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**Reno-Sparks Convention & Visitors Authority
Board of Directors Meeting Minutes
June 28, 2018**

The Regular Meeting of the Board of Directors of the Reno-Sparks Convention & Visitors Authority met at 9:00 a.m., June 28, 2018, at the Reno-Sparks Convention and Visitors Authority, 4001 S. Virginia Street, Reno, NV. The meeting was duly noticed and posted in compliance with the Nevada Open Meeting Law.

A. OPENING CEREMONIES

Call to Order

Chairman Bob Lucey called the meeting to order at 9:01 a.m.

Pledge of Allegiance led by Skip Donua

Board Members Present:

Nat Carasali
Councilman Ed Lawson
Commissioner Bob Lucey
Rick Murdock
Mayor Hillary Schieve
Mark Sterbens
Bill Wood

Board Members Absent:

Lee Dillard
Vick Wowo

RSCVA Executive Staff Present:

Phil DeLone, President/CEO
Jennifer Cunningham, Executive Vice President
Robert Chisel, Director of Finance
Sheri Nill, Director of Human Resources
Mike Larragueta, Vice President of Sales
Esther Isaac, Director of Marketing
Ben Kennedy, Legal Counsel
Molly Rezac, Legal Counsel

RSCVA Executive Staff Absent:

B. COMMENTS FROM THE FLOOR BY THE PUBLIC

Mr. Jeff Church stated that he is a candidate for Washoe County School Board, District F. Mr. Church stated that he was speaking out of concern for several tax issues. All of which can found at his website renotaxrevolt.com.

Mr. Andy Chapman, President & CEO of the Incline Village Crystal Bay Visitors Bureau (IVCBVB), thanked the RSCVA board and staff for its support and ongoing partnership.

C. APPROVAL OF THE AGENDA

Chairman Lucey announced that agenda item G4, review and possible approval of the Amended and Restated Management Agreement with SMG, would be pulled from the agenda at this time.

MOTION: Mayor Hillary Schieve made a motion to approve the June 28, 2018 Agenda with changes. Seconded by Member Nat Carasali. **Motion carried unanimously.**

D. APPROVAL OF MINUTES OF MAY 24, 2018 REGULAR MEETING

MOTION: Member Rick Murdock made a motion to approve. seconded by Member Bill Wood. **Motion carried unanimously.**

E. PRESENTATIONS

E1. Presentation of the RSCC Feasibility Study by Johnson Consulting

Phil DeLone, President/CEO, introduced Charles Johnson of Johnson Consulting, Brian Tennyson of LMN Architects, Skip Donau of Safari Clun Intl. and Lori Jenks of Emerald Expositions. Charles Johnson, President of Johnson Consulting, presented the Feasibility Study findings on the proposed expansion of the Reno-Sparks Convention Center. Brian Tennyson, Principal of LMN Architects, discussed the RSCC existing conditions of the and four expansion options for the boards consideration. Skip Donau, representing Safari Club International and Lori Jenks, representing Emerald Expositions will gave comment on the proposed expansion and how it effects future convention bookings. Mr. DeLone closed the presentation by explaining the expansion timeline.

E2. Selection of the Reno-Tahoe Airport Authority (RTAA) Board seat on the RSCVA Board

Ben Kennedy, Legal Counsel for the RSCVA, stated that the Mr. Nat Carasali occupies the RTAA board seat on the RSCVA Board of Directors. He stated that the Mr. Carasali's term expires in July 2018. Mr. Kennedy drew the boards attention to Item E2 in the board packet, a letter from Marily Mora, president of the RTAA, with three names for consideration of appointment by the RSCVA Board: Nat Carasali, Daniel Farahi and Carol Chaplin. He added that the board appointments are subject to discussion by the entire board, however voted on by the elected officials only.

MOTION: Member Lawson made a motion to approve. Seconded by Mayor Schieve. **Motion carried unanimously.**

E3. Reno-Sparks Convention and Visitors Authority Staff Update

Phil DeLone, President/CEO, introduced Kelly Carr, General Manager of SMG and Dante Nicaastro, General Manager of Savor, SMG's banquet, catering and food service division. Mr. DeLone offered an update on Reno-Sparks Convention Center refurbishment project, stating that the carpet installation is coming along and suggested that the board members stop by to see the progression. He added that the facilities team has put the convention center lighting project and bathroom upgrades out to bid. Mr. DeLone closed by stating that the Washoe County School District (WCSD) is forecasting to close on the Wildcreek property by September 2018.

Mrs. Jennifer Cunningham, Executive Vice President, presented an update on the RSCVA Corporate Scorecard. She stated the taxable revenue is up 4.6% from April 2017, which is trending at a 12% Year Over Year. She stated that the Average Daily Rate (ADR) is at \$109.06 for April, which is a 9.7% increase from one year, trending at 7.8%. Ms. Cunningham stated that Sun Country Airlines has announced that they will bring additional air service from Reno to Portland in November 2018.

Mr. Michael Larragueta gave a Convention Sales update and said that in the convention market segment, for the month of April, convention sales produced 11,703 room nights to a goal of 16,832. Mr. Larragueta added that the RSCVA continues to trend very well with May room nights coming in at 33,333 against a goal of 28,907. He finished by saying that he anticipated the RSCVA would end the fiscal year with bookings of 312,000 of convention room nights to a goal of 260,000.

Mr. Art Jimenez, Executive Director of Tourism, reported on the Tourism segment of the scorecard and stated that April continued to perform well in the trackable leisure sales room-nights category. He stated that April room night production came in at 64,773 room nights, to 48,891 from the prior year, which is a 32.5% increase. He added that Year to Date in this category is tracking 637,047 room nights to last April's 538,931 room nights. Mr. Jimenez closed by reminding that board of the China Ready workshop taking place on Tuesday, July 10th at the RSCC from 8:30am-11:00am.

F. PERSONNEL & FINANCE COMMITTEE RECOMMENDATION REGARDING CEO GOALS AND PROCESS FOR AWARDING BONUS FOR FISCAL YEAR 2018-2019

The Personnel/Finance Committee Chairman, Nat Carasali, asked Legal Counsel, Molly Rezac, to present the recommendation to the Board of Directors for President/CEO Goals and Objectives for FY 2018-2019, as well as the process for award of a bonus for Fiscal Year 2018-2019.

MOTION: Mayor Schieve made a motion to approve. Seconded by Member Murdock. **Motion carried unanimously.**

G. FINANCIAL DIVISION UPDATE

G1. Public Hearing: Regarding the Approval of Resolution Adopting the Budget Augmentation for the Reno-Sparks Convention and Visitors Authority for Fiscal Year 2017-18 (current fiscal year).

Robert Chisel, Director of Finance, asked the board to review and discuss RSCVA FY 2017-18 budget augmentation as explained in the handout presented to the board.

Chairman Lucey opened the public hearing and asked for comments. Being none, Chairman Lucey closed the public hearing and asked for a motion to approve the budget augmentation for the RSCVA 2017-2018 FY Budget.

MOTION: Member Ed Lawson made a motion to approve. Seconded by Member Rick Murdock. **Motion carried unanimously.**

G2. Public Hearing: Review and possible approval for the RSCVA Board of Directors to adopt proposed amendments to the Authority's Transient Lodging Tax Rules and Regulations

Robert Chisel, Director of Finance, asked the board to review and discuss amendments to the lodging tax rules as presented in the board packet.

Chairman Lucey opened the public hearing and asked for comments. Being none, Chairman Lucey closed the public hearing and asked for a motion to approve the amendments to the Authority's Transient Lodging Tax Rules and Regulations.

Mr. Ben Kennedy, Legal Counsel, added that per RSCVA policy and Nevada State Law, the amendments for the Transient Lodging Tax Rules and Regulations will be brought back before the board next month if approved today. If the amendments are approved next month, they will become effective. No motion taken at this time.

G3. Review and possible approval of the RSCVA 2018-2019 Insurance Coverage

Robert Chisel asked the board to review and approve the RSCVA FY 2018-2019 Insurance Coverage.

MOTION: Member Ed Lawson made a motion to approve. Seconded by Member Rick Murdock. **Motion carried unanimously.**

H. SALES AND MARKETING UPDATE

H1. Review and possible approval regarding a contract extension for The Decker/Royal Agency, the RSCVA's Public Relations Agency of Record

Staff is recommending the RSCVA Board of Directors authorize the President/CEO to extend the agreement with The Decker/Royal Agency for two years (July 1, 2018 – June 30, 2020), in the amount of \$66,000 per year, with an option to extend for an additional two years.

MOTION: Member Ed Lawson made a motion to approve. Seconded by Member Rick Murdock. **Motion carried unanimously.**

I. DISCUSSION AND POSSIBLE APPROVAL OF ONE-TIME FUNDING FO THE RED, WHITE AND TAHOE BLUE FOREWORKS.

Chairman Lucey asked the board to consider the approval of one-time funding of The Red, White and Tahoe Blue 4th of July event for \$25,000. He went on to emphasize the importance of supporting this event and our partners at the Incline Village Crystal Bay Convention and Visitors Authority. Chairman Lucey added that our stakeholders, including the Hyatt Regency Lake Tahoe and the Crystal Bay Club, would be greatly impacted if there were no fireworks. This was reinforced by board member Bill Wood.

MOTION: Mayor Hillary Schieve made a motion to approve. Seconded by Chairman Bob Lucey. **Motion carried unanimously.**

J. BOARD MEMBER COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS

K. COMMENTS FROM THE FLOOR BY THE PUBLIC

L. ADJOURNMENT

Meeting adjourned at 11:09 a.m.