

. STATE OF NEVADA



DEPARTMENT OF AGRICULTURE
NEVADA JUNIOR LIVESTOCK SHOW BOARD

PRESIDENT: Matt McKinney VICE PRESIDENT: Tom Cates

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Minutes

January 16, 2019 – 5:00 p.m.

Nevada Junior Livestock Office

1350 A Wells Ave., Reno NV 89512

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 from the agenda. Items designated "For Possible Action", if no other action is designated, are for acceptance by vote of the board.

- 1. Call to order, roll call of members and establish a quorum** – Matt McKinney called the meeting to order at 5:00 p.m. – **Board Members Present:** Matt McKinney, Tracy Shane; Tom Cates, Bev Elston, Tami Olsen, Charlie Mann, and Sarah Chvilicek. A Quorum was established. Others present. Dennis Hellwinkel; Board Treasurer and Brandee Mooneyhan; Deputy AG, NV AG's Office. Guests present. Elizabeth Struble, office intern applicant, Brittney Fry, Gloria Montero, Carl Clinger, and Scott Betz.
- 2. Public Comment:**
None
- 3. Review and Approval of Agenda** - It was moved by Tami Olsen and seconded by Tom Cates - motion carried
- 4. Review and approval of September 5, 2018 Rules Sub-committee Minutes** – Moved by Bev Elston and seconded by Tom Cates – motion carried.
Review and approval of October 18, 2018 Minutes – It was moved by Dave Armstrong and seconded by Tami Olsen – motion carried.
Review and approval of December 13, 2018 Minutes – It was moved by Tom Cates and seconded by Dave Armstrong – motion carried.
- 5. Financial Updates** - Dennis Hellwinkel provided the balance sheet to board members. He noted that not much had changed in the accounts except for the interest income generated on accounts that were transferred to the Farm Bureau Bank, in the first month \$66 was earned as opposed to the few cents that was earned at previous institution. Dennis noted that he transferred money back to the scholarship funds in order to make scholarship payments to students. Dennis discussed future options of moving current CD's to the new bank as they mature. Dennis provided an additional copy of the approved draft budget. It was moved by Sarah Chvilicek and seconded by Tom Cates to receive and file the financial report – motion carried.
- 6. Correspondence** – Binders were available for review. Dennis Hellwinkel reported that the NJLS Board email has been accessible due to a software error and that he was working with Dept. of Ag IT to fix the

problem so he did not know if there was correspondence on the email server.

7. **RSCVA/SMG Update** – Matt McKinney reported that there were no new updates other than a new General Manager for SMG was on board and that there was also and SMG employee dedicated and assigned to RSLEC.
8. **2019 Rules** – Matt McKinney reported that for 2019 the rules have been split, one set of rules to represent all shows/exhibitions/fairs etc. for youth livestock shows and sales. All shows/exhibitions/fairs etc. must follow these rules and are allowed to add specific rules to their events as long as they are not less stringent than state rules. The other set of rules is specific to the NJLS Show and Sale. Both sets of Rules are on the website. Carl Clinger asked for clarification regarding the NRs statutes that govern the NJLS Board. Bev Elston asked for clarification if show that are conducted around the state and use public funds are these shows governed by the state rules? Ms. Mooneyhan, Deputy AG will review and report back at the next board meeting.
9. **New Department of Agriculture Director** – There is still an interim Director and no new development on the appointment of a new Director.
10. **2019 Show**
 - Note: items will be reviewed/updated as needed**
 - a. Proposed Schedule – on the website but could still change
 - b. Judges – Most judges are confirmed. Still need to confirm the Dairy Judge and there may be an issue with the Turkey Judge. It was noted that some of these communications could be sitting in the email account that is currently not accessible.
 - c. Quality Assurance – All quality assurance must be completed by April 15, all counties and programs have been notified as to who needs to complete and the process is on the website.
 - d. Youth exhibitor T-shirts – A design was distributed for review. It was moved by Charlie Mann and seconded by Tracy Shane to approve – motion carried
 - e. Food – Matt McKinney reported that the new SMG manager has agreed to honor the agreement that NJLS can use an outside food vendor. Bev will work with the Lions Club for the food during the show. Matt did ask board members for suggestions for the Mother’s Day Brunch and awards ceremony. Sarah Chvilicek and Bev Elston will work on finding possible caterers. Dennis Hellwinkel noted that the various special events/meals/receptions have a budget but stressed that the budget is dependent on donations etc. to support this anniversary celebration. Tami Olsen asked that an RSVP be asked for the special events so that we have some idea about the numbers attending and can plan food accordingly. Matt McKinney has a draft invitation letter that he will share with board members.
 - f. Awards – discussion and recommendations for the 2019 awards. Tami Olsen has concerns about using vendors – some want guarantee of 10k in sales, some would need to hire more people. One vendor will donate some embroidered items for awards. (jackets, blankets, etc.) She wants to stick with the same buckle company as they have done such a good job in past years. Will need smaller rosettes for class winners. (Larger ones for overall winners) A lot of concerns were voiced about giving out gift certificates so we won’t be giving them out. Tami will be ordering jackets, blankets, and metal engravings soon. She will also look into starting to buy other awards soon.
 - g. Photographer – bids are “lost” in the inaccessible email – tabled until next board meeting
 - h. Sound – Matt McKinney reported that he was in the main arena for the Hereford Show and that the sound system worked great. Matt did note that we will have secure a separate sound system for the auction.

- i. Security – Tom Cates confirmed that the contract has been signed and everything is ready to go. The company is donating their services and that NJLS will hang their banner during the show.
- j. 2019 ad hoc marketing and promotion committee report – meeting immediately after the board meeting
- k. Grader/Carcass Contest and plans for harvesting – Sarah Chvilicek will confirm with the new USDA grader. Matt and Sarah will meet with Wolf Pack Meats.
- l. Auctioneer – confirmed
- m. Portable Restrooms – confirmed
- n. Other – American Ag Credit will donate all paper products for the 2019 show.

10. Review and Approval of NJLSB Office Intern

Approve Elizabeth Struble to serve as the office intern – it was moved by Sarah Chvilicek and seconded by Charlie Mann to approve Elizabeth (Lizzy) Struble as the 2019 office intern. Motion carried

11. Board Member Comment, Discussion of Future Agenda Items

NOTE: No deliberation may take place under this item. – further discussion on Food, Awards, and Invitation letter will be at the next board meeting.

12. Public Comment:

Tracy Shane asked about who coordinates the NJLS social media presence. Tracy is willing to help with social media and so is Lizzy Struble. Brittney Fry asked about how NJLS meeting information is distributed. Bev Elston asked about the NJLS Buyer's Letter.

13. Set Date of next meeting - February 20, 2019 at 5 p.m.

14. Adjournment – adjourned at 5:54

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 basis. Anyone desiring additional information regarding 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. Supporting materials for the meeting may be obtained from Sarah Chvilicek, 775.336.0236, at 4955 Energy Way, Reno NV 89502.

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
NEVADA PUBLIC NOTICE WEBSITE – [HTTPS://NOTICE.NV.GOV](https://notice.nv.gov)
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