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**Reno-Sparks Convention & Visitors Authority
Board of Directors Meeting Minutes
April 26, 2018**

The Regular Meeting of the Board of Directors of the Reno-Sparks Convention & Visitors Authority met at 9:00 a.m., April 26, 2018 at the Reno-Sparks Convention and Visitors Authority, 4001 S. Virginia Street, Reno, NV. The meeting was duly noticed and posted in compliance with the Nevada Open Meeting Law.

A. OPENING CEREMONIES

Call to Order

Member Ed Lawson called the meeting to order at 9:00 a.m.

Pledge of Allegiance led by Mayor Hillary Shieve

Board Members Present:

Nat Caraseli
Lee Dillard
Councilman Ed Lawson
Commissioner Bob Lucey
Mayor Hillary Shieve
Mark Sterbens
Bill Wood
Vick Wowo

Board Members Absent:

Rick Murdock

RSCVA Executive Staff Present:

Phil DeLone, President/CEO
Jennifer Cunningham, Executive Vice President
Robert Chisel, Director of Finance
Sheri Nill, Director of Human Resources
Esther Isaac, Director of Marketing
Ben Kennedy, Legal Counsel
Molly Rezac, Legal Counsel

RSCVA Executive Staff Absent:

Mike Larragueta, Vice President of Sales

B. COMMENTS FROM THE FLOOR BY THE PUBLIC

None

C. APPROVAL OF THE AGENDA

MOTION: Mayor Hillary Shieve made a motion to approve the April 26, 2018 Agenda. Seconded by Member Vick Wowo. **Motion carried unanimously.**

D. APPROVAL OF MINUTES OF MARCH 22, 2018 REGULAR MEETING

MOTION: Member Lee Dillard made a motion to approve the March 22, 2018 Minutes. Seconded by Member Mark Sterbens. **Motion carried unanimously.**

Chairman, Bob Lucey, joined the meeting. (9:02 a.m.)

E. PRESENTATIONS

E1. Reno-Tahoe Airport Authority Update

Mrs. Mora presented an air service update and introduced Mr. Dan Bartholomew, Vice President of Planning, Engineering and Environmental Management, who gave an update on the Reno-Tahoe Airport,s Master Plan.

E2. Reno-Sparks Convention and Visitors Authority Staff Update

Phil DeLone, President/CEO, offered an update on the transition with SMG, the professional management company hired to run the four RSCVA facilities. Mr. DeLone went on to say that the United States Bowling Congress Women's Championship began Saturday, April 21 and will run through Saturday, June 30th. He touched on the Reno-Sparks Convention Center refurbishment project, stating that the installation of 30,000 square feet of new carpet will take place in June. Mr. DeLone gave a Convention Sales update and said that in the convention market segment, our annual goal this fiscal year is to book 260,000 room nights of future convention business. He added that, through March of 2018, definite future convention room nights produced as of February 2018 is 252,000. He finished by saying that he anticipated the RSCVA would end the fiscal year with bookings of 300,000 to 305,000 convention room nights of future business. Lastly, Mr. DeLone thanked Chairman Lucey, Councilman Lawson and Mayor Schieve for their team's partnership in welcoming meeting planners from the International City and County Management Association to the area.

Mrs. Jennifer Cunningham, Executive Vice President, presented an update on the RSCVA Corporate Scorecard. She stated that visitor volume had an increase of 2.7% and the taxable revenue showed a 10.4% increase for the month of February one year prior. Mrs. Cunningham discussed a project between the RSCVA and EDAWN to advertise Reno-Tahoe as a destination for job relocations and new business. She talked about the RSCVA's partnership with Big Truck to produce RenoTahoe hats at the upcoming River Festival. Mrs. Cunningham briefly touched on a few awards the marketing department won as part of the International Association of Marketing Communication Professionals, Hermes Creative Awards.

Mr. Art Jimenez, Executive Director of Tourism, reported on the Tourism segment of the scorecard and stated that February continued to perform well in the trackable leisure sales room-nights category. February room night production had an increase of 16% from the prior year. Year-to-date room night production saw an increase of 71,146 room nights from FY 2016/17.

F. FINANCIAL DIVISION UPDATE

F1. Reno-Sparks Convention and Visitors Authority's (RSCVA's) lease extension.

Mr. Robert Chisel, Director of Finance, asked the board to review and discuss an extension of the term of the lease for the RSCVA administrative offices for a five-year period ending October 31, 2023, with a fixed monthly rental amount of \$13,613 throughout the term of the extension.

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

F2. RSCVA Capital Improvement Plan Update.

Mr. Chisel presented the RSCVA Fiscal Year 2018/2019 Capital Improvement Plan Update for the board's review, discussion and approval.

MOTION: Member Nat Carasali made a motion to approve the Capital Improvement Plan. Seconded by Member Vick Wowo. **Motion carried unanimously.**

F3. Wildcreek Golf Course.

Mr. Chisel asked the board to review, discuss and take possible action to approve the contract for the management and operation of Wildcreek Golf Course to Duncan Golf Management.

MOTION: Member Vick Wowo made a motion to approve the lease extension. Seconded by Member Mark Sterbens. **Motion carried unanimously.**

F4. Contract for RFP 2018-07 carpet at the Reno-Sparks Convention Center.

Mr. Chisel discussed the bid award and contract for RFP 2018-07 to Definitive Flooring Solutions for the removal and disposal of existing floor coverings and the installation of carpet at the Reno-Sparks Convention Center in the amount of, not to exceed, Four Hundred Thirteen Thousand Three Hundred Fifty Dollars (\$413,350).

MOTION: Member Lee Dillard made a motion to approve the contract to Definite Flooring Solutions. Seconded by Member Mark Sterbens. **Motion carried unanimously.**

F5. Purchase of 2014 Genie S65 Telescope Boomlift from H & E Equipment.

Mr. Chisel requested the board review and approve the purchase of a 2014 Genie S65 Boomlift for \$86,000 to be used primarily at the Reno-Sparks Livestock and Events Center.

MOTION: Member Lee Dillard made a motion to approve the purchase. Seconded by Member Mark Sterbens. **Motion carried unanimously.**

G. GOVERNMENTAL AFFAIRS

G1. Draft Legislative Platform for the 2019 Legislative Session.

Jesse Wadhams with the law firm of Fennemore Craig presented a working draft of the RCSVA Legislative Platform for the 2019 Legislative Session.

Mayor Hillary Shieve proposed the board consider putting together a legislative committee to represent the RSCVA for the upcoming legislative session.

MOTION: Mayor Hillary Shieve made a motion to accept the draft proposal. Seconded by Member Vick Wowo. **Motion carried unanimously.**

H. BOARD MEMBER COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS

None

I. COMMENTS FROM THE FLOOR BY THE PUBLIC

J. Adjournment

Meeting adjourned at 10:39 a.m.