

**RENO-SPARKS CONVENTION AND VISITORS AUTHORITY  
NOTICE OF PUBLIC MEETING  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
Thursday, June 25, 2020, at 9:00 a.m.**

**MEETING VIA TELECONFERENCE/VIDEOCONFERENCE  
ONLY PURSUANT TO NRS 241.023**

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**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

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

RSCVA Website: [www.rscva.com/public-meetings](http://www.rscva.com/public-meetings)

Online at <http://notice.nv.gov/>

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**Public Notice**

Pursuant to Section 3 of the Declaration of Emergency Directive 006 ("Directive 006"), the requirement contained in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies held via teleconference or videoconference where members of the public are permitted to attend and participate has been suspended. Moreover, pursuant to Section 3 of Directive 006, the requirements contained in NRS 241.020(4)(a) that public notice agendas be posted at physical locations within the State of Nevada has likewise been suspended. This agenda has been electronically posted in compliance with Directive 006, NRS 241.020(3) at [www.visitrenotahoe.com/about-us/public-meetings](http://www.visitrenotahoe.com/about-us/public-meetings) and NRS 232.2175 at <https://notice.nv.gov/>.

Please see section below regarding public comment. Members of the public may view the meeting live at <https://www.youtube.com/channel/UCaqlm2OSuhzc5Lw1w6HkcA>.

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**Supporting Materials**

Pursuant to Section 5 of Directive 006, the requirement contained in NRS 241.020(3)(c) that physical locations be available for the public to receive supporting material for public meetings has been suspended. Supporting materials for the meeting are available on the RSCVA's website at [www.visitrenotahoe.com/about-us/public-meetings](http://www.visitrenotahoe.com/about-us/public-meetings).

Pursuant to NRS 241.020(6), supporting material is made available to the general public at the same time it is provided to the Committee. The designated contact to obtain support materials is Corie Carlsen, 4001 South Virginia Street, Suite G, Reno, NV (775) 827-7618.

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**Public Comment**

Pursuant to Section 2 of Directive 006, if a public body holds a meeting by means of teleconference or videoconference and a physical location where members of the public can attend is not provided, the public body must provide a means for the public to provide public comment, and post that means on the public notice agenda. Pursuant to Section 2 of Directive 006, the public may provide public comment by emailing comments to [boardclerk@renotahoeusa.com](mailto:boardclerk@renotahoeusa.com) or by leaving a voicemail (limited to three minutes) at (775) 827-7602 (note this is not a live call-in line). Comments received before 4:00 p.m. on Wednesday, June 24, 2020, will be transcribed and given to the Committee for review and will be included with the minutes of the meeting.

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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 of Directors 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.

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## **AGENDA**

### **A. OPENING CEREMONIES**

Call to Order  
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. 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.

### **C. APPROVAL OF THE JUNE 25, 2020 BOARD OF DIRECTORS MEETING AGENDA**

For possible action.

### **D. APPROVAL OF THE MAY 28, 2020 BOARD OF DIRECTORS MEETING MINUTES**

For possible action.

### **E. PRESENTATIONS**

#### **E1. Reno-Sparks Convention and Visitors Authority Staff Update**

Jennifer Cunningham, Interim President/CEO, and RSCVA staff will deliver updates on Executive Office, Marketing, Sales, Facilities, and Finance.

This is an information item. Not for an action item.

#### **E2. ASM Update**

Michael Day, General Manager, ASM Global Reno-Sparks, will deliver an update on the status of the RSCVA Facilities to include upcoming events and protocols for addressing the Covid-19.

This is an information item. Not an action item.

#### **E3. Legal Counsel Update.**

RSCVA Legal counsel will deliver updates on any pending legal matters.

This is an information item. Not an action item.

### **F. BOARD MATTERS**

#### **F1. SearchWide Search Firm Update, Approval of Position Description and Salary Parameters**

The BOD will be given an update on the CEO search process. The Board of Directors is also being asked to review, consider and approve the RSCVA President/CEO position description and related materials as well as to approve the position salary parameters. In addition, the Board may take action to give direction to staff and/or SearchWide regarding the CEO search process.

For possible action.

**F2. Appointment of Board Member Pursuant to NRS 244A.601(1)(d)(1) Representing Air Service Establishments**

The elected public official members of the Board of Directors will consider the appointment of a representative to the RSCVA Board nominated by the Reno-Tahoe Airport Authority (RTAA). The RTAA has nominated Jenifer Rose and Daniel Farahi for consideration. This appointment will become effective as of July 1, 2020.

For possible action.

**F3. Review, discussion, and possible action regarding revisions to RSCVA Harassment and Non-Discrimination Policies**

The Board is being asked to review, discuss, and possibly approve or revise Harassment and Non-Discrimination Policies to update the complaint procedures in those policies.

For possible action.

**G. BOARD MEMBER COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS**

This is an information item. Not an action item.

**H. 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. 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.

**I. ADJOURNMENT**

For possible action.

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



# **Board Meeting Minutes**





P.O. Box 837  
Reno, NV 89504 USA  
t: 775.827.7600  
[VisitRenoTahoe.com](http://VisitRenoTahoe.com)

**Reno-Sparks Convention & Visitors Authority  
Special Meeting of the Board of Directors  
Meeting Minutes  
May 28, 2020**

The Special Meeting of the Board of Directors of the Reno-Sparks Convention & Visitors Authority met at 9:00 am, May 28, 2020, **via teleconference/videoconference only pursuant to NRS 241.023.** The meeting was properly noticed and posted in compliance with the Nevada Open Meeting Law.

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**A. OPENING CEREMONIES**

**Call to Order**

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**Board Members Present:**

Nat Carasali  
Andy Chapman  
Shannon Keel  
Don Kornstein  
Councilman Ed Lawson  
Commissioner Bob Lucey  
Mayor Hillary Schieve  
Ann Silver  
Mark Sterbens

**Board Members Absent:**

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**RSCVA Executive Staff Present:**

Jennifer Cunningham, Interim CEO/President  
Michael Larragueta, Vice President of Sales  
Robert Chisel, Vice President of Finance and Operations  
Art Jimenez, Executive Director of Tourism Sales  
Sheri Nill, Director of Human Resources  
Ben Kennedy, Legal Counsel  
Molly Rezac, Legal Counsel

**RSCVA Executive Staff Absent:**

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**B. COMMENTS FROM THE FLOOR BY THE PUBLIC**

Pursuant to Section 2 of Directive 006, the public may provide public comment by emailing comments to [boardclerk@renotahoeusa.com](mailto:boardclerk@renotahoeusa.com) or by leaving a voicemail (limited to three minutes) at (775) 827-7602 (note this, not a live call-in line).

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**C. APPROVAL OF THE AGENDA OF MAY 28, 2020 REGULAR MEETING OF THE BOARD OF DIRECTORS**

**MOTION:** Member Shannon Keel made a motion to approve the May 28, 2020 agenda. It was seconded by Vice-Chair Ed Lawson. **Motion carried unanimously.**

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**D. APPROVAL OF MINUTES OF APRIL 30, 2020 REGULAR MEETING OF THE BOARD OF DIRECTORS**

**MOTION:** Vice-Chair Ed Lawson made a motion to approve April 30, 2020, meeting minutes. It was seconded by member Andy Chapman. **Motion carried unanimously.**

## **E. UPDATE FROM INTERIM CEO**

### **E1. Update from Interim CEO**

Jennifer Cunningham, Interim CEO/President, said with Governor Sisolak's announcement that the State of Nevada would resume gaming operations one week from today, RSCVA staff is preparing its message to welcome travelers back to Reno Tahoe. She said that video updates featuring Mike Larragueta, Vice President of Sales and Art Jimenez, executive Director of Tourism Sales have already been recorded and will soon be distributed to meetings and conventions, and tour and travel databases. Ms. Cunningham said that visitor travel research has indicated that many people are still planning on taking a vacation, but more will do so as a road trip in their cars. According to the research, people are expanding their perception of a viable drive market to a radius of 700 miles. She added that VisitRenoTahoe.com had been updated with easily accessible health and safety information on the destination. Ms. Cunningham said that for the first time in many years, the RSCVA is nearing completion of a 30-second TV ad, slated to run in the northern California drive market during the last two weeks of June. She said that BVK had been a fantastic partner, and they put together a spot for us for free. She added that the final version would be scrubbed of all property names from the video. Ms. Cunningham said that the RSCVA is working with Matador Network (who is the leading global media company for travel with millions of followers), and Southwest Airlines on a partnership with five other destinations on a co-branded COVID recovery promotional campaign. All six destinations are either "mountain" or "beach" destinations – places with built-in social distancing and amazing access to nature. She said that Matador and Southwest would distribute the content through their network. And the best part - they are doing it for free as a thank you for work we've done with them in the past and as an outreach to help some of their travel partners.

**No action taken.**

## **F. BOARD MATTERS**

### **F1. Review, Searchwide Search Firm Update**

Ben Kennedy stated that the contract between Searchwide Global and the RSCVA was finalized and signed last week. Mr. Kennedy asked Andy Chapman to give the Board an update on the status.

Andy Chapman introduced Mike Gamble and Bill Banbury of Searchwide Global to tell the Board a little about themselves, the organization, and the search process.

Mike Gamble, President & CEO of Searchwide Global, gave an overview of the timeline for the CEO search.

Bill Banbury, an Executive Consultant with Searchwide Global, discussed the process of the CEO Search.

Member Shannon Keel asked if there was a stipulation in the contract should the RSCVA board decide to stop the search or go into another direction. She also asked if there would be a reduction in fees if a board member, or another local person, brought a candidate to the table.

Mr. Gamble answered by saying that Searchwide has perhaps had something like that happen twice in the twenty-one years they have been doing business. He added while concessions were made at this point, the RSCVA is contractually obligated to pay the \$62,500 at a minimum.

Chairman Lucey stated that he and Mr. Chapman worked closely with Mr. Gamble and Mr. Hanbury to finalize the agreement between Searchwide and the RSCVA. He said that Mr. Chapman would keep the Board informed of the progress as the liaison between Searchwide Global and the RSCVA Board.

**No action taken.**

**F2. Review, discussion, and possible action regarding revisions to RSCVA Harassment and Non-Discrimination Policies**

Molly Rezac, Legal Counsel, drew the Board's attention to the memo and revised harassment and non-discrimination policies presented in the board packet. She said that staff was asked to review and revise how complaints against the CEO are handled. Mrs. Rezac reminded the Board that the CEO is the only individual that reports directory to the Board of Directors and that any complaint attention to any manager or supervisors, Directors of HR, those complaints are then brought to the Chairman or Vice-Chairman.

Chairman Lucey asked Mrs. Rezac to change the words Chairman and Vice-Chairman with Chair and Vice-Chair.

Mayor Schieve raised concerns about the reporting order and asked that any complaint against the CEO be brought before the entire Board.

Ann Silver asked for language that states any complaint is immediately reported to the Board.

Chairman Lucey asked Mrs. Rezac to revise the policies verbiage and bring them back to the Board for approval.

**No action taken.**

**G. FINANCIAL DIVISION**

**G1. Public Hearing: Review and Adoption of the RSCVA 2020/2021 Fiscal Year Budget (Resolution 588)**

Robert Chisel, Vice President of Finance, presented the RSCVA 2020/21 Fiscal Year Budget. He stated that the budget is in line with the Strategic Plan goals. He covered the Budget Overview and General Fund Budget, which include departmental budgets, facilities, and the surcharge account. Mr. Chisel also reviewed the Debt Service, Insurance, and Capital funds. He then turned the budget presentation over to Michael Day to discuss the budget for the RSCVA facilities.

Shannon Keel raised concerns about the cuts to the marketing budget.

Jennifer Cunningham stated that she and Robert Chisel are working closely to restore the marketing budget as soon as revenues improve.

Ann Silver suggested that if the RSCVA exceeds revenues that the Board returns the pay differentials by yearend.

Chairman Lucey asked the members of the Finance Committee to compile a prioritized list of variable costs.

Chairman Lucey opened the meeting for Public Comment. Seeing no public comment, chairman Lucey brought the item back to the Board for a motion.

**MOTION:** Vicechair Lawson made a motion to approve Item F1 Public Hearing: Review and Adoption of the RSCVA 2019/20 Fiscal Year Budget (Resolution 588) as presented. It was seconded by member Mark Sterbens. **Motion carried unanimously.**

**G2. Review and possible approval of the RSCVA Fiscal Year 2020/21 Property, General Liability, Automobile, Umbrella, Workers' Compensation, Public Officials' Liability, Crime and Internet Liability, and associated Insurance Coverage**

Robert Chisel requested board approval for the following insurance policies: Property, General Liability, Automobile, Umbrella, Workers' Compensation, Public Officials' Liability, Crime and Internet Liability, and associated insurance coverage. He said that the new insurance program recommended premiums are estimated to be \$355,893, an increase of \$43,885.

**MOTION:** Chairman Lucey made a motion to approve the RSCVA Fiscal Year 2020/21 Property, General Liability, Automobile, Umbrella, Workers' Compensation, Public Officials' Liability, Crime and Internet Liability, and associated Insurance Coverage. It was seconded by member Don Kornstein.  
**Motion carried unanimously.**

***H. BOARD MEMBER COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS***

None.

***I. COMMENTS FROM THE FLOOR BY THE PUBLIC***

None.

***K. ADJOURNMENT***

Meeting adjourned at 10:30 am.

## PUBLIC COMMENT

[boardclerk@renotahoeusa.com](mailto:boardclerk@renotahoeusa.com) / RSCVA:

**OML:** Don't want to beat this too much See Below addendum. RSCVA may be out of compliance with NRS 241, OML and both Governor Directives 006 and 018.

Why is the RSCVA listed at public meetings under City of Reno not independently or other. RSCVA services the whole county. <https://notice.nv.gov/>.

**BID:** I strongly object to RSCVA using my taxpayer money for the Reno Downtown Business Improvement District (BID)/ Downtown Maintenance Organization (DMO), Downtown Reno Partnership (DRP). I'm told it was \$100,000 last year and \$50,000 this year. Stop! Please consult your attorney. BIDs may not be subsidized by taxpayers! See case law including below. The DRP is NOT a charitable 501c3, it is a 501c6 (Advocacy) and I wish to optout. Do not use Tax dollars for a n advocacy group. Again, please consult legal advice. (Case Law and AG Opinion listed under Addendum)

As Jefferson famously put it, "to compel a man to furnish contributions of money for the propagation of opinions which he disbelieves and abhor[s] is sinful and tyrannical." Pacific Gas & Electric (PG&E) v. Public Util. Comm. (1986)

I'm happy to meet and discuss legal issues but especially in view of RSCVA lay-offs, do not spend taxpayer money on the BID/DMO/DRP. You may be opening yourself to legal liability. Additionally the DRP does not meet the IRS and Nevada requirements for a Non-Profit 501c6. (Can Explain)

**RDA1:** I am extremely concerned that Reno Development Agency (RDA1) is "bankrupt" with under \$1 million in revenue and \$4 million in 2020 expenses, Ask Mr. Chisel, we were promised no taxpayer bail-out. Now more than ever we can't afford to a bail out the Reno Development Agency (1).

**Reno and WCSD Fiscal Crisis:** Like a deer in headlights Reno and WCSD schools are failing to make effective lay offs and take action in view of the Fiscal Tsunami. The (FAB) Finance Board unanimously passed a motion calling for 15% cuts now and a "sense of urgency" only to be ignored by Council. WCSD followed blindly taking little action. I predict by 2021, Reno, along with Nye County, North Las Vegas, CCSD (Schools) all State Take Over. 50-50: WCSD. Esmeralda. And many many small districts and authorities.

Please express your concern

**WCSD:** I'm running for WCSD Trustee District A South Reno, Incline. I don't mind saying in all WCSD races, no incumbents. Insanity over and over. (No to Nicolet, Kelley & Taylor please).

Jeff Church  
[www.RenoTaxRevolt.com](http://www.RenoTaxRevolt.com)  
800 554 9519

### **ADDENDUM:**

#### CASE LAW on BID:

City of Reno vs. Folsom, 464 P.2nd 454 (1970), Knox v. City of Orland, 4 Cal.4th 132 (1992), Evans v. City of San Jose, 3 Cal.App.4th 728 (1992). JANUS v. AMERICAN FEDERATION OF

STATE, COUNTY, AND MUNICIPAL EMPLOYEES, COUNCIL 31, ET AL. No. 16-1466. Argued February 26, 2018—Decided June 27, 2018 .  
Nevada Attorney General's OML Opinions 2014-1, "Mesquite." And "Eureka: OMLO 2001-17/AG File No. 00-030 and "EDAWN" OMLO 99-05 (January 12, 1999).

OML:

Technology exists to allow active public comment and participation and RSCVA should so allow. You maybe non complaint. See also Directive 006 Section 7. For example the budget affects us and Section 7 requires we be heard.

(Bold/underline added, so why is public meeting listed under City of Reno?)

<https://www.visitrenotahoe.com/about-rscva/>  
About RSCVA

The Reno-Sparks Convention and Visitors Authority, RSCVA, was established in 1959 as the Washoe County Fair and Recreation Board. The RSCVA acts as a marketing organization **for the county** to promote convention and tourism business.

<https://www.rscva.com/about-rscva/the-board/>

The RSCVA is governed by a nine-member board of directors representing a variety of business and community groups in Washoe County. The groups represented include: gaming, general business, and air service. The cities of Reno and Sparks and Incline Village are also represented as well as the Washoe County Commission.

Unfortunately, the A.G. has been in hiding rather than issuing guidance on OML. Other OML agencies are meeting via Zoom with active public comment. Further did you see Sect 7 of Directive 006? Active input must be allowed on matters that affect the speaker such as the budget. Further the directive was modified by Directive 018.



Michael A. T. Pagni, Esq.  
[mpagni@mcdonaldcarano.com](mailto:mpagni@mcdonaldcarano.com)

Reply to: Reno  
File No.: 30248-1

May 27, 2020

Via email [ccarlsen@renotahoeusa.com](mailto:ccarlsen@renotahoeusa.com)  
Board of Directors  
Reno Sparks Convention and Visitors Authority  
c/o Board clerk

**Re: P3 Proposal: Agenda Item H1**

Dear Board Members:

Our firm represents Eldorado Resorts, Silver Legacy and Circus Circus Reno (the ROW properties). This letter is written to express the ROW's opposition to P3 Partners proposal to alter the operations, management, marketing, promotion, booking and use of the Reno Events Center and National Bowling Stadium.

As you know, the ROW has a substantial vested interest in the REC and NBS, not only as the largest operator of resort properties in downtown Reno but from its pivotal role in the development, construction, legislative authorization and financing of these facilities. The NBS was constructed as part of a downtown Reno renovation effort in 1995 (which included construction of the Silver Legacy) for the purpose of capturing bowling tourism dollars based on commitments from the United States Bowling Congress to host tournament events in Reno. The REC was constructed as a result of the ROW's recommendations as a member of the Truckee Meadows Tourism Facility and Steering Committee for the purpose of attracting mid-week conventions and meetings to the downtown area, hosting concerts and special events, and increasing mid-week occupancy. As a result of its financial commitments under a special assessment district, dedicated room surcharges, and three (3) special room taxes, the ROW pays the majority of tax revenue supporting the bonds issued to construct these facilities as well as ongoing operations, maintenance and capital improvements. The ROW has also been a strong partner with the RSCVA and City of Reno in financing and facilitating priority booking of these facilities.

We were surprised to learn from your agenda that P3 Partners is proposing to terminate the contract with ASM Global, take over management control and subcontract facility operations to Jam On It, and fundamentally alter the purposes, priorities and operations of these convention/entertainment facilities. While we strongly support efforts to restore convention and tourism activities, the proposal appears to go beyond simply booking more events and raises a number of concerns.

[mcdonaldcarano.com](http://mcdonaldcarano.com)

100 West Liberty Street • Tenth Floor • Reno, Nevada 89501 • P: 775.788.2000  
2300 West Sahara Avenue • Suite 1200 • Las Vegas, Nevada 89102 • P: 702.873.4100



First, the RSCVA is already under contract with ASM Global for these services through at least 2022. Short of breaching that contract or negotiating some early payout to ASM Global there are significant contractual impediments and financial and reputational costs to the RSCVA in even considering the proposal. There are also significant questions regarding impacts on RSCC operations, as it is unclear whether ASM Global would be willing or able to operate the RSCC (or at what additional cost) if the contract were terminated.

Second, as your contract with the City requires and as the RSCVA recognized when it hired ASM Global through a public RFP solicitation, these facilities must be operated by qualified, experienced facility operators, and must be managed and operated to “meet the needs of conventions, trade shows, consumer shows, meetings, entertainment, and community events.” *See RSCVA RFP # 2018-01* It is unclear what, if any, qualifications or experience P3 Partners or Jam On It have in managing and operating convention, entertainment and bowling venues, let alone expertise in industry wide promotion, marketing and booking<sup>1</sup>. The RSCVA further recognized in its RFP solicitation that in addition to managing the day to day operations “in a cost effective, high quality and efficient manner”, any operator of these facilities must “maximize the generation of room night occupancy”, “ensure that conventions, exhibitions, trade shows, and other meetings are attracted and retained”, “maximize the economic impact to the community, region and state via the accommodation of non-local conventions, trade shows, conferences and meetings and overall utilization of the facility”, “penetrate new markets” and “promote the Authority to enhance usage” by attracting “conventions, trade shows and events” while responding to the ever-changing needs of users and the convention market. *See RSCVA RFP # 2018-01* To meet these objectives, the RSCVA required prospective operators to submit comprehensive background information, financial statements, disclosures of principles, qualifications, client lists, demonstrated operations and management experience, and a sales and marketing plan for the facilities. Prospective operators were further required to submit to a rigorous interview and competitive public selection process. P3’s proposal does not address the broad elements required by the RSCVA, does not include any of the comprehensive information necessary to evaluate any proposal, and does propose any public selection process. Additionally, the proposal is singularly focused on an isolated niche industry rather than the broad, diverse objectives recognized by the RSCVA as critical to the success of these facilities and maximizing room night occupancy. While we are not suggesting a change, if the RSCVA were to consider any change in management and operations of these facilities as a public agency the RSCVA should only do so through the same competitive, public RFP process followed when the current operator was selected. Only through a public RFP

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<sup>1</sup> P3 Partners mentions utilizing Spectra/Comcast as a “team member” at some undetermined time in the future. While the qualifications of Spectra/Comcast are clear, it is unknown what role they would play, when they would become involved, at what cost, on what terms, and for what purpose (i.e., to prioritize the amateur sports promotion for AAU/JamOnIt and P3 or maximize room night occupancy through bowling, convention, exhibition, concerts, trade shows, athletic tournaments, etc). Notably, P3 Partners does not propose that the RSCVA directly contract with Spectra/Comcast for management and operations services, providing additional uncertainty as to who is in control and as to the scope and long-term viability of securing Spectra/Comcast’s independent expertise.

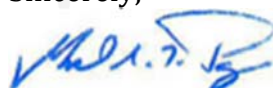


process can the RSCVA ensure it retains the most qualified, experienced and financially viable operator best suited to fulfill the requirements of the RSCVA and local tourism industry.

Third, we are very concerned with the timing of the proposal. The largest convention in the City returns in September with the arrival of the USBC bowling tournament. Discussions for extending the USBC contract and adding more convention dates in the future are underway, and will be highly dependent on the success of this year's event. Conducting this event in the COVID-19 environment will present significant challenges, and will demand an experienced operator to navigate these new challenges. More than ever before, we need to ensure that the bowlers' experience is exceptional and that the facilities are managed and operated seamlessly by persons with experience and expertise in managing this specific convention. We are very concerned with the logistics, appearance and unintended consequences of upending management and operations of these facilities within a month or so of kicking off the first major post-pandemic convention in the region<sup>2</sup>.

The RSCVA and the tourism industry as a whole are facing significant financial challenges as a result of the pandemic. Now does not seem the time to narrow options or experiment with a new business model focused on a single industry which is itself facing its own unique challenges. We welcome efforts by any vendor, including Jam On It and AAU, to bring athletic tournaments or other innovative special events to our region, and encourage them to continue to work through the RSCVA and ASM Global to book events. But if we are to restore our tourism economy and maximize room occupancy, more than ever before we need the qualifications and expertise of an operator with broad experience, industry-wide contacts and skill to market, promote, book and successfully manage all types of conventions, trade shows, concerts, and events for the betterment of the region as a whole.

Sincerely,



Michael A. T. Pagni

C: Client  
Jennifer Cunningham  
Ben Kennedy, Esq.

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<sup>2</sup>The proposal also lacks specificity on key details related to financing, booking priority, operational and management control, public financial support (including proposed use of the dedicated \$2 surcharge), and cost and expense management, raising a number of additional questions.



# **RSCVA Scorecard**

## RSCVA Monthly Snapshot: April 2020

Strategic Plan Priority #1: Visitor Growth & Awareness					
Marketing Goals	OVERALL VISITOR GROWTH	April'20	April'19	Y/Y%	Monthly Goal
	Visitor Volume	55,450	352,930	-84.3%	418,709
	# of Web Sessions - National Overall	35,023	254,694	-86.2%	254,694
	Number of Partner Referrals	897	5,234	-82.9%	5,234
	SF: Web Sessions	3,493	41,189	-91.5%	41,189
Marketing Goals	LA Basin: Web Sessions	2,054	48,340	-95.8%	48,340
	MARKET PERFORMANCE/CASH OCCUPIED ROOMS				
	Washoe County Total				
	Room Inventory	300,007	704,232	-57.4%	700,260
	Cash Room Nights	49,924	275,513	-81.9%	307,485
Marketing Goals	Comp Room Nights	51	68,592	-99.9%	-
	Overall Occupancy	50.1%	65.9%	-24.0%	70.0%
	Taxable Revenue	\$3,492,216	\$32,226,425	-89.2%	\$34,292,610
	A.D.R.	\$69.95	\$116.97	-40.2%	\$111.53
	Rev Par	\$21.44	\$50.76	-57.8%	-
Marketing Goals	Gaming Win	-\$78,633	\$65,833,447	-100.1%	-
	Hotel Market Segment				
	Room Inventory	105,937	480,679	-78.0%	484,740
	Cash Room Nights	27,088	233,629	-88.4%	265,529
	Comp Room Nights	31	68,037	-100.0%	-
Marketing Goals	Overall Occupancy	29.9%	64.7%	-53.8%	70.5%
	Taxable Revenue	\$2,428,822	\$28,938,248	-91.6%	\$31,437,594
	A.D.R.	\$89.66	\$123.86	-27.6%	\$118.40
	Rev Par	\$25.83	\$61.56	-58.0%	-
	AIRLIFT				
Marketing Goals	Air Passengers	17,265	337,062	-94.9%	-
Strategic Plan Priority #2: Direct Room Night Growth					
Marketing Goals	TOURISM SALES GOALS	April'20	April'19	Y/Y%	Monthly Goal
	Travel Wholesaler	-	827	-100.0%	-
	International/Domestic Receptive Operators	-	782	-100.0%	-
	Online Travel Agent	-	35,751	-100.0%	-
	Travel Agent	-	12,144	-100.0%	-
Marketing Goals	Group Tour/Motorcoach	-	5,234	-100.0%	-
	Ski and Golf Production	-	299	-100.0%	-
	TENTATIVE SALES PIPELINE				
	# of Leads Issued	20	62	-67.7%	56
	# of Room Nights for Leads Issued	50,557	87,729	-42.4%	-
Sales Goals	# of Outstanding Leads in Sales Pipeline	317	310	2.3%	-
	# of Room Nights in Sales Pipeline	525,325	570,733	-8.0%	776,000
	PRODUCED ROOM NIGHTS				
	Gross Produced Room Nights	901	35,079	-97.4%	32,169
	*Net Produced Room Nights	-39,332	35,079	-212.1%	32,169
Sales Goals	Net Produced Room Nights % of Goal	-122.3%	109.0%	-212.1%	100%
	Convention Produced Room Nights	-21,874	21,880	-200.0%	14,019
	Sports Produced Room Nights	(17,458)	7,781	-324.4%	17,313
	RSLEC Produced Room Nights	-	5,418	-100.0%	837
	ACTUAL ROOM NIGHTS (RNs Realized This Month)				
Sales Goals	Groups/Conventions Actual Room Nights	-	15,002	-100.0%	10,466
	Sports Actual Room Nights	-	18,031	-100.0%	19,996
	Total Actual Room Nights	0	33,033	-100.0%	30,462
Strategic Plan Priority #3: Facility Efficiency					
GM Goals	OPERATING MARGIN	April'20	April'19	Y/Y%	Monthly Goal
	Reno-Sparks Convention Center	-\$291,323	\$277,615	-204.9%	\$389,848
	Reno Events Center	-\$119,852	\$155,047	-177.3%	\$23,910
	National Bowling Stadium	-\$149,697	-\$170,893	12.4%	-\$31,083
	Reno-Sparks Livestock Events Center	-\$141,049	-\$3,422	-4021.8%	\$1,180
Legend:					
Comparison of current actual to the monthly goal					
Green					
Yellow					
Red					
*Net reflects the definite cancellations of Interbike 2019 and 2020					

## RSCVA Monthly Snapshot: Year-to-Date April 2020

Strategic Priority #1: Visitor Growth & Awareness						
Marketing Goals	OVERALL VISITOR GROWTH	FY 19-20	FY 18-19	YTD Target	Y/Y%	Annual Goal
	Visitor Volume	2,989,223	3,459,223	4,234,162	-13.6%	5,195,137
	# of Web Sessions - National Overall	2,318,550	2,301,740	2,301,740	0.7%	2,865,968
	Number of Partner Referrals	82,984	51,450	51,450	61.3%	62,864
	SF: Web Sessions	477,998	458,311	458,311	4.3%	567,741
	LA Basin: Web Sessions	364,261	318,388	318,388	14.4%	415,614
	MARKET PERFORMANCE/CASH OCCUPIED ROOMS					
	Washoe County Total					
	Room Inventory	6,453,826	7,140,545	7,210,778	-9.6%	8,666,216
	Cash Room Nights	2,456,506	2,859,577	2,924,970	-14.1%	3,636,161
Comp Room Nights	641,501	708,793	714,679	-9.5%	-	
Overall Occupancy	65.4%	67.4%	66.2%	-3.0%	67.8%	
Taxable Revenue	\$290,977,594	\$329,243,517	\$339,021,409	-11.6%	\$418,607,365	
A.D.R.	\$118.45	\$115.14	\$115.91	2.9%	\$115.12	
Rev Par	\$50.61	\$51.47	-	-1.7%	-	
Gaming Win	\$630,938,164	\$710,770,663	-	-11.2%	-	
Hotel Market Segment						
Room Inventory	4,305,024	4,831,414	4,957,100	-10.9%	5,953,476	
Cash Room Nights	2,024,938	2,409,586	2,475,872	-16.0%	3,084,157	
Comp Room Nights	638,836	705,998	712,125	-9.5%	-	
Overall Occupancy	64.3%	66.8%	66.4%	-3.7%	68.4%	
Taxable Revenue	\$252,117,703	\$289,983,660	\$300,172,847	-13.1%	\$371,965,854	
A.D.R.	\$124.51	\$120.35	\$121.24	3.5%	\$120.61	
Rev Par	\$60.37	\$61.82	-	-2.3%	-	
AIRLIFT						
Air Passengers	3,233,771	3,547,033	-	-8.8%	-	

Strategic Priority #2: Direct Room Night Growth							
TOURISM SALES GOALS		FY 19-20	FY 18-19	Market Target	Y/Y%	Quarter Goal	
Marketing	Traditional Wholesaler	7,038	11,876	-	-40.7%	-	
	International/Domestic Receptive Operators	7,412	9,707	-	-23.6%	-	
	Online Travel Agent	320,737	423,326	-	-24.2%	-	
	Travel Agent	87,329	134,802	-	-35.2%	-	
	Group Tour/Motorcoach	16,014	31,282	-	-48.8%	-	
	Ski and Golf Production	8,334	10,964	-	-24.0%	-	
TENTATIVE SALES PIPELINE		FY 19-20	FY 18-19	YTD Target	Y/Y%	Annual Goal	
Sales Goals	# of Leads Issued	538	609	566	-11.7%	688	
	# of Room Nights for Leads Issued	619,109	816,229	-	-24.2%	N/A	
	# of Outstanding Leads in Sales Pipeline	317	310	-	2.3%	N/A	
	# of Room Nights in Sales Pipeline	525,325	570,733	776,000	-8.0%	776,000	
	PRODUCED ROOM NIGHTS						
	Gross Produced Room Nights	184,381	215,589	222,834	-14.5%	290,000	
	*Net Produced Room Nights	134,342	169,070	222,834	-20.5%	290,000	
	Net Produced Room Nights % of Goal	60.3%	100.0%	100.0%	-39.7%	100%	
	Convention Produced Room Nights	101,587	80,738	145,973	25.8%	176,595	
	Sports Produced Room Nights	21,477	60,834	55,011	-64.7%	88,255	
	RSLEC Produced Room Nights	11,278	14,207	21,850	-20.6%	25,150	
ACTUAL ROOM NIGHTS (RNs Realized This Year)							
Groups/Conventions Actual Room Nights	136,373	151,943	146,397	-10.2%	159,366		
Sports Actual Room Nights	29,148	46,786	51,344	-37.7%	95,988		
Total Actual Room Nights	165,521	198,729	197,741	-16.7%	255,354		

Strategic Priority #3: Facility Efficiency							
GM Goals	OPERATING MARGIN		FY 19-20	FY 18-19	YTD Target	Y/Y%	Annual Goal
	Reno-Sparks Convention Center		-\$2,070,121	-\$878,270	-\$1,170,238	-135.7%	-\$1,191,427
	Reno Events Center		-\$367,994	-\$68,225	-\$116,845	-439.4%	\$23,054
	National Bowling Stadium		-\$1,852,968	-\$1,555,094	-\$1,598,774	-19.2%	-\$1,618,639
	Reno-Sparks Livestock Events Center		-\$952,195	-\$656,565	-\$814,187	-45.0%	-\$1,038,304

<b>Legend:</b>	
<b>Comparison of current actual to the Year to Date Target</b>	
<b>Green</b>	<b>&gt;= 95% of target</b>
<b>Yellow</b>	<b>80-95% of target</b>
<b>Red</b>	<b>&lt; 80% of target</b>
<b>*Net reflects the definite cancellations of Interbike 2019 and 2020</b>	

## Convention Monthly Snapshot: Year Over Year May 19/20

Convention Produced Room Nights	
May'20	-66,361
May'19	55,137
Y/Y%	-220.4%
May'20 Monthly Goal	29,397





**Reno-Sparks Convention & Visitors Authority  
Fiscal Year 2019-20  
Interim Financials**

**April 2019-20**





Reno-Sparks Convention and Visitors Authority  
Fiscal Year 2019-20 Interim Financial  
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**Consolidated Summary  
Report of Operations  
For the Month of April 2020  
RENO-SPARKS CONVENTION AND VISITORS AUTHORITY**

	April 2020				April 2019		
	Actual	Budget	Increase (Decrease)		Actual	Increase (Decrease)	
			Amount	%		Amount	%
<b>Revenues</b>							
Room Tax Collections	\$ 301,024	\$ 2,957,737	\$ (2,656,713)	-89.8%	\$ 2,784,444	\$ (2,483,420)	-89.2%
Tourism Surcharge	63,418	438,810	(375,392)	-85.5%	416,304	(352,886)	-84.8%
City Center Tax	-	-	-	0.0%	-	-	0.0%
Facility Revenues							
Reno-Sparks Convention Center	(6,261)	758,081	(764,342)	-100.8%	748,531	(754,792)	-100.8%
National Bowling Stadium	3,047	256,178	(253,131)	-98.8%	4,139	(1,092)	-26.4%
Reno Events Center	(1,675)	217,777	(219,452)	-100.8%	327,672	(329,347)	-100.5%
Reno-Sparks Livestock Events Ctr	(453)	170,440	(170,893)	-100.3%	170,120	(170,573)	-100.3%
RSCVA Facilities	-	-	-	0.0%	3,869	(3,869)	-100.0%
Wildcreek Golf Course	-	-	-	0.0%	(16)	16	-100.0%
Total Facility Revenues	(5,342)	1,402,475	(1,407,817)	-100.4%	1,254,315	(1,259,657)	-100.4%
Other Income	121,976	141,184	(19,208)	-13.6%	173,544	(51,568)	-29.7%
<b>Total Revenues</b>	<b>\$ 481,076</b>	<b>\$ 4,940,206</b>	<b>\$ (4,459,131)</b>	<b>-90.3%</b>	<b>\$ 4,628,606</b>	<b>\$ (4,147,531)</b>	<b>-89.6%</b>
<b>Operating Expenses</b>							
Payroll & Related	\$ 504,617	\$ 542,953	\$ (38,336)	-7.1%	\$ 506,872	\$ (2,255)	-0.4%
Supplies & Services	772,053	1,123,985	(351,932)	-31.3%	1,187,591	(415,538)	-35.0%
Travel & Entertainment	(10,162)	97,825	(107,987)	-110.4%	77,778	(87,941)	-113.1%
Promotion & Advertising	69,139	678,329	(609,190)	-89.8%	1,557,169	(1,488,030)	-95.6%
Special Projects	10,000	72,066	(62,066)	-86.1%	460,714	(450,714)	-97.8%
Capital Outlay	7,997	5,653	2,344	41.5%	6,093	1,904	31.2%
<b>Total Operating Expenses</b>	<b>\$ 1,353,644</b>	<b>\$ 2,520,811</b>	<b>\$ (1,167,166)</b>	<b>-46.3%</b>	<b>\$ 3,796,218</b>	<b>\$ (2,442,574)</b>	<b>-64.3%</b>
<b>Non Operating Expenses</b>							
Debt Service	\$ -	\$ 500	(500)	-100.0%	\$ 8,760	\$ (8,760)	-100.0%
Incline Village/Cystal Bay Room Tax	38,984	107,796	(68,812)	-63.8%	107,757	(68,773)	-63.8%
Capital Improvements	198,770	300,000	(101,230)	-33.7%	233,728	(34,957)	-15.0%
Insurance	64,012	69,566	(5,554)	-8.0%	71,596	(7,584)	-10.6%
Contingency	-	-	-	0.0%	-	-	0.0%
Depreciation and Other	-	-	-	0.0%	-	-	0.0%
<b>Total Non Operating Expenses</b>	<b>\$ 301,766</b>	<b>\$ 477,862</b>	<b>\$ (176,096)</b>	<b>-36.9%</b>	<b>\$ 421,841</b>	<b>\$ (120,074)</b>	<b>-28.5%</b>
<b>Total Expenses</b>	<b>\$ 1,655,411</b>	<b>\$ 2,998,673</b>	<b>\$ (1,343,262)</b>	<b>-44.8%</b>	<b>\$ 4,218,059</b>	<b>\$ (2,562,648)</b>	<b>-60.8%</b>
<b>Profit/(Loss)</b>	<b>\$ (1,174,335)</b>	<b>\$ 1,941,533</b>	<b>\$ (3,115,869)</b>	<b>-160.5%</b>	<b>\$ 410,548</b>	<b>\$ (1,584,883)</b>	<b>-386.0%</b>



**Consolidated Summary  
Report of Operations  
Ten Months Ending April 2020  
RENO-SPARKS CONVENTION AND VISITORS AUTHORITY**

	Period Ending April 2020				Period Ending April 2019			Annual FY 2019	
	Actual	Budget	Increase (Decrease)		Actual	Increase (Decrease)		Budget	% of Actual
			Amount	%		Amount	%		
<b>Revenues</b>									
Room Tax Collections	\$ 25,040,073	\$ 29,240,595	\$ (4,200,522)	-14.4%	\$ 28,415,391	\$ (3,375,318)	-11.9%	\$ 36,104,884	69.4%
Tourism Surcharge	3,737,299	4,263,573	(526,274)	-12.3%	4,272,785	(535,486)	-12.5%	5,207,462	71.8%
City Center Tax	-	-	-	0.0%	-	-	0.0%	1,187,195	0.0%
Facility Revenues									
Reno-Sparks Convention Center	3,982,521	3,847,742	134,779	3.5%	4,025,836	(43,315)	-1.1%	4,616,500	86.3%
National Bowling Stadium	160,117	615,885	(455,768)	-74.0%	360,171	(200,054)	-55.5%	1,201,471	13.3%
Reno Events Center	1,709,350	1,745,624	(36,274)	-2.1%	1,555,952	153,398	9.9%	2,285,652	74.8%
Reno-Sparks Livestock Events Ctr	757,216	971,888	(214,672)	-22.1%	940,263	(183,047)	-19.5%	1,090,873	69.4%
RSCVA Facilities	-	-	-	0.0%	6,435	-	-	-	-
Wildcreek Golf Course	-	-	-	0.0%	6,052	(6,052)	-100.0%	-	0.0%
Total Facility Revenues	6,609,204	7,181,139	(571,935)	-8.0%	6,894,709	(285,505)	-4.1%	9,194,497	71.9%
Other Income	1,843,664	1,623,894	219,770	13.5%	1,881,543	(37,879)	-2.0%	2,203,564	83.7%
<b>Total Revenues</b>	<b>\$ 37,230,240</b>	<b>\$ 42,309,201</b>	<b>\$ (5,078,961)</b>	<b>-12.0%</b>	<b>\$ 41,464,429</b>	<b>\$ (4,234,189)</b>	<b>-10.2%</b>	<b>\$ 53,897,602</b>	<b>69.1%</b>
<b>Operating Expenses</b>									
Payroll & Related	\$ 5,823,184	\$ 5,898,691	\$ (75,507)	-1.3%	\$ 5,650,306	\$ 172,878	3.1%	\$ 7,279,043	80.0%
Supplies & Services	13,199,799	12,262,221	937,579	7.6%	11,855,060	1,344,739	11.3%	14,649,819	90.1%
Travel & Entertainment	531,006	899,182	(368,176)	-40.9%	683,787	(152,781)	-22.3%	1,104,172	48.1%
Promotion & Advertising	6,381,988	10,722,334	(4,340,346)	-40.5%	7,882,773	(1,500,784)	-19.0%	13,109,135	48.7%
Special Projects	789,841	1,402,534	(612,693)	-43.7%	1,438,283	(648,442)	-45.1%	2,086,070	37.9%
Capital Outlay	31,659	56,530	(24,871)	-44.0%	82,239	(50,580)	-61.5%	67,836	46.7%
<b>Total Operating Expenses</b>	<b>\$ 26,757,477</b>	<b>\$ 31,241,492</b>	<b>\$ (4,484,014)</b>	<b>-14.4%</b>	<b>\$ 27,592,447</b>	<b>\$ (834,970)</b>	<b>-3.0%</b>	<b>\$ 38,296,074</b>	<b>69.9%</b>
<b>Non Operating Expenses</b>									
Debt Service	\$ 9,402,107	\$ 11,518,694	(2,116,587)	-18.4%	\$ 11,380,039	\$ (1,977,932)	-17.4%	\$ 11,519,694	81.6%
Incline Village/Crystal Bay Room Tax	1,499,769	1,509,938	(10,169)	-0.7%	1,520,724	(20,955)	-1.4%	1,770,841	84.7%
Capital Improvements	2,837,326	3,000,000	(162,674)	-5.4%	2,074,449	762,877	36.8%	3,979,000	71.3%
Insurance	822,590	774,661	47,929	6.2%	779,079	43,511	5.6%	913,793	90.0%
Contingency	-	-	-	0.0%	-	-	0.0%	400,000	0.0%
<b>Total Non Operating Expenses</b>	<b>\$ 14,561,791</b>	<b>\$ 16,803,293</b>	<b>\$ (2,241,502)</b>	<b>-13.3%</b>	<b>\$ 15,754,290</b>	<b>\$ (1,192,499)</b>	<b>-7.6%</b>	<b>\$ 18,583,328</b>	<b>78.4%</b>
<b>Total Expenses</b>	<b>\$ 41,319,268</b>	<b>\$ 48,044,785</b>	<b>\$ (6,725,515)</b>	<b>-14.0%</b>	<b>\$ 43,346,738</b>	<b>\$ (2,027,469)</b>	<b>-4.7%</b>	<b>\$ 56,879,402</b>	<b>72.6%</b>
<b>Profit/(Loss)</b>	<b>\$ (4,089,028)</b>	<b>\$ (5,735,583)</b>	<b>\$ 1,646,555</b>	<b>28.7%</b>	<b>\$ (1,882,309)</b>	<b>\$ (2,206,719)</b>	<b>-117.2%</b>	<b>\$ (2,981,800)</b>	<b>137.1%</b>

**Consolidated Summary**  
**Transient Lodging Tax Collections and Statistics**  
**For the Month of April 2020**  
**RENO-SPARKS CONVENTION AND VISITORS AUTHORITY**

	April 2020				April 2019		
	Actual	Budget	Increase (Decrease)		Actual	Increase (Decrease)	
			Amount	%		Amount	%
<b>Room Tax Collections</b>							
Lodging	231,221	2,271,885	(2,040,664)	-89.8%	2,138,776	(1,907,555)	-89.2%
Convention Center	69,803	685,852	(616,049)	-89.8%	645,668	(575,865)	-89.2%
Tourism Surcharge	63,418	438,810	(375,392)	-85.5%	416,304	(352,886)	-84.8%
<b>Total Tax Collections</b>	<b>364,442</b>	<b>3,396,547</b>	<b>(3,032,105)</b>	<b>-89.3%</b>	<b>3,200,748</b>	<b>(2,836,306)</b>	<b>-88.6%</b>
<b>Room Statistics</b>							
<b>Taxable Room Revenues</b>	<b>14,323,127</b>	<b>31,760,479</b>	<b>(17,437,352)</b>	<b>-54.9%</b>	<b>30,258,098</b>	<b>(15,934,971)</b>	<b>-52.7%</b>
<b>Occupied Rooms-Cash</b>	<b>142,711</b>	<b>289,234</b>	<b>(146,523)</b>	<b>-50.7%</b>	<b>277,855</b>	<b>(135,144)</b>	<b>-48.6%</b>
<b>Average Rate - Cash</b>	<b>\$100.36</b>	<b>\$109.81</b>	<b>(\$9.45)</b>	<b>-8.6%</b>	<b>\$108.90</b>	<b>(\$8.54)</b>	<b>-7.8%</b>
<b>Occupied Rooms</b>							
Cash	142,711	289,234	(146,523)	-50.7%	277,855	(135,144)	-48.6%
Comp	38,197	65,069	(26,872)	-41.3%	64,427	(26,230)	-40.7%
28 Day	108,751	117,742	(8,991)	-7.6%	129,381	(20,630)	-15.9%
<b>Total Occupied Rooms</b>	<b>289,659</b>	<b>472,045</b>	<b>(182,386)</b>	<b>-38.6%</b>	<b>471,663</b>	<b>(182,004)</b>	<b>-38.6%</b>
<b>Percentage of Occupancy</b>							
Cash	21.9%	38.6%	(16.7)	-43.3%	37.1%	(15.2)	-41.0%
Comp	5.9%	8.7%	(2.8)	-32.2%	8.6%	(2.7)	-31.4%
28 Day	16.7%	15.7%	1.0	6.4%	17.3%	(0.6)	-3.5%
<b>Total Percentage of Occupancy</b>	<b>44.5%</b>	<b>63.0%</b>	<b>(18.5)</b>	<b>-32.2%</b>	<b>63.0%</b>	<b>(18.5)</b>	<b>-29.4%</b>

**Consolidated Summary**  
**Transient Lodging Tax Collections and Statistics**  
**Ten Months Ending April 2020**  
**RENO-SPARKS CONVENTION AND VISITORS AUTHORITY**

	Period Ending April 2020				Period Ending April 2019			Annual FY 2019	
	Actual	Budget	Increase (Decrease)		Actual	Increase (Decrease)		Budget	% of Actual
			Amount	%		Amount	%		
<b>Room Tax Collections</b>									
Lodging	19,233,679	22,460,168	(3,226,489)	-14.4%	21,826,315	(2,592,636)	-11.9%	27,732,738	69.4%
Convention Center	5,806,394	6,780,427	(974,033)	-14.4%	6,589,076	(782,682)	-11.9%	8,372,146	69.4%
Tourism Surcharge	3,737,299	4,263,573	(526,274)	-12.3%	4,272,785	(535,486)	-12.5%	5,207,462	71.8%
City Center Tax	-	-	-	0.0%	-	-	0.0%	1,187,195	0.0%
<b>Total Tax Collections</b>	<b>28,777,372</b>	<b>33,504,168</b>	<b>(4,726,796)</b>	<b>-14.1%</b>	<b>32,688,176</b>	<b>(3,910,804)</b>	<b>-12.0%</b>	<b>42,499,541</b>	<b>67.7%</b>
<b>Room Statistics</b>									
<b>Taxable Room Revenues</b>	<b>290,965,934</b>	<b>339,021,409</b>	<b>(48,055,475)</b>	<b>-14.2%</b>	<b>329,243,516</b>	<b>(38,277,582)</b>	<b>-11.6%</b>	<b>418,607,365</b>	<b>69.5%</b>
<b>Occupied Rooms-Cash</b>	<b>2,456,474</b>	<b>2,924,970</b>	<b>(468,496)</b>	<b>-16.0%</b>	<b>2,859,577</b>	<b>(403,103)</b>	<b>-14.1%</b>	<b>3,636,161</b>	<b>67.6%</b>
<b>Average Rate - Cash</b>	<b>\$118.45</b>	<b>\$115.91</b>	<b>\$2.54</b>	<b>2.2%</b>	<b>\$115.14</b>	<b>\$3.31</b>	<b>2.9%</b>	<b>\$115.12</b>	<b>102.9%</b>
<b>Occupied Rooms</b>									
Cash	2,456,474	2,924,970	(468,496)	-16.0%	2,859,577	(403,103)	-14.1%	3,158,831	77.8%
Comp	641,501	714,679	(73,178)	-10.2%	708,793	(67,292)	-9.5%	795,862	80.6%
28 Day	1,119,403	1,136,346	(16,943)	-1.5%	1,242,048	(122,645)	-9.9%	1,348,904	83.0%
<b>Total Occupied Rooms</b>	<b>4,217,378</b>	<b>4,775,995</b>	<b>(558,617)</b>	<b>-11.7%</b>	<b>4,810,418</b>	<b>(593,040)</b>	<b>-12.3%</b>	<b>5,303,597</b>	<b>79.5%</b>
<b>Percentage of Occupancy</b>									
Cash	38.1%	40.6%	(2.5)	-6.2%	40.0%	(1.9)	-4.8%	42.0%	90.8%
Comp	9.9%	9.9%	-	0.0%	9.9%	-	0.0%	10.0%	98.8%
28 Day	17.3%	15.8%	1.5	9.5%	17.4%	(0.1)	-0.6%	15.9%	109.1%
<b>Total Percentage of Occupancy</b>	<b>65.3%</b>	<b>66.3%</b>	<b>(1.0)</b>	<b>-1.5%</b>	<b>67.3%</b>	<b>(2.0)</b>	<b>-3.0%</b>	<b>67.8%</b>	<b>96.3%</b>

**Consolidated Summary  
Departmental Margins  
For the Month of April 2020  
RENO-SPARKS CONVENTION AND VISITORS AUTHORITY**

	April 2020				April 2019		
	Actual	Budget	Increase (Decrease)		Actual	Increase (Decrease)	
			Amount	%		Amount	%
<b>Facilities</b>							
Reno-Sparks Convention Center	(291,323)	389,848	(681,171)	-174.7%	277,615	(568,938)	-204.9%
National Bowling Stadium	(149,697)	(31,083)	(118,614)	-381.6%	(170,893)	21,196	12.4%
Reno Events Center	(119,852)	23,910	(143,762)	-601.3%	155,047	(274,899)	-177.3%
Reno-Sparks Livestock Events Ctr	(141,049)	1,180	(142,229)	-12051.6%	(3,422)	(137,627)	-4021.8%
RSCVA Facilities	-	-	-	0.0%	(16,952)	16,952	0.0%
Wildcreek Golf Course	-	-	-	0.0%	(30,900)	30,900	100.0%
<b>Total Facilities</b>	<b>(701,921)</b>	<b>383,854</b>	<b>(1,085,775)</b>	<b>-282.9%</b>	<b>210,494</b>	<b>(912,415)</b>	<b>-433.5%</b>
<b>Sales and Marketing</b>							
Convention Sales	(226,101)	(360,073)	133,972	37.2%	(647,923)	421,822	65.1%
Tourism Sales	(45,863)	(130,378)	84,515	64.8%	(122,884)	77,021	62.7%
Marketing	(152,151)	(734,420)	582,269	79.3%	(1,680,580)	1,528,429	90.9%
<b>Total Sales and Marketing</b>	<b>(424,115)</b>	<b>(1,224,871)</b>	<b>800,756</b>	<b>65.4%</b>	<b>(2,451,387)</b>	<b>2,027,272</b>	<b>82.7%</b>
<b>General and Administrative</b>	<b>(181,899)</b>	<b>(211,404)</b>	<b>29,505</b>	<b>14.0%</b>	<b>(210,257)</b>	<b>28,358</b>	<b>13.5%</b>
<b>Room Tax Revenues</b>	<b>301,024</b>	<b>2,957,737</b>	<b>(2,656,713)</b>	<b>-89.8%</b>	<b>2,784,444</b>	<b>(2,483,420)</b>	<b>-89.2%</b>
<b>Tourism Surcharge</b>	<b>63,418</b>	<b>438,810</b>	<b>(375,392)</b>	<b>-85.5%</b>	<b>416,304</b>	<b>(352,886)</b>	<b>-84.8%</b>
<b>Total Operating Margins</b>	<b>(943,493)</b>	<b>2,344,126</b>	<b>(3,287,620)</b>	<b>-140.2%</b>	<b>749,598</b>	<b>(1,693,091)</b>	<b>-225.9%</b>
<b>Capital and Debt Service</b>	<b>(230,842)</b>	<b>(402,593)</b>	<b>171,751</b>	<b>42.7%</b>	<b>(339,049)</b>	<b>108,207</b>	<b>31.9%</b>
<b>Total Departmental Margins</b>	<b>(1,174,335)</b>	<b>1,941,533</b>	<b>(3,115,869)</b>	<b>-160.5%</b>	<b>410,549</b>	<b>(1,584,884)</b>	<b>-386.0%</b>

**Consolidated Summary  
Departmental Margins  
Ten Months Ending April 2020  
RENO-SPARKS CONVENTION AND VISITORS AUTHORITY**

	Period Ending April 2020				Period Ending April 2019			Annual FY 2019	
	Actual	Budget	Increase (Decrease)		Actual	Increase (Decrease)		Budget	% of Actual
			Amount	%		Amount	%		
<b>Facilities</b>									
Reno-Sparks Convention Center	(2,070,121)	(1,170,238)	(899,883)	-76.9%	(878,270)	(1,191,851)	-135.7%	(1,191,427)	173.8%
National Bowling Stadium	(1,852,968)	(1,598,775)	(254,193)	-15.9%	(1,555,094)	(297,874)	-19.2%	(1,618,639)	114.5%
Reno Events Center	(367,994)	(116,844)	(251,150)	-214.9%	(68,225)	(299,769)	-439.4%	23,054	-1596.2%
Reno-Sparks Livestock Events Center	(952,195)	(814,185)	(138,010)	-17.0%	(656,565)	(295,630)	-45.0%	(1,038,304)	91.7%
RSCVA Facilities	-	-	-	0.0%	(256,746)	256,746	0.0%	-	0.0%
Wildcreek Golf Course	-	-	-	0.0%	(283,070)	283,070	100.0%	-	0.0%
<b>Total Facilities</b>	<b>(5,243,278)</b>	<b>(3,700,043)</b>	<b>(1,543,235)</b>	<b>-41.7%</b>	<b>(3,697,970)</b>	<b>(1,545,308)</b>	<b>-41.8%</b>	<b>(3,825,315)</b>	<b>137.1%</b>
<b>Sales and Marketing</b>									
Convention Sales	(3,882,255)	(5,075,673)	1,193,418	23.5%	(4,295,001)	412,747	9.6%	(6,464,273)	60.1%
Tourism Sales	(912,659)	(1,152,198)	239,539	20.8%	(939,048)	26,389	2.8%	(1,451,138)	62.9%
Marketing	(6,805,611)	(10,743,096)	3,937,485	36.7%	(8,458,850)	1,653,239	19.5%	(13,345,062)	51.0%
<b>Total Sales and Marketing</b>	<b>(11,600,525)</b>	<b>(16,970,967)</b>	<b>5,370,442</b>	<b>31.6%</b>	<b>(13,692,900)</b>	<b>2,092,374</b>	<b>15.3%</b>	<b>(21,260,472)</b>	<b>54.6%</b>
<b>General and Administrative</b>	<b>(2,347,280)</b>	<b>(2,641,142)</b>	<b>293,862</b>	<b>11.1%</b>	<b>(2,333,128)</b>	<b>(14,152)</b>	<b>-0.6%</b>	<b>(2,842,388)</b>	<b>82.6%</b>
<b>Room Tax Revenues</b>	<b>25,040,073</b>	<b>29,240,595</b>	<b>(4,200,522)</b>	<b>-14.4%</b>	<b>28,415,391</b>	<b>(3,375,318)</b>	<b>-11.9%</b>	<b>37,292,079</b>	<b>67.1%</b>
<b>Tourism Surcharge</b>	<b>3,737,299</b>	<b>4,263,573</b>	<b>(526,274)</b>	<b>-12.3%</b>	<b>4,272,785</b>	<b>(535,486)</b>	<b>-12.5%</b>	<b>5,207,462</b>	<b>71.8%</b>
<b>Total Operating Margins</b>	<b>9,586,289</b>	<b>10,192,016</b>	<b>(605,727)</b>	<b>-5.9%</b>	<b>12,964,179</b>	<b>(3,377,890)</b>	<b>-26.1%</b>	<b>14,571,366</b>	<b>65.8%</b>
<b>Capital and Debt Service</b>	<b>(13,675,317)</b>	<b>(15,927,599)</b>	<b>2,252,282</b>	<b>14.1%</b>	<b>(14,846,488)</b>	<b>1,171,171</b>	<b>7.9%</b>	<b>(17,553,170)</b>	<b>77.9%</b>
<b>Total Departmental Margins</b>	<b>(4,089,028)</b>	<b>(5,735,583)</b>	<b>1,646,555</b>	<b>28.7%</b>	<b>(1,882,309)</b>	<b>(2,206,719)</b>	<b>-117.2%</b>	<b>(2,981,804)</b>	<b>137.1%</b>



# **CEO Search Update**



To: RSCVA Board of Directors

From: Dickinson Wright PLLC  
Ben Kennedy

Cc: Jennifer Cunningham, Interim President/CEO  
Bob Lucey, Board Chair

Date: June 19, 2020

Subject: **SearchWide Search Firm Update, Approval of Position Description and Salary Parameters**

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Pursuant to the terms of the approved Work Plan associated with the SearchWide Executive Search Agreement, SearchWide has conducted its needs assessment interviews with approximately forty (40) community stakeholders including members of the RSCVA Board of Directors and staff members. Utilizing the information gathered in the needs assessment interviews, SearchWide has created a detailed position description for the RSCVA President/CEO as well as a comprehensive organization overview to utilize in its recruitment efforts. The Board of Directors is being asked to review the position description/organization overview included herewith and take action to approve or revise and approve such document for use by SearchWide in its recruitment process.

In addition, the Board of Directors is being asked to approve salary parameters and may give such additional direction to SearchWide regarding the executive search process as the Board deems necessary or appropriate.

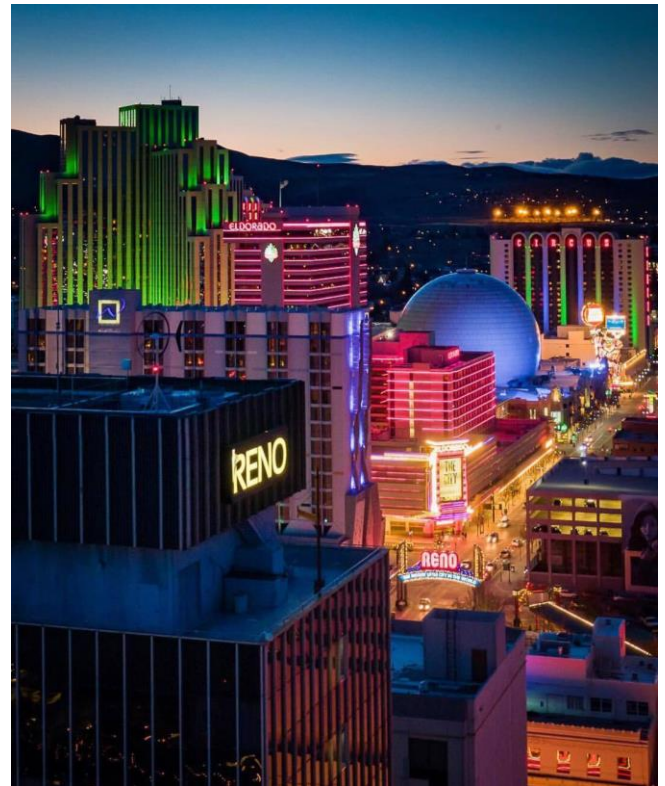




**Reno Sparks Convention and  
Visitors Authority**

**CHIEF EXECUTIVE OFFICER**

Reno, NV



**SearchWide Global**

**YOUR PARTNER IN GROWTH | Position Overview | [www.searchwideglobal.com](http://www.searchwideglobal.com)**



## ABOUT THE RENO TAHOE AREA

Northern Nevada is everything you've ever wanted with a side of the unexpected. It's wild. It's sophisticated. It's unusual — the kind of place a person can experience world-class skiing, fine dining, craft cocktails and plenty of Nevada-style gaming entertainment all in the same day. If Northern Nevada were a drink, it'd be a splash of the old west mixed with equal parts art, tech and nightlife poured over the great outdoors and garnished with alpine air.



Located at the base of the eastern slope of the Sierra Nevada, Reno-Sparks is 13 miles east of the Nevada-California state line on Interstate 80. Just 40 minutes southwest of Reno is Lake Tahoe. With an elevation of 4,500, Reno sits in the shadow of the Sierras averaging more than 300 days of sun each year. Summer highs are generally in the low to mid 90s °F, but temperatures above 100 °F occur occasionally. Winters in Reno are typically mild, while winters at Lake Tahoe are unlike anywhere else, with annual snowfall measuring 400+ inches accompanied with bountiful days of blue-bird sunshine. Added Bonus: Lake Tahoe has the largest concentration of ski resorts in North America.

For visitors, there's no better home base than Reno-Tahoe, aka "The Biggest Little City." Reno's central location is ideal for seeing everything Northern Nevada has to offer. Once you've arrived, everything is just a short drive away, including spectacular [Lake Tahoe](#), but Reno itself has its own personality worth getting to know. Historically known for gaming, Reno has experienced an economic growth spurt that has rebooted it as "The Next Silicon Valley." Boutique hotels, craft breweries and a thriving art scene have also become major staples of The Biggest Little City's culture. Apart from the nightlife, our area is an outdoor lover's paradise with hiking, mountain biking, rafting and more just minutes from downtown.

## THINGS TO DO

**RENO** – There are so many things to do in Reno. Extend your stay to take in all region's offerings. You could start off by taking in the local flavor at one of our [delicious restaurants](#) or [craft breweries](#). Reno's palate continues to expand with tastes from just about everywhere. Culinarily speaking, we've got it made, from casual, pub-style dining to upscale, farm-to-table eateries.



Outside the food scene, Reno activities offer both adventurous and relaxing possibilities. Rent a kayak and try out your whitewater skills on the river, or maybe just take a hike (or snowshoe, depending on the season). If you're looking for something mellow and relaxing, take yourself for a spa day at one of the many [casino resorts in Reno Tahoe](#). Soak in the sun next to an alpine lake or enjoy a glass of wine while overlooking the Truckee River.

If you're striking out in Reno, Sparks is right next door. [Sparks](#) is Reno's neighbor to the east and has no shortage of things to check out. From events like [The Best in the West Rib Cook-Off](#) to amazing shopping outlets, Sparks is its own world to discover.

**LAKE TAHOE** – There are plenty of Lake Tahoe activities to be enjoyed, in and out of the water. Beyond the inviting, crystal-clear water, Lake Tahoe is surrounded by the peaks of the Sierra Nevada and acres of national forest. [Mountain biking](#), [hiking](#), river rafting, [camping](#) and sightseeing are just a few of the things to do in the Lake Tahoe area. Hike the Tahoe Flume Trail or Tahoe Rim Trail for expansive vistas of Big Blue. Take in the growing brewery scene or sit lakeside at the Lake Tahoe Shakespeare Festival.



For more things to do, visit: <https://www.visitrenotahoe.com/things-to-do/>

## ABOUT THE RSCVA

The [Reno-Sparks Convention and Visitors Authority](#), RSCVA, was established in 1959 as the Washoe County Fair and Recreation Board. The RSCVA acts as a marketing organization for the county to promote convention and tourism business. Unlike other convention and visitor bureaus across the country, the RSCVA owns several [facilities](#) designed to draw out-of-town visitors. Find more information on the following: [Board of Directors](#) & [Executive Staff](#)

**MISSION** – The mission of the RSCVA is to attract overnight visitors to Reno Tahoe lodging properties through tourism marketing, convention sales and facility operations, featuring local amenities, attractions and events; thereby enhancing the economic benefit and quality of life for Northern Nevada.

**POSITIONING STATEMENT** – Reno Tahoe is a friendly, four season resort destination – in a spectacular natural setting – that offers world class attractions, activities and events to excite the passion of almost anyone.

## MEETINGS & CONVENTIONS

Reno Tahoe offers cutting-edge technology, upscale [accommodations](#), and the convenience of [multiple venues](#) within minutes of Reno-Tahoe International Airport. The RSCVA owned event spaces are managed by ASM Global.

**Reno-Sparks Convention Center** – [The Reno-Sparks Convention Center](#) boasts more than 600,000 square feet of single-level exhibition and meeting space with recently upgraded technology and award-winning service.

**Reno-Sparks Livestock Event Center** – The [Reno-Sparks Livestock Events Center](#) (RSLEC) is home base for a list of prestigious equine and rodeo events, including the nationally televised Reno Rodeo. The RSLEC is a favorite venue for youth and collegiate sporting competitions, motocross and national monster truck events, and there are also an amazing variety of consumer-based shows that take place at our venue, featuring everything from antiques, craft shows, trains and cars to RV and boat sales.



**National Bowling Stadium** – Bowling in Reno is a big deal. The [National Bowling Stadium](#), the only facility of its kind in the world, is dedicated to the classic sport of bowling.

**Reno Events Center** – Located in the entertainment center of downtown Reno, the [Reno Events Center offers](#) 118,000 square feet of space for events that range from top-notch entertainment to a myriad of conventions and conferences.

## POSITION SUMMARY

The President shall act as Chief Executive Officer (CEO) for the Reno-Sparks Convention and Visitors Authority (RSCVA) reports to the RSCVA Board of Directors and will manage the day-to-day business of the RSCVA within the budgetary and policy constraints set by the RSCVA Board. The CEO will provide oversight for the development and the implementation of strategic plan that includes marketing and branding programs to promote Reno-Tahoe as a leisure and convention destination.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop the strategies and objectives for the RSCVA, including but not limited to, a comprehensive Strategic Plan, and submit same to the Board for approval/adoption. Manage and supervise the business and affairs of the RSCVA subject to the budget and policies approved by the Board.
- Oversee management and operations of all Departments of the RSCVA. Provide direct management of the senior executive staff to ensure the execution of board policy and strategic direction to brand Reno-Tahoe as a world-class tourism destination.
- Review, coordinate and submit to the Board all annual marketing and business plans and operating budgets as required. Effectively manage the Board to assure effective and cooperative organizational oversight.
- Take a leadership role in the promotion of the arts and cultural aspects of the Reno-Sparks community.
- Analyze overall operating results of the RSCVA departments relative to plans, recognize achievement and ensure that appropriate steps are undertaken to correct unsatisfactory conditions.
- Establish the limits of subordinates regarding contractual commitments, expenditures, and internal operation and personnel policies not specified by the Board. Coordinate the efforts of all departments to ensure the most cost-effective delivery of service to the Reno-Tahoe convention and travel industry.
- Provide direction and strategic leadership in the development and communication of RSCVA's operating policies and goals. Delegate authority to ensure that RSCVA goals and effective utilization of staff are met. Establishes strategic goals. Organize and assign resources and staff to accomplish annual and long-range goals.
- Set standards for performance in all areas of the organization; periodically review reports on programs; model accepted leadership behaviors and work as a member of the leadership team. Direct and participate in the planning process for future development and growth of the RSCVA, periodically present such plans for review and approval by the Board of Directors. Develop operating budgets and present financial revenue and expense reports to the Board of Directors.
- Represent the RSCVA as appropriate, in its relationships with local RSCVA clients, government agencies, professional and other similar groups, such as Convention Visitor Bureaus and Tourism and Travel industries, etc. Provide oversight of staffing strategies, plans and programs required to attract, motivate, develop, reward and retain the best work force to meet the need of the organization.
- Be a spokesperson for issues related to tourism, convention, gaming and general hospitality communities with city and state government. Update and communicate with legislators on current issues to promote awareness of critical programs that require attention.
- Identify appropriate changes in organization, business operations, technology and management practices. Become the recognized RSCVA spokesperson at the senior level on issues on importance to RSCVA. Build a positive image of the RSCVA in relevant media. Demonstrate an ability to manage change.
- Prepare or direct the preparation of official publications of the RSCVA, such as, all digital asserts, pamphlets, special reports, bulletins, newsletters, magazines, newspaper columns or other media used to disseminate information. Prepare, or direct the preparation of news articles reflecting news of the RSCVA or the reporting of projects or activities.
- Provide oversight for the development, and the implementation, of strategic marketing and branding programs to promote Reno-Tahoe as a leisure and convention destination. Provide tactical direction for the Reno-Tahoe marketing and branding programs. Manage the future of the destination by planning, innovating, strategizing, evaluating alternatives and preparing for change.



- Provide long-range planning for destination resources, infrastructure, and strategic direction. Identify major global trends that will influence and affect the local tourism industry, developing and implementing programs to address and take advantage of such trends to the competitive advantage of the destination. Provide leadership in the marketing of the destination. Serve as a catalyst and facilitator for tourism infrastructure and destination development.
- Work as an integral member of the community leaderships and local gaming/tourism industry to ensure the sustainability of the local tourism industry. Act as tourism industry advocate by raising the awareness and profile of tourism locally in support of the industry. Liaise with all levels of government and other public entities at the local, state and national levels to represent the views of the industry on decisions affecting the tourism sector.
- Must have a proven track record as a CEO. Must have proven skill at networking; problem solving; strategic planning; financial budget knowledge; operational/business planning; political savvy; positive attitude; consensus building; public administration knowledge; ability to communicate well, orally and in writing; media and technology savvy; know the destination; can listen and hear; understands customer service; receptive and responsive to input; working knowledge of N.R.S. and open meeting laws; proactive not reactive; willingness to travel; willingness to entertain others; vision/sense of direction.
- Perform other duties, as needed, which may be assigned by the RSCVA Board.

## **IDEAL BACKGROUND**

- Travel, tourism, hospitality experience a must, DMO experience preferred.
- A thorough understanding of the destination and its marketing and business challenges will be an advantage. However, intimate knowledge of a comparable destination is necessary.
- Broad consumer experience in sales and marketing driven cultures.
- Experienced, dynamic and successful leader who is results driven, team-focused professional with at least 10 years of proven successful leadership experience.
- Management experience with full P&L responsibility.
- An appreciation for the role economic development plays within the community. The ability to build DMO strategy to align with local economic sectors, particularly with high-growth technology clusters.
- A solid understanding of airlift and its crucial role in the success of a destination.
- Experience in marketing and/or managing convention center and event venues.

## **TOP CHARACTERISTICS**

- Impeccable leadership skills
- Results driven and accustomed to a high level of accountability
- High integrity with a strong moral compass.
- An individual with a high likeability factor who is charismatic, confident, empathic and humble.
- A visionary
- An effective consensus builder.
- Innovative thinker, who can identify “the next big thing” both from a tourism industry and local community perspective.
- Outstanding communicator and exceptional listener
- Business acumen. Understands the industry and overall business operations. Understands the business implications of decisions as a key community leader. Aligns team's work to support strategic goals and initiatives. Sets goals and manages priorities and expectations.

## TOP PRIORITIES

- Develop and execute an effective 12–24 months COVID-19 recovery plan while developing a longer-term strategic, tactical and human resources plan to accommodate a restructured operating model necessitated by the new normal.
- Play a key collaborative role in improving air service to the Reno-Tahoe International Airport. Build cooperative strategies and tactics between with the Airport Authority, Regional Air Service Consortium and the RSCVA to address deficiencies in air service.
- Evaluate and recommend the role the RSCVA should play in the future operation of the four convention and event facilities under its authority. This would include capital improvement, refocus of marketing/sales approaches and technological innovations to improve the utilization of the center and other event venues.
- Assess the operations of the organization including finances, sales, marketing and overall staff deployment, plus human resources, technology and research, meet one on one with all team members to develop a relationship, hear their thoughts and ideas and better understand the culture.
- Reach out to all stakeholders including community leaders, business owners, hospitality leaders, arts and culture, academia, elected officials and other groups and begin to develop strong and meaningful partnerships in order to build trust, confidence and credibility within the community.

If interested in learning more about this great opportunity, please send your resume to the SearchWide Global Executive listed below.



**Mike Gamble**, President & CEO

[www.searchwideglobal.com](http://www.searchwideglobal.com) | [info@searchwideglobal.com](mailto:info@searchwideglobal.com)

651-275-1370 (direct) | 651-308-1115 (mobile)

### **About SearchWide Global**

SearchWide Global is a full-service executive search firm primarily for companies in the travel, tourism and convention, and hotel and lodging industries. We specialize in C-Level, Director and Management level executive searches for companies ranging in size from Fortune 500 corporations to mid-sized public and private companies.





# **RTAA Appointment to the RSCVA Board of Directors**



May 26, 2020

Jennifer Cunningham  
Interim President & CEO  
RSCVA  
P.O. Box 837  
Reno, NV 89504

RE: Reno-Tahoe Airport Authority Submission for Trustee Appointment to the RSCVA Board

Dear Jennifer:

As you know, the Airport's current representative to the RSCVA Board is Nat Carasali whose term will expire on June 30, 2020.

The Reno-Tahoe Airport Authority Board of Trustees took action at their meeting on May 21, 2020, and submits the following two RTAA Trustees for consideration of appointment by the RSCVA Board as the new air service representative: Mr. Daniel Farahi, and Ms. Jenifer Rose. The Trustees may be contacted by email as follows:

Daniel Farahi at [danielfarahi@monarchcasino.com](mailto:danielfarahi@monarchcasino.com)  
Jenifer Rose at [jrose@renoairport.com](mailto:jrose@renoairport.com)

Please feel free to contact me if you have any questions regarding this submission.

Sincerely,

A handwritten signature in blue ink that reads "Marilyn M. Mora".

Marilyn M. Mora, A.A.E.  
President/CEO

cc: RTAA Trustees Farahi and Rose



# **RSCVA Policy Revision**





To: RSCVA Board of Directors

From: Molly M. Rezac, Legal Counsel

Cc: Bob Lucey, Board Chair  
Ed Lawson, Co-Chair

Date: June 25, 2020

Subject: **Proposed Revisions to Harassment and Non-Discrimination Policies**


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### **Executive Summary**

The President/CEO of the RSCVA is the only employee of the RSCVA that reports to the Board of Directors. The RSCVA Harassment and Non-Discrimination Policy does not currently address how complaints against the President/CEO should be handled. At the May 2020 meeting, the Board made suggestions for additional changes to the policies. These changes were incorporated and additional revisions made. The attached proposed revisions to the Harassment and Non-Discrimination policies address to whom complaints regarding the President/CEO must be reported and how those complaints will be handled.

### **Recommendation**

The RSCVA staff is recommending the modification and adoption of RSCVA's policies for Non-Discrimination and Harassment to address complaints in the event that the President/CEO is named.

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## SCOPE:

Organization wide.

## PURPOSE:

The purpose of this policy is to state the RSCVA's Harassment policy.


## POLICY:

The RSCVA does not tolerate harassment of our job applicants, contractors or employees by another employee, supervisor, vendor, customer, or any third party. Any form of harassment on the basis of race, religious creed, color, age, sex, sexual orientation, gender identity, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws and ordinances is a violation of this policy and will be treated as a disciplinary matter. The RSCVA has zero tolerance for harassment and is committed to a workplace free of any harassment.

**Harassment Defined.** Harassment as defined in this policy is unwelcome verbal, visual or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or emails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

**Sexual Harassment Defined.** Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.


Examples of conduct that violates this policy include:

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- unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- obscene or vulgar gestures, posters, or comments
- sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies
- propositions, or suggestive or insulting comments of a sexual nature
- derogatory cartoons, posters, and drawings
- sexually-explicit e-mails or voicemails
- uninvited touching of a sexual nature
- unwelcome sexually-related comments
- conversation about one's own or someone else's sex life
- conduct or comments consistently targeted at only one gender, even if the content is not sexual
- teasing or other conduct directed toward a person because of the person's gender

All such conduct is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor, or other third party.

**Reporting Procedures.** The following steps have been put into place to ensure the work environment at the RSCVA is respectful, professional, and free of harassment. If an employee believes someone has violated this policy, the employee should promptly bring the matter to the immediate attention of his or her manager/supervisor, to any member of management, and/or to the Human Resources Director/Manager. If the employee makes a complaint under this policy and has not received a satisfactory response within five (5) business days, he or she should contact the Human Resources Director/Manager immediately **or the workplace Alertline at 866-805-2877 or RSCVA@Alertline.com.**

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**Procedures for Reporting Conduct of the President/CEO.** If any employee or Board Member believes the President/CEO has violated this policy, the following actions should be taken:

**\*Employee:** Employees should promptly bring the matter to the immediate attention of any of the following people: his or her manager/supervisor, any member of management, the Human Resources Director/Manager, or to any member of the Board of Directors. Alternatively, any employee may submit a complaint, anonymously if they wish to do so, via the Alertline at 866-805-2877 or [RSCVA@Alertline.com](mailto:RSCVA@Alertline.com).

**\*Management:** Any member of management who believes that the President/CEO has violated this policy **or** who receives a complaint that the President/CEO has violated this policy, must immediately bring the matter to the attention of the Human Resources Director/Manager or any member of the Board of Directors.


**\*Human Resources Director/Manager:** Any Human Resources Director/Manager who believes that the President/CEO has violated this policy **or** if a Human Resources Director/Manager receives a complaint that the President/CEO has violated this policy, they must immediately bring the matter to the attention of any member of the Board of Directors.

**\*Board of Directors:** Any member of the Board of Directors who believes that the President/CEO has violated this policy **or** who receives a complaint that the President/CEO has violated this policy, must immediately bring the matter to the attention of the Board Chair **or** the Chair of the Executive & Legislative Committee. The Board Member must also notify Legal Counsel.

**Chair of Executive & Legislative Committee:** If the Chair of the Executive & Legislative Committee believes that the President/CEO has violated this policy **or** if they receive a complaint that the President/CEO has violated this policy, the Chair of the Executive & Legislative Committee shall notify the Board Chair and Legal Counsel.

**\*Board Chair:** If the Board Chair believes that the President/CEO has violated this policy **or** if they receive a complaint that the President/CEO has violated this policy, the Board Chair, after consultation with the Chair of the Executive and Legislative Committee, shall, with the assistance of Legal Counsel as necessary, determine whether the President/CEO shall be placed on administrative leave and shall promptly direct the investigation into the complaint as necessary.

**\*Legal Counsel:** When a complaint is received, Legal Counsel shall notify the Board of Directors about the Complaint and will provide the Board periodic status updates regarding the handling of the complaint.

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**Investigation Procedures.** The RSCVA will **promptly** investigate the facts and circumstances of any claim of harassment. To the extent possible, the RSCVA will endeavor to keep the reporting employee's concerns confidential. During the investigation, the Company generally will:


- interview the complainant and the alleged harasser
- conduct further interviews as necessary
- document the Company's findings regarding the complaint
- document recommended follow-up actions and remedies, if warranted
- inform the complainant of the Company's findings.

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to senior management, including the Human Resources Director/Manager.

Upon completion of the investigation, the RSCVA will take corrective measures against any person who has engaged in conduct in violation of this policy, if the RSCVA determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension, or immediate termination. Anyone, regardless of position or title, whom the RSCVA determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination.

**No Retaliation.** No employee will be subject to, and the RSCVA prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims. If an employee believes someone has violated this no retaliation policy, the employee should bring the matter to the immediate attention of the Human Resources Director/Manager or the Director/Manager of his/her Department.

**Procedures for Reporting Retaliatory Conduct of the President/CEO.** If any employee or Board Member believes the President/CEO has violated this policy against retaliation, the following actions should be taken:

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**\*Employee:** Employees should promptly bring the matter to the immediate attention of any of the following people: his or her manager/supervisor, any member of management, the Human Resources Director/Manager, or to any member of the Board of Directors. Alternatively, any employee may submit a complaint, anonymously if they wish to do so, via the Alertline at 866-805-2877 or RSCVA@Alertline.com.

**\*Management:** Any member of management who believes that the President/CEO has violated this policy or who receives a complaint that the President/CEO has violated this policy, must immediately bring the matter to the attention of the Human Resources Director/Manager or any member of the Board of Directors.

**\*Human Resources Director/Manager:** Any Human Resources Director/Manager who believes that the President/CEO has violated this policy or if a Human Resources Director/Manager receives a complaint that the President/CEO has violated this policy, they must immediately bring the matter to the attention of any member of the Board of Directors.


**\*Board of Directors:** Any member of the Board of Directors who believes that the President/CEO has violated this policy or who receives a complaint that the President/CEO has violated this policy, must immediately bring the matter to the attention of the Board Chair or the Chair of the Executive & Legislative Committee. The Board Member must also notify Legal Counsel.

**Chair of Executive & Legislative Committee:** If the Chair of the Executive & Legislative Committee believes that the President/CEO has violated this policy or if they receive a complaint that the President/CEO has violated this policy, the Chair of the Executive & Legislative Committee shall notify the Board Chair and Legal Counsel.


**\*Board Chair:** If the Board Chair believes that the President/CEO has violated this policy or if they receive a complaint that the President/CEO has violated this policy, the Board Chair, after consultation with the Chair of the Executive and Legislative Committee, shall, with the assistance of Legal Counsel as necessary, determine whether the President/CEO shall be placed on administrative leave and shall promptly direct the investigation into the complaint as necessary.

**\*Legal Counsel:** When a complaint is received, Legal Counsel shall notify the Board of Directors about the Complaint and will provide the Board periodic status updates regarding the handling of the complaint.

Anyone, regardless of position or title, whom the RSCVA determines has engaged in conduct that violates this policy against retaliation will be subject to discipline, up to and including termination.

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We cannot remedy claimed harassment or retaliation unless you bring these claims to the attention of management. Failure to report claims of harassment and/or retaliation prevents us from taking steps to remedy the problem.

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## SCOPE:

Organization wide.

## PURPOSE:

In accordance with state and federal laws, the RSCVA shall not discriminate against any employee or applicant for employment because of race, religious creed, color, age, sex, sexual orientation, gender identity and expression, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, and local laws and ordinances.


## POLICY:

The RSCVA and its employees shall refrain from engaging in any discriminatory practices in the recruitment, hiring, and/or managing of its personnel.

The policy of non-discrimination shall apply in all situations involving employees and employment applicants, including:

- ☐ The recruitment methods of Human Resources;
- ☐ Selection of job applicants to be considered for hire;
- ☐ Selection of employees to be included in training and intercepts;
- ☐ Changes in employees' status, including promotions, demotions, and transfers;
- ☐ Layoff or discharges;
- ☐ Rate of pay, benefits, or other forms of compensation; and
- ☐ Handling of reported concerns.



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This non-discrimination policy shall be available and open to the inspection of employees and applicants for employment upon request

The Administration supports this policy and expects all managers, supervisors and other employees of the RSCVA to give them continuing support to its implementation. The RSCVA is responsible for the implementation of this policy and for monitoring and reporting on the implementation.

Any violation of this policy will not be tolerated and will result in appropriate disciplinary action, up to and including termination. If an employee believes someone has violated this policy, the employee should bring the matter to the attention of Human Resources or his or her supervisor or director/manager.

**Procedures for Reporting Conduct of the President/CEO.** If any employee or Board Member believes the President/CEO has violated this policy, the following actions should be taken:


**\*Employee:** Employees should promptly bring the matter to the immediate attention of any of the following people: his or her manager/supervisor, any member of management, the Human Resources Director/Manager, or to any member of the Board of Directors. Alternatively, any employee may submit a complaint, anonymously if they wish to do so, via the Alertline at 866-805-2877 or [RSCVA@Alertline.com](mailto:RSCVA@Alertline.com).

**\*Management:** Any member of management who believes that the President/CEO has violated this policy **or** who receives a complaint that the President/CEO has violated this policy, must immediately bring the matter to the attention of the Human Resources Director/Manager or any member of the Board of Directors.

**\*Human Resources Director/Manager:** Any Human Resources Director/Manager who believes that the President/CEO has violated this policy **or** if a Human Resources Director/Manager receives a complaint that the President/CEO has violated this policy, they must immediately bring the matter to the attention of any member of the Board of Directors.

**\*Board of Directors:** Any member of the Board of Directors who believes that the President/CEO has violated this policy **or** who receives a complaint that the President/CEO has violated this policy, must immediately bring the matter to the attention of the Board Chair **or** the Chair of the Executive & Legislative Committee. The Board Member must also notify Legal Counsel.

**Chair of Executive & Legislative Committee:** If the Chair of the Executive & Legislative Committee believes that the President/CEO has violated this policy **or** if they receive a complaint

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that the President/CEO has violated this policy, the Chair of the Executive & Legislative Committee shall notify the Board Chair and Legal Counsel.

\***Board Chair:** If the Board Chair believes that the President/CEO has violated this policy **or** if they receive a complaint that the President/CEO has violated this policy, the Board Chair, after consultation with the Chair of the Executive and Legislative Committee, shall, with the assistance of Legal Counsel as necessary, determine whether the President/CEO shall be placed on administrative leave and shall promptly direct the investigation into the complaint as necessary.

\***Legal Counsel:** When a complaint is received, Legal Counsel shall notify the Board of Directors about the Complaint and will provide the Board periodic status updates regarding the handling of the complaint.

The RSCVA will promptly investigate the facts and circumstances of any claim this policy has been violated and take appropriate corrective measures.

No employee will be subject to, and the RSCVA prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims.