



Culture & Tourism Authority

NOTICE OF PUBLIC MEETING
Carson City Culture & Tourism Authority
Board of Directors

MEETING LOCATION:

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

Friday, January 19, 2018 - 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 Culture & Tourism Authority 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 Culture & Tourism Authority (CTA). In order for members of the public to participate in the Authority's consideration of an agenda item, the Authority 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 – December 19, 2017 CTA 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:** To accept the adjusted CTA FY18 budget report. – **Chris Kipp Staff Summary:** *The CTA Board will review a comparative statement of adjusted revenue totaling \$989,756.15 expenses totaling \$523,959.36 and fund balance for all CTA Fund totaling \$1,977,645.79*

8. For Possible Action: To accept the ratification of the CTA Statement of Accounts Payable checks and P-Card Report for November, 2017. – **Chris Kipp** *Staff Summary: The CTA Board will review an account activity statement for Accounts Payable Checks for November, 2017 totaling \$113,388.10 and p-card purchases for November, 2017 totaling \$13,884.12*

9. For Possible Action: To approve Contract No. 1718-001, with NV Consulting, LLC, for management services, for a total not to exceed \$131,040.00. (Chris Kipp; Ckipp@visitcarsoncity.org). *Staff Summary: On December 19, 2017, the CTA Board of Directors directed staff to draft an agreement with terms consistent with RFP No. 1718-001, and the proposal submitted by NV Consulting, LLC for management services to provide assistance in developing a new strategic plan that will include the recruitment and succession of the new Executive Director position.*

10. For Discussion: Internal Audit of the Capital Collage 2017 – **Chris Kipp** *Staff Summary: CTA Board Member Dhami requested an internal audit of the Capital Collage 2017 event that was held on October 27th, 2017.*

11. Non-Action Items:

a. Transient Occupancy Report – Chris Kipp

Staff Summary: Report on collected room tax revenue, occupancy, average daily rate and revenue per available room for November, 2017.

b. Cultural Commission Update – Mark Salinas

Staff Summary: The CTA Director of Arts & Culture will provide an update on arts & cultural policies & procedures, grants, events and projects and the CCVB's involvement and/or contributions.

c. Marketing Update – Kyle Horvath

Staff Summary: The CTA Marketing Manager will provide an update on the CCVB's current marketing projects and analytics for social media platforms.

d. Events Update – Kyle Horvath

Staff Summary: The CTA Marketing Manager will provide an update on events and the CCVB's involvement and/or contributions.

e. Future Agenda Items – Chris Kipp

f. Upcoming Meetings – 01/24/18 5:30 pm Cultural Commission

02/12/18 4:00 pm Culture & Tourism Authority Board of Directors

12. 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 Culture & Tourism Authority (CTA). In order for members of the public to participate in the Authority's consideration of an agenda item, the Authority 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.

13. Board Comments or Announcements and Requests for Information: No action among the members or with staff will take place during this item of the agenda.

14. For Possible Action: To Adjourn

This notice has been posted in the following locations on Tuesday, January 16, 2017: Office of the Carson City Culture & Tourism Authority– 716 N. Carson St.; Carson City Hall – 201 N. Carson St.; Carson City Community Center – 851 E. William St.; Carson City Community Development 108 E. Proctor 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 Kipp at CKipp@visitcarsoncity.com or call (775) 687-7410. The agenda and supporting material are available on the Carson City Culture & Tourism Authority web site: www.visitcarsoncity.com and at the office of the Carson City Culture & Tourism Authority – 716 N. Carson Street, Carson City, Nevada.