VISIT CARSON CITY NV

BOARD OF DIRECTORS

Stacey Giomi
Mike Jones
Steven Kehm
Bobbi Rahder
Steve Reynolds

NOTICE OF PUBLIC MEETING

Carson City Culture & Tourism Authority
Board of Directors

Day: Monday
Date: February 13, 2023
Time: 4:00 pm
Location: Carson City Community Center, Robert "Bob" Crowell Board Room
851 E. William St.,
Carson City, NV 89701

AGENDA

Members of the public who wish only to view the meeting but do NOT plan to make public comment may watch the livestream meeting of the Board of Directors of the Carson City Culture & Tourism Authority ("CTA") at www.carson.org/granicus and by clicking on "In progress" next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. CTA does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of CTA staff may delay, interrupt or render unavailable continuous livestream capability.

The public may provide public comment in advance of a meeting by written submission to the following email address: ckipp@visitcarsoncity.com. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting.

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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:** Approval of Minutes – January 9, 2023 CTA Board Meeting.

Consent Agenda

All matters listed under the consent agenda are considered routine and may be acted upon by the CTA Board of Directors ("CTA Board") with one action and without an extensive hearing. Any member of the CTA Board may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Chairman or the Vice Chairman retains discretion in deciding whether or not an item will be pulled off the consent agenda.

6. **For Possible Action:** Discussion and possible action regarding approval of the CTA Statement of Accounts Payable checks and p-card charges for December 2022. – **David Peterson** (dpeterson@visitcarsoncity.com).
   Staff Summary: *The CTA Board will review the invoice listing for accounts payable checks totaling $64,148.33 and P-card charges totaling $26,358.99 in December 2022, for possible approval.*

7. **For Possible Action:** Discussion and possible action regarding approval of the adjusted CTA fiscal year ("FY") 2023 budget report. **– David Peterson** (dpeterson@visitcarsoncity.com).
   Staff Summary: *The CTA Board will review a comparative statement of adjusted revenue totaling $1,482,274.72, expenses totaling $876,754.69, and fund balance for all CTA Fund totaling $3,425,150.03, and make a determination whether they approve of the report.*

(End of Consent Agenda)

8. **Item(s) pulled from the Consent Agenda will be heard at this time.**

9. **Monthly Non-Action Items for Presentation and Discussion Only:** Presented by David Peterson.

   A. **Executive Director's Update – David Peterson** (dpeterson@visitcarsoncity.com).
      Staff Summary: *The CTA Executive Director will provide a monthly update.*

   B. **Transient Occupancy Tax Actual vs Forecast – David Peterson** (dpeterson@visitcarsoncity.com).
      Staff Summary: *The CTA Executive Director will provide a monthly update of the actual lodging tax revenue vs the forecasted revenue.*

   C. **Events & Sales Update – Stu Wexler** (swexler@visitcarsoncity.com).
      Staff Summary: *CTA Events & Sales Manager will provide an update on CTA Events & Sales.*

   D. **Arts & Culture Update – Debra Soule** (dsoule@visitcarsoncity.com).
      Staff Summary: *The CTA Arts & Culture Program Manager will provide an update on the CTA Arts & Culture Program.*

   E. **Marketing & PR Update – Lydia Beck** (lbeck@visitcarsoncity.com).
      Staff Summary: *The CTA Marketing & PR Manager will provide an update on CTA Marketing & PR.*

   F. **Future Agenda Items – David Peterson** (dpeterson@visitcarsoncity.com).
      Staff Summary: *Requests from board members for future agenda items can be made at this time.*

G. **Upcoming Meetings** –The next CTA Board meeting is tentatively scheduled for Monday, March 13, 2023, at 4:00 pm.

10. **CTA Board Comments or Announcements and Requests for Information:** No action will be taken and no discussion among the members or with staff will take place during this item of the agenda.

11. **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.

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

PUBLIC COMMENT LIMITATIONS – The CTA Board will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. 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. **Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak. Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and is not subject to the three-minute time limitation.

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.

Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the CTA Office. You are encouraged to attend this meeting and participate by commenting on any agendized item.

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 CTA in writing at 716 N. Carson Street, Carson City, NV, 89701, or by calling (775) 687-7410 at least 24 hours in advance.

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 CTA web site: www.visitcarsoncity.com and at the office of CTA – 716 N. Carson Street, Suite 100, Carson City, Nevada.

If a person willfully disrupts a meeting, to the extent that its orderly conduct is made impractical, the person may be removed or excluded from the meeting. NRS 241.030(4).

This notice has been posted at the following locations:
Office of Visit Carson City NV - 716 North Carson Street
City Hall - 201 North Carson Street
www.visitcarsoncity.com/travel-industry/meetings/
http://notice.nv.gov