



**NEVADA LEGISLATURE  
LEGISLATIVE COMMISSION SUBCOMMITTEE  
HOST COMMITTEE FOR 2013 ANNUAL MEETING FOR THE  
COUNCIL OF STATE GOVERNMENTS-WEST (CSG-WEST)**

**SUMMARY MINUTES AND ACTION REPORT**

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The first meeting of the Nevada Legislature's Host Committee for 2013 Annual Meeting for the Council of State Governments-West (CSG-WEST) was held on Thursday, April 12, 2012, at 1:30 p.m. in Room 4412 of the Grant Sawyer State Office Building, 555 East Washington Avenue, Las Vegas, Nevada. The meeting was video conferenced to Room 2135 of the Legislative Building, 401 South Carson Street, Carson City, Nevada. A copy of this set of "Summary Minutes and Action Report," including the "Meeting Notice and Agenda" ([Exhibit A](#)) and other substantive exhibits, is available on the Nevada Legislature's website at <http://www.leg.state.nv.us/interim/76th2011/committee/>. In addition, copies of the audio record may be purchased through the Legislative Counsel Bureau's (LCB's) Publications Office (e-mail: [publications@lcb.state.nv.us](mailto:publications@lcb.state.nv.us); telephone: 775/684-6835).

**COMMITTEE MEMBERS PRESENT IN LAS VEGAS:**

Assemblyman Kelvin Atkinson, Chair  
Assemblywoman Marilyn Kirkpatrick  
Assemblywoman Dina Neal  
Assemblyman Lynn Stewart  
Senator Mo Denis  
Senator Joe Hardy

**COMMITTEE MEMBERS PRESENT IN CARSON CITY:**

Assemblyman David Bobzien  
Assemblyman Pat Hickey  
Senator Ben Kieckhefer

**OTHER LEGISLATORS PRESENT:**

Assemblywoman Irene Bustamante Adams

## **LEGISLATIVE COUNSEL BUREAU STAFF PRESENT:**

Brian Davie, Legislative Services Officer, Administrative Division, Las Vegas Office  
Tammy Grace, Acting Director, Administrative Division  
Donald O. Williams, Research Director, Research Division  
Michelle L. Van Geel, Principal Research and Administrative Services Analyst,  
Research Division  
Tarron Collins, Senior Research Secretary, Research Division  
Melisa Aguon, Secretary/IS Support Specialist, Administrative Division, Las Vegas  
Office

## **OPENING REMARKS AND INTRODUCTIONS**

- Chair Atkinson opened the meeting with Committee and staff introductions and thanked the members for serving on the Committee. The Chair gave a brief overview of the Committee's objective in hosting the next annual meeting for the Council of State Governments-West (CSG-WEST) in Las Vegas, Nevada. He noted the conference would be held during the summer of 2013.

## **PUBLIC COMMENT**

- Chair Atkinson called for public comment; however, no testimony was presented.

## **PRESENTATION ON OVERVIEW OF CSG-WEST, ITS ANNUAL MEETING, AND HOST STATE/CSG-WEST RESPONSIBILITIES**

- Edgar E. Ruiz, Executive Director, CSG-WEST, Sacramento, California, provided an overview of the CSG-WEST organization and its services. He explained the central role of CSG-WEST annual meetings ([Exhibit B](#)), and provided documents addressing various functions and planning information related to the conference. (Please see [Exhibit D](#), [Exhibit E](#), [Exhibit F](#), [Exhibit G](#) and [Exhibit H](#).)

## **REVIEW OF STAFF ACTIVITIES TO DATE IN PREPARATION FOR THE 2013 ANNUAL MEETING OF CSG-WEST**

- Cheryl Lee Duvauchelle, Director, Finance and Development, CSG-WEST, Sacramento, California referred the Committee to a draft document outlining responsibilities of the host state ([Exhibit C](#)) and provided details regarding preparation and planning for the upcoming conference. She encouraged a collaborative partnership between the Committee and the CSG-WEST organization in areas of budget and fundraising efforts, and requested the Committee develop an annual meeting theme. Ms. Duvauchelle indicated the conference would be scheduled from July 30 to August 2, 2013, which would complement other national meetings occurring during the year giving families the opportunity to attend the conference and visit Las Vegas during the summer.

With assistance from the Las Vegas Convention and Visitors Authority (LVCVA), CSG-WEST narrowed the selection of location properties down to five resorts. The choices included the Encore Resort and Casino, the M Resort, the Mirage, Planet Hollywood, and South Point. After careful consideration in addressing competitive room rates, conference room space, and other amenities and services, the Committee determined the Mirage offered the best package to meet the needs of the conference ([Exhibit I](#) and [Exhibit J](#)). Ms. Duvauchelle also noted negotiations are currently in process.

- Assemblywoman Marilyn Kirkpatrick asked for clarification regarding the amount of \$85,000, under concessions provisions presented by Ms. Duvauchelle.

Ms. Duvauchelle stated this was a common approach in affording the various expenses, including copying services, and provision of continental breakfasts, program lunches and rental expenses. She explained that, based on experience, their budget had been impacted by \$90,000 on average. She also commented that they needed to reach \$85,000, in this particular package, in order to waive all the function room space and rental expenses. Furthermore, she indicated the initial bid was over \$125,000.

Chair Atkinson commented on how pleased he was with the guest room rate and other considerations, including complimentary self-parking and valet. He indicated the figure seemed reasonable compared to rates of past CSG-WEST meetings he attended.

- Senator Ben Kieckhefer agreed with the Chair and asked if there was an opportunity for visitors to stay at other MGM properties at a lower rate.

Ms. Duvauchelle responded that a contract with a hotel indicates a commitment to bringing in approximately 1400 paid room nights for the event, and if that number is not reached, CSG-WEST becomes responsible for that revenue.

- Brian Davie, Legislative Services Officer, Administrative Division, LCB, Las Vegas Office informed the Committee that due to the departure of both the LCB Director and LCB Acting Director in September 2012, or until a new director is selected, he had been designated the lead staff person for the Committee. He indicated LCB staff would support the efforts of the conference and would continue to be involved in and through the process of hosting the meeting. He also noted Melisa Aguon of the LCB, Las Vegas Office would be the secretary for the Committee.
- Chair Atkinson agreed with Mr. Davie's comments and reiterated the importance of LCB staff support for the Committee leading up to the conference, mainly during the 2013 Legislative Session.
- Donald O. Williams, Research Director, Research Division, LCB, gave a brief overview of his preliminary plans to assist with staff services for the conference. He noted his personal involvement in staffing both CSG-WEST annual meetings held in

Las Vegas, NV in 1993, and Lake Tahoe, NV in 2002. He stated the LCB Research Division would continue to assist the Committee and CSG-WEST, regarding committee programs and speakers, and provide on-site staffing for various committees, forums and training sessions. Mr. Williams designated Michelle L. Van Geel, Principal Research and Administrative Services Analyst, and Melinda (Mindy) Martini, Senior Research Analyst, both from the Research Division, to assist and coordinate with activities for the conference. Furthermore, he said he would continue to work with Brian Davie in providing staffing needs that arise.

- Tammy Grace, Acting Director, Administrative Division, LCB, updated the Committee on their planning efforts and offered staff support and assistance to the Committee in coordinating programs and events for the conference. She informed the Committee of having their goal completed and in place prior to the start of the 2013 Legislative Session.
- Senator Ben Kieckhefer asked if the event would be staffed by CSG-WEST, LCB staff or other state employees.

Mr. Ruiz, previously identified, responded to Senator Kieckhefer's question, noting CSG-WEST arranges designated staff, and back-up staff, to work with the chair and vice-chair of specific committees on developing agendas and programs. He indicated CSG-WEST would work in conjunction with LCB staff, in a joint effort, to work on policy site tours, policy committees and host state desk responsibilities.

In response to Chair Atkinson's question concerning staff responsibilities for the CSG-WEST 2012 Annual Meeting in Edmonton, Alberta, Canada scheduled in July, Ms. Duvauchelle referred to information on host state responsibilities ([Exhibit C](#)) and a function timeline document ([Exhibit D](#)) for the Committee's consideration for the month of April 2012. She noted the importance of developing a theme and meeting logo, and showed examples of past CSG-WEST themes and logos ([Exhibit L](#) and [Exhibit M](#)). She emphasized having a promotional host state table at the Edmonton conference with information and brochures highlighting the 2013 Annual Meeting for the CSG-WEST in Las Vegas, NV.

In addition, Ms. Duvauchelle stated the host state should also begin work on preliminary flyers for the Las Vegas event for distribution at the Edmonton meeting. Finally, she suggested the Committee explore two optional ideas: (1) provide a three to five minute video promoting Las Vegas emphasizing the substance of the conference, such as economic development, Internet social networking; and (2) host one night at the Edmonton hospitality suite to engage the private sector and others in attendance.

- Chair Atkinson agreed with Ms. Duvauchelle's suggestions and welcomed any additional ideas from the Committee.

- Assemblywoman Marilyn Kirkpatrick asked for clarification regarding the production and printing costs of the preliminary flyer.

Ms. Duvauchelle responded the production of the preliminary flyer would be a joint effort between the Committee and CSG-WEST. She provided examples of other host state flyers. ([Exhibit N.](#)) She pointed out the Committee could choose to use staff and in-house equipment or outsource to a graphics designer. Ms. Duvauchelle noted that with the Committee taking ownership of the project, CSG-WEST would work directly with the Committee as a team to market and print the flyers.

Mr. Ruiz emphasized relating the theme to the different events and plenary speakers that would capture the message of the entire conference. He also indicated CSG-WEST's support with flyer printing and distribution.

#### **DISCUSSION OF THEMES AND LOGOS FOR THE 2013 ANNUAL MEETING OF CSG-WEST IN LAS VEGAS, AND DISCUSSION OF PROMOTIONAL ACTIVITIES AT THE 2012 ANNUAL MEETING IN EDMONTON, ALBERTA, CANADA**

- Assemblyman Lynn Stewart asked for details about the provision of policy site tours, and if the tours were included in the conference price. He noted examples such as, visiting the Grand Canyon, Mt. Charleston, a cruise on Lake Mead and/or other local attractions.

Discussion ensued between Ms. Duvauchelle and Mr. Ruiz in response to Assemblyman Stewart's question. Ms. Duvauchelle addressed local off-site tours, and explained that tours were optional and could be scheduled during non-program hours ([Exhibit K](#)). She suggested the host state provide a list of local events or venues and make it available for attendees. Mr. Ruiz stated the tours are included in the price of the conference. In addition, he suggested relating policy committees and agendas to policy site tours such as, a committee on water resources and environment being linked to a trip to Hoover Dam.

- Senator Joe Hardy asked if room rates were extended beyond the dates of the conference.

Ms. Duvauchelle answered room rates would be extended three days before and three days after the primary dates of July 29 to August 2, 2012, with a caveat of occupancy below 90 percent.

- Assemblywoman Marilyn Kirkpatrick offered her assistance and support with planning the conference and thanked CSG-WEST members for their participation.

In response to Chair Atkinson's question regarding non-legislator participation, Mr. Ruiz agreed outside resources, such as the Las Vegas Conventional Visitors Authority (LVCVA), would be beneficial for the Committee. Ms. Duvauchelle noted creating an auxiliary committee or co-host committee.

Ms. Duvauchelle responded to a question from Assemblywoman Dina Neal concerning the conference theme. She suggested having all materials completed and printed by May 2012 and shipped to Edmonton, Alberta, Canada by the first week of July 2012.

- Assemblyman David Bobzien asked what the Committee's expectations were for member participation at the 2012 Edmonton conference. He also questioned what the game plan would be for arranging promotional activities for the 2013 Las Vegas annual meeting.

Chair Atkinson commented that the Committee would need to wait and see which members would be available to attend and begin planning once that was established.

Responding to a question from Senator Kieckhefer regarding legislator reimbursement of CSG-WEST conferences, Mr. Ruiz answered legislators cover their own conference registration and costs. Ms. Duvauchelle informed the Committee that there was an early bird registration fee of \$350 per person if they register by June 1, 2012. On-line registration information for the 2012 Annual Meeting for CSG-WEST in Edmonton is available on the CSG-WEST's website at [www.csgwest.org](http://www.csgwest.org).

- Mr. Davie shared information on the LVCVA and its participation in the 2012 Edmonton conference. He indicated Glenda Damian, Sales Executive, LVCVA, Las Vegas, Nevada, would be working directly with the Committee and that the LVCVA offered to pay for the hospitality suite in Edmonton; however, they are unable to provide a staff person to operate the promotional table. The LVCVA would provide registration bags to help promote the 2013 Las Vegas conference along with other promotional items.

In response to Assemblyman Bobzien's question on dates for the 2012 Edmonton meeting, Ms. Duvauchelle replied the conference is scheduled for July 20-23, 2012, with the hospitality suite scheduled for July 22, 2012.

Responding to Chair Atkinson's question on themes and logos for the 2013 Las Vegas annual meeting, Mr. Davie provided the following ideas for logos proposed by staff: (1) "Where History Meets the Future"; (2) "New Challenges, New Solutions"; and (3) "Bright Lights, Shining on the Progress of the West." Chair Atkinson indicated the Committee could continue to discuss theme ideas prior to the next Committee meeting.

- Mr. Ruiz provided final comments on theme concepts and suggested linking them to issues relating to water resources, public lands, energy, and strengthening legislative structure and operations. He thanked the Committee and stated he looked forward to working closely with the members.
- Mr. Davie suggested Committee members e-mail him regarding ideas or themes for the Las Vegas conference and said he would provide the final list to the members.

- Chair Atkinson recommended having someone from the north fill the vacancy in the Committee's membership.
- The Committee **APPROVED THE FOLLOWING ACTION:**

CHAIR ATKINSON MOVED THAT ASSEMBLYWOMAN DEBBIE SMITH FILL THE VACANCY IN THE COMMITTEE'S MEMBERSHIP. THE MOTION WAS SECONDED BY ASSEMBLYMAN DAVID BOBZIEN. THE MOTION PASSED UNANIMOUSLY.

#### **PUBLIC COMMENT**

- Chair Atkinson called for public comment; however, no testimony was presented.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:50 p.m.

Respectfully submitted,

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Melisa Aguon  
Secretary/IS Support Specialist

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Brian Davie  
Legislative Services Officer

APPROVED BY:

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Assemblyman Kelvin Atkinson, Chair

Date: \_\_\_\_\_

## LIST OF EXHIBITS

[Exhibit A](#) is the “Meeting Notice and Agenda” provided by Brian Davie, Legislative Services Officer, Administrative Division, Legislative Counsel Bureau (LCB), Las Vegas Office.

[Exhibit B](#) is a document titled “CSG West Serving Western Legislatures—The Council of State Governments-WEST, Annual Meeting, Fact Sheet” provided by Edgar E. Ruiz, Executive Director, Council of State Governments-West (CSG-WEST), Sacramento, California.

[Exhibit C](#) is a document titled “Overview of Proposed Host State Responsibilities, Annual Meeting” provided by Mr. Ruiz.

[Exhibit D](#) is a document titled “Function Timeline—Draft Planning Document, CSG-WEST Annual Meeting” provided by Mr. Ruiz.

[Exhibit E](#) is a document titled “Annual Meeting Revenue and Fundraising, Updated 11-15-11” provided by Mr. Ruiz.

[Exhibit F](#) consists of three documents titled: (1) “CSG-WEST Host State Annual Meeting Budgets, 2007-2012 by Specific Line Items”; (2) “CSG-WEST 2012–Annual Meeting Line Item Descriptions”; and (3) “OVERVIEW of Recent Annual Meeting Program Speaker Fees/Travel” provided by Mr. Ruiz.

[Exhibit G](#) is a document titled “Contributors/Sponsors with On-Going Relationship with CSG-WEST” provided by Mr. Ruiz.

[Exhibit H](#) is a document titled “CSG-WEST 65<sup>th</sup> Annual Meeting, Sponsor Commitment Form, Edmonton, Alberta, Canada, July 20-23, 2012” provided by Cheryl Lee Duvauchelle, Director, Finance and Development, CSG-WEST, San Francisco, California.

[Exhibit I](#) is a document titled “CSG-WEST 2013 Las Vegas Annual Meeting Planning” provided by Ms. Duvauchelle.

[Exhibit J](#) is a document titled “CSG-WEST 2013 Las Vegas Annual Meeting, Overview of Mirage Contracting” provided by Ms. Duvauchelle.

[Exhibit K](#) is a document titled “CSG-WEST Annual Meeting Overview—Template, July 30-August 2, 2013” provided by Ms. Duvauchelle.

[Exhibit L](#) is a document titled “Annual Meeting Themes, Locations and Attendance” provided by Ms. Duvauchelle.

[Exhibit M](#) is a document titled “CSG-WEST Annual Meeting Logos” provided by Ms. Duvauchelle.

[Exhibit N](#) consists of four “Mark Your Calendar” brochures: (1) “CSG-WEST 65<sup>th</sup> Annual Meeting, July 20-23, 2012, Edmonton, Alberta, Canada”; (2) “CSG-WEST 65<sup>th</sup> Annual Meeting, Western Frontiers–On the Edge of Innovation”; (3) “CSG-WEST 64<sup>th</sup> Annual Meeting, July 30-August 2, 2011, Honolulu, Hawaii, Halawai: Where Leaders Gather”; and (4) “63<sup>rd</sup> Annual Meeting, September 11-14, 2010, Idaho 2010, CSG-WEST, Pioneering New Frontiers” presented by Ms. Duvauchelle.

This set of “Summary Minutes and Action Report” is supplied as an informational service. Exhibits in electronic format may not be complete. Copies of the complete exhibits, other materials distributed at the meeting, and the audio record are on file in the Research Library of the Legislative Counsel Bureau, Carson City, Nevada. You may contact the Library online at [www.leg.state.nv.us/lcb/research/library/feedbackmail.cfm](http://www.leg.state.nv.us/lcb/research/library/feedbackmail.cfm) or telephone: 775/684-6827.