



Carson City Visitors Bureau

NOTICE OF PUBLIC MEETING

Carson City Visitors Bureau
Board of Directors

MEETING LOCATION:

Carson City Community Center
Sierra Room
851 E. William St.
Carson City, NV 89701

Monday, February 13, 2017 - 4:00 PM

BOARD OF DIRECTORS

Jonathan Boulware, Chair

Karen Abowd

Jesse Dhami

Sandra Nagel

Renee Plain

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Carson City Visitors Bureau in writing at 716 N. Carson Street, Carson City, NV, 89701, or by calling (775)687-7410 at least 24 hours in advance. If a person willfully disrupts a meeting, to the extent that its orderly conduct is made impractical, the person may be removed from the meeting. NRS 241.030(5)(b) and Nevada Attorney General Open Meeting Law Manual, section 8.06.

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Public Comments and Discussion (three minute time limit):** The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of the Carson City Visitors Bureau Board (Bureau). In order for members of the public to participate in the Bureau's consideration of an agenda item, the Bureau strongly encourages members of the public to comment on an item during the item itself, subject to a three minute limit. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken.
- 5. For Possible Action:** Approval of Minutes –January 23, 2017 CCVB Board Meeting.
- 6. For Possible Action:** Adoption of Agenda - Action may be taken on those items denoted "For Possible Action". Items on this agenda may be taken in a different order than listed. Two or more agenda items may be combined for consideration. An item may be removed from this agenda or discussion relating to an item on this agenda may be delayed at any time.

- 7. For Possible Action:** Approval of the adjusted CCVB FY17 budget report.
Staff Summary: The CCVB Board will review a comparative statement of adjusted revenue, expenses and fund balance for all CCVB Funds.
- 8. For Possible Action:** Approval for ratification of the CCVB Statement of Accounts Payable Checks and P-Card Reports for December, 2016.
Staff Summary: The CCVB Board will review an account activity statement for CCVB bills/payments for December, 2016.
- 9. For Possible Action:** Approval for the CCVB to apply a refund to the Carson Tahoe Motel for their overpayment of room tax associated with comps and package deals from May 1, 2013 to May 31, 2015.
Staff Summary: The CCVB received a request for refund from the Carson Tahoe Hotel (formerly City Center) for an overpayment of room tax associated with comps and packages provided to guests from May 1, 2013 to May 31, 2015. The CCVB contracted Kohn & Company to provide an external audit and their findings were the property was due a refund totaling \$9,585.57. The refund will be applied as credit towards the properties payment of room tax collected for January & February, 2017.
- 10. For Discussion Only:** Discussion on the CCVB's collaborative project "Re-Imagined Space."
Staff Summary: The CCVB will partner with the Redevelopment Authorities Citizens Committee in a collaborative project addressing vacant storefronts throughout the Redevelopment Area. The project will work with local art organizations and artists to provide property owners/managers with temporary art exhibits for their locations. The CCVB will provide a presentation on the project details.

Non-Action Items:

- a. **Executive Directors Report – Joel Dunn**
Staff Summary: The CCVB Executive Director will report on collected room tax revenue, occupancy, average daily rate and revenue per available room for December, 2016.
- b. **Grants Update – Joel Dunn**
Staff Summary: The CCVB Executive Director will provide an update on the bureau's grant projects.
- c. **Marketing Update – Kyle Horvath**
Staff Summary: The CCVB Marketing Manager will provide an update on the CCVB's current marketing projects and analytics for social media platforms.

Non-Action Items:

- d. Events Update – **Kyle Horvath**
Staff Summary: The CCVB Marketing Manager will provide an update on events and the CCVB’s involvement.
- e. Cultural Commission Update– **Mark Salinas**
Staff Summary: The CCVB Arts & Culture Coordinator will provide an update on arts & cultural policies & procedures, grants, events and projects and the CCVB’s involvement.
- f. Future Agenda Items– **Joel Dunn**
- g. Upcoming Meetings
03/13/17 4:00 pm Carson City Visitors Bureau – Board of Directors
03/13/17 5:30 pm Carson City Cultural Commission

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12. Board Comments or Announcements: Topics not relating to current Agenda.

13. For Possible Action: To Adjourn

This notice has been posted in the following locations on Wednesday, February 8, 2017: Office of the Carson City Visitors Bureau – 716 N. Carson St.; Carson City Hall – 201 N. Carson St.; Carson City Community Center – 851 E. William St.; Carson City Library – 900 N. Roop St. and on the Carson City Visitors Bureau web site: www.visitcarsoncity.com

To request a copy of the supporting materials for this meeting, contact Chris McQueary at CMcQueary@visitcarsoncity.com or call (775) 687-7410. The agenda and supporting material are available on the Carson City Visitors Bureau web site: www.visitcarsoncity.com and at the office of the Carson City Visitors Bureau – 716 N. Carson Street, Carson City, Nevada.