

STATE OF NEVADA

**DEPARTMENT OF AGRICULTURE
NEVADA JUNIOR LIVESTOCK SHOW BOARD**

Minutes of Meeting

Tuesday, January 6, 2009 at 1:00 p.m.

Nevada Department of Agriculture
Conference Room
350 Capitol Hill Avenue
Reno, NV 89502-2923

Board Members Present

Jerry Buk, Matt McKinney, Loretta Curti, Judy Rumbaugh, Susan Casey and Randi Hunewill

Board Members Present Via Teleconference

None

Board Members Absent

None

Public Present

Stephen Schafer, 4-H; Andrew Munk, UNCE; Sandy Wallin, UNCE; Cindy Smullen, UNCE; Jim Henry; Jessica Angle, UNCE; Fritz Richards; Jim Barbee, NDOE (via telephone); Dennis Hellwinkel, Ag Council

Board staff present

Doris Hoskin, Board Assistant
Tonja Dressler, Board Assistant
Amanda Vesco, Board Assistant
Henna Rasul, Deputy Attorney General

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

Mr. Buk called the meeting to order at 1:00 p.m. He welcomed everyone to the meeting prior to conducting a roll call with all members answering. A majority quorum had been reached.

2. ***Review and approval of agenda.**

Mr. Buk asked if there were any revisions that need to be made.

Mrs. Rumbaugh moved to approve the agenda as presented. Mrs. Curti seconded the motion. All members were in favor, none were against and no one abstained. Motion Carried Unanimously.

3. ***Review and approval of November 17, 2008 meeting minutes.**

Mrs. Hunewill had a question under E, the last paragraph, why it was listed here. Mrs. Rumbaugh said she agreed that it should be instead listed under the letter F as a new item. Mrs. Curti has multiple corrections, many of them minor spelling revisions. She began with page 6 of the document. The word "as" needed to be changed to the word "asked" so the sentence would read "Mr. Buk **asked** for a motion to approve." Mrs. Curti then noted that on page 9, the word "if" should be added to a sentence so the sentence would read, "Mr. Buk asked the deputy attorney general **if** there would be any issues..." Next, Mrs. Curti found a mistake on page 13. The word "else" was misspelled and should be corrected so that the sentence would become, "Mr. Weatherford said that he felt that NJLS should take a second look at allowing exhibitors to find someone **else** to take their animal through the sale ring..."

Mr. Buk asked for additional revisions. Hearing none, Mr. Buk asked for a motion.

Mr. McKinney moved to approve the minutes as amended, Mrs. Curti seconded. All were in favor, 0 were against, 0 abstained. Motion Carried Unanimously.

4. ***Correspondence**

a. **Letter sent to a representative of U.S. Charitable Trust**

Mrs. Rumbaugh noted that she had received communication from the U.S. Charitable Trust. First she had received a telephone call at the end of December. They said they had a donor who wished to give money to the Nevada Junior Livestock Show Board. Mrs. Rumbaugh said that money is being donated by Ben Damonte and his wife. They have donated \$1,000 to the Larry Landa Memorial Scholarship Fund and \$500 is being donated for Elmo Peccetti's Memorial Fund. The problem is that the checks have

been issued to the Department of Agriculture rather than the Nevada Junior Livestock Show. Mrs. Rumbaugh has spoken with Maureen here at the Department of Agriculture and they have determined that the best thing would be to have the checks re-issued. Mrs. Rumbaugh said that there is a problem because we do not have a 501 (c)(3) statement but she is going to check with Maureen to see if she has one. Also, Mrs. Rumbaugh said that there are problems because this is considered a grant and there are stipulations with the inclusion that it cannot be awarded in the form of scholarships. Mrs. Rumbaugh pointed out that these are being made out the scholarship funds but she said she would clear up the matter. Mrs. Curti said that Mr. Damonte had told her that he would like the money used as the board saw fit. Mr. Buk asked for any other comments or questions. Mr. Buk asked if this would be taken care of by the next meeting. Mrs. Rumbaugh replied saying she hoped it would be and that she would ask to have it listed as an agenda item for the next meeting for an update.

5. *Fiscal Business/Financial Reports

a. Approval of invoices and disbursements

Mrs. Rumbaugh said that she had heard rumblings of her ability to properly perform her job as the board-appointed treasurer. She relayed her feelings that she felt her integrity was being questioned and proceeded to provide reasons for being qualified as the treasurer. Ms. Rasul noted that this was not an agenda item and probably should not be discussed. Mrs. Rumbaugh thought it would be important for the board to understand her qualifications and proceeded with her report. During this time, Mrs. Rumbaugh noted a variety of interpretations coming from members of the Nevada Department of Agriculture and others regarding outside board accounts. Mrs. Rumbaugh and Ms. Rasul proceeded to discuss financial accounts and the budget for the board. Mr. Buk asked Ms. Rasul to communicate with him primarily and he would distribute the appropriate information to the appropriate board members. Ms. Rasul agreed that this would be a great idea. Mr. Buk said that he had no question as to her abilities and appreciated her hard work. He continued saying that it was his hope that there was just a flaw in the communication that had taken place. Mr. Buk asked for any comments and said that anything relating to this matter needed to be taken care of at this time.

Mr. Buk asked that the financial reports be discussed. Mrs. Rumbaugh began her report and pointed out the different accounts on the trial balance sheet. Outside accounts as well as the State of Nevada appropriation is listed. The expenses are all listed. The Larry Landa Memorial Scholarship is at \$9,020. Other scholarship accounts are also listed and include the Cameron, Carmella, Vickie Hellwinkel, Matley, and Elmo Peccitti Scholarship accounts. All 2008 scholarships have not yet

been paid out but will be soon. One 2007 scholarship recipients has not yet replied to his last installment of his scholarship. He will lose the opportunity to collect on that once a year rolls by in May.

The check register for Nevada State Bank has the deposits and expenditures that have been made and paid out since November 17, 2008. Mrs. Rumbaugh noted certain expenditures on the sheet including: a reimbursement for flowers for the funeral of Ken Hellwinkel, reimbursement for petty cash, payments for the Verizon Wireless bill, payments for scholarships, payment for a system upgrade for Martech Systems as a show program system update, and there was also an expense listed for the bags that will be given to the participants of the workshop. Mrs. Rumbaugh noted that there was a deduction of \$18 in the petty case fund because a receipt had not yet been found for the mailings of several board packets.

The next account discussed was the Nevada Junior Livestock Show and Sale Checking Account. This is strictly for the show. Mrs. Rumbaugh said that a buyer had paid \$340. The exhibitor was finally able to be paid for the sale of her animal. Mrs. Rumbaugh said that one exhibitor had to be re-issued a check because the original had been lost in the mail.

Another exhibitor Mackenzie Cassas, has been paid partially. There were two buyers of the animal and one has paid thus resulting in a partial payment to the young lady. Mrs. Rumbaugh said that the delinquent buyers had been turned over to the Attorney General's Office and had been sent a letter. Mr. Richards asked how often buyers do not pay. Mrs. Rumbaugh said that in previous years, the board would write off \$10,000-\$20,000 annually. Upon instituting the new rule that the exhibitors do not get paid until the buyer pays, the amount of money outstanding after every show has decreased a lot. Mrs. Rumbaugh noted that the unfortunate thing is that some exhibitors never get paid and there have been a few in the past who haven't received payment.

Mrs. Rumbaugh moved onto her report of the Scholarship CD account. Interest of \$34.83 has been earned since November and December. The Fred Dressler account has yielded \$442.13 in interest for the months of November and December. The ultimate CD contains the money moved from the show account and is income from commission. That money gets moved into a CD for a few months, after everyone has been paid, in order to gain a greater amount of interest. After earning \$45.21, the account now contains \$18,105.41. Around March, the money is again transferred into the show and sale checking account in order to pay for things related to the upcoming show and sale. Mrs. Rumbaugh said that it costs in excess of \$30,000 every year to put the show on and so the commission money.

Mr. Buk said that a 34% cut has been mandated by the state and noted that the board should expect that there will be a cut in the board appropriations. Mrs. Rumbaugh disagreed saying that we have already been cut and that she has been assured they will not be cut anymore. Mrs. Rumbaugh said that she has been speaking with Maureen who has told her time and time again that they will not seek to the cut the board account. Mrs. Rumbaugh said that \$1,600 has already been taken back. Next year, the board will be cut down to around \$24,000 and no more should be taken out. Mr. Buk wanted to make sure that what he heard was that the board will be \$6,000 short of running the show. Mrs. Rumbaugh agreed and said that most of the money would be coming out of the pocket of NJLS accounts. This year, there will be excess money that will need to be spent.

Next, the Awards CD was briefly discussed. Interest of \$98.98 has been earned on this CD in two months. This concluded Mrs. Rumbaugh's report.

MR. Buk asked for any other comments. Hearing none, he asked for a motion.

Mr. McKinney moved to approve the treasurer's report as presented. Mrs. Curti seconded the motion. Five board members were in favor, none were against and no one abstained. Motion Carried Unanimously.

b. Update on current accounts receivable

Mrs. Rumbaugh apologized for not providing a report on this, however, there are no new updates other than the accounts receivable (the delinquent buyers) have been turned over the Attorney General's Office to proceed with collection. Letters have been written and sent.

c. Update on aged accounts receivable

Mrs. Rumbaugh previously noted that these had been given to the Attorney General' Office. Mr. Buk asked how much money was outstanding. Mrs. Rumbaugh replied that a couple thousand dollars had not been paid to the board. Mrs. Rumbaugh noted, as of this date, no one has responded.

6. *Discussion, consideration and action regarding the Nevada Junior Livestock Show Workshop

a. Budget

Mrs. Hoskin asked if there was a budget set aside for the speakers, housing, etc. Mrs. Rumbaugh said she budgeted about \$3,000 for it. Mrs. Hunewill asked if the \$5 each participant pays is included in that amount. Mrs. Rumbaugh said it was not but their registration money would help off-

set the costs of the overall workshop including lunch, gifts, etc. Mr. Hellwinkel handed Mr. Buk an envelope. Mr. Buk opened the envelope and spoke saying that the Nevada Ag Council had graciously donated \$2,500 towards the workshop. The board members thanked Mr. Hellwinkel who noted that the grant request had come in on a weekend from Amanda. Mr. McKinney asked if anything was covered when speakers were coming into town or if they were given any money. Mrs. Rumbaugh said that some things were covered like housing and mileage but that working with a ballpark figure of \$3,000 is about all she can give. Mrs. Hoskin said food, hotel and mileage had been given to presenters in the past and even further back in the past, a fee of \$2,000 had been paid but two years ago, the fee paid was \$200. To stay within the \$3,000 budget was suggested.

b. Grants

This information was discussed in the previous heading.

c. Registration

Mrs. Hoskin asked the Board members to take a look at the revised workshop forms. She also noted that she assigned board members to the two different sites. Mr. Buk asked the board members to let Mrs. Hoskin know if they could not attend the workshop because as of now, Mrs. Hoskin is relying on their help.

She said that each past exhibitors would be mailed a registration sheet. Mrs. Curti asked what the fee was for. Mrs. Hoskin said that the \$5 fee would cover the lunch. Mrs. Hoskin asked that the Board approved the forms. She continued to say that Mr. Hellwinkel had been added to the form to discuss record keeping. Mr. Munk asked if, in these tough economic times, it would be best to e-mail it out. Both Mrs. Hoskin and Mrs. Rumbaugh agreed that they should be mailed out because they get better response.

Mr. McKinney moved to approve the registration forms. Mrs. Curti seconded the motion. Five board members were in favor, none were against and no one abstained. Motion Carried Unanimously.

d. Gifts

Mrs. Rumbaugh showed the Board bags that she had purchased. They had first been shipped with silver writing instead of yellow writing. The silver writing was too small and the letters on the Board's contact information was smudged. Mrs. Rumbaugh had re-ordered the product and now the Board was left with a bunch of miscellaneous bags. Mrs. Rumbaugh suggested giving them to schools. Mrs. Hoskin asked that they instead be given to Mr. Hellwinkel for use in the Ag in the Classroom project. Discussion proceeded before Mr. Buk asked for a vote.

Mr. McKinney moved to donate the bags to Mr. Hellwinkel for use in the Ag in the Classroom project. Mrs. Rumbaugh seconded the motion. Five board members were in favor, none were against and no one abstained. Motion Carried Unanimously.

7. *Discussion, consideration, and action regarding Nevada Junior Livestock 2009 Show

a. Schedule

The tentative schedule was given to the Board members. They looked it over. Mr. Schafer said that he would like the addition of Skill-a-thon to the schedule. It will last until 3:30 p.m. because the participants can come and go as they please. That was the only addition needed.

b. Eartag Orders

Mrs. Hoskin commented that ear tag orders for sheep and swine are coming in and she will have a number really soon on the amount of participants.

c. Eartag Prices

Mrs. Hoskin said that the ear tag prices are currently at \$1.00 with a \$5.00 fee for shipping and handling if that is included. Mr. McKinney said that he felt the rules needed to be changed at that ear tag prices be raised. They are much more expensive than they had been in the past and for the last few years, we have been using old ones. The Board has not purchased ear tags in a couple of years but has been able to keep the price low by using odds-and-ends.

Mr. McKinney moved that the ear tags be raised to \$2.50 to cover rising costs. Mrs. Curti seconded the motion. Five board members were in favor, none were against and no one abstained. Motion Carried Unanimously.

d. Judge Worksheet Agreement

Mrs. Rumbaugh and Mrs. Hoskin said at the last meeting, there was a judge worksheet that had been passed out. Revisions had been made since the last time it was handed out. They both asked for the members to look it over and make any necessary revisions. Mrs. Rumbaugh said that the last form was very generic and that she made the changes so as to reflect more accurate accounting for the costs. Mr. Buk asked if there were any questions. Mr. McKinney asked if there was a specific amount that the judges would be paid. Mrs. Hoskin said that she had previously been authorized to spend \$250 for the maximum payout fee for the judging. This did not include expenses for travel and lodging. Mr. Buk asked for a motion to approve the modified form.

Mrs. Curti moved to approve the modified judge's worksheet. Mr. McKinney seconded the motion. Five board members were in favor, none were against and no one abstained. Motion Carried Unanimously.

Mr. Hellwinkel said that both he and Mrs. Hunewill had changed the judging worksheet for the Achievement in Record Keeping contest. He said these were now available for inspection by the board. The worksheet is no longer based off of percentages. The new evaluation sheet would be able to be used for both the 4-H and FFA programs. Mrs. Curti said that she thought the sheets were great and that this could be carried forward to the rules committee meeting.

Mr. Buk said that he needed approval from the board.

Mr. McKinney moved to approve the new judging worksheet for the Achievement in Record Keeping Contest. Mrs. Curti seconded the motion. Five board members were in favor, none were against and no one abstained. Motion Carried Unanimously.

Mr. Buk thanked both Mrs. Hunewill and Mr. Hellwinkel for their hard work.

e. Scholarship Application Form

Mrs. Rumbaugh said this was talked about last meeting. She wanted to address the situation about exhibitors not being paid until they complete their first semester. Mrs. Rumbaugh presented a form which included a paragraph which would be an addition made to the scholarship application. She also asked that once they are granted the scholarship, the exhibitors are again reminded they will not receive a scholarship disbursement until they have completed their first semester of college and have submitted the appropriate documents for review. Mrs. Hoskin said that the paragraph is already included within the application and it has been changed to include this and but this could be changed to be word for word from the rule book.

f. Student Show Aides

After revisions, the form now includes a job description. Mrs. Hoskin said changes have been made since the last meeting. This included contact information, the amount of applicants that be accepted as well as how much each could be expected to be paid. Mrs. Hoskin said that Amanda would put this up on the website tomorrow or at least by the end of the week.

Mrs. Rubmaugh moved to accept the modified document, Mrs. Curti seconded the motion. Five board members were in favor, none were against and no one abstained. Motion Carried Unanimously.

g. Show Facility Manager

Mr. McKinney said that he accidentally forgot the forms but that he had changed what had been previously discussed. The subject of agreeing to a background check was again brought up. According to the Deputy Attorney General, the applicant must agree to a background check but is not forced to participate in one. This was agreed upon and Mr. McKinney said that would be in the job description. Amanda said that this document would also be placed on the website by the end of the week for applicants to fill out.

At this time, Mrs. Rumbaugh said that an office manager would need to be nominated. Mrs. Rumbaugh said she would like to nominate Ms. Casey as an office manager. Mr. Buk asked Ms. Casey if she would do that. Ms. Casey agreed. It was agreed that this would be an agenda item for the next meeting. Mrs. Rumbaugh also asked if it was possible to consider hiring another person to be in the office. It was decided that Ms. Sue Hoffman would be contacted because she has been part of the show for many years.

Questions arose as to what would need to be discussed and how to word this service "contract". Ms. Rasul said she would contact Mr. George Taylor, an Open Meeting Law specialist with the Attorney General's Office.

Mr. Henry and Mr. Richards asked as to why a show facility manager was needed. Mrs. Hoskin and Mrs. Rumbaugh both said that it will make things much easier and by the person being an outside source and not a board member, will make it much easier for everyone involved with the show. Hopefully, with this person specializing in such an event, there will be much less responsibility for board members.

Mr. Buk asked if there was any more discussion on the subject. None was given.

h. Grievance Procedures

Mrs. Hunewill said that all changes that had been made previously were now done. An official grievance form had been made which accompanied the rules. Mr. Buk said that a place for a witness had been made available on the form. Rather than being a signature, it was a place for a person who had been in the vicinity at the time of the occurrence. Mr. Buk suggested there would probably be many questions coming forward to the Board as to why the procedure was changed.

Mrs. Rumbaugh moved to accept the modified grievance committee form and procedures. Mr. McKinney seconded. Five board members were in favor, none were against and no one abstained. Motion Carried Unanimously.

Mr. Buk extended a warm thank you to Mrs. Hunewill for her hard work.

i. Buyer Gifts

Mrs. Rumbaugh showed the board the buyer's gifts. The portfolios that are to be given are having trouble being printed and stamped with the NJLS logo. Mrs. Rumbaugh asked for the input of board members. After much discussion, it was decided that the portfolios would be embossed rather than printed. It was also decided that because the address was hard to read, that it would be removed from the design and a business card would instead be included in the portfolios.

Mrs. Curti moved to approve this decision, Ms. Casey seconded. Five board members were in favor, none were against and no one abstained. Motion Carried Unanimously.

Mrs. Hunewill expressed her concerns over the fact that some buyers do not get gifts. She said that often times, if one person has two buyers numbers, they will get one gift but not another for the other person. Mrs. Curti said she and Mrs. Henry do their best to make sure that all the buyers receive gifts but sometimes some things may slip through.

j. Sound

Mrs. Hoskin said that Star Sound had been contacted. The man there said that he would like to set up a walk-through in January. After that meeting, the Nevada Junior Livestock Show would be given an estimate. Mrs. Hoskin asked Mr. Richards to take a look at the pig facility to mark off where speakers and other items would be need. Mr. McKinney was also asked to do the same. Mrs. Hoskin said that the layout from last year would be the same. The board members agreed that it would be the best for the sound arrangement.

Mrs. Rumbaugh said, at this time, that she had asked for the grants to be included. She had applied for the Reno Rotary Club grant but that the Nevada Ag Foundation and the Reno Rodeo Foundation had grants available to be won. Mrs. Rumbaugh said that it is the first of the year and could be done very soon.

Mrs. Rumbaugh said that Ms. Casey had agreed to look at it with her. She also invited other board members to help with the process. Mrs. Rumbaugh said that she would like the board members to let her know of any other grants that are available.

k. 4-H and FFA State Livestock Judging and Skill-a-thon

Mr. Barbee came on via telephone to discuss the livestock judging. Mr. Barbee said that everything worked out wonderfully with the schedule last year. Mr. Buk asked if there were any changes that needed to be made. Mr. Schafer said that he felt as if both he and Mr. Barbee were very

pleased with the way things went last year. Mr. Barbee agreed. It was decided that both the FFA and 4-H groups would be able to conduct their state livestock judging contests and skill-a-thon contest during the Nevada Junior Livestock Show.

8. Discussion, consideration, and action regarding Nevada Junior Livestock Show Board Governing Procedures

a. By Laws

Mr. Buk said that he had handed out packets for the Board members. Policies and Procedures had been compiled and many were seriously outdated. They are in need of review and update. The Nevada Board and Commission manual should be in the pile that was handed out. Mr. Buk also recommended taking a look at the Open Meeting Law. Also, there was information regarding the NRS that governs the board. Mr. Buk suggested an update for the Bylaws. Mr. Buk and Mr. Richards volunteered to be involved in the updating process. He proposed an e-mail approach and by using “tracking changes” feature, it would be a good idea to take out that information. He said he would like to get a first draft by the next meeting and if that is too aggressive then to have it done by the next meeting. Mr. Munk also volunteered his support as well as Mrs. Hunewill. Mr. Buk invited Ms. Rasul to be a part of the draft.

b. Policies and Procedures

The information was discussed in the previous heading.

9. *Old Business

a. Nevada FFA Foundation Calendar

Mrs. Hoskin said they have been received and that she would like to distribute them to Top 10 donors and buyers and that other people would be given a calendar with a thank you note. Other board members suggested giving one to the harvest facilities. Amanda said that additional calendars were available at a cost of \$1.50 per calendar.

b. 70th Nevada Junior Livestock Show Anniversary Celebration

Mrs. Curti asked if anyone had contacted Mr. Henry on this. He reported that he had heard from no one. Mrs. Hoskin said that she had heard that Douglas had begun putting together a display but other than that, the 70th Anniversary information had not really been discussed much.

c. Trailer Purchase

After discussion, it was decided that the website would include bid information starting this Friday. Bids would be accepted until the end of January. At the next meeting, a trailer would be purchased.

d. Revisit the last meeting decision on exhibitors not selling their own animals

Mrs. Hunewill said that this could not be an agenda item and asked that it be tabled until the next meeting. It was quickly noted that this request has to be approved through the advisor and/or extension agent before being presented to the Board.

Mrs. Rumbaugh tabled this agenda item. Mrs. Hunewill seconded. Five board members were in favor, none were against and no one abstained. Motion Carried Unanimously.

10. *Schedule next meeting and future agenda items

- **Discussion for board member orientation**
- **Discussion on the exhibitors not selling their own animals.**

The next general Nevada Junior Livestock Show Board meeting will be held on February 17th, 2009 at the Nevada Department of Agriculture.

11. 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 3 minutes per person.

There was no public comment.

12. *Adjournment

Mr. Buk adjourned the meeting at 4:38 p.m.