

**RENO-SPARKS CONVENTION AND VISITORS AUTHORITY
NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, February 27, 2020, at 9:00 A.M.
Reno-Sparks Convention and Visitors Authority
4001 S. Virginia Street, Board Room
Reno, Nevada**

BOARD OF DIRECTORS:

Commissioner Bob Lucey, Chairman

Mr. Nat Carasali
Mr. Andy Chapman
Ms. Shannon Keel
Mr. Don Kornstein

Councilman Ed Lawson
Mayor Hillary Schieve
Ms. Ann Silver
Mr. Mark Sterbens

THIS MEETING IS IN COMPLIANCE WITH THE NEVADA OPEN MEETING LAW AND HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

Reno-Sparks Convention & Visitors Authority (RSCVA)
Reno City Hall
Sparks City Hall
RSCVA Website: www.rscva.com/public-meetings

Reno-Sparks Convention Center
Washoe County Administration Bldg.
Washoe County Courthouse
Online at <http://notice.nv.gov/>

Items on the agenda are for possible action by the Board of Directors unless stated otherwise. Items will not necessarily be considered in the order listed. The Board may combine two or more agenda items for consideration, may remove an item from the agenda or may delay discussion relating to an item on the agenda at any time. Support materials are made available when they are provided to the Board, or if provided during the meeting, support materials will be made available at the meeting at the same time as they are made available to the Board. Support materials are also available at the RSCVA Administrative Offices and at the scheduled meeting. The designated contact to obtain support materials is Corie Carlsen, 4001 South Virginia Street, Suite G, Reno, NV (775) 827-7618.

AGENDA

A. OPENING CEREMONIES

Call to Order
Pledge of Allegiance
Roll Call

B. COMMENTS FROM THE FLOOR BY THE PUBLIC

Public comment is limited to three minutes. The public is encouraged to comment on all agenda items as well as issues not on the agenda during the Public Comment period, or on "action" items immediately before board discussion of such "action" items. Members of the public desiring to speak must complete a "Request to Speak" form and return it to the RSCVA board clerk at the meeting. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. Public comments may not be accepted after the Chairman closes any period for public comment.

C. APPROVAL OF THE AGENDA OF FEBRUARY 27, 2020 BOARD OF DIRECTORS' REGULAR MEETING

For possible action.

D. APPROVAL OF MINUTES OF THE JANUARY 23, 2020 BOARD OF DIRECTORS' REGULAR MEETING

For possible action.

E. BOARD MATTERS

E1. Employment Matters Regarding Phillip DeLone

Phillip DeLone, President and CEO of the RSCVA, has tendered his resignation. Pursuant to Mr. DeLone's Employment Agreement, Mr. DeLone is required to provide six (6) months notice upon resignation. The RSCVA Board of Directors will discuss and may take action to do any of or a combination of any of the following: (i) accept or reject Mr. DeLone's resignation; (ii) reduce the notice period as set forth in Mr. DeLone's Employment Agreement; (iii) determine the duties required to be performed, if any, during the notice period; (iv) terminate Mr. DeLone's employment (either with or without cause); and/or (v) agree to the terms of a settlement or severance agreement to be offered to Mr. DeLone.

For possible action.

E2. Authorization to Act on Behalf of RSCVA

Until such time as the RSCVA Board of Directors hires an interim or permanent President/CEO, the Board of Directors is asked to authorize Bob Lucey, in his capacity as the Chairman of the Board of Directors, and Ed Lawson, in capacity as Vice-Chair of the Board of Directors, to jointly act in the capacity of the President/CEO as necessary to provide direction to executive staff, provide any necessary approvals and execute such documents as are within the authority of the President/CEO.

For possible action.

E3. Procedure for Hiring President/CEO

The Board of Directors will discuss, and may take action to provide direction to staff and/or legal counsel regarding the process to be utilized for locating and hiring an interim and/or permanent President/CEO.

For possible action.

F. PRESENTATIONS

F1. RSCVA Staff Update

RSCVA staff will deliver updates on Executive Office, Marketing, Sales, and Finance, including the Corporate Scorecard.

This is an information item. Not an action item.

G. FINANCE DIVISION

G1. Review, discussion and possible approval to award a bid award and contract for Request for Proposal 2020-08 Independent Audit Services

The Board of Directors is being asked to review, discuss and approve the bid award and contract for Request for Proposal #2020-08 Independent Audit Services, for Eide Bailey to serve as the independent auditor of the Reno-Sparks Convention and Visitors Authority for an initial contract period of 3 years with the provision of two (2) subsequent one-year renewals at a cost not to exceed \$61,000 for the first year.

For possible action.

H. MARKETING DIVISION

H1. Review, discussion and possible approval to award a bid award of RFO #2020-06 for Media Buying Services

The Board of Directors is being asked to review, discuss and approve the bid award and contract for Request for Qualifications #2020-06 Media Buying Agency to Birdsall, Voss & Associates, Inc. (BVK), to develop, implement, manage, and measure a strategic media plan for the Reno-Sparks Convention and Visitors Authority for a total amount not to exceed \$313,600.

For possible action.

I. BOARD MEMBER COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS

This is an information item. Not an action item.

J. COMMENTS FROM THE FLOOR BY THE PUBLIC

Public comment is limited to three minutes. The public is encouraged to comment on all agenda items as well as issues not on the agenda during the Public Comment period, or on "action" items immediately before board discussion of such "action" items. Members of the public desiring to speak must complete a "Request to Speak" form and return it to the RSCVA board clerk at the meeting. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. Public comments may not be accepted after the Chairman closes any period for public comment.

K. ADJOURNMENT

For possible action.

Persons are invited to submit written remarks for all matters, both on and off the agenda. Written remarks presented for inclusion in the Board of Directors' minutes must be flat, unfolded, on paper of standard quality, and 8 ½ by 11 inches in size. Written remarks shall not exceed five (5) pages in length. The RSCVA will not accept for filing any submission that does not comply with this rule. On a case-by-case basis, the Board of Directors may permit the filing of noncomplying written remarks, documents, and related exhibits under NRS 241.035(1)(e). Board of Directors' meeting rooms are accessible to persons with disabilities. If special arrangements are required, please contact Corie Carlsen at 775-827-7618.

For information or questions regarding this agenda, please contact:
The RSCVA Executive Office
P.O. Box 837, Reno, NV 89504
775-827-7618