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**Reno-Sparks Convention & Visitors Authority
Board of Directors Meeting Minutes
October 25, 2018**

The Regular Meeting of the Board of Directors of the Reno-Sparks Convention & Visitors Authority met at 9:00 a.m., October 25, 2018, at the Reno-Sparks Convention and Visitors Authority, 4001 S. Virginia Street, Reno, NV. The meeting was properly 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 9:00 a.m.

Pledge of Allegiance led by Vick Wowo

Board Members Present:

Nat Carasali
Lee Dillard
Commissioner Bob Lucey
Rick Murdock
Mayor Hillary Schieve (via telephone)
Mark Sterbens
Vick Wowo
Bill Wood

Board Members Absent:

Councilman Ed Lawson

RSCVA Executive Staff Present:

Phil DeLone, President/Chief Executive Officer
Jennifer Cunningham, Executive Vice President
Michael Larragueta, Vice President of Sales
Robert Chisel, Director of Finance
Sheri Nill, Director of Human Resources
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

No Public Comment

C. APPROVAL OF THE AGENDA

Chairman Lucey requested the board make an adjustment to the agenda by moving items F, Finance Division and G, Human Resources Division before items E, Presentations and H, RSCVA Committee Review in order to expedite the meeting.

MOTION: Member Vick Wowo made a motion to approve the changes to the October 25, 2018 agenda. Seconded by Member Rick Murdock. **Motion carried unanimously.**

D. APPROVAL OF MINUTES OF SEPTEMBER 27, 2018 REGULAR MEETING

MOTION: Member Lee Dillard made a motion to approve the Minutes of September 27, 2018 Regular Meeting. Seconded by Member Rick Murdock. **Motion carried unanimously.**

E. PRESENTATIONS

E1. Hobbs Ong and Associates Presentation

Guy Hobbs of Hobbs/Ong & Associates presented a report on potential financial strategies, data and return on investment models regarding the Reno Sparks Convention Center expansion proposal.

E2. SMG Presentation

Gregg Caren, Executive Vice President and John Adams, Regional Vice President of Convention Centers for SMG presented a report on the current state of the national trade show industry. This report showed several case studies of other cities, their economic revitalization, and how convention centers play a role in the economic vitality of a tourism-based community will be addressed.

E3. OnStrategy Presentation

Erica Olsen, COO/Co-Founder of OnStrategy, discussed the upcoming RSCVA Board Retreat and board input regarding items to be included on the agenda for the December 6, 2018 Board Retreat.

E4. RSCVA Staff Update

Phil DeLone, President/CEO gave the board an update on the Safari Club Convention. He stated that the room nights booked thus far are over 12,000 with three months to go until the convention. Mr. DeLone gave the board a recap of the International Meetings Industry Exposition tradeshow in Las Vegas October 16-18, 2018. He finished by reminding the board that members of the RSCVA staff will travel to Washington DC in November to present Reno's bid for the 2023 National Guard Association of the United States (NGAUS) conference. This conference has the potential for 10,000 room nights and Reno is up against Nashville and Hawaii.

Ms. Jennifer Cunningham, Executive Vice President, presented an update on the RSCVA Corporate Scorecard. She stated that visitor volume was down for month of August was down 6.7%. Because of the increase in ADR – now at \$129.00 for August – total revenues were up slightly, at 1%. This trend is reflected in the year-to-date figures but remember we are only two months into the fiscal year.

Mike Larragueta, Vice President of Sales, presented an update on convention sales year-to-date. He stated that for the month of August Gross produced room nights equaled 23,532 on a goal of 18,429. He added that for the month of September Gross produced room nights equaled 7,049 on a goal of 18,429. Mr. Larragueta went on to say that Convention Produced room nights totaled 13,779 and Sports totaled 9,753.

Mr. Art Jimenez, Executive Director of Tourism Sales, gave the board an update on tourism sales. He stated that August monthly total room nights saw an increase of 1,373 from last year. He added that Year to date total room nights was down 2,437 room nights from last year.

Mr. Robert Chisel, Director of Finance, drew the boards attention to the financial report provided in the board packet. He stated that the RSCVA is within budget.

F. FINANCIAL DIVISION

F1. Review and possible approval of joinder to contract for foodservice equipment

Robert Chisel, Director of Finance, asked the board to review the National Cooperative Purchasing Alliance joinder contract for foodservice equipment, small wares, parts, design and/or installation with TriMark in accordance with NRS 332.195. He asked the board for authorization to execute purchase orders related to the foregoing not to exceed the previously budgeted amount of \$500,000.

MOTION: Member Nat Carasali made a motion to approve. Seconded by Member Mark Sterbens.
Motion carried unanimously.

F2. Review and possible approval of roofing repairs at the Reno-Sparks Livestock Event Center

Robert Chisel, Director of Finance, asked the board to review and approve BID 2019-02 in accordance with NRS 338. This bid is for the roof replacement and repairs at the Reno-Sparks Livestock Events Center (RSLEC). Responses to the Bid were received on September 20, 2018, from one bidder. He added that the Bid was reviewed by the Personnel-Finance Committee on October 15, 2018, with a recommendation to the RSCVA Board that the award of the bid for the Main Arena Roof and Pavilion Roof to Kodiak Roofing & Waterproofing, as detailed in Bid 2019-02, for an amount of \$272,325 with 10% contingency of \$27,232 for a total not to exceed of \$299,557.

MOTION: Member Nat Carasali made a motion to approve. Seconded by Member Lee Dillard.
Motion carried unanimously.

G. HUMAN RESOURCES DIVISION

G1. Review and possible approval of RSCVA 2019 Benefit Plan.

Sheri Nill, Human Resources Manager, stated that the Board is being asked to review and approve the RSCVA Employee health benefit plan for calendar year 2019. She stated that RSCVA staff and broker (LP Insurance) have negotiated with the current carrier United Health Care for a renewal of the current health insurance plan that has no increases for medical or vision. Ms. Nill added that there will be nominal increase in dental premiums, for a total cost of approximately \$8,657 per year.

MOTION: Member Nat Carasali made a motion to approve. Seconded by Member Lee Dillard.
Motion carried unanimously.

H. RSCVA COMMITTEE MEMBER REVIEW

H1. Review of RSCVA Committees and Committee Members.

Molly Rezac, Legal Counsel for the RSCVA, reviewed the existing RSCVA committee structure and the RSCVA's use of committees. She stated that the RSCVA Board has previously formed the following advisory committees: (i) Personnel/Finance; (ii) Facilities; (iii) Marketing; and (iv) Legislative. Ms. Rezac asked the board to discuss and take action to: define and/or revise the subject matter addressed by each committee; create new committees as the Board deems necessary; abolish existing committees; combine existing and/or newly created committees; and/or implement policies/guidelines regarding committee meetings and operations on a going forward basis. She reminded the board that all RSCVA Committee Meetings are subject to Open Meeting Laws and added that legal counsel recommends that the committees be comprised of four members so as not to have a board quorum. Ms. Rezac concluded by stating that the last point of discussion should be the frequency of said meetings.

Chairman Lucey stated that in the past it was decided to bring every issue before the full board of directors, however, recently several board members have expressed an interest in bringing back the committees. He said that there were four committees. Personnel/Finance, Sales/Marketing, Facilities/Legislative comprised of four board members that sat on each of those committees. However, based on discussions, and the fact that there are only nine board members, it makes it difficult for everyone to serve and poses a significant time commitment to the board members. With that, Chairman Lucey recommended that the board approve three committees (i) Facilities/Finance; (ii) Sales/Marketing; and (iii) Executive/Legislative. He added that Personnel would fall into the Executive/Legislative Committee. Chairman Lucey recommended that the following RSCVA staff represent each of these committees; (i) Phil DeLone, CEO and Robert Chisel, Director of Finance for the Finance/Facilities Committee (ii) Jennifer Cunningham, EVP and Michael Larragueta, VP Sales for the Sales/Marketing Committee; and (iii) Phil DeLone, CEO and Sheri Nill, Director of Human Resources for the Executive/Legislative Committee. Chairman Lucey went on to suggest that these committees not meet on a monthly basis, but at the recommendation of RSCVA staff. With that, Chairman Lucey opened the meeting for discussion.

Mr. Nat Carasali asked if there was a need for a Sales/Marketing Committee as all issues from these areas should be brought before the full board. He stated that it would seem like a waste of time.

Chairman Lucey stated that the reason the board steered away from committees was to present all items to the full board. He added that this action item before the board today is due to board input that we bring back the committees going forward.

Mr. Nat Carasali suggested that there be two committees; (i) Facilities/Finance, and (ii) Executive/Legislative and Sales/Marketing items come to the entire board.

Chairman Lucey asked the RSCVA Staff for feedback. He asked if a Sales/Marketing Committee is a necessity.

Jennifer Cunningham, EVP, addressed the board stating that the RSCVA is a sales and marketing organization, therefore any items should be brought before the entire board.

Molly Rezac, Legal Counsel, stated the board can establish each committee with a committee chair and that chair has the authority to set the meeting dates.

Nat Carasali recommended that the board go through and vote on each committee.

Molly Rezac, Legal Counsel, asked for a motion to allow established committee chair to set the committee meeting dates.

MOTION: Member Vick Wowo made a motion to approve a Facilities/Finance Committee. Seconded by Member Rick Murdock.

Motion carried unanimously.

MOTION: Member Mark Sterbens made motion to bring all sales and marketing items to the full board of directors and not create a separate committee. Seconded by Member Nat Carasali.

Motion carried unanimously.

MOTION: Member Vick Wowo made a motion to approve an Executive/Legislative Committee. Seconded by Member Bill Wood.

Motion carried unanimously.

MOTION: Member Nat Carasali made a motion to approve committee chair to set committee meeting dates. Seconded by Member Bill Wood.

Motion carried unanimously.

I. BOARD MEMBER COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS

None

J. COMMENTS FROM THE FLOOR BY THE PUBLIC

None

K. ADJOURNMENT

Meeting adjourned at 10:45 a.m.