



CARSON CITY CULTURE & TOURISM AUTHORITY
BOARD MEETING MINUTES
May 14, 2018

The regular meeting of the Carson City Culture & Tourism Authority was held Monday, May 14, 2018 at the Carson City Community Center, 851 E. William Street, Sierra Room, Carson City, Nevada beginning at 4:00 p.m.

PRESENT: Jonathan Boulware, Chairman
Renee Plain
Karen Abowd

STAFF PRESENT: Chris Kipp, Operations Manager
Linda Macauley, Administrative Assistant
James Salanoa, Events Manager

OTHERS PRESENT: Iris Yowell, Carson City Deputy District Attorney

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 – April 9, 2018 CTA Board Meeting.

Ms. Abowd made a motion to approve the minutes of April 9, 2018 CTA meeting as presented.

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

MR. BOULWARE BROUGHT THE NEXT ITEM TO THE BOARD'S ATTENTION – FOR POSSIBLE ACTION: Adoption of Agenda.

As presented.

**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 March 2018 at 75% of the FY18. This is a comparative statement of adjusted revenue totaling \$1,584,930.56. Expenses totaling \$1,139,142.73 and a fund balance for all CTA funds totaling \$1,957,636.83.

Ms. Abowd made a motion to approve the adjusted FY18 budget report as presented through March of 2018.

Second – **Ms. Plain**

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 March, 2018. **Chris Kipp**

Ms. Kipp reported that the accounts payable checks for March totaling \$51,303.68 and P-Card purchases for March totaling \$12,248.31 with a correction of \$1,434.93 for Arts & Culture expenses that is in the City’s finances now. The ending total for P-Cards is \$10,813.38.

Ms. Abowd made a motion to approve the CTA account activity statement of accounts payable checks and P-Card charges with the adjusted P-Card charges as discussed for March 2018.

Second – **Ms. Plain**

Approved – Unanimously

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

a. Transient Occupancy Report – March 2018 – Chris Kipp

Room Revenue

Total: \$1,164,937.76 in 2018 - \$1,493,192.42 in 2017 down \$328,254.66

Top 5 comparing 2018 to 2016 up 21%

Top 6-13 comparing 2018 to 2016 up 20%

RV comparing 2018 to 2016 down

Remaining 2018 to 2016 up 3%

Calendar Year 2018 to 2017 down 11.64%

Fiscal Year 2018 to 2017 up 17.83%

Rev Par (Revenue per Available Room)

Top 5 2018 to 2017 down 21.0%

Top 6-13 2018 to 2017 down 30.8%

Total down 23.5%

Trailing Twelve

2018 to 2017 up 19.29%

2018 to 2016 up 33.74%

Total down 23.5%

Occupancy for March

Top 5: 62.5%

Top 6-13: 41.3%

RV: 14%

Remaining: 8%

b. Marketing Update – Kyle Horvath

Not in attendance. No report given.

c. Events Update – James Salanoa

- ✓ 25 Sports Tournaments (CTA Endorsed)
- ✓ Car Shows (CTA Endorsed)
- ✓ Nevada Day Powwow (CTA Endorsed)
- ✓ Meeting with Parks & Recreation
- ✓ 3 Locations for Events
- ✓ Shoulder Season Indoor Events
- ✓ Current Event Organizer Evaluations –Measure Potential
- ✓ Building Data Base

d. Future Agenda Items – Chris Kipp

Epic Rides Update

(Ms. Abowd will not be able to attend June meeting)

e. Upcoming Meetings -

05/23/18 4:00 pm Culture & Tourism Authority FY19 Budget Hearing

06/11/18 4:00 pm Culture & Tourism Authority Board of Directors

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

None

**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 4:27.

Approved – Unanimously

Approved: _____

Jonathan Boulware

Attest: _____

Renee Plain

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

/lm