed that the wages stayed below 21 and 22 and asked if this included the two (2) additional staff. Executive Director Kerr responded, "Yes". Vice Chair Andreozzi asked if the utilization of the facility is offsetting the cost of the employees. Executive Director Kerr responded, "Yes". Board Member Anderson asked if the two (2) additional positions will get the ECVA back to the staffing that there was four (4) years ago. Executive Director Kerr responded, "No, at one point the ECVA had 16 and 17 employees". Vice Chair Andreozzi asked what specific positions they are. Executive Director Kerr responded, "They would be entry level positions in the Facilities Team". Vice Chair Andreozzi stated that he hopes this is a sign of continued growth, there are a lot of things happening here and that is what we are here to do.

Vice Chair Andreozzi moved to approve Fiscal Year 2024/2025 budget as submitted with the changes made to adding two (2) employees as presented. Board Member Zornes seconded. Motion carried (5-0)

Vice Chair Andreozzi asked if there was an adjustment made to the Sponsorships. Executive Director Kerr responded, "Yes, there is now \$40,000 in Sponsorships".

No public comment was received.

VII. NEW BUSINESS

- A. Discussion and consideration to grant the Executive Director the authority to authorize sponsorship applications up to \$1,000.

FOR POSSIBLE ACTION

Executive Director Kerr stated she put this in specifically to lighten the load for the Board Members, but it is completely up for the Boards discretion. Executive Director Kerr explained that sometimes there are sponsorship requests anywhere from \$100 -\$500 and it would come out of the Sponsorships. Vice Chair Andreozzi stated that he does not think it is a big deal at all; but requests that Board Members are kept in the loop and have any donations made up to this amount be reported to the Board at the next meeting.

Vice Chair Andreozzi moved to authorize the Executive Director and grant the authority to authorize sponsorship applications up to \$1,000 and that any of these grants that she funds be reported to the Board. Board Member Zornes seconded. Motion carried (5-0)

No public comment was received.

B. Discussion, review, and possible approval of the ECVA revised organization chart.

FOR POSSIBLE ACTION

Executive Director Kerr presented the revised organization chart. Vice Chair Andreozzi asked if it is just the positions that are being approved. Executive Director Kerr responded, "Yes." Vice Chair Andreozzi asked about the word "manager" in the listed positions because his understanding of manager is someone who is supervising people. Executive Director Kerr stated that in her discussion with the attorney and looking at the Fair Labor Standard Act, manager is a typical position, and the title does not really matter according to the FLSA. Executive Director Kerr stated she also looked at background information for surrounding Convention Centers including Tonopah, Eureka, Winnemucca, Las Vegas, and Reno that have managers that do not have anyone reporting to them. Board Members discussed the matter.

Board Member Anderson moved to approve the ECVA revised organization chart. Board Member Lostra seconded. Motion carried (5-0)

No public comment was received.

C. Discussion, review, and possible approval of the wage scale beginning July 2024 through 2026.

FOR POSSIBLE ACTION

Executive Director Kerr presented the wage scale and stated that in 2022 she fashioned a wage scale similar to what the County has as far as the look and the fact that it was a 10 step scale with a cap on each one which was approved by the Board and again brought back to the Board last year and was also approved. Executive Director Kerr explained that instead of having to bring it back to the Board each year she is asking for a two (2) year approval of the wage scale. Vice Chair Andreozzi stated the only concern he has is he does not feel comfortable saying that they will do two (2) merit increases but would feel more comfortable reviewing this on an annual basis. Executive Director Kerr continues to explain the wage scale. Board Members discuss the matter.

Board Member Anderson moved to approve the wage scale beginning July 2024, but edit it to make it through 2025 instead of 2026 for a (one) year review. Board Member Zornes seconded. Motion carried (5-0).

No public comment was received.

D. Discussion and consideration regarding the Executive Director's annual performance evaluation and matters related thereto.

FOR POSSIBLE ACTION

Vice Chair Andreozzi stated that Executive Director Kerr is doing an outstanding job and in his opinion she exceeds his expectations. Chairman Stone stated that they are very lucky to have Executive Director Kerr here. Chairman Stone stated that he would like it to be recognized that Executive Director Kerr always puts in many many extra hours of work above 40 hours per week..

Board Member Zornes moved to approve a step to increase as already specified. Board Member Anderson seconded. Motion carried (5-0)

No public comment was received.

VIII. REPORTS

A. Financial Reports

FOR POSSIBLE ACTION

Executive Director Kerr presented the Financial Reports. Executive Director Kerr went over the room tax receiveables, C-Tax and the Ad Valoreun revenues.

Board Member Zorned moved to approve the financial reports and the Payables. Board Member Anderson seconded. Motion carried (5-0).

No public comment was received.

B. Marketing Report

NON-ACTION ITEM

Executive Director Kerr presented the Marketing report. Mrs. Cromwell presented the Elko Pop Con 2023 recap video. Mrs. Cromwell stated that anyone needing to reserve box seats and tables for the 4th of July should do it now as price will be increasing after June 1st.

No public comment was received.

C. Events and Catering

NON-ACTION ITEM

Executive Director Kerr presented the Events & Catering Report. Executive Director Kerr stated that the big tent is already getting set up for the Mining Expo.

No public comment was received.

D. Facilities

NON-ACTION ITEM

Executive Director Kerr presented the Facilities Report. Executive Director Kerr explained the work that has been done on the RT2 unit.

No public comment was received.

IX. ECVA BOARD AND STAFF COMMENTS:

This time is devoted to comments by the Elko Convention and Visitors Authority Board of Governors 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

Executive Director Kerr invited the Board Members to the Mining Expo Opening Reception at the Golf Course on Wednesday June 5th at 5:30pm.

X. COMMENTS BY THE GENERAL PUBLIC

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NON-ACTION ITEM

No public comment was received.

XI. MEETING SCHEDULE

The next Board of Governors meeting is scheduled for June 25, 2024, at 8:30am.

FOR POSSIBLE ACTION

No public comment was received.

XII. ADJOURNMENT

FOR POSSIBLE ACTION

Chairman Stone adjourned the meeting at 9:35AM.

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

Mission

The Elko Convention and Visitors Authority is a public asset and destination marketing organization, providing first-class facilities, marketing our communities and the region, and supporting various activities, events, and attracting conferences and conventions that improve our community's overall quality of life and contributes to broader economic development and vitality efforts.

Vision

We are committed to the continued modernization of competitive facilities, the positive marketing of our communities and region, and the hosting of activities and events that serve the current and future needs of the community.

The Elko Convention and Visitors Authority is dedicated to a high quality of life which includes building a positive community identity, increasing overall tourism and visitation, creating quality future employment opportunities, wealth creation and economic vitality, and future value for everyone that we serve.