

**Reno-Sparks Convention & Visitors Authority
Special Meeting of the Board of Directors
Meeting Minutes
August 27, 2020**

The Special Meeting of the Board of Directors of the Reno-Sparks Convention & Visitors Authority met at 9:00 am, June 25, 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.

A. OPENING CEREMONIES

Call to Order

Board Members Present:

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

Board Members Absent:

RSCVA Executive Staff Present:

Jennifer Cunningham, Interim CEO/President
Robert Chisel, Vice President of Finance and Operations
Michael Larragueta, Vice President of Sales
Art Jimenez, Executive Director of Tourism Sales
Christina Erny, Director of Marketing
Ben McDonald, Director of Communications
Julie Williams, Human Resources Manager
Ben Kennedy, Legal Counsel
Molly Rezac, Legal Counsel

RSCVA Executive Staff Absent:

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 or by leaving a voicemail (limited to three minutes) at (775) 827-7602 (note this, not a live call-in line).

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

MOTION: Member Don Kornstein made a motion to approve the August 27, 2020 agenda. It was seconded by member Shannon Keel. **Motion carried unanimously.**

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

MOTION: Member Ann Silver made a motion to approve July 23, 2020, meeting minutes. It was seconded by member Andy Chapman. **Motion carried unanimously.**

E. BOARD WORKSHOP

E1. Orientation to Top Destination Management Organizations (DMO) Governance

Bill Hanbury, Searchwide Global, conducted an interactive workshop that focused on best practices and the identification of key priorities for a high functioning Destination Marketing Organization (DMO). Mr. Hanbury discussed Guiding Principles Applications. He highlighted key principles that included the following:

- The Board will manage the CEO and his/her performance goals
- The staff reports exclusively to the CEO, not the Board
- The variance between the CEO and the Board will be zero
- Micro-managing the internal organization process
- The CEO is responsible for running the DMO

E2. Amendment to Revised Rules of Procedure for RSCVA Board Meetings

Chair Schieve asked Legal Counsel to take the Board into this item.

Ben Kennedy, Legal Counsel, stated that currently, the regular meetings of the RSCVA Board of Directors are held on the fourth Thursday of each month. The exceptions are November and December, as that Thursday typically falls on or around the Thanksgiving and Christmas holidays. He said that the Board might choose to amend the Revised Rules and Procedures to meet every other month (January, March, May, July, September, and December).

Chair Schieve asked for a motion to approve the amendment to the Revised Rules of Procedure for the RSCVA Board Meetings to be held on the fourth Thursday, every other month.

MOTION: Member Don Kornstein made a motion to approve the amendment to revise the Rules of Procedure for the RSCVA Board Meetings to be held on the fourth Thursday, every other month. It was seconded by member Ann Silver. **Motion carried unanimously.**

E3. Board Strategic Priority Setting

Erica Olsen, from OnStrategy, gave the Board an overview of the Strategic Plan and Performance Management for the RSCVA and reminded the Board that the Strategic Plan was required by the Nevada Legislature for the use of Tourism Surcharge Fund. Ms. Olsen then facilitated discussion with the Board on key priorities identified for the RSCVA.

F. REGULAR BOARD MEETING

F1. Team Reno Tahoe

Chair Hillary Schieve asked Robert Chisel to introduce the "Employee Making a Difference," Robert Douglas.

Robert Chisel, Vice President of Finance and Facilities, introduced Robert Douglas, Sr. Room Tax Auditor, who has been with the RSCVA for over sixteen years. He added that Mr. Douglas is responsible for collecting room tax revenue; he conducts all of the room tax audits and is considered the backbone of the finance department.

F2. Legal Counsel Update.

Ben Kennedy, Legal Counsel, stated that there are no legal updates at this time.

F3. SearchWide Search Firm Update

Member Andy Chapman gave the Board a brief update regarding the CEO search process. He stated that there would be a Special Meeting of the Board of Directors in September, where the three candidates will have in-person interviews with the entire Board of Directors.

F4. Legal Counsel Contract Discussion

Chair Hillary Schieve directed RSCVA staff to bring proposals from the current legal counsel (General Counsel and Employment Matters) and up to two additional proposals for each service for the Board to make a selection.

MOTION: Member Ann Silver made a motion to approve bringing various contracts to the Board for review, consideration for possible renewal and/or alternatives. It was seconded by member Don Kornstein. **Motion carries with an 8 to 1, Nay from Ed Lawson.**

G. BOARD MEMBERS COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS

None

H. COMMENTS FROM THE FLOOR BY THE PUBLIC

None

I. ADJOURNMENT

Meeting adjourned at 11:13 am.