

STATE OF NEVADA



DEPARTMENT OF AGRICULTURE  
NEVADA JUNIOR LIVESTOCK SHOW BOARD

PRESIDENT: Matt McKinney                      VICE PRESIDENT: Fritz Richards  
Mailing: P.O. Box 8026 Reno, Nevada 89507

Physical: 1350 A Wells Avenue Reno, Nevada 89512

Department of Agriculture: 405 21<sup>st</sup> Street Sparks, Nevada 89431

Office (775) 790-4600

Fax (775) 353-3611

Email: NJLSB@agri.nv.gov

website: [http://agri.state.nv.us/ADMIN\\_JrLivestock.htm](http://agri.state.nv.us/ADMIN_JrLivestock.htm)

## Minutes

Wednesday, January 15<sup>th</sup>, 2014 at 5:30 PM  
Washoe County Cooperative Extension Office  
4955 Energy Way Reno, NV 89502

Video Conference Sites: Douglas County Extension Office,  
Smith Valley Extension Office

### **Board Members Present**

Washoe: Fritz Richards, Sarah Chvilicek, Tami Olsen, Tom Cates  
Douglas: Matt McKinney  
Smith Valley: Andy Miller

### **Board Staff Present**

Dennis Hellwinkel, Dennis Belcourt, Doris Hoskin, Tonja Dressler

### **Public Present**

Linda Miller, Lisa Boldman, Joni Test, Louis Test, Lori Picinnini

---

**Please note:** The Nevada Junior Livestock Show Board may address agenda items out of sequence to accommodate persons appearing before the Board or to aid the efficiency or effectiveness of the meeting. The Board may combine two or more agenda items for consideration; and the Board may remove an item discussion relating to an item on the agenda at any time, (NRS 241.030).

---

### **1-Call to order, roll call of members and establish a quorum**

Mr. McKinney called the meeting to order at 5:30 PM. A quorum was established

### **Public Comment:**

Note: No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken, (NRS 241.020). Public Comment will be limited to three minutes per person.

### **2-Review and Approval of Agenda**

Ms. Chvilicek moved to approve the agenda, seconded by Mr. Richards. The motion was passed.

### **3-Review and approval of October 16<sup>th</sup>, 2013 meeting minutes**

Mr. Richards moved to approve the minutes, seconded by Ms. Chvilicek. The motion was passed

### **4-Correspondence: review and direction to staff for response on action**

Hardcopies of the emails were presented to the Board. Ms. Chvilicek moved to receive and file the correspondence as presented, seconded by Mr. Richards.

### **5-Financial Report**

#### **a. Financial Update**

Mr. Hellwinkel presented the financial report.

#### **b. Scholarship Program update**

Mr. Hellwinkel reported that all 2012 scholarship recipients have received their scholarships and there is one 2013 scholarship remaining to receive their first payment. He is waiting for transcripts.

#### **c. Other**

Ms. Chvilicek moved to receive and file the financial report, seconded by Mr. Richards. The motion was passed

### **6- Outstanding Invoices, consideration of possible referral to collections or other action**

Mr. Hellwinkel informed the board that there were two outstanding invoices from the 2013 show. He received payment on one of those invoices on January 14<sup>th</sup>. The parents of the exhibitor owed for the other invoice would like to pursue legal action personally. In order for them to do that the Board would have to relinquish their authority to collect. Mr. Hellwinkel will contact the state controllers office to see if it is legal to do that.

### **7-Budget for 2014 Review and Approval**

The budget for 2014 was presented by Mr. Hellwinkel. Discussion included budget amounts for photographer and staff positions. Ms. Chvilicek moved to approve the amended budget for 2014, seconded by Mr. Richards. The motion was passed

### **8-Sesqui Centennial-Carson City Fair presentation and request for approval of the show and use of NJLS equipment**

The board was informed the Carson City Fair will be held from July 30<sup>th</sup> through August 3<sup>rd</sup>. It was requested that the board let the fair use NJLS' panels from July 21<sup>st</sup> through August 8<sup>th</sup>. Ms. Chvilicek moved to grant use for the fair to use panels and all forms signed and adhered to, seconded by Mr. Richards. The motion was passed.

### **9-Show and Office Aides: Review and Accept Applications**

Mr. Richards moved to approve Frank Chavez as the Spring Office Aide, seconded by Ms. Chvilicek. The motion was passed.

### **10- Board Member Appointees**

Mr. McKinney, Ms. Elston, and Ms. Chvilicek have been reappointed to the NJLSB. New board members appointed include Tom Cates and Tami Olsen. The University's CABNR department is the only Board Position not currently held.

## **10-2014 Show**

## **For Possible Action**

### **a. T-Shirts**

The T-Shirts for the exhibitors will be paid for by the Washoe Farm Bureau. The subcommittee for the shirts includes Mr. Hellwinkel, Ms. Dressler, and Ms. Chvilicek.

### **b. Judges**

Still need to find a sheep/meat goat judge. Mr. McKinney has leads. Steve Shore has agreed to be the dairy goat judge. Mr. McKinney will send a contract.

### **c. Quality Assurance**

Ms. Chvilicek informed the Board she would forward the information on the quality assurance website to the Board Office.

### **d. Ear tags**

Information will be sent to counties that ear tags must be paid for before Ms. Hoskin will send out tags.

### **e. Protocol for check out**

The sliding gate will be closed and exhibitors must come to the office for release forms.

### **f. Office Equipment**

-Processing with credit cards

Ms. Chvilicek moved to use the same service as last time, Square, to include a charge on credit cards, seconded by Mr. Richards. The motion was passed.

- New computers

It was decided that the current computers and laptops were outdated. Mr. Richards moved to update the current computers and printers at a cost up to \$5000.00, seconded by Mr. Cates. The motion was passed.

- Phone/fax for office

It was stated that the current NJLSB office has internet but can not get a phone. Ms. Chvilicek moved to research on getting phones in the office, seconded by Mr. Richards. The motion was passed.

### **g. Security**

The board will put out a bid to be approved.

### **h. Sound**

The board will put out a bid including a request for a third speaker.

### **i. Photography**

Bids on photography are due by February 1<sup>st</sup>.

### **j. Topics for Orientation**

The board was informed that if they had anything to add to the orientation topics to send them to Mr. McKinney.

### **k. Grader**

Ms. Chvilicek stated she would contact the Grader.

### **l. Food**

It was brought to the attention of the board that the Lyons club is willing to come forth and provide dinner. The discussion was tabled for the next meeting so Ms. Elston could be in attendance

### **m. Auctioneer**

Ms. Chvilicek stated she would contact the Auctioneer.

### **n. School Letter**

The School Letter will not be posted on the internet.

**o. Fire Department**

The information for contact is at the office in Reno.

**p. Other**

**11-OLD BUSINESS**

**a. Advisory Committee Report**

Mr. McKinney received the letter from the Attorney General's Office indicating we could outsource the scholarship funds and could also recruit funding for that entity

**b. Board Member Responsibility**

Assignments will be made at the February meeting.

**c. Policies and Procedures**

Tabled

**d. Fundraising/75<sup>th</sup> Anniversary Chairs**

The order form for the chairs will be posted on the website and sent to the extension offices.

**12- Public Comment:**

Mr. Hellwinkel presented a certificate of appreciation from the Silver State Livestock Show. Silver State Livestock asked to be put on the agenda for February.

**13-Set Date of next meeting**

The next meeting was set Wednesday, February 26 at 5:00 at 1350A Wells Ave. Reno, NV 89512

**14-Adjournment**

The meeting was adjourned at 6:55 PM.

This agenda has been sent to all members of the Nevada Junior Livestock Show Board and other interested persons who have requested an agenda from the Board. Persons who wish to continue to receive an agenda and notice must request in writing on an annual.

Anyone desiring additional information regarding the meeting, including supporting materials for the meeting, is invited to call the Board office at (775)790-4600. We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Board at (775)790-4600, no later than 48 hours prior to the meeting. Requests for special arrangements made after this time frame cannot be guaranteed.

**THIS MEETING HAS BEEN PROPERLY NOTICED AND  
POSTED IN THE FOLLOWING LOCATIONS:**

NEVADA DEPARTMENT OF AGRICULTURE  
NEVADA JUNIOR LIVESTOCK SHOW BOARD OFFICE  
LYON COUNTY COOPERATIVE EXTENSION OFFICE  
WASHOE COUNTY COOPERATIVE EXTENSION OFFICE  
CHURCHILL COUNTY COOPERATIVE EXTENSION OFFICE  
PERSHING COUNTY COOPERATIVE EXTENSION OFFICE  
DOUGLAS COUNTY COOPERATIVE EXTENSION OFFICE