

ELKO CONVENTION & VISITORS AUTHORITY
REGULAR BOARD MEETING
TUESDAY, SEPTEMBER 16, 2008
ELKO CONVENTION CENTER
CEDAR ROOM
8:00 A.M.
AGENDA

1. Call to order and Pledge of Allegiance
2. Roll call
3. Public Comments- Non- Action Item
Pursuant to N.R.S 241.020, 2(c) (3), this time is devoted to comments by the general public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified to be an action item.
4. Approval of minutes from Rescheduled Board meeting of August 26, 2008 – Action Item
5. **OLD BUSINESS:**
6. **NEW BUSINESS:**
 - 6A-0916-08 Approval of the Seal Coating Casual Bid received for parking lot- Action Item
 - 6B-0916-08 Discussion of amendment to ECVA Policy Procedure manual regarding Purchase order Limits and Expenditure of Funds. Increase purchase order requirements for office staff from \$25 to \$100; Increase Facility Manager’s purchase order requirement from \$1,000 to \$2,500. – Action Item
 - 6C-0916-08 Discussion of a possible amendment to authorized check signer limits and authorized charge limits. Increase the Facility Manager’s limit to incur charges on behalf of the ECVA from \$1,000 to \$2,500; Increase the Facility Manager & Comptroller check signing limits from \$500 to \$2,000; Increase the Executive Director’s limit with an authorized staff member from \$500 to \$2,000. - Action Item
7. **STAFF REPORTS:**
 - 7A-0916-08 Administrative Report - Non-Action Item
 - 7B-0916-08 Convention & Tourism Report - Non-Action Item
 - 7C-0916-08 Marketing & Events Report – Non-Action Item
 - 7D-0916-08 Comptroller’s Report/Approval of August Expenditures – Action Item
8. Board Comments – Non- Action Item
9. Adjournment
 - The Chairman and/or Vice Chairman reserve the right;
 1. To change the order of agenda items; and
 2. Recess the meeting and continue at another specific date and time.

Charlie Myers, Vice Chairman