



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, March 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 –February 13, 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 January, 2017.  
*Staff Summary: The CCVB Board will review an account activity statement for CCVB bills/payments for January, 2017.*
- 9. For Possible Action:** Discussion and possible action regarding the Board's position and directive on SB57 (BDR S-414) of the 2017 Legislative Session, a bill that revises provisions relating to the Nevada Commission for the Reconstruction of the V&T Railway.  
*Staff Summary: This bill removes certain boards of county commissions from the governing bodies of the Commission; revises the membership of the Commission; eliminates authority for the Commission to enter into agreements with the district attorney or treasurer of certain counties. Existing law establishes the Nevada Commission for the Reconstruction of the V & T Railway, provides that the governing bodies of the Commission are the Board of Supervisors of Carson City and the Boards of County Commissioners of Douglas, Lyon, Storey and Washoe counties and authorizes each of those counties to appoint a representative to the Commission. (Sections 1-3 of the Nevada Commission for the Reconstruction of the V & T Railway Act of 1993) Section 1 of this bill removes the Board of County Commissioners of Douglas, Lyon and Washoe counties from the governing bodies of the Commissions. Section 2 of this bill makes conforming changes. Section 3 of this bill revises the composition of the Commission to: (1) remove the commissioners appointed by Douglas, Lyon and Washoe counties, the Virginia and Truckee Historical Railroad Society, the Speaker of the Assembly and the Senate Majority Leader; and (2) authorize the Carson City Convention and Visitors Bureau and the Virginia City Tourism Commission to each appoint a member to the Commission. Supporting Material - Nevada Senate Bill No. 57 Text 20170313*

## **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 January, 2017.*
- b. **CCVB Strategic Plan Update – Joel Dunn**  
*Staff Summary: The C*
- c. **Carson City/CCVB Interlocal Agreement Update – Joel Dunn**  
*Staff Summary: The CCVB Executive Director will report on the status/process in developing the revised interlocal agreement between Carson City and the CCVB.*

## Non-Action Items:

- d. **Grants Update – *Joel Dunn***  
*Staff Summary: The CCVB Executive Director will provide an update on the bureau’s grant projects.*
- e. **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.*
- f. **Events Update – *Kyle Horvath***  
*Staff Summary: The CCVB Marketing Manager will provide an update on events and the CCVB’s involvement and/or contributions.*
- g. **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 and/or contributions.*
- h. **Future Agenda Items– *Joel Dunn***
- i. **Upcoming Meetings**
  - 04/10/17 4:00 pm Carson City Visitors Bureau – Board of Directors
  - 05/08/17 5:30 pm Carson City Cultural Commission

**10. 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.

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

**12. For Possible Action:** To Adjourn

This notice has been posted in the following locations on Wednesday, March 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](http://www.visitcarsoncity.com)

To request a copy of the supporting materials for this meeting, contact Chris McQueary at [CMcQueary@visitcarsoncity.com](mailto: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](http://www.visitcarsoncity.com) and at the office of the Carson City Visitors Bureau – 716 N. Carson Street, Carson City, Nevada.