



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

**Monday, August 13th, 2018 - 4:00 PM**

**BOARD OF DIRECTORS**

Karen Abowd

Mike Jones

Mike Riggs

Mike Santos

Stu Wexler

**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 and Determination of Quorum.**
- 3. Pledge of Allegiance**
- 4. Public Comment:\*\*** The public is invited at this time to comment on and discuss any topic that is relevant to or within the authority of this public body.
- 5. For Possible Action:** Election of Chairperson for the Carson City Culture & Tourism Board of Directors (Term through 7/2019). – Joel Dunn ([manager@nvconsultingllc.com](mailto:manager@nvconsultingllc.com)).  
*Staff Summary:* The CTA Board will nominate a member or members of their board to be designated by majority vote to serve as Chairperson of the CTA Board. The term of the appointment will expire at the July, 2019 CTA Board Meeting. (NRS 244A.611 Officers: Election and duties. The board shall choose one of its members as chair and one of its members as vice chair, and shall elect a secretary and a treasurer, who may be members of the board. The secretary and the treasurer may be one person).
- 6. For Possible Action:** Election of Vice Chairperson for the Carson City Culture & Tourism Board of Directors (Term through 7/2019). – Joel Dunn ([manager@nvconsultingllc.com](mailto:manager@nvconsultingllc.com)).  
*Staff Summary:* The CTA Board will nominate a member or members of their board to be designated by majority vote to serve as Chairperson of the CTA Board. The term of the appointment will expire at the July, 2019 CTA Board Meeting. (NRS 244A.611 Officers: Election and duties. The board shall choose one of its members as chair and one of its members as vice chair, and shall elect a secretary and a treasurer, who may be members of the board. The secretary and the treasurer may be one person).

- 7. For Possible Action:** Election of Treasurer/Secretary for the Carson City Culture & Tourism Board of Directors (Term through 7/2019). – **Joel Dunn** ([manager@nvconsultingllc.com](mailto:manager@nvconsultingllc.com)).
- Staff Summary:* The CTA Board will nominate a member or members of their board to be designated by majority vote to serve as Treasurer and Secretary of the CTA Board. The term of the appointment will expire at the July, 2019 CTA Board Meeting. (NRS 244A.611 Officers: Election and duties. The board shall choose one of its members as chair and one of its members as vice chair, and shall elect a secretary and a treasurer, who may be members of the board. The secretary and the treasurer may be one person).
- 8. For Possible Action:** Approval of Minutes – June 26, 2018 CTA Budget Augmentation Meeting.
- 9. For Possible Action:** Adoption of Agenda – At this time it will be determined whether items on this agenda will be heard in a different order than listed, or whether two or more agenda items will be combined for consideration, with the exception of any matters that are listed at a specific time. Additionally, an item may be removed from this agenda or discussion related to an item on this agenda may be delayed at any time.
- 10. For Possible Action:** To approve the adjusted CTA FY18 budget report. – **Joel Dunn** ([manager@nvconsultingllc.com](mailto:manager@nvconsultingllc.com)).
- Staff Summary:* The CTA Board will review a comparative statement of adjusted revenue totaling \$2,087,091.74, expenses totaling \$2,081,566.70 and fund balance for all CTA Fund totaling \$1,517,374.04, and make a determination whether they approve of the report.
- 11. For Possible Action:** To approve the CTA Statement of Accounts Payable checks and P-Card Report for May and June, 2018. – **Chris Kipp** ([CKipp@visitcarsoncity.com](mailto:CKipp@visitcarsoncity.com)). *Staff Summary:* The CTA Board will review an account activity statement for Accounts Payable Checks for May, 2018 totaling \$145,203.58, June, 2018 totaling \$128,949.32 and p-card purchases for May, 2018 totaling \$15,635.50, June, 2018 totaling \$16,774.11 and make a determination whether they approve of the statement.
- 12. Monthly Non-Action Items for Presentation and Discussion Only:**
- a. Transient Occupancy Report – **Joel Dunn** ([manager@nvconsultingllc.com](mailto:manager@nvconsultingllc.com)).  
*Staff Summary:* Report on collected room tax revenue, occupancy, average daily rate and revenue per available room for May, 2018.
  - b. Marketing Manager Recruitment Update – **Chris Kipp** ([CKipp@visitcarsoncity.com](mailto:CKipp@visitcarsoncity.com)).  
*Staff Summary:* The CTA Marketing Manager will provide an update on the CTA's current marketing projects and analytics for social media platforms.
  - c. Events Update – **James Salanoa** ([JSalanoa@visitcarsoncity.com](mailto:JSalanoa@visitcarsoncity.com)).  
*Staff Summary:* The CTA Marketing Manager will provide an update on events and the CTA's involvement and/or contributions.
  - d. Future Agenda Items – **Chris Kipp** ([CKipp@visitcarsoncity.com](mailto:CKipp@visitcarsoncity.com)). Requests for future agenda items can be made at this time.
  - e. Upcoming Meetings – 09/10/18 4:00 pm Culture & Tourism Authority Board of Directors
- 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.

**Public Comment:** The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

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

**\*\*PUBLIC COMMENT LIMITATIONS** – The CTA will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. In addition, it is the CTA’s aspirational goal to also provide for item-specific public comment as follows: In order for members of the public to participate in the public body’s consideration of an agenda item, the public is strongly encouraged to comment on an agenda item when called for by the chair/vice-chair during the item itself. 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. The chair/vice-chair, also retain discretion to only provide for the Open Meeting Law’s minimum public comment and not call for or allow additional individual-item public comment at the time of the body’s consideration of the item when: 1) it is deemed necessary by the chair/vice-chair to the orderly conduct of the meeting; 2) it involves an off-site non-action facility tour agenda item; or 3) it involves any person’s or entity’s due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

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This notice has been posted in the following locations on Wednesday, August 8, 2018: 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](http://www.visitcarsoncity.com)

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To request a copy of the supporting materials for this meeting, contact Chris Kipp at [CKipp@visitcarsoncity.com](mailto: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](http://www.visitcarsoncity.com) and at the office of the Carson City Culture & Tourism Authority – 716 N. Carson Street, Carson City, Nevada.