



National Western Center
 Authority Board Meeting Minutes

Date of Meeting:	April 25, 2019	Time:	9:30 a.m.
Minutes Prepared By:	Melody Ambrose	Location:	NWSS

1. Meeting Description

National Western Center Authority Board Meeting

2. Authority Board Member Attendance at Meeting

Name	Present	Absent	Notes
John Ikard	X		
Lucia Guzman	X		
Steven McCarthy	X		
John Zapien	X		
Robb Brown	X		
Kelly Leid	X		
Monique Lovato	X		
Liliana Flores Amaro*	X		
Brendan Hanlon*		X	
Tony Frank	X		
Amy Parsons	X		
Pat Grant	X		
Paul Andrews	X		

***Non-Voting Members**

Other attendees including members of the public are as recorded in any sign-in sheet(s) collected for the meeting.



National Western Center
Authority Board Meeting Minutes

Topic	Owner	Time
<p>Call to order</p> <p>Quorum Present</p>	John Ikard	9:33 a.m.
3. Board Business		
<p>Minutes from the March 28, 2019 meeting were approved as corrected unanimously by voice vote of members present. Motion by Lucia Guzman, second by Kelly Leid and a majority approved.</p>	John Ikard	9:34 a.m.
<p>Chair Report – John Ikard thanked Robb Brown for filling in as Chair during his absence.</p>	John Ikard	9:35 a.m.
<p>Brad Buchanan reported that the Authority is moving forward on a lease for space at the Livestock Exchange Building. He gave an update on the RFP process for the tenant finishes. 31 people attended the walkthrough and 6 bids were received. A selection will be made on April 26. The Authority is securing donations for furniture and supplies. Anticipate for the move to the Livestock Exchange Building to be late May.</p>	Brad Buchanan	9:36 a.m.
4. New Business		
<p>Brad Buchanan reported on the Cultivate Campaign call for ideas. We had thought that 100 quality ideas would be a success, Brad reported 243 ideas had been submitted.</p> <p>Matt Barry gave an update on the SIP. The presentation included outreach, news media coverage and reviewed the results of the Cultivate Campaign for Ideas. This information will be incorporated into the Summit that will be May 30 – 31.</p>	Brad Buchanan Matt Barry	9:44 a.m.
5. Capital Build Update		
<p>Capital Build Update by Mayor’s Office of the National Western Center Program Overview</p> <p>Gretchen Hollrah provided a program status report and highlighted accomplishments, major contracts and procurement status, work underway, construction status, key milestones, historic salvage update, workforce initiatives, riverfront update and the HIC groundbreaking ceremony. She gave thanks to Marcy Loughram and Jenna Espinoza for their support in making the event a success. Gretchen reported that due to the numerous requests for tours that NWCO will target to have tours on Fridays only. Marcy is the point of contact to get onsite. She also reported that for further control of the site drones will not be allowed.</p>	Gretchen Hollrah	9:54 a.m.



National Western Center
 Authority Board Meeting Minutes

<p>Finance & Audit – Brad Buchanan in Brendan Hanlon’s absence presented the monthly financial report. Brad introduced Bob Fabry with WIPFLII who conducted the 2018 Audit. Mr. Fabry met with the committee on April 15 and reviewed the financial reports and audit findings. Only one significant deficiency was found for 2018 and that was separation of duties. Due to the limited number of personnel in 2018 the separation of duties was not obtainable. Controls will be in place to mitigate this risk in 2019 as outside services have been contracted to assist in bookkeeping activities. Upon motion from Tony Frank and second by John Zapien the Audit report was approved my majority.</p> <p>Campus Services & Partnerships – The committee report was given in executive session.</p>	<p>Brad Buchanan/ John Ikard</p>	<p>11:00 a.m.</p>
<p>8. Public Comment Period</p>		
<p>AE provided comments on the recent groundbreaking ceremony, riverfront progress, the new NWSS scholarship and Councilwoman Ortega’s upcoming community meetings on the community benefits program.</p>		<p>11:06 a.m.</p>
<p>Comments by members of the public are recorded for informational purposes ONLY and inclusion of such comments in these minutes does not reflect the policy of the National Western Center Authority Board. Anyone wishing further information about or clarification of a public comment should contact the commentor.</p>		
<p>9. Executive Session</p>		
<p>Announcement of Executive Session 2 items for discussion on matters subject to negotiation and personnel matters. Specific statutory provision to be invoked in holding an executive session are pursuant to §§ 24-6-402(4)(e)-(f), C.R.S.</p> <p>Monique Lovato made motion to enter executive session and Kelly Leid seconded the motion. It was approved by a unanimous voice vote of quorum members present.</p> <p>Board had 10-minute break and then Executive Session commenced at 11:26 a.m.</p> <p>Executive Session ended at 12:27 p.m. with a motion by Paul Andrews, seconded by Tony Frank. It was approved by a unanimous voice vote of quorum members present.</p>		<p>11:16 a.m.</p>



National Western Center
Authority Board Meeting Minutes

10. Board Business			
<p>On motion by Tony Frank and seconded by Lucia Guzman the Board will submit to the City the following Tier 1 and Tier 2 names to be the subcommittee for the Campus Services & Partnerships.</p> <p>Tier One – Brad Buchanan, Paul Andrews and Kelly Leid.</p> <p>Tier Two – Brendan Hanlon, Amy Parsons, John Ikard, Steve McCarthy, Lucia Guzman and Robb Brown.</p> <p>Motion was approved by a unanimous voice vote of quorum members present.</p> <p>John Ikard asked that the CEO of the Authority be authorized to hire a “chief of staff” position of his choice after the board has reviewed and approved the job description. Brad is to provide the board a job description in the next few days and the board is to provide timely comments and written approval of the job description.</p> <p>A motion by Tony Frank and seconded by John Zapien was approved by a unanimous voice vote of quorum members present.</p>	John Ikard	12:27 p.m.	
11. Action Items (ongoing)			
Action	Owner	Due Date	
Chair report out at each meeting	John Ikard	N/A	
Add SIP to Monthly Agenda	M. Ambrose	Monthly	
Energy & Water Initiative on future Board agenda	M. Ambrose/G. Hollrah		
Draft equity partner succession planning policy	M. Williams		
12. Adjournment			
Meeting Adjourned. Motion to Adjourn by John Zapien, seconded by Tony Frank. Approved by a unanimous voice vote of quorum members present.	All	12:35 p.m.	
13. Next Meeting:			
Date	May 30, 2019	Time:	9:30 a.m.- 11:30 a.m.
Location:	National Western Stock Show		
Description:	Regular Monthly Meeting of National Western Center Authority Board for May 2019		