



**CARSON CITY CULTURE & TOURISM AUTHORITY**  
**BOARD MEETING MINUTES**  
**June 26, 2018**

The regular meeting of the Carson City Culture & Tourism Authority was held Tuesday, June 26, 2018 at the Carson City Community Center, 851 E. William Street, Sierra Room, Carson City, Nevada beginning at 3:00 p.m.

PRESENT: Jonathan Boulware, Chairman  
Renee Plain  
Karen Abowd  
Jesse Dhami  
Sandra Nagel

STAFF PRESENT: Chris Kipp, Operations Manager  
Linda Macauley, Administrative Assistant  
Kyle Horvath, Marketing Manager

OTHERS PRESENT: Iris Yowell, Carson City Deputy District Attorney  
Joel Dunn, NV Consulting, LLC

**Call to Order.**

**Roll call was taken and a quorum was present.**

**Mr. Boulware** led the Pledge of Allegiance.

**MR. BOULWARE BROUGHT THE NEXT ITEM TO THE BOARD'S ATTENTION – PUBLIC COMMENTS AND DISCUSSION.**

None.

**MR. BOULWARE BROUGHT THE NEXT ITEM TO THE BOARD'S ATTENTION –**

**FOR POSSIBLE ACTION:** Approval of Minutes – May 14, 2018 CTA Board Meeting and May 23, 2018 Budget Hearing minutes.

**Ms. Abowd** made a motion to approve the minutes of May 14, 2018 as presented.

Second: **Ms. Plain** Approved – Unanimously

**Ms. Abowd** made a motion to approve the minutes from May 23, 2018 as presented.

Second: **Ms. Plain** Approved – Unanimously

**MR. BOULWARE BROUGHT THE NEXT ITEM TO THE BOARD'S ATTENTION –**

**FOR POSSIBLE ACTION:** Adoption of Agenda.

**Mr. Dunn** reported he would like a change under non-action items; eliminating item's a, c and d. Tonight is basically to go over the Augmentation for FY18. Mr. Horvath will do a brief marketing report along with updates on leaving the CTA to accept the Director's position with White Pine County in Ely. The Transient Occupancy report for April will be posted on the website. Mr. Salanoa will e-mail the Board an events update.

**MR. BOULWARE BROUGHT THE NEXT ITEM TO THE BOARD'S ATTENTION –**

**FOR POSSIBLE ACTION:** To approve the adjusted CTA FY18 budget report. – **Chris Kipp**

**Ms. Kipp** reported that this report is for accounting period through April 2018 at 83% of FY18. Ms. Kipp reported that she did update the FY19 projected carryover which matches the augmentation. The revenue totaling \$1,707,626.51 which is at 74% of the year. There is no income for grants yet. Expenses totaling \$1,318,179.84 and a fund balance for all CTA funds totaling \$1,901,295.67.

**Ms. Plain** made a motion to approve the adjusted FY18 budget report as presented through April 2018.

Second – **Ms. Abowd**

Approved – Unanimously

**MR. BOULWARE BROUGHT THE NEXT ITEM TO THE BOARD'S ATTENTION –**

**FOR POSSIBLE ACTION:** To approve the CTA Statement of Accounts Payable Checks and P-Card report for April, 2018.

**Chris Kipp**

**Ms. Kipp** reported that the accounts payable checks for April totaling \$74,458.39 and P-Card purchases for April, 2018 totaling \$8,032.65. Ms. Kip went over the breakdowns for the Board.

For the record Ms. Nagel is in attendance.

**Ms. Abowd** made a motion to approve the CTA account activity statement of accounts payable checks and P-Card charges for April, 2018 as presented.

Second – **Ms. Plain**

Approved – Unanimously

**MR. BOULWARE BROUGHT THE NEXT ITEM TO THE BOARD'S ATTENTION –**

**FOR POSSIBLE ACTION:** To approve the Resolution to Augment Fiscal Year 2017-2018 Budget. – **Chris Kipp**

**Ms. Kipp** reported that the amount budgeted for the beginning of the year was \$2,241,418. The available resources are \$2,591,334. With an excess of \$213,670 from the projected. Room Tax revenue of \$99,402. And \$8,000, Grants, in Governmental revenue with a decrease in miscellaneous income, Interest, of 2,760. A transfer in from the V&T Capital Project Fund of \$31,604 for marketing. For a total of \$349,916 in revision of expenses. Ms. Kipp went over the breakdowns with the Board.

**Ms. Abowd** made a motion to approve the Resolution to Augment FY2017/2018 budget as presented.

Second – **Mr. Dhani**

Approved - Unanimously

**MR. BOULWARE BROUGHT THE NEXT ITEM TO THE BOARD'S ATTENTION – NON-ACTION ITEMS:**

**b. Marketing Update – Kyle Horvath**

**Mr. Horvath** stated that his last day with CCCTA will be July 15<sup>th</sup>. The Interactive Map grant project has the last of the pictures going in now. The river rafting video is complete along with the visitors guide. Just had the last creative team meeting to make sure everything gets finished. Mr. Horvath stated that the last five years have been fantastic with great experiences and thanked his co-workers and Board. Mr. Horvath went over his accomplishments that he is proud of. The Board shared their gratitude to Kyle and what a great job he has done.

**Mr. Dunn** presented Mr. Boulware, Ms. Plain and Ms. Nagel with a plaque of gratitude for their great service and dedication as part of the CTA Board. The board members thanked Mr. Dunn and staff for all of their hard work. Mr. Dunn reported that with three board members leaving there will not be a July board meeting and will need to push back the August meeting.

**MR. BOULWARE BROUGHT THE NEXT ITEM TO THE BOARD’S ATTENTION – BOARD COMMENTS OR ANNOUNCEMENTS AND REQUESTS FOR INFORMATION:**

**Ms. Abowd** stated to get your tickets for the July 11<sup>th</sup> Concert Under the Stars with Jefferson Starship. [carsoncitygreenhouse.org](http://carsoncitygreenhouse.org).

**MR. BOULWARE BROUGHT THE NEXT ITEM TO THE BOARD’S ATTENTION – PUBLIC COMMENT:**

None

**MR. BOULWARE BROUGHT THE NEXT ITEM TO THE BOARD’S ATTENTION – FOR POSSIBLE ACTION:** To Adjourn.

**Ms. Abowd** moved to adjourn at 4:55.

Approved – Unanimously

Approved: \_\_\_\_\_  
**Karen Abowd**

Attest: \_\_\_\_\_

Recording of this meeting are available at the office of the Carson City Culture & Tourism Authority, 716 N. Carson St., Carson City, Nevada 89701.  
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