



National Western Center  
 Authority Board Meeting Minutes

<b>Date of Meeting:</b>	Nov 29, 2018	<b>Time:</b>	9:30 a.m.
<b>Minutes Prepared By:</b>	Melody Ambrose	<b>Location:</b>	National Western Complex, VIP Room
<b>1. Meeting Description</b>			
National Western Center Authority Board Meeting			
<b>2. Authority Board Member Attendance at Meeting</b>			
<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Notes</b>
Joe Garcia		X	
Jacque Hinman	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		
<b>*Non-Voting Members</b>			
Other attendees including members of the public are as recorded in any sign-in sheet(s) collected for the meeting.			



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Topic	Owner	Time
<p><b>Call to order</b></p> <p>Quorum Present</p>	<p>Steve McCarthy</p>	<p>9:31 a.m.</p>
<b>3. Board Business</b>		
<p>The agenda was approved unanimously by voice vote of members present. Motion by Monique Lovato, second by Amy Parsons and a majority approved.</p>	<p>Steve McCarthy</p>	<p>9:32 a.m.</p>
<p>Minutes approved unanimously by voice vote of members present-Motion by Tony Frank, second by Monique Lovato and a majority approved.</p>	<p>Steve McCarthy</p>	<p>9:33 a.m.</p>
<p>Chair Report          Mr. McCarthy, Vice Chair had no report for this month.</p>	<p>Steve McCarthy</p>	
<p>CEO Report          Mr. Buchanan provided a verbal update on multiple meetings he attended and highlighted the meetings with Visit Denver and the P3 Conference in Washington, DC. He reported that at the December meeting Mayor Hancock is expected to attend. He highlighted that in the framework agreement the Authority was to provide an annual operations plan. There is nothing to report as the Authority will not be operating anything for 2019. Paul Andrews commented that more realistically it will be 2021 before an operations plan will be needed.          Brad highlighted the strategic planning sessions that will be organized for early 2019 for the Board to look at the vision, what success looks like, roadblocks in our way and a strategic implementation and timeline.          Director Grant made a motion giving the CEO authority to incur up to \$50,000 in expenses to retain a facilitation firm for the strategic planning process the NWCA will undertake in 2019. It was seconded by Kelly Leid. There was discussion among the Board members present and asked that a work product be included in the scope. After discussion, the members present (all except Chair Garcia) unanimously voted to approve and pass the motion. The CEO is authorized to incur up to \$50,000 in expenses to retain a facilitation firm for the strategic planning process the NWCA will undertake in 2019.          Mr. Buchanan reported he is meeting with Brendan Hanlon on the NWCA 2019 budget needs. He noted that in 2019 there will need to be key hires. Andrea Burns will start January 7, 2019 and Chief Marketing Officer.          Mr. Hanlon reported on the minimum wage study and the benchmark studies the City is conducting. The Board discussed impacts to NWSSA and to the future contracts and subcontractors for the Authority. Mr. Hanlon is open to coming back and presenting in more detail to the Board.          Mr. Hanlon welcomes comments from the Authority.</p>	<p>Brad Buchanan</p>	<p>9:34 a.m.</p>



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<p>Mr. Buchanan also reported that 2 RFP's for an Auditing firm and Accounting firm will be issued in the coming days with selection expected late December.</p>		
<p><b>Treasurer Financial Report</b> Mr. Hanlon reported on the NWC Authority finances. He noted that the Authority and the City are working together on process for the Authority to pay the City approximately \$22k for services they covered prior to the Authority establishing its back account. Mr. Hanlon noted that the Authority is going to incur more costs as it continues to ramp up. The current 2018 \$880k balance will roll over to 2019. He will be working with Mr. Buchanan in the budget process as we look at future years so that sufficient funding is available.</p>	Brendan Hanlon	10:12 a.m
<p><b>Capital Build Update by Mayor's Office of the National Western Center Program Overview</b> Patrick O'Keefe and Stephanie Reed provided a program status report and highlighted accomplishments, major contracts and procurement status, work underway, future office space and key milestones. Mr. O'Keefe highlighted that Brighton Blvd. will be open in time for the January 2019 Stock Show. He noted that major construction of the NWC will begin in earnest February 1, 2019 and it is a very tight scheduled to be ready for 2020 events. He reviewed the active procurements and the future procurements for the Equestrian and Arenas. He reported that the RFQ for the Triangle will be released March 1, 2019 and reviewed the four required assets needed and the anticipated Triangle procurement process. There are four required assets are, 1) 1909 Historic Building, 2) new arena, 3) new Expo Hall, 4) parking. The NWCO team reported on the Campus Energy Procurement timeline, the Metro Wastewater IGA to relocate the Delgany Interceptor, the Strategic Design Leadership Committee (SADL) and Committee review process and projects that SADL will review. Emily Hauber reported on current Outreach and Engagement activities noting that in December an Industry Forum will be held. Board members asked for more clarification on the assessment for new bridges and the Historic 1909 building. NWCO indicated they will be hosting another working group forum late January.  Pat Grant asked who is paying for moving the Delgany Interceptor? Mr. O'Keefe stated NWCO has \$1.5 million in its budget and the remainder of costs are to be paid by Metro Waste Water. There should be no additional cost impacts to the NWC Authority.</p>	Patick O'Keefe/ Stephanie Reed	10:16 a.m.



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<p><b>Equity Partner Reports</b>  <b>City and County of Denver</b>          City – Mr. Hanlon had no additional items other than the minimum wage discussion held earlier in the meeting.</p> <p><b>Colorado State University</b>          Amy Parsons gave design/construction and funding updates on the Water Building, Animal Health and CSU Center buildings. Still working to award all three buildings together to assist in streamlining the process. She reported CSU is hosting a Water in the West Symposium, March 13-14, 2019. She highlighted ongoing outreach activities with the community.</p> <p><b>Western Stock Show Association</b>          Paul gave updates on the Capital campaign and the Legacy Building. Mr. Andrews highlighted that he was asked to speak at the Royal Agriculture of the Commonwealth in Edmonton. This provided good international exposure and public relations for the NWCA. It was noted that the members of the Australian and Kenya delegation came to tour the NWC after this conference and will also have some delegates attend the NWSS in January. Paul will set up meetings between the delegates and individual directors.</p> <p>Members of the Board asked that the NWCA have a universal presentation that each Partner can use and to ensure we are all aligned and presenting the same mission/vision.</p>	<p>Brendan Hanlon</p> <p>Amy Parsons</p> <p>Paul Andrews</p>	<p>10:44 a.m.</p> <p>10:45 a.m.</p> <p>10:48 a.m.</p>
<p><b>Subcommittee Reports</b>  <b>Campus Partnerships Subcommittee</b> – The committee met this morning prior to the Board with the focus of the meeting today was the Concessions Partnership and aligning the Committee vision.</p> <p><b>Community Benefit Subcommittee</b> – Brad gave a presentation on the current and ongoing community benefits and process. Paul Andrews reported on the ongoing WSSA and NWSS community programs, Amy Parsons reported on the CSU community engagements, Brad Buchanan reported on NDCC community programs and Marcy Loughram reported on NWCO community engagements specifically on Workforce Development. This presentation will be given to the CAC in December.</p> <p>Kelly Leid noted we are doing all the things reported on and more will continue to happen. The NWCA is working on keeping the promises made with 2C.</p> <p>Monique Lovato presented the Committee’s mission statement. Pat Grant gave background on how it was created and recommend to the Board to review and provide feedback.</p>	<p>Robb Brown</p> <p>Brad Buchanan</p>	<p>11:00 a.m.</p> <p>11:02 a.m.</p>



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<b>Security &amp; Waste</b> - Kelly Leid asked that comments on the Draft Site Security Master Plan Introduction be sent to him. Kelly noted that the Concessions Partner will create lots of waste and a Waste white paper is being developed.		Kelly Leid	11:41 a.m.
4. New Business			
Resolution NO. 2018-008 Concerning Approval to Appoint the CEO as an Ex-Officio member of each committee and subcommittee of the National Western Center Authority approved with a motion by Tony Frank, seconded Jacque Hinman. It was approved by a unanimous voice vote of quorum members present.		Steve McCarthy	11:43 a.m.
5. Public Comment Period			
AE provided comments on the engagements with the community. Asked not to forget the roots of collaborate and engagement are within the communities and does not need institutional overlay.		All	11:45 a.m.
<b>Comments by members of the public are recorded for informational 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.			
6. Executive Session			
<b>No Executive Session was needed.</b>			
7. Action Items (ongoing)			
<b>Action</b>		<b>Owner</b>	<b>Due Date</b>
Chair report out at each meeting		Joe Garcia	N/A
8. Adjournment			
<b>Meeting Adjourned.</b> Motion to Adjourn by Tony Frank, seconded by Paul Andrews. Approved by a unanimous voice vote of quorum members present.		All	11:50 a.m.
9. Next Meeting:			
<b>Date</b>	December 20, 2018	<b>Time:</b>	9:30 a.m.- 12:15 p.m.
<b>Location:</b>	National Western Complex, VIP Room		
<b>Description:</b>	Regular Monthly Meeting of National Western Center Authority Board for December 2018		