

STATE OF NEVADA



DEPARTMENT OF AGRICULTURE
NEVADA JUNIOR LIVESTOCK SHOW BOARD

PRESIDENT: Matt McKinney VICE PRESIDENT: Tom Cates

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Approved Minutes

February 18, 2025, 5:00 p.m.

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1. **Call to order, a roll call of members, and establish a quorum** – Meeting was called to order at 5:02 p.m. Board members present. Matt McKinney, Sarah Chvilicek, Dennis Hellwinkel, Tracy Shane, Tom Cates. Board Members Absent: Bev Elston and Gloria Montero. Board Support: Taylie Doss, Board Assistant, Deputy AG, Richard Yien. Guests present: John Black. Susan Rogers, Sydney Botts, and Zoom guests were present: Karen Bogdanowicz, Tonya Burton, Tara Sallee, Bridget Black, Kristina Williams, and Keriann Ortiz.
 2. **Public Comment: NONE**
 3. **Review and Approval of Agenda** - Tom Cates moved and Dennis Hellwinkel seconded to approve the agenda as presented. MOTION CARRIED
 4. **Approval of Draft Minutes January 13 and 21, 2025** – It was moved by Tracy Shane and seconded by Tom to approve the January 13 minutes as presented – MOTION CARRIED. It was moved by Tom Cates and seconded by Dennis Hellwinkel to approve the January 21 minutes as presented – MOTION CARRIED
 5. **Correspondence** – Matt McKinney read correspondence into the record
 6. **Review of items from the Treasurer** - Financial Report Updates – **Tabled until next meeting**
 7. **Nevada Department of Agriculture Updates** - The Board will receive regular updates on the MOU Approval process – **No new report**
 8. **Update NJLS Office Equipment to include computers—Dennis Hellwinkel moved, and Tom Cates seconded to approve the purchase of two new laptops for a total not exceeding \$5000** – MOTION CARRIED. Matt McKinney will connect Taylie Doss to the ShoWorks contractor for the 2025 Show.
 9. **Nevada Western Heritage Center Alliance** - Updates from Alliance members – Tom Cates reported that the group was a month out from going to public bid for the infrastructure project. The drainage system for the outdoor arena was reviewed.
 10. **RSLEC Updates** - Mike Mieras will provide updates. – **No Report**

11. Discussion of Poultry Show Options – Tracy Shane asked the Board to consider the option of a contract only sale only for Broilers and Turkeys, and to ask exhibitors to submit a video to verify the health of the bird. Questions arose as to how it would be verified that the exhibitor owned the birds being videoed and auctioned. It was noted that Nevada had a confirmed human case of the Avian Influenza Virus and that blood tests are the only tool to confirm positive or negative infections. Matt McKinney expressed concern about exposure and disease transfer. Tracy Shane offered that if birds were sick, they would show visible signs of disease/ Tom Catts noted that NJLS is under the NDA, and the state veterinarian advised canceling the poultry show. Tracy moved to allow a “contract only show” for poultry for 2025. The motion died for a lack of a second.

12. Approve Buyers’ Gift – 300 tote bags will be purchased for buyer gifts, costing approximately \$2700. Motion was made by Tom Cates and seconded by Dennis Hellwinkel – MOTION CARRIES

13. Discuss Buyers’ Dinner Options – Matt McKinney will meet with a local 4-H group to discuss options and will report back.

14. Panel Request for Nevada Agricultural Fair – Motion was made by Dennis Hellwinkel and seconded by Tom Cates to approve the request – MOTION CARRIED

15. 2025 Show Updates

Note: items will be reviewed/updated as needed

- a. Proposed Schedule & Judges – Matt McKinney will mock up a draft schedule for review
- b. Quality Assurance – Must be completed by April 1, 2025 – Dennis Hellwinkel will get a check to Sarah Chvilicek to purchase YQCA coupons for future workshops
- c. Youth exhibitor T-shirts – Reno Rodeo gave a \$2500 donation to cover the cost of the exhibitor t-shirts
- d. Food – Lions Club Confirmed
- e. Awards – Donor solicitation letter to be circulated and posted, buckles have been ordered.
- f. Photographer – seeking individuals to submit a bid
- g. Sound - confirmed and paid for
- h. Security – confirmed
- i. Grader/Carcass Contest and plants for harvesting – Grader is confirmed – plants are being contacted
- j. Auctioneer – confirmed
- k. Portable Restrooms – confirmed
- l. Buyers’ gifts – approved and confirmed
- m. Student interns for show – Tracy Shane is recruiting UNR students
- n. Youth Advisory Council – application to be posted on the NJLS website
- o. Scholarship updates – semester payments still need to be sent out
- p. Show and Sale Committees – establishing points of contact and areas of responsibility
- q. **OTHER** – Matt McKinney and Dennis Hellwinkel will meet with Colton DiLoreto to finish transferring accounting funds. NJLS cannot currently open a new bank account because NJLS does not have a separate EIN – NJLS accounts reside under NDA. Dennis Hellwinkel and Richard Yien will work to seek a letter from the State Comptroller verifying that NJLS is a viable state agency. NJLS does have the Sales Tax Exemption letter on file.

16. Public Comment: NONE

17. Set the Date of the next meeting – March 10, 2025, 5:00 p.m.

18. Board Member Comment, Discussion of Future Agenda Items - NONE

NOTE: No deliberation may take place under this item.

19. Adjournment – 5:42 p.m.

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 them in writing on an annual basis. Anyone desiring additional information regarding the meeting is invited to call the Board office at (775)339-9472. 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)393-9472 no later than 48 hours before 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)

<http://agri.nv.gov/Administration/NJLSB/NJLSB/>