



National Western Center
 Authority Board Meeting Minutes

Date of Meeting:	January 31, 2019	Time:	9:30 a.m.
Minutes Prepared By:	Melody Ambrose	Location:	Forney Museum of Transportation

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>	Steve McCarthy	9:30 a.m.
3. Board Business		
<p>Chair Report – Steve McCarthy and Brad Buchanan thanked Joe Garcia for his service to the Board and presented him with a NWC belt buckle. Joe thanked the Board for the opportunity to have served as Chairman of the National Western Center Authority Board.</p>	Steve McCarthy/ Brad Buchanan	9:31 a.m.
<p>Minutes from the December 20, 2018 meeting were approved unanimously by voice vote of members present-Motion by Pat Grant, second by John Zapien and a majority approved.</p>	Steve McCarthy	9:37 a.m.
<p>Board Resolution No. 2019-01 Concerning Approval of Formation and Establishment of an Audit and Finance Committee of the Board of Directors and Charter. Motion by Pat Grant and seconded by Amy Parsons, after discussion and clarification given on number of voting members to the committee and Mr. Hanlon’s name is to be corrected in the documents it was approved by a unanimous voice vote of quorum members present.</p>	Steve McCarthy	9:38 a.m.
4. Executive Session		
<p>Announcement of Executive Session</p> <p>1 item for discussion on matters subject to personal 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>Pat Grant made motion to enter executive session and Robb Brown seconded the motion. It was approved by a unanimous voice vote of quorum members present.</p> <p>Executive Session commenced at 9:42 a.m.</p> <p>Executive Session ended at 10:49 a.m. with a motion by John Zapien, seconded by Robb Brown. It was approved by a unanimous voice vote of quorum members present.</p>	Steve McCarthy	9:42 a.m.
5. CEO Report		
<p>CEO Report</p> <p>Mr. Buchanan provided a verbal update on multiple meetings he attended in the past month and a brief look ahead for the Authority.</p>	Brad Buchanan	10:50 a.m.



National Western Center Authority Board Meeting Minutes

6. Committee Reports		
<p>Committee Reports Campus Services & Partnerships – The committee did not hold a meeting this month as it wants to wait until there is more mission clarity from the Strategic Implementation Plan. The Committee may meet in February.</p> <p>Community Benefits – The Committee did not hold a meeting this month and will schedule a meeting in February.</p> <p>Security & Waste – No report for this month.</p> <p>Finance & Audit – Brendan Hanlon presented a reformulated 2019 budget recommended from the F&A Committee to the board. He asked for contingent approval for the budget except for the additional employee additions as more details and information will be provided to the Board in February. With a motion by Lucia Guzman, seconded by John Zapien it was approved by a unanimous voice vote of quorum members present.</p> <p>Brad Buchanan provided an overview of the procurement process and the firms selected to perform the Strategic Implementation Plan. Mr. Buchanan asked for contract approval for \$312K to Uncharted and \$60K to Corral Creek Consultants. Both contracts have some contingency to allow for additional scope if needed. With a motion by Lucia Guzman, seconded by Pat Grant the contracts were approved by a unanimous voice vote of quorum members present.</p> <p>Brendan reported the F&A Committee reviewed the McConnell Building transaction. Brad reported a letter of intent was received from CSU to buy the building and land parcel. The Authority is reviewing its process for disposal of NWCA assets. An appraisal is being conducted. This is a time senesitive matter and a special open board meeitng might be needed prior to our February meeting.</p> <p>Brendan reported on the NWC Authority finances and had closed out the year. Audit will be conducted in the coming months.</p>	Robb Brown	10:52 a.m.
	Brendan Hanlon	11:00 a.m.
	7. Capital Build Update	
<p>Capital Build Update by Mayor’s Office of the National Western Center <i>Program Overview</i></p> <p>Gretchen Hollrah provided a program status report and highlighted accomplishments, major contracts and procurement status, work underway, future office space and key milestones. She reviewed the active procurements and the future procurements for the Equestrian and Livestock Centers. She asked that the campus-wide Energy & Water</p>	Gretchen Hollrah	11:09 a.m.



National Western Center Authority Board Meeting Minutes

<p>Initiative be giving time at a future Board meeting. She reported the Triangle RFQ is still scheduled for release on March 1, 2019 and reviewed the Triangle roles and responsibilities, timeline and stakeholder engagement. She reviewed the four required assets needed and the anticipated Triangle procurement process. There are four required assets, 1) 1909 Historic Building, 2) new arena, 3) new Expo Hall, and 4) parking. She stated that February 11, Triangle Opportunity Day will be the most public presentation to date. She also stated that Marcy Loughran is the POC for both the PBI office and NWCO.</p> <p>Ms. Hollrah reported further on the 1909 Feasibility Study Process. Based on the study this asset must be a required public asset to be incorporated into the future RFQ. She discussed the potential tenant mix, key recommendations, recommended structure and important considerations that include: mission-driven, historic preservation tax credits, and market financial viability. She then discussed next steps.</p>		
8. Equity Partner Reports		
<p>Equity Partner Reports City and County of Denver City – Mr. Hanlon had no additional items to report that were not covered during the finance and NWCO project reports.</p> <p>Colorado State University Amy Parsons gave design/construction and funding updates on the Water Building, Animal Health and CSU Center buildings. She highlighted ongoing outreach activities with the community and January events during the National Western Stock Show. A luncheon with Ben Nighthorse Campbell was held and provided a chance to get ideas on engaging the Native American Ute tribe with the NWC.</p> <p>Western Stock Show Association Paul Andrews reported on the great success and record attendance of the 2019 National Western Stock Show. He also reported the junior livestock auction raised record amounts. He reported on upcoming events at the NWSS including the All Star Rodeo in April and Denver County Fair. He reported the capital campaign is still going strong. Mr. Andrews said the WSSA will name the new livestock arena after Sue Anschutz Rogers. They also have plans to design a military monument at the Legacy Building.</p>	<p>Brendan Hanlon</p> <p>Amy Parsons</p> <p>Paul Andrews</p>	<p>11:24 a.m</p> <p>11:25 a.m.</p> <p>11:28 a.m.</p>



National Western Center
 Authority Board Meeting Minutes

9. New Business		
<p>Brad Buchanan introduced the Strategic Implementation Plan team. Members of the team from Uncharted and Corral Creek Consultants gave introductory remarks and gave a presentation outlining the goals of the strategic implementation plan, introduction to the team, outcomes, process, timeline and next steps. Mr. Buchanan discussed the call for ideas that will go out to a broad group. The Board had discussion on the Plan and asked how this information would be incorporated into the Triangle process. They would also like a monthly progress report and will be added each month as an agenda item.</p>	<p>Brad Buchanan</p>	<p>11:34 a.m.</p>
10. Public Comment Period		
<p>There were no public comments given.</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>		
11. Executive Session		
<p>Announcement of Executive Session 1 item for discussion on matters subject to negotiation. 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>Pat Grant made motion to enter executive session and Paul Andrews seconded the motion. It was approved by a unanimous voice vote of quorum members present.</p> <p>Executive Session commenced at 12:04 p.m.</p> <p>Executive Session ended at 1:05 p.m. with a motion by Paul Andrews, seconded by Robb Brown. It was approved by a unanimous voice vote of quorum members present.</p>		
12. Action Items (ongoing)		
Action	Owner	Due Date
<p>Chair report out at each meeting Add SIP to Monthly Agenda Energy & Water Initiative on future Board agenda</p>	<p>John Ikard M. Ambrose M. Ambrose/G. Hollrah</p>	<p>N/A Monthly</p>



National Western Center Authority Board Meeting Minutes

13. Adjournment

Meeting Adjourned. Motion to Adjourn by Lucia Guzman, seconded by Paul Andrews. Approved by a unanimous voice vote of quorum members present.

All

1:06 p.m.

14. Next Meeting:

Date	February 28, 2019	Time:	9:30 a.m.- 12:30 p.m.	Location:	National Western Stock Show
Description:	Regular Monthly Meeting of National Western Center Authority Board for February 2019				