

White Pine County Tourism and Recreation Board Meeting Minutes

Date: December 22, 2016
Time: 10:00 a.m.
Location: Bristlecone Convention Center - Back Meeting Room

Members Present: Ernie Flangas
Jacki Hansen
Lorraine Clark
Bruce Setterstrom
Richard Howe

Staff Present: Ed Spear
Lori Drew

Members Absent: None

Public Present: Melody VanCamp
Wyatt Cox
Geri Wopshall
Wayne Cameron

Robert Moore
Jonathon Dishong
Melody Van Camp
Mark Bassett

Ernie Flangas called to order the meeting of the White Pine County Tourism and Recreation Board at 10:00 a.m. on December 22, 2016 in the Juniper Room at the Bristlecone Convention Center. Lorraine Clark led in the Pledge of Allegiance.

I. Public Comment: Wyatt Cox dropped off some information regarding services for USA Radio Network. Mr. Cox gave a brief overview of what is in the packet.

II. New Business:

1. Acceptance of Fiscal Year (July 1, 2015-June 30, 2016) Audit: Robert Moore commended the staff on doing a great job running the convention center. He stated that the White Pine County Tourism & Recreation Board was given a clean opinion. He explained the Management's Discussion and Analysis. Mr. Moore explained that there are two sets of financial statements in the audit, a full accrual basis and a modified governmental style. The full accrual showed that cash went down and property and equipment went up. The reports show that cash is up. There is a \$505,000 ending fund balance. He explained the retirement liabilities. Mr. Moore explained there are three reports. The first one is his comments, first the vacation accrual has some minor errors. Second, the goal is to get to the point where when he comes to do the audit he is presented with a financial statement and he audits the financial statement. This doesn't happen in small entities very often but it is a goal to work toward. Third is segregation of duties, due to the size of our entity this is hard to do. The board should always look at back-up before signing a check. The fourth thing is adjustments, there were only 2 or 3 adjustments which is a very low number. Mr. Moore passed out copies of three reports. The first is the report stating there were no significant findings. The second is a report that he did not have any issues with management and there were no changes in policy without the board knowing. The third is the acknowledgement that Mr. Spear has given him access to everything.

Motion: Richard Howe. To approve the Fiscal Year (July 1, 2015-June 30, 2016) Audit.

Motion seconded. Bruce Setterstrom. **unanimously approved motion carried**

2. Approval of Salary Adjustments for Department of Labor Exempt Employee Compliance: Mr. Spear explained that there has been an injunction to the new law.

Motion: Bruce Setterstrom. To put everything back to where it was before this came up.

Motion seconded. Richard Howe. **unanimously approved motion carried**

3. Approval of Christmas Holiday Bonuses for Staff: Mr. Spear explained that the hourly employees received bonuses but the salary employees didn't get them due to the raises that were pending. Now that the increase will not happen this has been put back on the agenda. Richard Howe stated that because the raise was not enacted he felt that the salary employees should get the bonus.

Motion: Jacki Hansen. To approve giving the same bonus to the salary employees as they received last year with no vacation accrual on that pay.

Motion seconded. Richard Howe. **Approved - 4 Aye, Bruce Setterstrom against motion carried**

4. Approval of Meeting Dates Schedule for the First Half of 2017: Lori Drew stated that there were three meeting dates on the third Thursday and three on the fourth Thursday.

Motion: Richard Howe. To approve the meeting dates for the first half of 2017 as presented.

Motion seconded. Lorraine Clark. **unanimously approved motion carried**

III. Old Business

1. Update on Sights, Sounds, and Smells of Christmas/Community Christmas:

Ed Spear stated that everything went very well and that our total expenditures to date were \$2801.00. There are still a couple of things outstanding. Lori Drew stated that the CACH program netted over \$5,000.00 from the fashion show. Ernie Flangas reported that The Sights, Sounds, and Smells of Christmas was listed as the top Christmas event in Nevada by MSN.

2. Update from SH Architecture/CORE Construction: Ed Spear stated that SH will be back up in January to resolve the design issues.

3. White Pine Golf Course Update: Lorraine Clark reported that they met in December and there will be new faces on the board for next year. They will be meeting again Late January early February and there would need to be a new representative from the Tour & Rec Board as she is moving.

4. Approval of November 22, 2016 Meeting Minutes:

Motion: Jacki Hansen. To approve the November 22, 2016 minutes.

Motion seconded. Lorraine Clark. **unanimously approved motion carried**

Approval of Correction to June 23, 2016 Meeting Minutes: The minutes did not include that the motion was made to increase Joy Groves pay when she reaches her probationary period.

Motion: Lorraine Clark. To approve the correction to the June 23, 2016 meeting minutes.

Motion seconded. Jacki Hansen. **unanimously approved** **motion carried**

5. Review of the Financial Report: Ed Spear stated that room tax was up for the month and for the fiscal year. All of the budget categories are in line with where the budget should be to date.

Motion: Lorraine Clark. To accept financial report as presented.

Motion seconded. Jacki Hansen. **unanimously approved** **motion carried**

6. Approval to Ratify Bills:

Motion: Jacki Hansen. To approve check numbers 22332-32386, totaling \$82,946.01.

Motion seconded. Lorraine Clark. **unanimously approved** **motion carried**

7. Correspondence: Lori Drew read a note from Pam Quillici complimenting everyone on the Fashion Show.

8. Nevada Northern RR Director's Report: Mark Bassett stated that they have two new sweatshirts in the gift shop. The FRA turned down the waiver on 93 so she will begin her tube rebuild in January. If everything goes well she will be back in service July 1st. Locomotive 9 is ready to roll. That will give the railroad 4 operating diesel locomotives. The Polar Express trains have been record breaking. They are over 4800 tickets sold. Mr. Bassett thanked the Board for their grants that put heating systems in the cars as they received several comments to the improved heat, better audio and reupholstered seats. Because of the Polar Express this will be the second biggest year for the Railroad. Mr. Bassett presented reports on the economic impact the railroad generates for the community. Group bookings have increased greatly.

9. Executive Director's Report: Ed told the board that we are getting a quote for a re-run of White Pine Visitor's guides. Due to the Quartzsite show we will be short but roughly 2,000 to 3,000. We also need to get a new pop-up with a map on it to accommodate going to 3 shows at the same time. Mr. Spear went over the upcoming schedule for the holidays. Bruce Setterstrom will be working the booth in Quartzsite. This year we met a couple that comes to Ely from Germany every three years specifically during the Festival of Trees and takes a picture in front of one of our Christmas displays.

10. Staff Report: Lori Drew thanked the board for approving the bonuses and stated that it is a great place to work. The Christmas season has been great with a lot of kids coming through. The high school kids did a great job with the kindergarten through third graders. The kids toured the center to look at the trees and participated in a craft. David E Norman also held their Christmas Program here.

11. Board Member Reports: Bruce Setterstrom had none. Richard Howe reported that there are a number of individuals that have applied to be on the Tourism & Recreation Board. The selection will be held in January. Lorraine Clark stated that she has enjoyed being on this board and feels that the board has done a good job of promoting the community. The Art Bank and the Garnet are now connected and the Art Bank is expanding into the Garnet. The exhibits are planned for the next six months. Jacki also thanked everyone and stated that she has enjoyed working on the board. She expressed her concern that it seems people outside of the community seem to know what is going on in Ely better than locals. She said that there was an article in the New York Times on the train. Ernie Flangas showed the article from the New York Times. Wayne Cameron told the board that Paul Kellogg has approached several people in the community about forming an art district. Richard Howe thanked all the outgoing board members for their work and time they have contributed.

IV. Public Comment: none

V. Adjournment:

Motion: Richard Howe. To adjourn the meeting.

Motion seconded: Lorraine Clark. **unanimously approved** **motion carried**

Minutes submitted by: Meg Rhoades

Minutes approved by:

Name

Date