

**Reno-Sparks Convention & Visitors Authority  
Regular Meeting of the Board of Directors  
Meeting Minutes  
May 27, 2021**

The Regular Meeting of the Board of Directors of the Reno-Sparks Convention & Visitors Authority met at 9:00 am, May 27, 2021, **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**

### **A1. Call to Order**

Chair Schieve called the meeting to order at 9:00

### **A2. Pledge of Allegiance**

Member Mark Sterbens led the Pledge of Allegiance

### **A3. Roll Call**

The Clerk of the Board took roll call. All Board Members were present.

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#### **Board Members Present:**

Mayor Hillary Schieve, Chair  
Ann Silver, Vice Chair  
Mark Sterbens, Secretary/Treasurer  
Councilwoman Charlene Bybee  
Andy Chapman  
Daniel Farahi  
Shannon Keel  
Commissioner Bob Lucey  
Rick Murdock

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#### **RSCVA Executive Staff Present:**

Charles Harris, President & CEO  
Michael Larragueta, Vice President of Sales  
Courtney Jaeger, Vice President of Finance  
Art Jimenez, Executive Director of Tourism Sales  
Christina Erny, Director of Marketing  
Ben McDonald, Director of Communications  
Julie Williams, Human Resources Manager

#### **RSCVA Legal Counsel:**

Ben Kennedy, Dickinson Wright  
Molly Rezac, Ogletree, Deakins, Nash, Smoak & Stewart

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

None

**C. APPROVAL OF THE AGENDA OF THE MAY 27, 2021, REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Motion:** Move to approve the agenda as presented.

**Moved by:** Mark Sterbens

**Seconded by:** Ann Silver

**Aye:** Member Schieve, Silver, Sterbens, Bybee, Chapman, Farahi, Keel, Lucey, and Murdock

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

**D. APPROVAL OF MINUTES OF APRIL 27, 2021, SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**Motion:** Move to approve the meeting minutes as presented.

**Moved by:** Councilwoman Bybee

**Seconded by:** Ann Silver

**Aye:** Member Schieve, Silver, Sterbens, Bybee, Chapman, Farahi, Keel, Lucey, and Murdock

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

**E. PRESENTATIONS**

**E1. Legislative Update**

Jesse Wadhams, Black & Wadhams provided an update regarding the current Legislative Session and issues of interest to the RSCVA. He stated that there would most likely be at least two special sessions, including budget items and redistricting. In addition, Mr. Wadhams discussed Senate Bill 386 sponsored by Senator Nicole Cannizzaro, which relates to hospitality employees laid-off due to COVID-19. It covers event centers in Washoe and Clark counties and creates a right to return. Any laid-off employee has the right to return based on seniority as jobs re-open. Mr. Wadhams said that Assembly Bill 363 relates to transient lodging (Airbnb and VRBO), requiring the governing bodies to establish requirements relating to residential units as transient lodging; therefore, subject to transient lodging tax. However, this bill has been amended and only applies to Clark County. Mr. Wadhams also addressed Assembly Bill 435. This bill relates to taxation, expanding the exemption from the commerce tax for tradeshow. He said that this bill is now on the Governor's desk.

**E2. Legal Counsel Update**

Ben Kennedy, RSCVA Legal Counsel, informed the Board that the RSCVA had been named as a defendant in a personal injury lawsuit involving the Wild Sheep Conservation Foundation. He said that insurance is handling the case now, but He will keep the Board updated on the matter.

**E3. Reno-Sparks Convention and Visitors Authority CEO Update**

Charles Harris, President & CEO, delivered an RSCVA update. He began by discussing the "RE" campaign that launched and said that the RSCVA has different versions of this digital campaign in the market, in various segments, and online. In addition, he said that Christina Erny, Director of Marketing, is working with BVK on summer photoshoots that will encompass a wider target reach. Mr. Harris touched on the RSCVA Customer Advisory Board (CAB). Next, he discussed the launch of a digital pass program branded for Reno Tahoe in partnership with the Chamber of Commerce and added that the first pass is an Arts & Culture pass found on the Reno Tahoe website. Finally, Mr. Harris discussed summer travel trends as presented by US Travel.

**E4. Charles Harris, President/CEO Goals & Objectives**

Charles Harris presented the Executive and Legislative Committee recommendation for the President & CEO Goals and Objectives for the Fiscal Year 2020/21 and the proposed Goals and Objectives for the Fiscal Year 2021/2022. After a brief discussion, the Board took the following action:

**Motion:** Move to defer this agenda item for further review by the Executive & Legislative Committee. This item will appear on the July 22, 2021, Board of Directors meeting agenda.

**Moved by:** Shannon Keel

**Seconded by:** Commissioner Bob Lucey

**Aye:** Member Schieve, Silver, Sterbens, Bybee, Chapman, Farahi, Keel, Lucey, and Murdock

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

**F. MARKETING DIVISION**

**F1. 2021/2022 Special Events Partnership Funding Recommendation Award Allocations**

Tasha Holloway, Special Events & Marketing Manager, presented the RSCVA's proposed funding allocation recommendations for 2021/2022 Special Events Funding.

**Motion:** Move to approve the RSCVA's proposed funding allocation recommendations for 2021/2022 special events funding.

**Moved by:** Andy Chapman

**Seconded by:** Councilwoman Bybee

**Aye:** Member Schieve, Silver, Sterbens, Bybee, Chapman, Farahi, Keel, Lucey, and Murdock

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

**F2. Review, discussion, and possible action for a new contract for website planning, marketing and website maintenance with Noble Studios, the existing website vendor**

Christina Erny, Director of Marketing, presented this agenda item. She asked for the Board's approval to renew the annual contract with Noble Studios for website services for the fiscal year 2021/2022 in an amount not to exceed One Hundred Seventeen Thousand Eight Hundred Ninety-Six and No/100ths Dollars (\$117,896.00).

**Motion:** Move to approve the renewal of an annual contract with Noble Studios for website services for the fiscal year 2021/2022.

**Moved by:** Mark Sterbens

**Seconded by:** Ann Silver

**Aye:** Member Schieve, Silver, Sterbens, Bybee, Chapman, Farahi, Keel, Lucey, and Murdock

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

**G. FINANCE DIVISION**

**G1. Public Hearing: Review and Adoption of the RSCVA 2021/2022 Fiscal Year Budget (Resolution 592)**

**Public Hearing was opened at 10:21 am. This Public Hearing was adequately noticed, and there were no public comments.**

Dante Nicastro, Interim General Manager, ASM Reno, presented the ASM Global Reno Facilities 2021-2020 Budget Summary. After the presentation, Mr. Nicastro opened the meeting for questions.

Rick Murdock asked Mr. Nicastro for ASM's bottom-line loss expected for the facilities this year.

Mr. Nicastro said that this fiscal year's loss was approaching \$5M.

Shannon Keel asked for a side-by-side comparison of ASM's budget for 2018/19, 2019/20, and 2020/21. She also requested a copy of the ASM Budget presentation.

Courtney Jaeger, RSCVA Vice President of Finance, presented the RSCVA 2021/2022 budget, starting with the facility losses. Next, she displayed a graph that showed facility losses from 2016 to 2022. The chart showed the loss as \$3M for 2016, \$3.35 for 2017, and \$3.3 for 2018 while managed by the RSCVA. The graph also displayed a loss of \$4.2M for 2019 and \$6.58 for 2020 while managed by ASM Global. Finally, the chart showed ASM's projected loss of \$4.6M for 2021 and a budgeted loss of \$3.79 for 2022. Next, Ms. Jaegar continued with the President/CEO's Proposed Budget for the Fiscal Year 2021/22 and asked

Shannon Keel asked if ASM charged the same amount in management fees while the facilities were closed due to the COVID-19 pandemic.

Courtney Jaegar said yes, ASM charged \$398,000 in management fees during that time.

Mark Sterbens stated that the Facilities and Finance Committee recommended that Mr. Harris meet with the ASM every month.

Mayor Schieve asked if the budget included Cost Of Living (COLA) and merit increases.

Charles Harris answered by saying that the entire staff would receive a bonus, based on position, on June 18, 2021, and a COLA increase in July.

**Motion:** Move to approve the RSCVA 2021/2022 Fiscal Year Budget (Resolution #592) as presented by staff.

**Moved by:** Rick Murdock

**Seconded by:** Ann Silver

**Aye:** Member Schieve, Silver, Sterbens, Bybee, Chapman, Farahi, Keel, Lucey, and Murdock

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

**Commissioner Bob Lucey left the meeting at 11:00 am.**

**G2. Review and possible approval of the Reno-Sparks Convention and Visitors Authority Fiscal Year 2021-22 Property, Boiler & Machinery, Pollution Liability General Liability, Automobile, Umbrella, Workers' Compensation, Public Officials' Liability, Crime, and Cyber Liability, and associated Insurance Coverage**

Courtney Jaeger, Vice President of Finance, presented this agenda item along with Brandon Lewis, Vice President, USI Insurance Services. She asked the Boards approval to obtain the following insurance policies: Property, General Liability, Automobile, Umbrella, Workers' Compensation, Public Officials' Liability, Crime and Internet Liability, and associated insurance coverage from staff's recommended carrier(s) at a cost not to exceed \$445,000.

**Motion:** Move to approve the RSCVA 2021/22 Insurance Coverage as presented by staff.

**Moved by:** Rick Murdock

**Seconded by:** Ann Silver

**Aye:** Member Schieve, Silver, Sterbens, Bybee, Chapman, Farahi, Keel, and Murdock

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

**G3. Public Hearing Regarding the Approval of Resolution 593 Adopting the Budget Augmentation for the Reno-Sparks Convention and Visitors Authority for Fiscal Year 2020-21**

**Public Hearing was opened at 12:01 am. This Public Hearing was adequately noticed, and there were no public comments.**

Courtney Jaeger presented this agenda item. She asked for the Boards approval of Resolution #593, adopting a budget augmentation in the amount of \$608,153 for the General Fund and \$257,643 for the Debt Service Fund for the Reno-Sparks Convention and Visitors Authority for the Fiscal Year 2020-21.

**Motion:** Move to approve the Budget Augmentation (Resolution #593) as presented by staff.

**Moved by:** Mark Sterbens

**Seconded by:** Ann Silver

**Aye:** Member Schieve, Silver, Sterbens, Bybee, Chapman, Farahi, Keel, and Murdock

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

**G4. Discussion and possible approval to repair and upgrade the Lutron lighting system controls, with vendor Nelson Electric for a purchase amount not to exceed \$61,349 for the Reno Event Center and seek future reimbursement of the cost of from the City of Reno.**

Courtney Jaeger presented this agenda item. She asked for the Board's approval to repair and upgrade the Lutron lighting system controls at the Reno Event Center, with vendor Nelson Electric, for a purchase amount not to exceed Sixty-One Thousand Three Hundred Forty-Nine and No/100ths Dollars (\$61,349.00).

**Motion:** Move to approve the repair and upgrade of the Lutron lighting system controls at the Reno Event Center.

**Moved by:** Ann Silver

**Seconded by:** Mark Sterbens

**Aye:** Member Schieve, Silver, Sterbens, Bybee, Chapman, Farahi, Keel, and Murdock

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

**H. BOARD MATTERS**

**H1. Appointment of Member to Sparks Tourism Facility and Revitalization Steering Committee**

The Board of Directors voted to appoint Charles Harris to the Sparks Tourism Facility and Revitalization Steering Committee.

**Motion:** Move to approve the appointment of Charles Harris to the Sparks Tourism Facility and Revitalization Steering Committee.

**Moved by:** Councilwoman Bybee

**Seconded by:** Mark Sterbens

**Aye:** Member Schieve, Silver, Sterbens, Bybee, Chapman, Farahi, Keel, and Murdock

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

**H2. Appointment of Member to the Reno-Tahoe Airport Authority Board of Trustees to Represent Consumers of Services Provided at the Airport**

The Board of Directors voted to reappoint Carol Chaplin for the RSCVA seat on the Reno-Tahoe Airport Authority Board of Trustees, pursuant to NRS 241.020 and Section 5, Subsection 3 of the Reno-Tahoe Airport Authority Act.

**Motion:** Move to approve the reappointment of Carol Chaplin for the RSCVA seat on the Reno-Tahoe Airport Authority Board of Trustees.

**Moved by:** Ann Silver

**Seconded by:** Rick Murdock

**Aye:** Member Schieve, Silver, Sterbens, Bybee, Chapman, Farahi, Keel, and Murdock

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

**H3. RSCVA Board Appointment of Reno + Sparks Chamber of Commerce Board of Director's seat pursuant to NRS 244A.601(1)(d)(2)**

The elected public official board members voted to reappoint Ms. Ann Silver as the Reno+Sparks Chamber of Commerce representative to the RSCVA Board. The appointment is effective July 1, 2021, and runs through July 1, 2023.

**Motion:** Move to approve the reappointment of Ann Silver as the Reno+Sparks Chamber of Commerce representative to the RSCVA Board.

**Moved by:** Mayor Schieve

**Seconded by:** Councilwoman Bybee

**Aye:** Mayor Schieve and Councilwoman Bybee

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

**H4. Review, discussion, and possible action regarding the formation of a Downtown Facilities Committee.**

Mayor Schieve discussed creating an RSCVA Downtown Facilities Committee. She added that this group would be comprised of RSCVA Board members and downtown stakeholders to address various issues pertaining to the downtown RSCVA facilities.

Ben Kennedy stated that this would be an advisory subcommittee to the RSCVA Board of Directors and subject to Nevada Open Meeting Law. He added that this committee would function like the current Executive & Legislative and Finance & Facilities Committee. Mr. Kennedy said that per RSCVA board policy, the committee is nonbinary. The RSCVA Chair would appoint the members of this committee that would include two members of the Board of Directors and local stakeholders.

Mayor Schieve asked for volunteers from the Board of Directors.

**Motion:** Move to approve the formation of an RSCVA Downtown Facilities Committee.

**Moved by:** Ann Silver

**Seconded by:** Mark Sterbens

**Aye:** Member Schieve, Silver, Sterbens, Bybee, Chapman, Farahi, Keel, and Murdock

**No:**

**Absent:**

**Abstain:**

**Vote:** Motion passed unanimously

**H5. Amendment to Interlocal Agreement with Washoe County**

Ben Kennedy gave the Board background information regarding the May 2003 Interlocal Agreement with Washoe County regarding the Reno Sparks Livestock Event Center (RSLEC). He stated that the RSCVA and Washoe County entered an Interlocal Agreement, which granted the RSCVA the right to undertake certain demolition and paving work at the Reno-Sparks Livestock Events Center complex. He added that the RSCVA completed the demolition work, but the paving work is still pending. The County now desires to perform the contemplated paving work at its expense, and the County has requested that the Interlocal Agreement be amended to so provide.

**Motion**: Move to approve the amended Interlocal Agreement with Washoe County as presented.

**Moved by**: Mark Sterbens

**Seconded by**: Ann Silver

**Aye**: Member Schieve, Silver, Sterbens, Bybee, Chapman, Farahi, Keel, and Murdock

**No**:

**Absent**:

**Abstain**:

**Vote**: Motion passed unanimously

***G BOARD MEMBERS COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS***

Mayor Schieve asked to put the following items for discussion on an upcoming agenda:

1. Federal Funding and the Porter Group presentation
2. Hockey
3. RSCVA Employee Survey
4. River Rangers and the Truckee Riverfront
5. NBS Marketing Committee
6. List three significant conference goals for Board involvement
7. Development Fund for new events (i.e., creating a biking/outdoor event)
8. BVK presentation
9. Staff levels back to pre-pandemic levels.
10. RFP on the four facilities

***H COMMENTS FROM THE FLOOR BY THE PUBLIC***

None

***I ADJOURNMENT***

Meeting adjourned at 12:26 am.