

STATE OF NEVADA



DEPARTMENT OF AGRICULTURE
NEVADA JUNIOR LIVESTOCK SHOW BOARD

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Minutes

Wednesday, February 26, 2014 at 5:00 PM

Nevada Junior Livestock Show Office
1350A Wells Ave Reno, Nevada 89512

Board Members Present

Matt McKinney, Dale Holcombe, Sarah Chvilicek, Bev Elston
Andy Miller, Tom Cates

Board Staff Present

Dennis Hellwinkel, Dennis Belcourt, Doris Hoskin, Frank Chavez

Public Present

Curtis Jordan, Lynda Jordan, Sandra Wallin, Linda Miller

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

The meeting was called to order at 5:03 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. Cates. The motion was passed.

3-Review and approval of January 15, 2014 meeting minutes

Ms. Chvilicek moved to approve the meeting minutes from January 15, 2014, seconded by Mr. Cates. The motion was passed.

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

Mr. McKinney presented an email about Ed Foster who is recovering from health complications. Ms. Chvilicek asked Mr. Belcourt to clarify on the open meeting laws for video conference sites.

5-Financial Report

a. Financial Update

Mr. Hellwinkel presented to the board a trial balance sheet and a sheet with the current budget to date. A discussion was held concerning the fees for rental of RLEC. Ms Chvilicek moved to receive and file the financial report, seconded by Ms. Elston. The motion was passed.

b. Scholarship Program update

Mr. Hellwinkel informed the board that all 2013 scholarship recipients who received checks have sent in the transcript. To scholarship recipients did not finish the school year and did not receive a check.

c. Other

Mr. Hellwinkel informed the board that there were two outstanding invoices left after last month. One exhibitor was paid in January. The second exhibitor was given a check but is still owed \$525.00 which is due by the end of the month.

6-Silver State Livestock Show Use of Panels

Curtis Jordan thanked the board for the help they have given in the past. Mr. Jordan asked the Board if he could use the show panels from August 13-17th. Ms. Chvilicek moved to allow the Silver State Livestock Show the use of the Board's panels with the stipulation that they follow guidelines given by Mr. Richards, seconded by Ms. Holcombe. The motion was passed.

7-Show Aides: Accept Applications

Ms. Hoskin informed the board that 7 show aide applications have been received. Ms. Chvilicek moved to approve the show aide applications, seconded by Mr. Cates. The motion was passed.

8-Board Member Appointees

The new board member appointees are Dale Holcombe, Tom Cates, and Tami Olsen.

9- Reno Rodeo Legacy Dinner: AB 19/Presentation

Mr. Cates informed the board that a fundraiser dinner will be held on April 16, 2014 to raise money to put a bronze statue of Cotton Rosser on the grounds. The Reno Rodeo Association is also selling bricks to put in the walkway that will have the donor's name etched into it. A discussion was held on AB19 and whether any changes to the grounds need to go through NJLSB. Mr. Belcourt said he would look into the authority that AB19 gives the board.

10-2014 Show

a. T-Shirts

Ms. Hoskin stated that many order forms have been received but there are more to come. Ms. Chvilicek presented the colors of the shirts which include pink, yellow, orange, green, and blue. Each species will have its own color.

b. Judges

The last judge needed is the sheep/meat goat judge. Mr. McKinney announced that David Downs will be available for the show but a contract must be made by Mr. Hellwinkel. Mr. Hellwinkel asked the board to take off "Reimbursement of Meals" from the contract as most judges don't ask for reimbursement. Ms. Chvilicek moved to approve striking "Reimbursement of Meals" off the judge's contract, seconded by Mr. Cates. The motion was passed.

c. Quality Assurance

-Posting on the website

Ms. Chvilicek found multiple online Quality Assurance sites and will get them to Mr. McKinney to post on the website. The exhibitors must print out certificates of completion and turn them in. If an exhibitor has not finished their Quality Assurance by the show, they will not be allowed to show their animals.

d. Ear tags

Ms. Hoskin has received 30 steer tags, 9 goat tags, 86 sheep tags, and 124 swine tags.

e. Protocol for check out

The protocol for check out will be the same as the previous year.

f. Office Equipment

-Processing with credit cards

The board will use square.com for processing credit cards.

- New computers

Ms. Chvilicek will be looking into getting new office computers which can run all the programs needed for the show.

- Phone/fax for office

Mr. Hellwinkel figured out that a document can be sent to the old office via Microsoft Word and will be faxed from their. A wireless phone will be looked into.

g. Security

Mr. McKinney will contact Securitas as the show gets closer.

h. Sound

Mr. McKinney has yet to contact the Sound provider. This year Mr. McKinney would like a third so the exhibitors can hear better.

i. Photography

One photography application has been sent in by Anne Boswell who provided the board with pictures of her work via email. Ms. Boswell gave a \$1000.00 for the weekend of the show and will be open to any special requests. A discussion was held on making sure the tag number for the animal is showing, the animal is squared, and the picture be taken in landscape format. Ms. Chvilicek moved to approve Anne Boswell as the show photographer, seconded by Andy Miller. The motion was passed.

j. Topics for Orientation

Mr. Miller suggested that Mr. McKinney talk to the exhibitors and make sure that they are the one who is managing their animal, not the parents.

k. Grader

The grader has been set up and he has the dates of the show.

l. Food

Ms. Elston met with the Lion's Club. They will provide free coffee each morning, breakfast and lunch each day. They will provide a buyer's meal with a tri-tip dinner with salad and bread at a cost of \$7.50 to the Board. Ms. Elston volunteered to be responsible for the meal tickets. Ms. Chvilicek moved to price the dinner at \$10.00 a ticket to the public, seconded by Mr. Miller. The motion was passed. The board will use square.com so people can pay with debit/credit cards.

m. Auctioneer

Ms. Chvilicek will send the auctioneer a letter with the date and time of the auction.

n. School Letter

The school letter will be sent out around April 1 and will not be posted on the website.

o. Fire Department

Ms. Hoskin will contact the fire department for a fire inspection.

p. Show Assignments for Board Members

q. Other

Last year the board forgot to reach out to Sanihut to provide portable restrooms. This year the board will make sure they are contacted. The Board is also going to need trailers for transportation of the animals once sold. Mr. Hellwinkel volunteered his trailer on the stipulation that Mr. Miller brings it to the show. Mr. Miller will also attempt to have a Gator donated for use throughout the show.

11-OLD BUSINESS

For Possible Action

a. Advisory Committee Report

b. Board Member Responsibility

Mr. McKinney believes the Board should concentrate on more than just the Livestock Show each year. Mr. McKinney suggested that next year the board break off into a subcommittee who will discuss items involving the show. The subcommittee will then report to the board.

c. Policies and Procedures

d. Fundraising/75th Anniversary Chairs

The sale forms will be posted on the website and chairs must be ordered by April 10th. The chairs are \$50.00 each.

12- Public Comment:

Mr. Hellwinkel brought up to the board that Ms. Dressler resigned from the board. She would still like to do the Youth Advisory Committee but will not be able to write all the "Thank You" letters. The Board decided to spread the "Thank You" letters evenly amongst the members. Ms. Elston volunteered to design the cards.

13-Set Date of next meeting

The next meeting was set for March 26, 2014 at 5:00 PM at the Washoe County Extension Office

14-Adjournment

The meeting was adjourned at 6:50 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.