



Community Development Department

108 E. Proctor Street
Carson City, Nevada 89701
(775) 887-2180 – Hearing Impaired: 711

Staff Report To: Redevelopment Authority Citizens Committee

Meeting Date: May 7, 2018

Staff Contact: Lee Plemel, Director (lplemel@carson.org; 283-7075)

Agenda Title: For Possible Action: To make a recommendation to the Redevelopment Authority regarding the expenditure of up to \$15,500 from the FY 2019 Redevelopment Revolving Fund, Special Events account, to support special events.

Staff Summary: Redevelopment annually funds special events from a portion of the Revolving Fund. A total of \$25,000 has been allocated in the FY 2019 budget for Redevelopment Special Events. The following Special Event funding requests were submitted: \$7,500 for NV Rural Counties RSVP Program, Inc. for the 4th of July Celebration fireworks; \$6,500 for Advocates to End Domestic Violence for the Taste of Downtown event; and \$1,500 for the Nevada Commission on Women event at the Governor's Mansion.

Proposed Motion: I move to recommend to the Redevelopment Authority approval of the expenditure of \$15,500 from the FY 2019 Redevelopment Revolving Fund, Special Events account, to support the special event requests in the amount of \$7,500 for the RSVP July 4th fireworks, \$6,500 for Taste of Downtown, and \$1,500 for the Nevada Commission on Women event as an expense incidental to the carrying out of the Redevelopment Plan that has been adopted by the Carson City Board of Supervisors, and based upon the findings that there is a causal connection between this redevelopment effort and the need for the expenses, the expenses are needed to ensure the success of the redevelopment plan and that the amount of the expenses to be given are minor in comparison to the money required for the overall redevelopment plan.

DISCUSSION:

The adopted Redevelopment Authority Policies and Procedures provide for the process and criteria for reviewing Special Event funding requests. Applications submitted by April 15 each year are reviewed by RACC in May. Staff anticipates that the Redevelopment Authority and Board of Supervisors will make the final special event funding allocations on June 7, 2017.

The policies and procedures identify specific application submittal requirements and establish criteria that the RACC and Redevelopment Authority shall consider when evaluating applications for special event funding. The following factors are identified for consideration:

- a. The number of participants the event draws compared to the amount of Redevelopment funding and other City support requested for the event.
- b. The amount of City funding requested for the event compared to funding obtained or sought from other sources.
- c. The amount of funding requested in past years compared to funding currently being requested.

- d. The longevity of the event in Carson City and its importance to the community.
- e. The possibility for the event to grow in the future.
- f. Potential conflicts with other special events on the same date as the proposed event.
- g. Other factors as deemed appropriate by the Authority.

The tentative FY 2019 Redevelopment budget allocates \$25,000 for Redevelopment Special Events and \$25,000 for Arts and Culture Special Events (theater, music and arts events). Arts and Culture Special Event applications received have been directed to the Cultural Commission for its review and recommendations to the Redevelopment Authority. RACC is only responsible for making recommendations regarding the funding for the non-arts and culture events, which are discussed below.

SPECIAL EVENT APPLICATIONS:

The Redevelopment office received three applications for a total of \$15,500 in requested funding. Following is a summary of the applications received with information included that pertains to the review criteria noted above. Refer to the attached application packets for more detail and explanation.

1. Applicant: Nevada Rural Counties RSVP Program

Event: Fourth of July Celebration (July 4, 2018)

Requested funding (% of event budget): \$7,500 (50%)

Description: Fourth of July fireworks as part of the carnival organized by RSVP to raise money for RSVP programs.

Total event budget: \$15,000 (Fireworks only; excludes carnival)

Prior year funding: \$7,500

Estimated number of participants (local/out-of-town): 40,000 (30,000 / 10,000)

Dollars of City funding per participant: \$0.19

Number of years event held in Carson City: 30

Staff analysis: The Redevelopment Authority has consistently funded a portion of the Independence Day fireworks display at Mills Parks for several years running. The RACC may consider making a recommendation to annually set aside \$7,500 for the Mills Park fireworks, rather than consider an application each year, and reduce future discretionary Special Event funding by that amount. This is done similarly in the Redevelopment budget every year for Nevada Day and the Christmas tree lighting events.

2. Applicant: Advocates to End Domestic Violence

Event: Taste of Downtown (July 21, 2018)

Requested funding (% of event budget): \$6,500 (14%)

Description: Downtown-wide event where local restaurants provide food and beverages at various locations, with concerts provided for event participants and the general public.

Total event budget: \$47,950

Prior year funding: \$6,500

Estimated number of participants (local/out-of-town): 2,400 (2,000 / 400)

Dollars of City funding per participant: \$2.71

Number of years event held in Carson City: 25

Staff analysis: The Taste of Downtown event has been funded in part through Redevelopment the past several years. The event has grown every year and is one of the featured events of the

summer. The event draws a large crowd downtown of both participants and non-participants, which generates secondary sales within the area's shops and restaurants.

3. Applicant: Nevada Commission for Women

Event: Nevada Commission on Women Recognition Event (April 2019)

Requested funding (% of event budget): \$1,500 (72%)

Description: Event to recognize and promote the contributions that women in the State make at the local, state, and national levels.

Total event budget: \$2,080

Prior year funding: (Not requested)

Estimated number of participants (local/out-of-town): 150-240 (100-160 / 50-80)

Dollars of City funding per participant: \$6.25-\$13.87

Number of years event held in Carson City: First year.

Staff analysis: This is a new event. Per the State of Nevada website, the Commission for Women "is charged with the duty to study the changing and developing roles of women in society, including the recognition of socioeconomic factors that influence the status of women, and recommend proposed legislation." The event is proposed to be held in the Governor's Mansion, though other venues may be considered. This is not the type of event that has typically been funded by Redevelopment, which are primarily outdoor events that attract participants to the Redevelopment area.

The Nevada Commission for Women request is for a relatively small amount of money. However, the RACC should consider the special event criteria noted previously when considering this applicant. As this request relates to the criteria, a) the number of participants is relatively small and b) funding from other sources has not been obtained so the Redevelopment funds represent a large proportion of the overall cost of the event.

The RACC should consider the application review factors noted earlier in this memo and make a recommendation to the Redevelopment Authority for funding the special events. Any Special Event funding remaining after this allocation may be reallocated at a later date during the Fiscal Year.

ALTERNATIVES:

1. Recommend annual funding in the budget for the Mills Park fireworks for \$7,500, which a commensurate reduction in discretionary special event funding.
2. Modify the funding recommendations.

If you have any questions regarding this item, please contact Lee Plemel at 283-7075 or lplemel@carson.org.

Attachments:

- A. RSVP Fireworks application
- B. Taste of Downtown application
- C. Nevada Commission for Women application

Carson City Office of Business Development 108
East Proctor Street, Carson City, NV 89701



Special Event Funding Application FY18/19
For Events Occurring July 1, 2018 - June 30, 2019

Name of Event & Dates

Fourth of July Celebration

Total Funding Request

\$7,500

Redevelopment District Area

#1 #2



Organization Name

NV Rural Counties RSVP Program, Inc. (RSVP)

Mailing Address, City, State, Zip

2621 Northgate Lane, Ste. 6 Carson City, NV 89706

Organization Phone

(775) 687-4680 x 2

Organization Website

www.nevadaruralrsvp.org

Contact Name, Title

Susan C. Haas, Executive Director & C.E.O.

Mailing Address, City, State, Zip

2621 Northgate Lane, Ste. 6 Carson City, NV 89706

Contact Cell Phone

(775) 721-1614

Contact Email

shaas@nrvsvp.com

Event Description and Objectives

Include history of the event and importance to the community (use additional pages as needed):

RSVP's mission is to help frail, homebound, and low-income seniors remain independent by providing high quality, programs which allow them to stay in their own homes with dignity. Additionally, RSVP coordinates a volunteer network of seniors who use their skills and talents to provide support to community agencies and address community needs through service.

RSVP will be hosting its 26th Annual Fourth of July Celebration and Carnival at Mills Park in Carson City. Once again, we expect both local residents and the many visitors to our area to join us for great food, unique crafts and merchandise, and the excitement of carnival rides and games designed for the whole family.

RSVP produces a beautiful and thrilling fireworks display, which would take place at dusk on Wednesday, July 4th. This special event brings thousands of additional visitors to the park and surrounding areas. For those attending at the park, a stage and premium sound system will allow them to listen to the fully synchronized patriotic musical accompaniment. RSVP will partner with Cumulus Radio to carry the soundtrack over Wild 102.9 so that anyone with a radio signal can experience the same effect. This has proven to be a winning combination for those viewing our capital's Independence Day salute.

People are drawn to Carson City as it is the state Capital and has been voted one of the best state Capital cities in the nation! Mills Park is appealing because it is a lovely park where families can enjoy themselves and have fun being outdoors and participating in a family friendly event. Admission is free and families can spend as much time as they wish at the park and carnival where they enjoy the food and craft vendors on site or they may experience the many options that Carson City offers with local restaurants, shops, businesses, casinos, and hotels.

The objective of this event is to widen the tourist market and bring people of all ages into Carson City, while supporting the local economy. The event celebrates local culture and tradition, and ensures that area residents (including seniors), do not have to travel out of the area to enjoy an important annual event. Furthermore, the event continues to be a success from year to year. In 2016 the event was voted Event of the Year, and in 2017, the event was voted one of Carson City's top 3 Best Annual Events.

Describe any efforts to obtain funding from other sources:

In addition to the Carson City Redevelopment request for funds to help cover the costs of the fireworks, we continue to find supportive funding. RSVP receives assistance from some local businesses to help with the cost of the pyrotechnics which helps tremendously. We continue to develop strategies to increase support from local business community. We developed a Sponsorship Opportunity with a Sponsorship Package as a fundraising strategy. The Sponsorship Package includes 5 levels of support: America the Beautiful - \$5,000; Rocket's Red Glare - \$3,000; Land of the Free - \$2,000; Home of the Brave - \$1,000; Star Spangled - \$500.

Describe why Redevelopment funds are required for the special event:

Redevelopment funds are needed to help cover the cost of the fireworks. There are many ancillary costs associated with the 4th of July event; however, we only ask for help to pay for the pyrotechnics. We have been able to work with a local pyro technician in recent years which helps to bring the price down, and reduce overall costs.

Describe how the special event meets the objective of the Redevelopment Plan to strengthen the local economy by attracting and expanding private investments in the Area, create new employment opportunities, increase the city's tax base, and expand public revenue (for Downtown Redevelopment Area 1); or to promote South Carson Street as an auto purchase destination for the region (for Redevelopment Area #2):

The local economy is strengthened when its citizens and visiting tourists participate in the many special events and celebrations in Carson City. The Fourth of July Celebration, now in its 26th Year, contributes significantly to the overall economic health and vitality of the city and provides a fun and exciting event to draw consumers to Carson City and help boost the local economy. This keeps the dollars in our community. Motels, restaurants, local businesses, casinos, gas stations, retail and grocery stores all benefit from the influx of people who are consumers of the goods and services these businesses provide.

Conversely, if Carson City does not have a fireworks show, tourists and residents will travel to Virginia City, Lake Tahoe or Reno to enjoy events in those communities, thereby depriving Carson City of much needed revenue.

The Fourth of July Celebration helps to promote tourism and economic development in the region. It is a family and "senior" friendly event that demonstrates Carson City's support for vulnerable seniors who need assistance in their quest to remain independent and in their own homes with dignity. Potential businesses look at Carson City as a place that supports its community as a whole and one that provides a healthy business and civic environment which attends to all of its citizens ~ young and old alike.

List other organizations and businesses partnering or participating in the event:

Historically, RSVP's Fourth of July Celebration receives support from the following: Carson City Redevelopment, Carson City Toyota Dealers, Dick Campagni's Carson City Toyota, Capital Ford, Gold Dust West Casino, Carson City Fire Department, Wold Amusements, Nevada Appeal, Carson Now, Carson City Culture & Tourism Authority, NV Energy, Carson-Tahoe Regional Medical Center, Carson Chamber of Commerce, Carson City Parks and Recreation, Capital Beverages, Bridger Mountain Boutique in the Carson Mall, Les Schwab Tires, Carson Nugget, United Rentals, Greater Nevada Credit Union, Alpine Insurance, Cafe at Adele's, and numerous private donations.

Additionally, the event receives in-kind donations and support from Sheriff Ken Furlong and the Carson City Sheriff's Office, Wheelhouse, and Wild 102.9 Radio.

Describe the facilities and/or area in which the event will occur. Include any proposed street closures:

The event is held at Mills Park located at 1111 E. Williams Street, Carson City. There will be no street closures.

Have you obtained all necessary approvals and/or permits for the event? Yes No
If not, what approvals are still pending?

How do you plan to market and advertise the event?

RSVP will market the event using radio spots, Carson Now website, display print ads in the Nevada Appeal, feature articles in area newspapers, Community Center electric message sign, the RSVP newsletter, website (www.nevadaruralrsvp.org) and Facebook page (<https://www.facebook.com/NevadaRuralCountiesRSVP/>), Chamber newsletters, Carnival and Vendor websites. Additionally, RSVP promotes the Celebration using informational flyers and Posters which are distributed and displayed at numerous public places throughout the Carson area which include: public messaging boards, senior centers, retailers, shopping malls and grocery stores. RSVP staff and volunteers help promote the Celebration via word of mouth, and during community outreach events, public presentations, coalition meetings, and trainings.

Explain how the special event may be able to be expanded in the future:

RSVP is developing a strategy to expand its music and entertainment selection as part of the Fourth of July Celebration and Carnival to help diversify the audience, draw a greater number of attendees to the event, and increase Carson City's tourism base.

With support from the Redevelopment funds, RSVP will be able to continue to offer and provide a patriotic fireworks display.

Explain how the special event will be able to transition away from City funding support in the future:

RSVP continually strives to become more self-sustaining. RSVP diligently seeks new funding opportunities from sources that offer tourism and special event grants. RSVP continually pursues new revenue streams which is demonstrated through its "4th of July Sponsorship Package" which is sent to more than 50 companies and organizations. At this time we need assistance with Redevelopment funds in order to conduct the pyrotechnics on the 4th of July.

Acknowledgment of Application Provisions: (please check each that you acknowledge)

- I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common principles for Downtown Carson City.
- All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement.
- I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City.
- If this event is selected for an incentive from the Consolidated Municipality of Carson City, I acknowledge that photographs of my event may be used in promotional materials for Downtown Carson City.

I affirm, this application and all attachments are true and accurate to the best of my knowledge.

Applicants Signature

Susan C. Waap

Date:

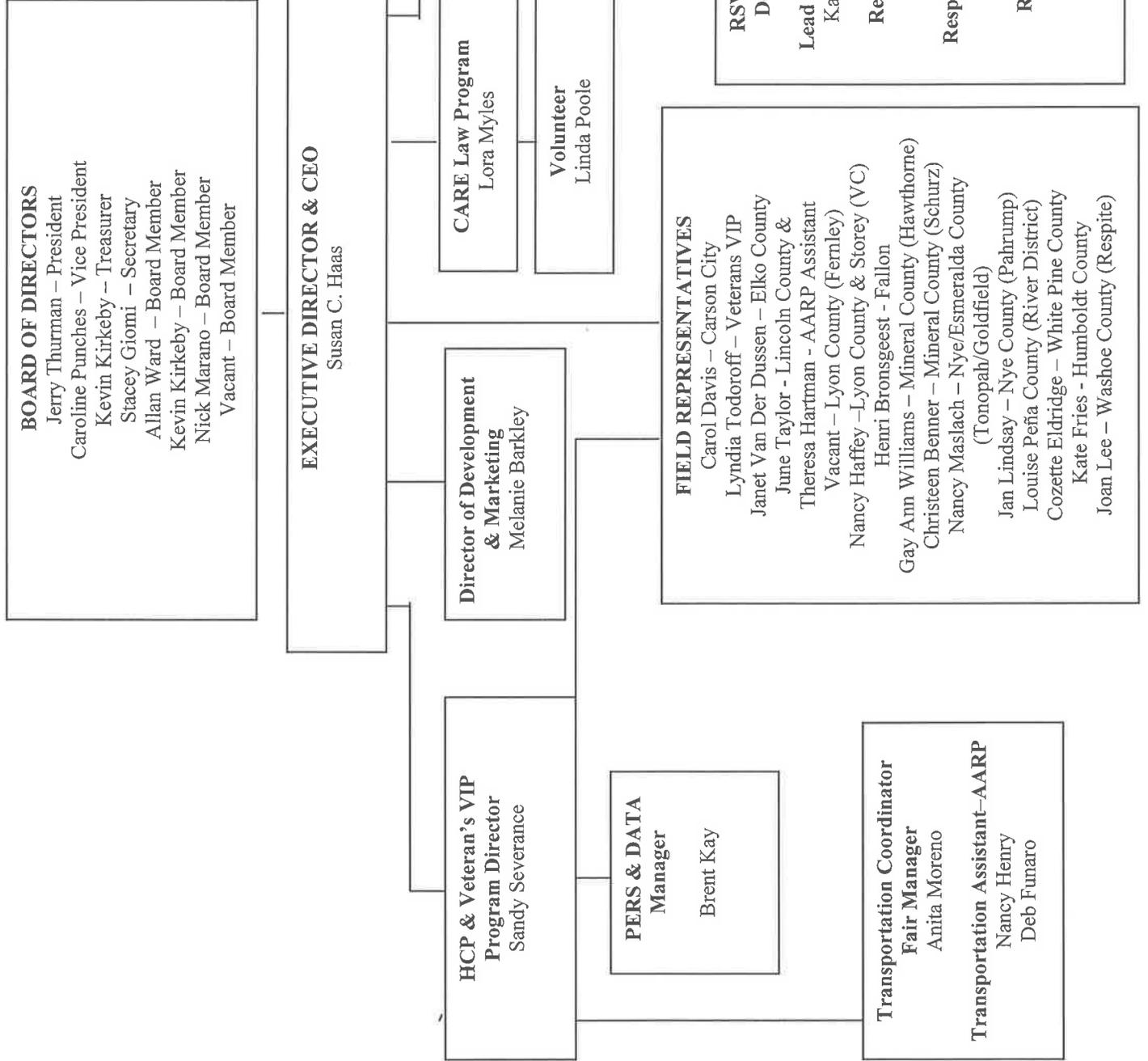
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*Note: ALL project related invoices must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and in order for any and all liens to be released.

Application submittal checklist:

- Complete, signed Special Event Funding Request Form
- Organization chart/structure of the organization conducting the special event, including delineation of lines of responsibility
- Resumes of the key individuals in the organization conducting the special event
- Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognitions of revenues and expenses.

Nevada Rural Counties RSVP Program, Inc.
Organizational Chart
 (Updated March 2018)



BOARD OF DIRECTORS

Jerry Thurman – President
 Caroline Punches – Vice President
 Kevin Kirkeby – Treasurer
 Stacey Giomi – Secretary
 Allan Ward – Board Member
 Kevin Kirkeby – Board Member
 Nick Marano – Board Member
 Vacant – Board Member

EXECUTIVE DIRECTOR & CEO

Susan C. Haas

HCP & Veteran's VIP Program Director
 Sandy Severance

PERS & DATA Manager
 Brent Kay

Transportation Coordinator
Fair Manager
 Anita Moreno
Transportation Assistant–AARP
 Nancy Henry
 Deb Funaro

Director of Development & Marketing
 Melanie Barkley

CARE Law Program
 Lora Myles

Volunteer
 Linda Poole

Deputy Director
Chief Financial Officer
 Nick Providenti, CPA

Accounting Assistant
Lifeline & Homemaker Manager
 Lauren Jones
Volunteer Assistant – Carol Davis

FIELD REPRESENTATIVES

Carol Davis – Carson City
 Lyndia Todoroff – Veterans VIP
 Janet Van Der Dussen – Elko County
 June Taylor - Lincoln County &
 Theresa Hartman - AARP Assistant
 Vacant – Lyon County (Fernley)
 Nancy Haffey –Lyon County & Storey (VC)
 Henri Bronsgeest - Fallon
 Gay Ann Williams – Mineral County (Hawthorne)
 Christeen Benner – Mineral County (Schurz)
 Nancy Maslach – Nye/Esmeralda County (Tonopah/Goldfield)
 Jan Lindsay – Nye County (Pahrump)
 Louise Peña County (River District)
 Cozette Eldridge – White Pine County
 Kate Fries - Humboldt County
 Joan Lee – Washoe County (Respite)

RSVP Respite Care & Dementia Friendly
Lead Respite Coordinator
 Karen Caldwell-Weil
Respite Coordinator
 Kathy Hanson
Respite Assistant -AARP
 TBD
Respite Volunteer
 Pearl Messer

Susan Haas, Executive Director & C.E.O.
Nevada Rural Counties RSVP Program, Inc.
2621 Northgate Lane, Ste. 6
Carson City, NV 89706
Telephone: (775) 687-4680 x 2 / Fax: (775) 687-4494
E-mail: shaas@nvrsvp.com

PROFESSIONAL EXPERIENCE:

NV Rural Counties RSVP Program, Inc.: June, 2013 – Present
EXECUTIVE DIRECTOR & C.E.O. Reports to RSVP's Board of Directors. As the Executive Director I have overall strategic and operational responsibility for RSVP's nonprofit organization, staff, programs, sustainability, expansion, and execution of its mission. I supervise 13 employees, 15 Field Representatives and more than 1,200 volunteers in the State of Nevada.

NV Rural Counties RSVP Program, Inc.: Sept. 2007 – June, 2013
PROGRAM DIRECTOR, DIRECTOR OF DEVELOPMENT, INTERIM EXECUTIVE DIRECTOR:
As Program Director RSVP, I supervised and provided on-going training and development of four employees, fifteen field representatives, AmeriCorps VISTA members, AARP trainees and over 1,200 volunteers statewide. This position enabled me to recruit volunteers and clients, develop innovative programs that build civic engagement, and provide direct needs services to senior citizens and the disabled with the goal of assisting them to remain independent in and their own homes and thus avoid premature institutionalization. Administered programmatic aspects; ensured completion of grant-related objectives; monitored and assisted with budget development, grant opportunities, funding proposals, and civic presentations to assure program sustainability and development of innovative projects. Acted as Interim Executive Director from May 30, 2013 until my appointment as Executive Director in July, 2013. RSVP is a 501 (c)(3) non-profit national service organization.

Department of Personnel/State of Nevada/Director's Office: Carson City, Nevada:

Oct. 2006 - July 2007

EXECUTIVE ASSISTANT: Acted as liaison officer for the Department of Personnel for the State of Nevada processing personnel related documentation. My duties included the handing of sensitive human resource materials and interactions with tact, confidentiality and diplomacy. I maintained and monitored technical correspondence, assisted with budget development and analysis, special projects and research. Additionally, I was responsible for the supervision of two staff members.

Office of the Lt. Governor: Carson City, Nevada: Nov. 1999 - Oct. 2006

DEPUTY CHIEF OF STAFF: As Deputy Chief of Staff, I assisted the Lt. Governor with the promotion of economic development and tourism for the State of Nevada on a local, national and global level. As head of the northern Nevada office, it was my responsibility to act as liaison for the Office with state agencies, local businesses, and foreign diplomats. I delivered speeches and certificates of appreciation and recognition on behalf of the Lt. Governor. My duties included the supervision two staff members, day-to-day operations management at the State Capitol, budget administration and development, preparation of briefs, legislative assistance, and assistance with speech preparation, documentation of Office accomplishments, press releases and scheduling. Published the newsletter, attended national Lt. Governor's conferences, annual Tourism and Economic Development conferences, Territory meetings and events. I accompanied and assisted the Lt. Governor on three world trade and tourism missions to China which resulted in Nevada opening the first tourism office from the United States in Beijing.

Frontier Tours, Carson City, Nevada: Sept. 1998 - Nov. 1999

SPECIAL EVENTS MANAGER: Designed, coordinated and managed special events and group tour products. These projects involved all aspects of the group tour process from research, design, logistics, costing, descriptive writing, marketing and sales promotion to full operation and budget reconciliation. Responsible for coordinating a wide variety of tour products and promotions nationally, notably the "Pasadena Tournament of Roses Tour" successfully leading 2,200 passengers and supervising 25 staff members. This product exceeded one million dollars in gross revenue.

Frontier Tours, Carson City, Nevada: Sept. 1989 - April 1996, Nov. 1996 - July, 1998

ASSISTANT MANAGER SCENIC DEPARTMENT/MANAGER, INTERNATIONAL TOURS: These positions embodied a broad spectrum of responsibilities including the supervision of staff, design, creative writing, costing, advertisement, marketing, sales and operations of products for the Scenic, International and Special Events Tour Departments. I was able to contribute significantly to the continuing growth and success of this market by utilizing essential components of the industry such as: familiarization tours, destination development, competitive pricing, attention to detail and professional partnering.

Lake Tahoe Cruises, Inc.: Lake Tahoe, California: April 1996 - Nov. 1996

DIRECTOR OF SALES: Responsibilities as Director of Sales included the marketing and sales of cruises and weddings on board this 500-passenger paddle wheeler. Duties in this position included supervision of a staff of five, problem solving, setting goals and objectives, maintaining a high level of quality, customer service and attention to detail. This was accomplished for individuals, groups, wedding parties and special events.

MILITARY SERVICE:

United States Navy Communications Technician/Communications and Telecommunications Specialist
Stationed in Florida, Spain, Iceland and West Virginia, honorably discharged.

EDUCATION:

University of Toledo – Toledo, Ohio/Associates of Science Degree/Marketing and Sales
CTO – Communications Technician Operator Class "A" School, Pensacola, Florida
Soule' Business College, New Orleans, Louisiana
Belle Chasse High School, Belle Chasse, Louisiana

BOARDS AND ASSOCIATIONS:

Certified Tour Professional, CTP, National Tour Association, October, 1994
Tour Operator Advisory Board, Branson, Missouri, 1994-1996
Nevada Hispanic Services Executive Board Member, 2003-2005
Reno Tahoe Territory Executive Committee Board Member, 2002-2006
Association of Fundraising Professionals, 2012 – Present
Nevada Senior Corps Association Board Member – April 2014- Present
Commissioner, Governor's Commission on Service – February, 2014 - Present

OBJECTIVE:

Seeking an executive level position with a dynamic company that will allow me to utilize my wide range of experience.

PROFESSIONAL PROFILE:

Event Coordinator

- Coordinate with multiple city agencies for permits, liquor license, venues, health inspections, etc.
- Recruit Vendors
- Arrange Entertainment
- Organize all equipment such as restrooms, lighting and electrical for each participant
- Develop event posters, advertising and press releases
- Perform community outreach for volunteers and donations
- Manage event timelines
- Create event layout and manage traffic flow
- Supervise venue set-up and tear down, including returning venue to original condition

Public Computer Center Director

- Recruit and Retain Volunteers
- Design and teach computer classes for the public
- Teach enrichment program for students
- Schedule Conference calls and virtual field trips for the school district via teleconferencing
- Teach ESL Classes
- Brochure production
- Editing

Executive Assistant Experience

- 12+ years of experience as an Executive Assistant
- Record minutes at sales meetings
- Transcribe letters, memos, etc.
- Event Planning including national sales meetings and special events
- Travel planning (Airline, hotel, car rental and passports/visas) for all levels of employees including CEO/CFO of a Fortune 500 Company and a sales staff of up to 10 people
- Monthly expense reports for a staff of 6-10 sales representatives
- Annual budget allocation for staff of 6-10 sales representatives
- Safety Committee member interacting with OSHA
- Accounts Payable/Accounts Receivable
- Quarterly and Yearly taxes
- Supervise clerical and reception staff

Marketing Experience

- Liaison between distributors, retailers, brokers and sales representatives
- Prepare and present PowerPoint presentations to groups of up to 100 people
- Oversee first time production runs at off-site manufacturing plants
- Oversee informational and promotional mailings
- Coordinate new product launches
- Provide various monthly reports, i.e. Profit/Loss statements, sales goals and objectives, budget updates
- Trade show coordination on a local and national level
- Supervise trade show personnel

Numbers Analyst

- Cost of Goods analysis
- Production Schedules
- Profit Margin analysis
- Pricing analysis

Chef/Special Events

- Lead Chef at special winery events, weddings and corporate events of up to 1000 guests
- Lead Chef and staff supervisor at large scale multi-day festival events
- Supervise catering staff of up to 15 people, including bartenders, wait-staff, and clean-up crews

Work History

2015-Current	Nevada Rural Counties RSVP Program, Inc. Special Events and Transportation Coordinator	Carson City, NV
2012-2015	Boys and Girls Club/Lyon County School District Director of Public Computer Centers	Yerington, NV
2004-2012	Martin Devin and Associates Executive Assistant/Personal Chef	Occidental, CA
2002-2012	Gerard's Paella Chef/Event Coordinator	Freestone, CA
1998-2003	Small Planet Foods Numbers Analyst/Marketing	Petaluma, CA

Education

2004-2008	San Francisco State University Full time Mechanical Engineering Student	San Francisco, CA
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Special Skills

IBM and Mac with extensive experience in Word, Excel, PowerPoint, Access, Quicken and QuickBooks, as well as a familiarity with CAD

Nevada Rural Counties RSVP Program, Inc.

04/12/18

Balance Sheet

Accrual Basis

As of March 31, 2018

	<u>Mar 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1005 · Mutual of Omaha Bank - Checking	17,453.69
1006 · Mutual of Omaha Bank-Federal	81.19
1007 · Mutual of Omaha Bank-Non Federa	28,427.40
1009 · CareLaw Cash Account	814.99
1070 · Smith Barney Account	
1072 · Smith Barney Insured Deposit	50,002.39
Total 1070 · Smith Barney Account	<u>50,002.39</u>
1080 · PETTY CASH	200.00
Total Checking/Savings	<u>96,979.66</u>
Accounts Receivable	
1200 · Accounts Receivable	
1210 · Grants Receivable	9,410.22
1200 · Accounts Receivable - Other	5,740.22
Total 1200 · Accounts Receivable	<u>15,150.44</u>
Total Accounts Receivable	<u>15,150.44</u>
Total Current Assets	<u>112,130.10</u>
Fixed Assets	
1500 · EQUIPMENT	
Depreciation	-103,782.65
Original Cost	102,794.54
1500 · EQUIPMENT - Other	1,279.97
Total 1500 · EQUIPMENT	<u>291.86</u>
1600 · VEHICLES	
Depreciation	-196,109.17
Original Cost	268,832.65
Total 1600 · VEHICLES	<u>72,723.48</u>
Total Fixed Assets	<u>73,015.34</u>
Other Assets	
1700 - Security Deposit	300.00
1430 · Prepaid Expenses	
1431 · Prepaid Expense-Service Contrac	1,716.07
1430 · Prepaid Expenses - Other	1,399.82
Total 1430 · Prepaid Expenses	<u>3,115.89</u>
Total Other Assets	<u>3,415.89</u>
TOTAL ASSETS	<u><u>188,561.33</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	48,651.17
Total Accounts Payable	<u>48,651.17</u>
Other Current Liabilities	
2100 · Payroll Liabilities	
2210 · FICA Withholding Tax Payable	-46.38
2215 · Medicare Withholding Tax Payable	-10.86
2221 · Unemployment Insurance Payable	2,065.74
2100 · Payroll Liabilities - Other	2.00

Nevada Rural Counties RSVP Program, Inc.

Balance Sheet

As of March 31, 2018

04/12/18

Accrual Basis

	<u>Mar 31, 18</u>
Total 2100 · Payroll Liabilities	2,010.50
2700 · Payroll Deductions	
27270 · AFLAC	339.74
2715 · United Way No NV Donations	60.00
2724 · Dental Insurance	55.19
Total 2700 · Payroll Deductions	454.93
2730 · Payroll Accruals	
2740 · Vacation Payable	18,570.58
Total 2730 · Payroll Accruals	18,570.58
Total Other Current Liabilities	21,036.01
Total Current Liabilities	69,687.18
Total Liabilities	69,687.18
Equity	
1110 · Retained Earnings	114,705.18
3050 · Fund Balance-Vehicle Restricted	12,798.00
3100 · Initial Fund Balance-Equipment	7,952.95
Net Income	-16,581.98
Total Equity	118,874.15
TOTAL LIABILITIES & EQUITY	188,561.33

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04/12/18

Accrual Basis

Nevada Rural Counties RSVP Program, Inc.

Profit & Loss

January through March 2018

	<u>Jan - Mar 18</u>
Ordinary Income/Expense	
Income	
4600 · Home Companion Respite Program	1,648.00
Transportation Donations	2,883.00
4030 · Contributions Income	7,268.10
4110 · Grants	217,377.55
4150 · Miscellaneous Income	375.56
4170 · Program Rev	25,248.38
4700 · Fundraising Rev	2,921.00
4903 · United Way of Northern Nevada	2,248.14
4904 · Volunteer Expense Reimbursement	5.00
Total Income	<u>259,974.73</u>
Gross Profit	259,974.73
Expense	
5489 · CARELaw client direct expenses	-128.50
5300 · Program Expenses	274,782.00
5600 · Fundraising	1,903.21
Total Expense	<u>276,556.71</u>
Net Ordinary Income	<u>-16,581.98</u>
Net Income	<u><u>-16,581.98</u></u>

Explanations regarding the valuation of assets and recognitions of revenues and expenses.

RSVP reports information regarding its financial position and activities according to the three classes of net assets; unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets, based upon the existence or absence of donor-imposed restrictions. Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. The Program has not received any contributions with donor-imposed restrictions that would result in permanently restricted net assets.

RSVP prepares its financial statements using the accrual method of accounting, which recognizes revenue when earned and expenses are incurred.

Carson City Office of Business Development

108 East Proctor Street, Carson City, NV 89701



Special Event Funding Application FY18/19

For Events Occurring July 1, 2018 – June 30, 2019

Name of Event & Dates

Taste of Downtown, Saturday, July 21, 2018

Total Funding Request

\$6,500

Redevelopment District Area

#1 [x] #2 []



Organization Name

Advocates To End Domestic Violence

Mailing Address, City, State, Zip

Post Office Box 2529, Carson City, Nevada 89702

Organization Phone

883-7654

Organization Website

www.aedv.org www.tasteofdowntowncarson.com

Contact Name, Title

Lisa Lee, Executive Director

Mailing Address, City, State, Zip

Post Office Box 2529, Carson City, Nevada 89702

Contact Cell Phone

775-745-3283

Contact Email

director@aedv.org

Event Description and Objectives

Include history of the event and importance to the community (use additional pages as needed):

In the late 1990's, downtown Carson City had the appearance of being rundown, many buildings were vacant and boarded up, and most people just drove through town without stopping to patronize the businesses that were struggling to stay open. Among the neglected properties, were several restaurants that mostly went unnoticed and only managed to survive because of longtime customers. One of these was the Wild Scallion, a new establishment located in the backroom of what is now The Pour House on West Telegraph Street. Discovering this hole in the wall restaurant offering a trendy menu led to what would become the Taste of Downtown.

The concept was to host a downtown event that would meet three goals: provide exposure for area restaurants to increase awareness of local businesses, encourage people to stroll the historic

streets and discover shops and the forgotten beauty of the capital city, and generate needed funds for the shelter. No one could have predicted how well received the Taste of DownTown would be or how it would grow from seven restaurants in its first year to thirty-nine last year with six live bands.

The Taste of DownTown offers 2,000 ticket holders the opportunity to sample from 30+ restaurants while enjoying music from live bands, and discovering local shops, which bring the community together and fosters awareness of the renovated downtown and local businesses. In addition, an estimated 3,000+ non-ticket holders are drawn to the outdoor festival, often eating at the downtown restaurants, purchasing beverages from street vendors, and browsing shops and galleries while enjoying the live bands.

The Taste of DownTown has grown, not necessarily out of support for awareness of domestic violence and sexual assault, but because the event is able to attract people who have an interest in food and a desire to dance in the streets, meet old and new friends, and enjoy a summer evening under the sky in the capital city.

Estimated Number of local participants: 2,000

Estimated number of out-of-town participants: 400

Number of years event has taken place in Carson City: 24 Tastes - this will be the 25th year

Activity (i.e.: Advertising, Equipment Rental, etc.	Redevelopment Funds	Other Funds	Total
Restaurant compensation – paid per taste	\$4,000	\$14,000	\$18,000
Waste management/Sani Huts/volunteer t-shirts & supplies	\$0	\$5,750	\$5,750
Bands/Entertainment	\$1,500	\$6,000	\$7,500
Advertising/photographer/design	\$1,000	\$4,550	\$5,550
Wristband tickets/printing/equipment rental/electrician/stage	\$0	\$5,500	\$5,500
Supplies/insurance/postage/awards/Sheriff Reserve/cleanup crew/labor	\$0	\$5,650	\$5,650
Total :	\$6,500	\$41,450	\$47,950

Redevelopment Funds as a % of total event costs: 13.5%

Projected Revenues: \$85,000

Projected Net Profit/Loss \$37,050

Annual Budget of Organization:

	2017	2018	2019	List any prior Redevelopment funding
Income:	<u>\$1,297,602</u>	<u>\$1,309,846</u>	<u>\$1,352,114</u>	2017: \$6,500
Expenses:	<u>\$995,687</u>	<u>\$1,289,948</u>	<u>\$1,336,689</u>	2016: \$ 0 event moved to the next FY
Reserves:	<u>\$301,915</u>	<u>\$19,898</u>	<u>\$15,425</u>	2015: \$6,500
*Reserve was expended toward building construction				2014: \$6,500

Number of years your organization has existed: Since 1979

Have other organizations besides yours committed funding for this event? Yes [] No [X]

If yes, what organization(s) and how much? N/A

Describe any efforts to obtain funding from other sources:

A committee of volunteers solicits sponsorships from local businesses to offset the cost of producing the event. The Nevada Appeal as well as CarsonNow will sponsor a portion of the advertising cost.

Describe why Redevelopment funds are required for the special event:

As a non-profit agency providing services to survivors of domestic violence and sexual assault, it is critical that additional resources are utilized to offset the expense of promoting and producing the Taste of DownTown. The funds raised through the Taste are instrumental in supporting the emergency shelter and crisis intervention services for survivors and their children. Redevelopment funds will be used to reimburse a portion of the cost restaurants incur to participate. Restaurants are **compensated per taste** to ensure that small as well large businesses have the financial incentive to participate. Moving the event to Carson Street from Curry and side streets requires changing the focus and flow of the crowd. A portion of Redevelopment funds will be used toward the cost of hiring a larger headlining band to anchor North Carson Street. Another band will be placed on McFadden Plaza with smaller bands and entertainment along the route. Live music is crucial to the success of the event, attracting ticket and non-ticket holders to downtown where they discover local businesses for future patronage. The Taste of DownTown is an economic driver for participating businesses while generating interest and awareness in the downtown area. The Taste will provide many in the community their first opportunity to appreciate the wider sidewalks, new landscaping, on-street parking, and the renovations that will be underway on Curry Street.

Describe how the special event meets the objective of the Redevelopment Plan to strengthen the local economy by attracting and expanding private investments in the Area, create new employment opportunities, increase the city's tax base, and expand public revenue (for Downtown Redevelopment Area 1); or to promote South Carson Street as an auto purchase destination for the region (for Redevelopment Area #2):

The Taste of DownTown showcases the historic downtown area, restaurants, local businesses, and shops. Several auto and motorbike dealers have participated in the Taste, parking vehicles along the route to generate interest and possible future purchases. The Taste has developed into a ***STRONG economic driver and marketing tool*** that attracts roughly 5,000 people to the downtown area where businesses have the opportunity to capture the interest of potential customers and increase awareness of their merchandise, menus, and location.

List other organizations and businesses partnering or participating in the event:

The Taste of DownTown will partner with a projected 35+ restaurants, multiple live bands and entertainment, and a minimum of 10 shops and businesses. An agreement with CCSO provides security and the Nevada Appeal and CarsonNow donate a portion of the advertising.

Describe the facilities and/or area in which the event will occur. Include any proposed street closures:

For the past 24 years, the event has closed streets along 13 city blocks with Curry Street, McFadden Plaza and Telegraph Square being the primary gathering points of the event. This year, Curry Street, along with Telegraph Square and many of the side streets we have historically used to place food booths, will be under construction. To accommodate the renovation of Curry Street, we will be using Carson Street from Robinson to 5th Street, East Proctor, East Musser, East Telegraph, and possibly West Second.

Have you obtained all necessary approvals and/or permits for the event? Yes [] No [x]

The initial permit application is due 90 prior to the event, which for the Taste of DownTown will be April 21st. We have met with Dan Stuckey and Mariah Ziegenbein from the city to discuss the application, road construction timeframe, which side streets will be available and potential issues of moving the event to Carson Street. The permit to place a banner over Carson Street has been secured.

How do you plan to market and advertise the event?

Ads will be placed in the Nevada Appeal, Record-Courier, Reno Gazette-Journal, CarsonNow and Community Center reader board. Posters, and social media will be utilized as well.

Explain how the special event may be able to be expanded in the future:

The Taste of DownTown has steadily grown to the point that it is one of the largest events held in downtown Carson City annually. The event is limited only by the number of ticket holders that the restaurants can accommodate which is set at 2,000 of which 200 will go to volunteers who work the event. An additional estimated 3,000 non-ticket holders attend the event to stroll and enjoy the live entertainment and summer evening. Since offering tickets online, we have improved the demographic data collected which shows that roughly 20% of ticket sold last year were purchased by out-of-area individuals that range from parts of California that included: Sacramento, Tahoe, Bishop, and L.A. as well as Washoe, Lyon, Storey, and Douglas Counties. Comments from our survey show that several ticket holders arranged vacations to include the Taste, and others stated they used the event to discover new places to eat and shop with the majority stating the Taste was the perfect showcase for Carson City. The Taste of DownTown has proven to be an effective economic driver and marketing tool for restaurants and businesses to grow awareness and expand clientele. Since the success of the Taste of DownTown, Reno developed Dine the District, Dayton has Oodles Noodles, Virginia City has Taste of the Comstock, Tahoe does Sample the Sierra, and Gardnerville has hosted their own downtown taste. Each of these communities has recognized the economic importance of attracting “foodies” to promote local restaurants and highlight area businesses. While many communities have since implemented their own version of our “taste”, none have generated the number of ticket holders, entertainment, or anticipation that Carson City’s Taste of DownTown has cultivated.

Explain how the special event will be able to transition away from City funding support in the future:

Revenue is generated through the sale of tickets, which has historically been limited to a maximum of 2,000 by participating restaurants who are challenged with the task of preparing food for a crowd of that size. While this restriction has made tickets a “hot commodity,” it also limits the event’s growth. To reduce costs, AEDV’s staff and volunteers organize, promote, and provide labor instead of the expense of hiring a professional promoter and support staff. As sponsorship increases, AEDV will rely less on Redevelopment funding, while retaining the level of quality upon which the Taste of DownTown has built its reputation.

In 2016, AEDV was required to the move the date of the Taste from the established third Saturday in June, to the third Saturday in July to avoid a conflict with a new City-sponsored event. The date change resulted in a drop in tickets sales for the past two years, and the ongoing struggle to rebrand the event with the different date. Hosting the event in the middle of July, with higher temperatures, affected several ticketholders, resulting in the need for medical attention due to heat. AEDV is dedicating additional resources to advertising the new date for the next several years to rebuild attendance. 5

Acknowledgment of Application Provisions: (please check each that you acknowledge)

I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common principles for Downtown Carson City.

All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement>

I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City.

If this event is selected fro an incentive from the Consolidated Municipality of Carson City, I acknowledge that photographs of my event may be used in promotional materials for Downtown Carson City.

I affirm, this application and all attachments are true and accurate to the best of my knowledge.



Applicants Signature

March 22, 2018

Date

***Note: ALL project related invoices must be submitted for review at conclusion of the project to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and in order for any and all liens to be released.**

Application submittal checklist:

Complete, signed Special Event Funding Request Form

Organization chart/structure of the organization conducting the special event, including delineation of lines of responsibility

Resumes of the key individuals in the organization conducting the special event

Current financial statements including a balance sheet of profit and loss statement with explanations regarding the valuation of assets and recognition of revenues and expenses

Attachments

- A: Organization Chart**
- B: Profit & Loss Statement**
- C: Event Photos**

A: Organization Chart

BOARD OF DIRECTORS

Lisa M. Lee
Executive Director
Planning, design, budget,
advertising, tickets,
promotion, organize, set-
up, take down, wrap up

Terri Farnworth
Fiscal manager,
Planning, entertainment, permits,
budgets, payments, ticket sales,
street closures, CCSO,
social media, rentals, labor,
set-up, take down, wrap up

Traci Trenoweth
Volunteer Coordinator
Planning, restaurants,
shops, equipment,
scheduling, booths,
volunteers, sponsorship,
clean-up crews, set-up, take
down, wrap up

Planning/Organizing Volunteers

**Restaurant
Committee**
Secure/assist
businesses

**Entertainment
Committee**
Recruit/assist
live bands

Shop Committee
Secure/assist local
shops/businesses

**Sponsorship
Committee**
Secure sponsorships
& VIP's

Event Volunteers
Restaurants, tickets, VIP, booths, set-up, take-down

B: Profit & Loss Statement

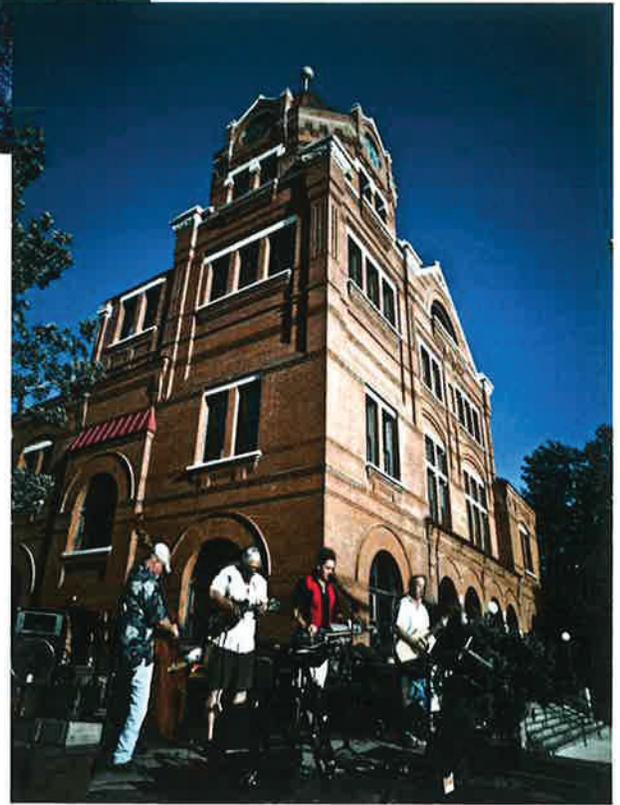
ADVOCATES TO END DOMESTIC VIOLENCE (CONSOLIDATED)

Profit & Loss

February 2018

	Feb 18
Income	
Income	
ADVOCATES Deposits	30,933.09
AEDV Deposits	5,325.00
CLASSY Deposits	91,555.74
	<hr/>
Total Income	127,813.83
Interest/Dividend	
Savings Interest	4.13
	<hr/>
Total Interest/Dividend	4.13
	<hr/>
Total Income	127,817.96
Expense	
ADVOCATES	
Advertising	16.12
Bank Service	
Merchant Fees	101.84
Bank Service - Other	3.00
	<hr/>
Total Bank Service	104.84
Board Expense	88.85
Equipment Repairs/Maintenance	128.00
Insurance	
Liability	11,727.54
Medical	2,383.46
	<hr/>
Total Insurance	14,111.00
Interest	681.24
Legal/Accounting	13,700.00
Office Expense	
Computer Repair/Software	551.25
Internet/Website	26.99
Supplies/Expenses	791.89
	<hr/>
Total Office Expense	1,370.13
Operating Expenses	2.00
Payroll	
Expense	414.49
Salaries/Wages	50,851.33
Tax Deposits	14,368.37
	<hr/>
Total Payroll	65,634.19
Shelter Expenses	
Food	62.39
Operating Supplies	268.73
	<hr/>
Total Shelter Expenses	331.12

C: Event Photos



Carson City Redevelopment
108 East Proctor Street, Carson City, NV 89701



Special Event Funding Application FY18/19
For Events Occurring July 1, 2018 - June 30, 2019 : Due Date April 15, 2018

Name of Event & Dates

Nevada Commission for Women, April 2019

Total Funding Request

1,500.00

Redevelopment District Area

#1 #2

Organization Name

Nevada Commission for Women

Mailing Address, City, State, Zip

515 E. Musser St., Suite 303, Carson City, NV 89701

Organization Phone

775-684-0296

Organization Website

http://admin.nv.gov/Boards/Women/Home_Page/

Contact Name, Title

Molly Walt, Staff person for the Commission

Mailing Address, City, State, Zip

515 E. Musser St., Suite 303, Carson City, NV 89701

Contact Cell Phone

775-684-0296

Contact Email

m.walt@admin.nv.gov

Event Description and Objectives

Include history of the event and importance to the community (use additional pages as needed):

The recognition event will be the first recognition event organized and sponsored by the Nevada Commission for Women.

In the State of Nevada 79th Legislative Session, Assembly Bill 258 was passed. AB 258 states that the Nevada Commission for Women may recognize and promote the contributions that women in the State make at the local, state, and national levels. The Commission is planning a recognition event in April, 2019 to be held at the Governor's Mansion, Nevada Room. The 2019 recognition event will recognize outstanding women and/or outstanding women organization(s) in Northern Nevada. In 2020, the recognition event will be planned for Southern Nevada to recognize outstanding women in Southern Nevada.

The Commission believes it is important to recognize a woman, women, and/or women organizations that have inspired other women to believe in themselves by being a positive, strong, and confident leader(s) within their community or organization.

The event will be held in the evening and will offer hors d'oeuvres, desserts, and drinks to the attendees.

Estimated number of local participants: 100-16 Estimated number of out-of-town participants: 50-80

Number of years event has taken place in Carson City: This will be the first year

Event Costs (Attach additional sheets, if necessary)

Activity (ie: Advertising, Equipment Rental, etc.)	Redevelopment Funds	Other Funds	Total
Hors d'oevres, desserts, drinks for 100+ people	\$1,300.00		\$1,300.00
Advertising	\$200.00	\$100.00	\$300.00
Invitations (\$.31/invitation) & postage (\$.50/invitation)		\$105.30	\$105.30
Awards (approx. \$75.00/award x 5)		\$375.00	\$375.00
Total:	\$1,500.00	\$580.30	\$2,080.30

Redevelopment Funds as a % of total event costs: 72 %

Projected Revenues: \$	0.00
Projected Net Profit/Loss: \$	\$2,080.30

Annual Budget of Organization:

	2017	2018	2019
Income:	\$ 29,284.73	\$ 0.00	\$ _____
Expenses:	\$ 6,408.12	\$ 15,075.00	\$ _____
Reserves:	\$ 22,876.61	\$ 7,801.61	\$ _____

List any prior Redevelopment funding

2017: \$	0.00
2016: \$	0.00
2015: \$	0.00
2014: \$	0.00

Number of years your organization has existed: 3 years since being reactivated

Have other organizations besides yours committed funding for this event? Yes No

If yes, what organization(s) and how much?

Describe any efforts to obtain funding from other sources:

The Nevada Commission for Women Commissioner's continually seeks contributions and donations from individuals and businesses throughout the State of Nevada. The Commission will apply for various grants for the exhibit and many functions the Commission has planned for the future.

Describe why Redevelopment funds are required for the special event:

The Nevada Commission for Women is seeking Redevelopment funds for this event because the Commission operates from grants and donations.

Describe how the special event meets the objective of the Redevelopment Plan to strengthen the local economy by attracting and expanding private investments in the Area, create new employment opportunities, increase the city's tax base, and expand public revenue (for Downtown Redevelopment Area 1); or to promote South Carson Street as an auto purchase destination for the region (for Redevelopment Area #2):

Recognition programs are one method of motivating individuals to continue the work they do for the community. Although the event will not create new employment, it will support local businesses as all the products to be served at the event and awards given at the event will be purchased locally. Many attendees will be traveling from out of town to the event.

List other organizations and businesses partnering or participating in the event:

The Nevada Commission for Women does not have any other organizations and/or businesses partnering or participating in the event at this time.

Describe the facilities and/or area in which the event will occur. Include any proposed street closures:

The Nevada Commission for Women plans to have the event at the Governor's Mansion. However, the Nevada Room cannot be reserved until 90 days prior to the event. If the Nevada Room is not available, the Commission would like to reserve a facility close to the State of Nevada Legislative Building.

Have you obtained all necessary approvals and/or permits for the event? Yes No
If not, what approvals are still pending?

N/A

How do you plan to market and advertise the event?

The Nevada Commission for Women will mail invitations to individuals, groups and organizations; as well as, send emails and press releases, post the event on the Commission's website, and utilize social media.

Explain how the special event may be able to be expanded in the future:

The Nevada Commission for Women plans to have the event in Northern Nevada every odd year. The Commission will continue to work to expand its social media audience and email contacts.

Explain how the special event will be able to transition away from City funding support in the future:

The Nevada Commission for Women will continue to seek grant opportunities from various sources and work to create sponsorship opportunities for businesses to support future events.

Acknowledgment of Application Provisions: (please check each that you acknowledge)

- I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common principles for Downtown Carson City.
- All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement.
- I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City.
- If this event is selected for an incentive from the Consolidated Municipality of Carson City, I acknowledge that photographs of my event may be used in promotional materials for Downtown Carson City.

I affirm, this application and all attachments are true and accurate to the best of my knowledge.

Applicants Signature

Date:

Molly Walt

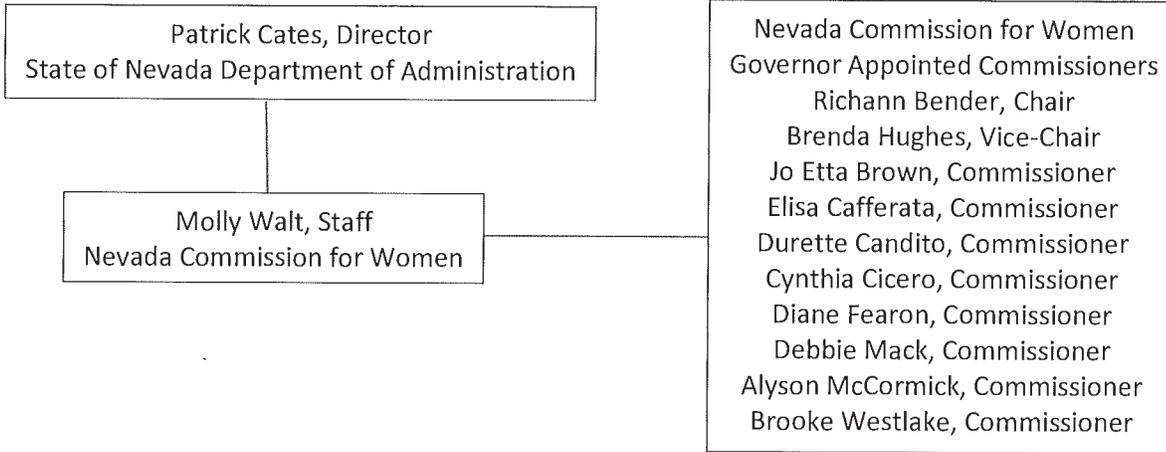
4/15/18

*Note: ALL project related invoices must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and in order for any and all liens to be released.

Application submittal checklist:

- Complete, signed Special Event Funding Request Form
- Organization chart/structure of the organization conducting the special event, including delineation of lines of responsibility
- Resumes of the key individuals in the organization conducting the special event
- Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognitions of revenues and expenses.

Nevada Commission for Women Organizational Chart





Richann Bender, Term 7/1/2016 - 6/30/2019
Commission Chair; National Association of Commissions for Women Board
of Directors

Richann is serving as Chair of the Nevada Commission for Women after serving as the Commission's Vice-Chair. January 2018, Richann was elected to the National Association of Commission for Women (NACW) Board of Directors and has been selected by NACW's President to serve on the National Task Force 2020 project.

Richann is a retired City of Las Vegas employee with more than 27 years in public service. During her tenure Richann held a variety of positions in the City of Las Vegas.

Richann was a Senior Economic Development Officer in the Office of Business Development where she served as a liaison to the Downtown Cultural Corridor, Downtown Arts District/ First Friday and assisted in the development of these districts. Richann also played an important role coordinating with the entrepreneurs who established the Fremont East District. Richann was also responsible for securing the air rights for the City which was a critical factor in the construction of the Fremont Street Experience Canopy. She coordinated efforts to transfer the Downtown Post Office ownership from the federal government to the City Of Las Vegas which lead to the establishment of the Mob Museum. Richann also served as the Executive Director for the State Commission for the California-Nevada Super Speed Train (Maglev high speed rail project connecting Las Vegas to Anaheim, California).

Richann was transferred to the Office of the City Manager where she was instrumental in establishing the City's Council Liaison office. Ultimately, she became the first official City Council Liaison assisting the City Manager and City Council in addressing constituent and Neighborhood Association requests and concerns. In this capacity she also coordinated with Metro in implementing the Downtown Community Policing program. In 1997 Richann was assigned as a City Lobbyist in Carson City for the 1997 State of Nevada Legislative Session.

In 2005 Richann was assigned to work on the 2005 Las Vegas Centennial Celebration, a year of commemorative activities. She helped develop and implement Downtown Las Vegas historic markers, coordinated "Once upon 100 Weddings" (arranging to marry 100 couples on Fremont Street), and coordinated financing for a Las Vegas float in the Tournament of Roses Parade in Pasadena, California. Her efforts also helped recognize long-time Las Vegas families, to celebrate 100 year old residents, and to bring Las Vegas Centennial recognition to Washington D.C. Richann's efforts also resulted in the reenactment of the famous Las Vegas Land Auction of 1905 and she assisted in building the "World's Largest Birthday Cake."

Richann's passion is world travel, with her highlight having visited the seven continents including Antarctica. In her spare time Richann has appeared as an "extra" in several movies and commercials filmed in Las Vegas.

Elisa Cafferata



Elisa is a fourth-generation Nevadan and an unrepentant #nightowl.

#inventingthefuturebystarlight

She is currently owner of Cafferata & Co, a firm dedicated to inventing the future we want with government relations.

#BuildNewNV #FutureOfNV

In 2017, she teamed up with Clift & Co. to pass #SB398, the bill that put Nevada on the cutting edge of blockchain technology, the most transformational tech of our time. Organizing team lead for Blockchain: Building the New Nevada on Trust conference. She is also the Chapter Leader for the Government Blockchain

Association chapter in Reno.

For the last decade, she was Director of Government Relations with Nevada Advocates for Planned Parenthood Affiliates, where she handled education and policy work for Planned Parenthood's Nevada health centers.

#standwithPP

She was recognized as the Public Health Advocate of the Year by the Nevada Public Health Association in 2017 and the Voice of Action by Advocates Mar Monte in 2015.

She serves as an Advisory Council member of the Guinn Center for Policy Priorities in the area of health care policy. #policywonk

#fightingforwomen

Chaired the Nevada Commission for Women for 2016-17. The Commission is creating exhibits recognizing the contributions of women in our state in the capitol and at the Grant Sawyer building in Las Vegas. She led the way for the Commission to update its authorizing statute and to create a voluntary Gender Equality Survey for corporations in Nevada. #womenleadNVsucceeds

She co-founded the Nevada Teen Health and Safety Coalition (NTHSC) to bring together over 100 community organizations and individuals to fight for policies to protect teen health at the local and state level.

#sexedsaveslives

And she a founding member of the Nevada Coalition for Women's Equity whose mission is to pass legislation to end the wage gap and address economic issues for women and families in Nevada. #equity4NV

#neverthelessshepersisted

#embracinginnovation

Admits that being on the debate team in high school qualified her for geek status long (decades) ago, but now uses Twitter, Facebook and Instagram to keep up with her four kids (ages 19 to 30). #proudmum

She was the second member to join the Reno Collective co-working space, presented at IgniteReno #1 (Talk Dirty to Your Elected Officials) and WordCamp2012, and is a House of Genius, Hack4Reno, and Startup Weekend alum. #geekmom

She thinks social networking is not quite as good as catching up over coffee, but close.

Brooke M. Westlake-Kelley
2972 Roundrock Ct, Reno Nevada 89511
Email: Photographybmw@yahoo.com Cell: (775)771-1431

Experience:

Vice President, Sales

Computerized Screening, Inc.- Reno, NV

Nov 2008-Present

- Introduce & education of market segments through CSI Health System Kiosks products and services with telehealth, non-invasive screenings/bio-metrics and invasive screening into vertical markets segments: employers, corporations, jails & prisons, universities, hospitals, medical clinics, trucking companies, retail locations, assisted living & retirement centers, rural communities and small business companies.
- Complete custom data analytic reporting for health station.
- Broker/vendor relations & account development/acquisition with contract negotiations.
- Demonstrate equipment usages through videos & photographs as the company spokesperson, while maintain company's social media presence.
- Respond to sales inquiries, preparation of sales proposals and following up with potential customers within 24 hours
- Establish and maintain a user-friendly digital file hierarchy for sales and marketing material.
- Provide sales support for conferences, trade-shows and exhibitions, including presentations & speaking. Traveling 30% to 40%.
- Track sales data, maintaining quote logs and updating the company's CRM software.
- Provide knowledge on application for telehealth in today's market with the ACA.
- Maintain customer service satisfaction while meeting or exceeding the expectations of company quality assurance.
- Complete inbound and outbound calls with customers, help troubleshoot product, work with service technicians in the field and sell service contracts along generating the all invoices along with processing payment.

Owner

BMW Photography - Reno, NV

June 2009-Present

- Provide several investment photography packages. Engagements, Weddings, Pageantry, Portraits, & Families (pet friendly) & Boudoir portraiture.
- Provide photography services both in studio or remote locations.
- Demonstrate creative & analytical thinking for clients.

Clinical Technician-Minimally Invasive Surgical Support

SSI Now Specialty Care, Inc. – Carson City, NV

May 2007-Nov 2008

- Provided assistance for laparoscopic and endoscopic surgical cases, established & ensure correct instrumentation and instrument trays provided surgeons and surgical team for surgical procedures/cases.
- Prepared the OR suite, troubleshoot and maintained all endoscopic instruments including video systems before, during and after surgical cases, including managed and maintained care, cleaned and repaired instrument/scope sets in a hands-on environment.
- Completed extensive training & certification program through employer covering asepsis, procedure, medical terminology, and variations of laparoscopic instrumentation, laparoscopic equipment functions and the use of sterile techniques for the operating room.
- OSHA and HIPPA compliant.

ECG Specialist II

Covance - Reno, NV

Jan 2003- May 2007

- Provided transcription proof read ECG's and EKG's reports transcription reports for Cardiologist within 48-hours while managing on-screen task manager quest for physician readers.
- Supported digitography TM by editing ECGs with in On-Screen Task Manager.
- Received and processed Phase I ECGs using MUSE and IMPS desktop.
- Monitored and managed site deliverables, error list, hard copies, alert faxing and closing. Received and scanned ECG prior to digitization. Downloaded and erase holter flash cards, maintained "dirty copies" of ECG's in chronological order. Delivered to appropriate department for FDA approval.
- Performed quality assurance on data entry.
- Problem solved, troubleshoots and processed emergency jobs.
- Provided backup supervision support for ECG call center.

Transcription Assistant

Sierra Neurosurgery Group - Reno, NV

Jan 2000- Jan 2004

- Provided transcription support for two lead transcriptions for all patient transcription reports from office visits, hospital surgical consultations.
- Downloaded remote patient transcription reports daily.
- Maintained organized electronic records of transcription reports for physician review, signature and placement in patient records.
- Prioritized patient and doctor transcription requests.
- Hand-delivered transcribed reports to patients and physicians as needed.
- Transcribed letters, medical reports for patients and physicians.

Sales Associate

His Word, Book Store - Reno, NV

Aug 1997- Aug 1999

- Managed & completed transactions of merchandise through the register.
- Assisted customers with finding merchandise; books, bibles, music and gift items. Gift wrapped merchandise for customers.
- Answered inbound calls and placed outbound calls for special ordered merchandise.
- Created specialty drinks in the coffee bar located in the back of the store.
- Closed store nightly.

Professional Awards:

Platform Winner for Community Service work with Alzheimer's, Woman of Achievement

Nov 2014 & Nov 2015

Corporate Citizen Small Business Award, EDawn Northern Nevada

October 2014

Platform Winner for Community Service work for local Miss America Program, Nevada

January 2004, February 2004, March 2005

Employee of the Month, Sierra Neurosurgery Group

February 2001

Bravo Award, Outstanding Work, Covance

May 2003

Perfect Attendance Award, His Word

August 1998

Volunteer Services & Boards:

Governor Appointed, Board Member Commission for Women, Nevada

July 2016 to July 2019

Ambassador, Senator Dean Heller, Alzheimer's Association

March 2016 to Present

Volunteer, Advocate, Annual Walk for Alzheimer's Association

May 2014 to Present

Volunteer, Creative Arts Dance Studio

January 2003 to December 2006

Professional Presentations:

Improving Patient Wait Times Through the Use of Telehealth

May 2015

VA Healthcare Summit, Washington D.C.

Review of Systems, the 9K Portable Health System Kiosk

May 2017

CHS, RMTE Healthcare, Washington D.C.

Education:

University of Nevada, Reno-Reno, NV

Expected 2019

Pursuing a M.A. in Criminal Justice

University of Nevada, Reno-Reno, NV

B.A. in Criminal Justice

Truckee Meadows Community College, Reno, NV

Associates Degree, Art

Wooster H.S. Graduate-Reno, NV

Licenses:

State of Nevada License #NV20131289753

City of Reno #125325

Washoe County #039255 B1302058

Nevada Real-estate/Broker's License

Expected 2018

Skills & Languages:

Fluent in sign language. Excel, Word, Outlook, Power Point, CRMs, and Adobe Illustrator; Internet savvy. Extensive travel throughout U.S. for business. Comfortable working in fast paced environment. Communicate with a consultative sales style, strong negotiation skills, exceptional problem solving abilities, and a keen client needs assessment aptitude. Aggressively identify opportunities, develop focus, and provide tactical business solutions.

Molly Walt

900 Crain St. | Carson City, NV 89703

775.297.5007

MollyWalt26@gmail.com

Objective

Exceptional manager skilled in developing and implementing innovative programs, products and services. Proven leadership skills coupled with exemplary character and work-ethics. Build organizations through team mentorship, effective training and positive work environments. Experienced professional with extensive management skills with ability to analyze data, evaluate efforts and work within budget boundaries. Skillful grant and non-profit administrator. Unparalleled business development specialist and sponsorship recruiter/fundraiser able to restructure and revitalize failing local events into substantial economic engine while increasing participation, volunteerism and profitability.

Education

University of Phoenix, Reno, Nevada

Master of Arts in Education/Administration and Supervision

University of Montana Western, Dillon, Montana

Bachelor of Elementary Education, 1994

California State University, San Marcos

Paralegal, 2015

Professional Experience

2017-Present **Management Analyst II**

State of Nevada Department of Administration, Nevada Commission for Women, Carson City, NV
Supervisor-Patrick Cates, Director

- Oversee the administration, programs, and strategic plan of the Nevada Commission for Women;
- Work with Commissioners to fulfill the Commission's mission and legal obligations;
- Responsible for fiscal management;
- Responsible for fundraising and developing other resources necessary to support the Commission's mission;
- Implement programs that carry out the Commission's mission; and
- Development strategic planning to ensure the Commission can successfully fulfill its mission into the future.

2015-2017 **Program Manager III/Education Information Officer**

State of Nevada Department of Public and Behavioral Health, Carson City, NV
Supervisor-Steve Gilbert, Program Supervisor

- Regulation Development: assist and coordinate in the adoption process of proposed regulations changes; writing, research. Assist in writing policy and procedures for the Medical Marijuana Program.
- Coordinate activities, events, and resources for the successful achievement of the Medical Marijuana Program's goals and objectives which include monitoring and oversight of privately-owned medical marijuana establishments.
- Supervise the Medical Marijuana Program establishment agent registration card application process and direct the workload and job tasks of 2 administrative assistant II positions.
- Supervisor the Medical Marijuana Program patient cardholder registry process and direct the workload and job tasks of 9 Administrative Assistant II positions. Reconcile credit card patient registry account daily to be reported

to the Department of Treasury and prepare daily deposits. Provide customer service to cardholders, caregivers, and consulting agencies via written communications, phone, and in person.

- State of Nevada Budget Concept Paper coordinator for the program.
- Administrative work planning, coordinating, and directing comprehensive program
- Research NRS, NAC, neighboring states law and regulation,
- Coordinate the Marijuana Endorsement Division Independent Laboratory Advisory Committee meetings, agendas enduring all aspects of the committee and meeting abide by the Open Meeting Law.

2014-2015 **Digitorium Manager/Librarian**
Carson City Library, Carson City, NV
Supervisor-Sena Loyd, Library Director

- Manage, develop, and conduct Out of School Time grant programs; supervise two full-time employees and 2 part-time employees.
- Grant Administration: monitor, evaluate and report progress of Out of School Time Grant.
- Outreach to staff, students, and parents of Carson City School District.
- Create, plan, prepare lesson plans, goals and objectives for High School Freshman portfolios.
- Successfully engage variety of individual students and families of various socioeconomic, ethnic and cultural backgrounds.
- Supervised remodel of Digitorium area, monitored progress and ensured compliance with budget.
- Deploy assessment survey to stakeholders, assess feedback and determine project steps.

2014-2014 **Manager-Technology Trainer/Librarian**
Carson City Library, Carson City, NV
Supervisor-Sena Loyd, Library Director

- Senior Center client technology outreach training program: plan, prepare and conduct technology classes in outreach program to seniors in Carson City, Yerington, Smith Valley, Silver Springs and Fernley.
- Grant Reporting: record management and analysis.
- Technology training for clients at Carson City/Lyon County Libraries, and Carson City Employees; course work in Microsoft Word, Excel, and PowerPoint, Internet Research, Resume Writing, and Social Media
- Develop and assemble class modules based on client abilities and needs, training materials, and handouts.
- Organize, schedule, and promote classes.
- Conduct one-on-one technology assistance and instruction to library patrons and city employees
- Maintain and update computers and iPads at the Carson City Library.
- Stay abreast of IT updates, utilize various platforms such as GoToTraining/GoToMeeting.
- Program reporting: create, conduct, record and report effectiveness through client surveys.

2009-2012 **City Supervisor – Elected Official**
Carson City Supervisor, Carson City, NV

- Direct or coordinate organization's financial and budget activities to fund operations, maximize investments, or increase efficiency.
- Implemented Carson City Convention and Visitors Bureau (CCCVB) Strategic Plan, a comprehensive plan to manage and evaluate the CCCVB and determine ways to generate, revitalize, and sustain tourism and businesses.
- Review and analyze legislation, laws, and public policy, and recommend changes to promote and support interests of both the general population and special groups.
- Presenter government committees regarding policies, programs, or budgets.
- Direct, plan, or implement policies, objectives, or activities of organizations or businesses to ensure continuing operations, maximize returns on investments, and increase productivity.

- Analyze operations to evaluate performance of a company or its staff in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.
- Negotiate and approve contracts or agreements with suppliers, distributors, federal or state agencies, or other organizational entities.
- Public Presentations to small meetings and conventions to promote services, exchange ideas, or accomplish objectives of Carson City.

1994-2014 **Educator**
 Carson City School District, Carson City, NV

Accomplished Educator – High School Geometry, Math Proficiency, History, American Government, 7th Grade Math and English.

Extra-curricular Activities – Student Leadership advisor, High School Volleyball Coach, Tournament Coordinator.

- Plan, design, prepare and deliver instructional activities/materials that facilitate active learning experiences at various levels.
- Implementing academic support with individualized plan and limited English proficiency.
- Utilize a variety of methods including cooperative learning, projects, discussion, games & discovery.
- Establish and communicate clear objectives for all learning activities and prepare reporting.
- Senior Outreach: Developed interactive programming between Youth and Seniors. Spearheaded fundraising efforts to provided Senior/Youth theme based luncheons.
- Perform certain pastoral duties including: support, counseling and encouragement.
- Coordinated projects and activities to strengthen the classroom community and the relationship between the class, parents, and greater community.

Professional Affiliations

2009 – 2012 Carson City Senior Center Advisory Council, Council Member
 2009 – 2012 Carson City Redevelopment Authority, Board Member
 2009 – 2012 Carson City Health Board, Board Member
 2009 – 2012 Carson City Liquor and Entertainment Board, Board Member
 2009 – 2012 Partnership Carson City, Board of Directors
 2009 – 2012 Carson City Convention and Visitors Bureau, Vice Chairman
 2009 – 2012 Carson City Parks and Recreation Commission, Commissioner
 2009 – 2012 Nevada Association of Counties (NACO), Vice President

Volunteerism

2012 – Present Comstock Shootout Soccer Tournament, Tournament Director
 2011 – Present American Youth Soccer Organization Region 140, Regional Commissioner
 2008 – Present Pinkerton Ballet Theatre, President
 2002 – 2010 Wide Smiles Classic Youth Basketball, Tournament Director

Awards/Recognitions

2011 Nevada Out-of School Time Task Force, appointment from Governor Brian Sandoval
 2011 Board of Trustees of the Fund for Hospital Care to Indigent Persons, appointment from Governor Brian Sandoval
 1999 Rotary Teacher of the Month
 1998-1999 Eagle Valley Middle School PTSA Teacher of the Year
 1997-1998 Eagle Valley Middle School Staff Appreciation Award



**COMMUNITY
FOUNDATION**
of Western Nevada

Contact: Lyndsey Crossley, Program Officer
50 Washington Street, Suite 300 // Reno NV 89503
Phone: 775-333-5499 // nevadafund.org

Nevada Commission for Women

Fund ID: n1612d

FINANCIAL POSITION	Period Ending: 01/31/2018	CURRENT BALANCE
ASSETS		
Cash		15.66
Investments		12,029.50
Receivables		0.00
Other Assets		0.00
TOTAL ASSETS		12,045.16
LIABILITIES		
Grants Payable		0.00
Accounts Payable		0.00
Administrative Fee Payable		33.33
Other Payables		0.00
TOTAL LIABILITIES		33.33
NET ASSETS		
Permanently Restricted		0.00
Reserved		0.00
Temporarily Restricted		12,077.56
Unrestricted		-65.73
TOTAL NET ASSETS		12,011.83
TOTAL LIABILITIES AND NET ASSETS		12,045.16

FINANCIAL ACTIVITIES	MONTH TO DATE	YEAR TO DATE
CONTRIBUTIONS & REVENUES		
Gifts	0.00	0.00
Realized Unrealized Gains/(Losses)	-45.45	-45.45
Interest & Dividends	13.08	13.08
Miscellaneous Income	0.00	0.00
TOTAL CONTRIBUTIONS & REVENUES	-32.37	-32.37
EXPENSES		
Grants & Scholarships	0.00	0.00
Expense to Fund	0.00	0.00
Administrative Fees	33.33	33.33
Investment Fees	0.03	0.03
TOTAL EXPENSES	33.36	33.36
INCREASE (DECREASE) IN NET ASSETS	-65.73	-65.73
 NET ASSETS AT BEGINNING OF YEAR		12,077.56
 TOTAL NET ASSETS		12,011.83

The information presented is estimated and unaudited, based on information from third-party sources that may be inaccurate, incomplete or subject to change due to restatements, audit adjustments or other factors. This document is for informational purposes only and not an offer or a solicitation for an offer in an interest in a Fund. Past results of a Fund are not necessarily indicative of future performance and a Fund's performance may be volatile.

COMMISSION FOR WOMEN
BA 1029
Summary Report

Date	Fiscal Year 2015	Receipt/Funding	Obligations	Balance
	Revenue			
	Beginning Cash	1,504.00		1,504.00
	Total Revenue	1,504.00		1,504.00
	Obligations			
	Commission Activities			
	Total Obligations			
	FY 2015 Ending Balance			1,504.00
	Fiscal Year 2016	Receipt/Funding	Obligations	Balance
	Revenue			
	Beginning Cash	1,504.00		1,504.00
	Total Revenue	1,504.00		1,504.00
	Obligations			
	Risk Mgt Misc Ins Policies		355.50	(355.50)
	Total Obligations		355.50	(355.50)
	FY 2016 Ending Balance			1,148.50
	Fiscal Year 2017	Receipt/Funding	Obligations	Balance
	Revenue			
	Beginning Cash	1,149.00		1,149.00
	Gifts and Donations - From Commission Members	178.75		178.75
	Total Revenue	1,327.75		1,327.75
	Obligations			
	State Printing Charges - Business Cards for Commissioners		78.75	(78.75)
	Risk Mgt Misc Ins Policies - Workers Comp.		355.50	(355.50)
	Commission Activities - Membership Dues for National Commission for Women		100.00	(100.00)
	Total Obligations		534.25	(534.25)
	FY 2017 Ending Balance			793.50
	Fiscal Year 2018	Receipt/Funding	Obligations	Balance
	Revenue			
	Beginning Cash	794.00		794.00
10/25/17	Misc. Revenue - Cynthia Cicero - Business Cards	20.50		20.50
12/12/17	Nevada Humanities Grant - Breezeway Exhibit	4,050.00		4,050.00
08/21/17	Community Foundation Funding - Caesars Foundation (National Conference)	1,757.80		1,757.80
08/24/17	Community Foundation Funding - Caesars Foundation (September Strategic Planning Meeting Travel)	2,500.00		2,500.00
10/17/17	Community Foundation Funding - Caesars Foundation (September Strategic Planning Meeting Travel)	1,100.00		1,100.00
01/04/17	Community Foundation Funding - Ernie Becker Grant (55" LED SMART TV)	650.00		650.00
02/13/18	National Association of Commissions for Women Renewal Fees	100.00		100.00
	Total Revenue	10,972.30		10,972.30
	Obligations			
	Travel - to National Conference and Strategic Planning Meeting		3,673.80	(3,673.80)
	Dues and Registrations - National Conference Registration		390.00	(390.00)
02/02/18	Costco - Television and Mount		605.10	(605.10)
03/19/18	National Association of Commissions for Women Renewal Fees		50.00	(50.00)
	Total Obligations		4,063.80	(4,718.90)
	FY 2018 Current Balance			6,253.40

COMMISSION FOR WOMEN

Community Foundation of Western Nevada

		Fiscal Year 2017		Fiscal Year 2018	
Date		Receipt/Funding	Obligations	Receipt/Funding	Obligations
	Revenue				Balance
01/19/17	The Caesars Foundation	10,000.00			10,000.00
02/15/17	Mr. and Mrs. Ronald L. Reno	800.00			800.00
	Realized Unrealized Gains/(Losses)	(11.63)			(11.63)
	Interest & Dividends	99.20			99.20
	Total Revenue	10,887.57			10,887.57
	Obligations				
	Community Foundation Administrative Fee - Allocated from Ronald Reno Donation		199.98		(199.98)
	Investment Fee		0.25		(0.25)
	Total Obligations		200.23		(200.23)
	FY 2017 Ending Balance				10,687.34
	Revenue				Balance
	Beginning Cash	10,687.34			10,687.34
07/31/17	Realized Unrealized Gains/(Losses)	25.81			25.81
07/31/17	Interest & Dividends	12.86			12.86
08/31/17	Realized Unrealized Gains/(Losses)	25.12			25.12
08/31/17	Interest & Dividends	11.82			11.82
09/30/17	Realized Unrealized Gains/(Losses)	0.13			0.13
09/30/17	Interest & Dividends	8.50			8.50
10/31/17	Interest & Dividends	6.50			6.50
11/28/17	Nevada 150 Foundation, Inc.	5,000.00			5,000.00
11/28/17	Mr. Ernest A. Becker IV	2,500.00			2,500.00
11/30/17	Interest & Dividends	6.67			6.67
12/31/17	Realized Unrealized Gains/(Losses)	12.10			12.10
12/31/17	Interest & Dividends	14.65			14.65
01/31/18	Interest & Dividends	0.93			0.93
	Total Revenue	18,312.43			18,312.43
	Obligations				
07/31/17	Caesars Foundation (National Conference) - Check to BA1029 for travel and dues to National Conference		1,757.80		(1,757.80)
07/31/17	Community Foundation Administrative Fee - Allocated from Ronald Reno Donation		33.33		(33.33)
07/31/17	Investment Fee		0.03		(0.03)
08/14/17	Caesars Foundation (September Meeting Travel) - Check to BA1029 for travel to Sept. Strategic Planning		2,500.00		(2,500.00)
08/31/17	Administrative Fee		33.33		(33.33)
08/31/17	Investment Fee		0.02		(0.02)
09/26/17	Caesars Foundation (September Meeting Travel) - Check to BA1029 for travel to Sept. Strategic Planning		1,100.00		(1,100.00)
09/30/17	Administrative Fee		33.33		(33.33)
09/30/17	Investment Fee		0.04		(0.04)
10/31/17	Realized Unrealized Gains/(Losses)		10.09		(10.09)
10/31/17	Administrative Fee		33.33		(33.33)
10/31/17	Investment Fee		0.01		(0.01)
11/30/17	Realized Unrealized Gains/(Losses)		15.96		(15.96)
11/30/17	Investment Fee		33.33		(33.33)
11/30/17	Administrative Fee		0.01		(0.01)
12/27/17	Ernie Becker Grant - 55" LED TELEVISION - Check BA1029 for Television		650.00		(650.00)
12/31/17	Administrative Fee		33.33		(33.33)
01/31/18	Administrative Fee		33.33		(33.33)
02/13/17	Caesars Foundation (National Association Commission for Women Membership Renewal Fee)		100.00		(100.00)
02/28/18	Administrative Fee		33.33		(33.33)
	Total Obligations		6,400.60		(6,400.60)
	FY 2018 Ending Balance				11,911.83

COMMISSION FOR WOMEN
NV150 Grant - Community Foundation Fund

Date	Fiscal Year 2018	Receipt/Funding	Obligations	Balance
	Revenue			
11/28/17	Beginning Cash	5,000.00		5,000.00
	Misc. Revenue			
	Total Revenue	5,000.00		5,000.00
	Obligations			
	Women's Contributions to Nevada Exhibit - Proposed Spending		5,000.00	(5,000.00)
	Total Obligations		5,000.00	(5,000.00)
	FY 2018 Current Balance			-

COMMISSION FOR WOMEN
Ernie Becker Grant - Community Foundation Fund

Date	Fiscal Year 2018	Receipt/Funding	Obligations	Balance
	Revenue			
11/28/17	Beginning Cash	2,500.00		2,500.00
	Misc. Revenue			
	Total Revenue	2,500.00		2,500.00
	Obligations			
12/27/17	55" LED SMART TELEVISION		650.00	(650.00)
	Women's Contributions to Nevada Exhibit - Proposed spending		1,850.00	(1,850.00)
	Total Obligations		2,500.00	(2,500.00)
	FY 2018 Current Balance			-

COMMISSION FOR WOMEN
Nevada Humanities Grant - State Account BA1029

Date	Fiscal Year 2018	Revenue	Receipt/Funding	Obligations	Balance
12/12/17		Beginning Cash	4,050.00		4,050.00
		Proposed Additional Awarded Amount	450.00		450.00
		Misc. Revenue			
		Total Revenue	4,500.00		4,500.00
		Obligations			
		Women's Contributions to Nevada Exhibit - Proposed Spending		4,500.00	4,500.00
		Total Obligations		4,500.00	4,500.00
		FY 2018 Current Balance			-