

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 Attend	ance at Meet	ing				
Name	Present	Absent	Notes			
John Ikard	X					
Lucia Guzman	Х					
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 meeting.	the public are	e as recorded in	any sign-in sheet(s) collected for the			



Topic	Owner	Time
Call to order Quorum Present	John Ikard	9:33 a.m.
3. Board Business		.i
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.	John Ikard	9:34 a.m.
Chair Report – John Ikard thanked Robb Brown for filling in as Chair during his absence.	John Ikard	9:35 a.m.
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.	Brad Buchanan	9:36 a.m.
4. New Business		
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. 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 $30 - 31$ .	Brad Buchanan Matt Barry	9:44 a.m.
5. Capital Build Update		
Capital Build Update by Mayor's Office of the National Western Center Program Overview 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 iniatives, 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.	Gretchen Hollrah	9:54 a.m.



Gretchen led discussion and answered director questions in regards to the Riverfront activities. Gretchen will provide quarterly updates on the Riverfront to the Board. Gretchen also reported the Triangle is on schedule and a reminder that Emily Hauber is POC and leads the P3 process. Gretchen explained the process for the city council to be updated on the Triangle process. Stephanie Reed gave an update on the Stockyard and Event Center. John Zapien asked for clarification on bridge construction. Gretchen reported the bridge construction is towards the end of the project and will provide the schedule at an upcoming board meeting.		
6. Equity Partner Reports		•
Colorado State University Amy Parsons gave design/construction updates on the Water Building, Animal Health and CSU Center for Food & Ag buildings. She highlighted ongoing outreach activities with the community. She reported that CSU and Bruce Randolph School will be signing a MOU on April 26.	Amy Parsons	10:26 a.m
City and County of Denver		
City – No report was given.		
Western Stock Show Association Paul Andrews reported their Capital Campaign is going well and have reached \$54 million in pledges. He reported the NWSS will be creating an additional scholarship and outlined the new scholarship. The new scholarship will be focussed on agriculture and the selection is to come from residents of the City and County of Denver only. Further details will be made in the public announcement to be given next week. Paul clarified the tranistion process of Pat Grant stepping aside as chair of the WSSA at their annual meeting May 17 and Doug Jones will be named as the new WSSA chair. Pat will continue to serve on this board as a representative for the WSSA.	Paul Andrews	10:35 a.m.
7. Committee Reports		
<b>Community Benefits</b> – Monique presented Resolution 2019-02 Concerning Approval of the Board's Preferred Process for Community Engagement and Investment under the National Western Center Authority Framework Agreement. Monique explained Councilwoman Ortega's office asked for the Authority's prefered approach so that it would be included in her community meetings. These are to be held in May and are to assist in engaging the community in developing a community investment fund. After discussion the resolution was approved by majoirty on motion by Pat Grant, second by Tony Frank.	Monique Lovato	10:43 a.m.
Security & Waste – Nothing to report at this time.	Kelly Leid	10:59 a.m.
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<ul> <li>Finance &amp; 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.</li> <li>Campus Services &amp; Partnerships – The committee report was given in executive session.</li> </ul>	Brad Buchanan/ John Ikard	11:00 a.m.
8. Public Comment Period		
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.		11:06 a.m.
<b>Comments by members of the public are recorded for informational</b> <b>purposes ONLY</b> 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.		
9. Executive Session		
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.		11:16 a.m.
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.		
Board had 10-minute break and then Executive Session commenced at 11:26 a.m.		
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.		



10. Board Bu	siness						
submit to the C	by Tony Frank and seconded by Lucia Guzman the Board will the City the following Tier 1 and Tier 2 names to be the tee for the Campus Services & Partnerships.			John	Ikard	12:27 p.m.	
Tier One – Bra	ad Buchanan, Paul	Andrews	and Kelly Leid.				
	endan Hanlon, Am and Robb Brown.	y Parsons	, John Ikard, Stev	e McCarthy,			
Motion was ap present.	pproved by a unanin	mous voic	e vote of quorum	members			
"chief of staff" approved the j description in	ted that the CEO of 'position of his cho ob description. Bra the next few days a written approval o	oice after ad is to pro and the bo	the board has revi ovide the board a ard is to provide t	ewed and job			
•	Cony Frank and seco ice vote of quorum	•	-	approved by a			
11. Action Ite	ms (ongoing)						
Action				Owner		Due Da	ite
Add SIP to Energy &	rt out at each meeti Monthly Agenda Water Initiative on ty partner succession	future Bo	-	Hollrah		N/A Monthly	
12. Adjournm	• •		g poney		5	<u> </u>	
Meeting Adjo seconded by T			All		12:35 p.m.		
13. Next Meet	ting:						
Date	May 30, 2019	Time:	9:30 a.m 11:30 a.m.	Location:	Nationa	l Western	n Stock Show
Description:	Regular Monthly	Meeting of	of National Weste	rn Center Auf	hority Bo	oard for N	Jay 2019