

**WYOMING LOTTERY CORPORATION**

**Board Meeting Minutes**

July 29, 2020

Zoom Video Conference

**Board Members via Zoom:** Gerry Marburger-Chairman, Jim Willox- Vice Chairman, Ed Liebzeit- Secretary, Dave Bonner-Treasurer, Gina Monk, Todd Peterson, and Mary Throne.

**Board Member Absent:** Sandra Wallop

**Staff Members Present:** Jon Clontz-CEO, Robin Medina-COO, Loy Jackson-CFO, Dave Stevens-Chief of Security and Enforcement, Ashley Pexton- Marketing Manager, Sarah Shoden- Executive Assistant and Social Media/ Events Coordinator and Arin Schlensker- Player Services Specialist.

**Guests Present via Zoom:** Matt Kaufman-Legal Counsel, Gale Geringer- Gale Geringer, LLC, Vlad Simonenko- Intralot and Jennifer Bohlig-Intralot.

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**Establish Quorum:**

Chairman Gerry Marburger called the meeting to order at 8:30 a.m. with a roll call of board members and staff members. All guests were welcomed.

**Executive Session:**

Motion to move into the Executive Session was made by Board Treasurer Dave Bonner. The motion was seconded by Chairman Marburger and the motion passed by a unanimous 8/8 vote.

**Reconvene:**

Chairman Marburger began with a roll call of both board members, staff and guests. Chairman Marburger also noted that legal counsel for the Wyoming Lottery, Mr. Matt Kaufman had attended the Executive Session but had excused himself for the remainder of the board meeting for another obligation. Motion to reconvene to the public forum from the Executive Session was made by Chairman Marburger. The motion was seconded by Board Secretary Ed Liebzeit and the motion passed by a unanimous 7/7 vote.

Chairman Marburger then asked if there were any motions to approve items presented during the Executive Session. Vice Chairman Jim Willox motioned for the Wyoming Lottery staff to move forward with development of the game “2 x 2”. The motion was seconded by Board Member Todd Peterson and the motion passed by a unanimous 8/8 vote.

**Approval of Meeting Minutes:**

The motion was made by Board Secretary Liebzeit to approve the minutes from the April 27 and June 9 Special Session with amendments. The motion was seconded by Board Member Mary Throne and the motion passed by a unanimous vote.

Amendments made by Board Secretary Liebzeit for the April 27 minutes:

- Ensure the wording such as “they ,their, or them” be replaced by “The Wyoming Lottery Staff” or “WLC”

**CEO Report:**

Wyolotto CEO Jon Clontz presented the Quarter Four (Q4) overview report.

Mr. Clontz began by speaking on the current Covid-19 virus impacts on the Wyoming Lottery (WLC) . He shared that the WLC is seeing a recovery in sales which resemble those of the pre-virus times. He noted that the sales review would be shared in more depth during the marketing report by COO Robin Medina. He said due to the stability of ticket sales, the WLC was able to transfer over \$800,000 to the state during the last quarterly transfer. He noted that they continue to monitor Governor Gordon’s directives to the state in regards to the virus and therefore have not returned to full time office work at this time, but instead have a schedule which allows for both in-office and remote.

Mr. Clontz then covered the upcoming Powerball Promotion that would be running every Saturday in August. He further explained that the promotion would be a buy-one-get-one free for Powerball in which a player would receive a free \$2 Powerball ticket with the purchase of another during the promotion time period. He concluded that they’ve seen success with other BOGO promotions with other games and that they’d continue to look at other similar promotions in the future. Chairman Marburger then asked if Wyoming was the only state participating in this promotion, to which Mr. Clontz responded that it was.

Mr. Clontz then gave a summary of the legislative outreach tour. He noted that the original plan was similar to years past where he would travel around the state meeting with key stakeholders. Due to the virus, those plans had been put on pause, but they had hopes to relook at the strategy later in the year around September or October. He concluded that they will plan to conduct those meetings either in person or virtually to share the Wyoming Lottery Corporation's vision, mission and plans for the future.

He then made mention of the Wyolotto App which was in production. Mr. Clontz then noted that the WLC team alongside their vendors were nearing the end of the production and anticipating their public launch soon.

He noted that the WLC plans to continue to work on their internal performance management system and that the WLC's 3rd party audit with McGee, Hearne & Paiz, LLP (MH&P) had begun. He noted that the final results of the audit will be presented during the October Board Meeting. Mr. Clontz shared that the staff evaluations had been completed and that the WLC staff was executing the new budget for the fiscal year. Mr. Clontz concluded by thanking Chairman Marburger for his time in the past few weeks since he has taken on the Chairman position to meet and discuss plans going forward.

This concludes the CEO report for Mr. Clontz.

### **Finance & Accounting Report:**

Wyolotto CFO Loy Jackson presented the Quarter Four (Q4) Financials Report.

### **Q4 Financials:**

Mrs. Jackson presented the following financial report:

Mrs. Jackson began with a summary of FY'20. She noted that even with lower jackpots and the Covid-19 pandemic, the WLC still had a positive year and that after the over \$3 million transferred to the state, there was still a positive net position.

She began with a review of the balance sheet as compared to the prior year. She noted that the total between the checking and savings account was just over \$3.3 million which is an increase over the prior year by \$561,000. Mrs. Jackson explained that a large part of the reasoning for this was attributed to the operations account. She went on to further explain that this was due to

a MUSL receivable of \$386,000 which was due to the WLC at this time last year tied to a Lucky for Life win. She concluded that without that receivable they are quite comparable to the prior year's funds.

Mrs. Jackson covered the WLC restricted cash account noting that within their unclaimed prizes they had over \$861,000 which was a decrease from the prior year of \$876,000. She explained that the WLC did utilize some of these funds to pay off \$1.5 million dollar in prizes this year as well as the WLC did contribute \$620,000 in purged tickets.

She noted the total within the retailer accounts receivable noting that the difference from the prior year was nothing of major noting. Mrs. Jackson then reviewed the net capital assets which had no new assets or deletions this year, and that the difference was all due to depreciation. She also noted that once the App has been launched it will be moved from a "work in progress" and will be capitalized. Mrs. Jackson then noted that the WLC's total assets were \$5.2 million which was a decrease from the prior year of \$769,000. Board Treasure Dave Bonner then asked if the retailer accounts receivable was cleared monthly, to which Mrs. Jackson responded that it is actually cleared weekly.

Mrs. Jackson then moved on to the liabilities and equities section, beginning with a look at the accounts payable account which at the end of June was at a little over \$201,000. She went on to note that this was a decrease by the prior year by \$126,000 which a majority of was due to the Intralot and MUSL payable. She then moved onto the state transfer payable of \$867,000 which was paid the first week of July and was a decrease from the transfer a year ago of \$1.2 million. Mrs. Jackson then reviewed the unearned net revenue, which is an accrual entry of the future games sales purchased as of June 30th. She explained that this account was at \$442,000 in comparison to the prior year of over \$1 million, which was due largely to the posting to unearned revenue for the Ragtime Raffle game. She then reviewed the prizes payable which the difference in comparison was again due to a Ragtime Raffle payout. She concluded the section that the pension liability expense would likely change once she knew the exact amount in the upcoming month.

Mrs. Jackson then moved on to the Profit and Loss report for quarter four. Chairman Marburger then asked if other than the pension liability adjustment if everything has been adjusted on the balance sheet, to which Mrs. Jackson responded yes. Mrs. Jackson then went onto the review of the sales for the quarter noting that just like all previous quarters for the fiscal year, they were

lower. She made note of the Intralot Raffle credit which they received this quarter for \$174,000 which brought the total revenues to \$5.7 million which was a decrease of \$1.1 million. She then noted with lower sales, there were lower prize expenses with a total for prize payouts for the quarter being at little over \$3 million. She summarized that the WLC's gross profit for quarter four was \$1.6 million, which was a decrease from the prior year by \$345,000.

Mrs. Jackson then reviewed the operating expenses noting that most of the expenses were comparable to FY'19 with a few minor differences to note. She noted the difference in board expenses largely due to limited travel and Zoom meetings. She then noted the membership dues increase was largely due to a NASPL Covid-19 assessment payment to assist them during these times. She then noted the reduction in the marketing expenses by \$21,000. She then noted that since there was no new game development for this fiscal there was no expense within that line item.

She then went on to review the salaries, wages and benefits budget line which had an increase from the prior year by \$65,000. She explained that during the pension adjustment there was also a benefits adjustment which was a \$65,000 credit from the prior year, so without that they would only be over the prior year by \$5,000. She again made note of the reduction in travel which resulted in a decrease. She shared that the WLC's total operating expenses totaled at \$621,878 which is a decrease from the prior year by almost \$500,000. She then explained that even without the Responsible Gambling, new game expenses that did not occur this year and the pension that the WLC has not incurred yet, the WLC is still under the prior year by almost \$44,000. She noted that the net income before the transfer to the state was \$1.2 million which is \$156,000 over the prior year. She concluded that the state transfer for the quarter was \$867,000 which resulted in a net income of \$157,042. She then explained the breakdown of that income showing that there was \$80,514 transferred from the Infrastructure balance into the transfer which has allowed the WLC to retain \$237,556 into the retained net proceeds account. She concluded that the transfer totaled 84.66% of the net income which is over the 75% requirement. Vice Chairman Willox then asked for further clarification on the calculation's breakdown. Mrs. Jackson explained that the WLC has a contingency bucket from prior quarters which has funds that can be dropped within the transfer if those funds are not utilized which were used for this quarter's transfer.

Mrs. Jackson then moved onto the year to date report noting that they are ending the year with game sales of a little over \$24 million, which is under the prior year by \$12.8 million. She then

noted the consideration of the fact that the prior year was a banner year for the Wyoming Lottery. She then made mention of the Intralot credit of \$348,000 and a MUSL dividend from a prior quarter of \$20,000 which brought the total income to \$24,438,00. Mrs. Jackson made note of the total prizes for the fiscal of \$13 million which was a decrease from the prior year of \$6 million. She then reviewed the other gaming expenses which totaled \$4 million resulting in a decrease from the prior year of \$2.3 million, which resulted in a total gross profit of \$6.3 million.

Mrs. Jackson then explained that in reaction to the lower jackpots and the Covid-19 impacts all WLC staff took the time and effort to reevaluate the budget resulting in most of the operating expenses coming in under the prior year. She began to review some of the reductions with no major notings. She made note of the reduction in marketing expenses which decreased by over \$60,000. Mrs. Jackson then noted the increase in the salaries, wages and benefits budget. She explained that a large portion is attributed to the pension adjustment from the prior year as well as the increase in benefits. She also noted the increase was due to a full staff and the movement of some of the marketing capabilities in-house. She concluded by noting that they were under the prior year by \$67,000 in operating expenses.

Mrs. Jackson then covered the interest expense decrease from the prior year, which she then explained leaves the WLC with a net income before the transfer of \$3.7 million. She went on to explain that while the net income was significantly below the prior year, in consideration that the sales were also under by \$12 million, the WLC was able to bring down that difference to just \$3.4 million. She noted that the total amount transferred to the state for the fiscal was \$3.3 million, which then ends with a net income for the year of \$392,113. Mrs. Jackson then explained the breakdown, in that the Responsible Gambling expense must be added back in as those are reimbursed by the unclaimed prize fund. She continued by explaining that they did pull \$30,410 from the contingency fund to transfer to the state. She concluded the report by sharing that she felt that even with the difficult year the WLC was still able to have a successful year with over \$3.3 million transferred to the state, payout prizes of over \$13.7 million to the players, and \$1.5 million paid out to retailers.

Board Secretary Liebrecht then asked if the WLC had been given the opportunity for any Covid-19 business assistant funds. Mrs. Jackson responded that they did receive a small fund during their fourth quarter payroll report totaling \$2,000. She further explained that the WLC staff did keep track of "Covid Hours" which were hours in which they were not able to work full time due to not being within the office. Vice Chairman Wilcox then asked if that fund came from

the business council or if it was a federal payroll credit. Mrs. Jackson responded that it was a federal credit that was on their 941 report with the IRS.

Mrs. Jackson then moved onto the quarter four comparison of the budget versus actuals. She began with the review of the games sales showing that they did come in under budget by \$2.6 million. He continued by noting that with the additional revenue of \$174,000 which brought the total income to \$5.7 million which was \$2.48 million under the budget. She then noted the cost of goods sold (COGS) coming in under budget by \$2 million, which brought the gross profit to \$1.6 million, which resulted in being under budget by \$465,000. She then moved onto the operating expenses noting that all line items were under budget. She made note of the reduction in specific budget line items contract services which a large majority was within the marketing budget. She then made mention of the reduction in facilities and equipment noting that this was due to the company car funds that had been approved but not utilized at this time. She then noted that for quarter four only the WLC staff had reduced the budget by \$245,000. She concluded the report by noting that the net income before the transfer to the state was \$1.2 million and after the transfer the net income was \$157,000.

Mrs. Jackson then covered the year to date report of the budget versus actual. She began by noting that the total income was \$24 million which was below projection by over \$6.4 million dollars. She noted the total COGS coming in at \$18 million which was a decrease of \$5 million from what was budgeted, which resulted in the gross profit of \$6 million. She then covered the expense line items, noting the reductions in costs associated to travel and outside services. She noted the reduction in marketing of \$177,000. Mrs. Jackson noted that the total expenses were \$2.6 million which was under budget by almost \$500,000. She concluded with a review of the net income before and after the transfer. Board Treasurer Bonner then noted that even with sales down 30%, the WLC staff had done a good job keeping costs down for the bottom line.

Mrs. Jackson then covered the report for Responsible Gambling budget versus actual with no major notings.

This concludes the financial presentation. Chairman Marburger then noted the comparison between the two fiscal years stating that the prior year had been a banner year in comparison to the one of the lower this fiscal. He went on to commend the WLC team for a great job at maintaining expenses. Vice Chairman Willox commented on the allocations for the unclaimed prize funds. Mrs. Jackson explained that once the prizes have expired, 6 months after the draw

date, the original prize transaction posting is reversed and is transferred out of the operating account and into the unclaimed prize fund account. She further went on to explain that since Responsible Gambling expenses did hit the profit and loss report, the WLC needs to add those funds back in at the end since they were reimbursed from the Responsible Gambling Fund. She concluded that up to \$200,000 of the Unclaimed Prize funds may be utilized for the Responsible Gambling fund and the remaining may be used for prize payments. Mr. Clontz then noted that initially they did do a legal analysis of the statute language to ensure it was in compliance and that it was determined that those funds may be utilized as deemed necessary by the board.

The motion was made by Board Secretary Liebzeit to approve the Q4 financials as presented. The motion was seconded by Board Member Gina Monk and the motion passed by a unanimous vote.

### **Marketing & Sales Report:**

Wyolotto COO Robin Medina presented the Quarter Four (Q4) Marketing Report.

### **Q4 Sales Report & FY21 Sales Projections**

Mrs. Medina began with the review of the sales data with the actual versus projection for FY'20. She explained that the projection had been set at \$29 million and that the end of the year's sales were at \$23 million and that overall actuals were under the projection by 21.33%. She explained that both the lower jackpots and the Covid-19 pandemic did have an effect on sales. She then noted that since the beginning of the new fiscal on July 1, they have seen an increase in sales.

Mrs. Medina then reviewed the sales data for FY'20 against FY'19, noting the decrease of \$14 million. She then reviewed the weekly sales comparison for the fiscals again noting the decrease. Mrs. Medina then shared the sales in comparison for actuals versus projections noting the 14.46% decrease, but then sharing that Q4 rose in comparison to Q3 by approximately \$300,000.

Mrs. Medina then reviewed product specific sales for all four of the games in comparison to FY'19. She noted within the Cowboy Draw comparison that the buy-one-get-one free promotion that was run in tandem with the University of Wyoming football wins was very successful once again. She concluded the sales specific comparisons with a look at Lucky for Life, noting that this game typically sees an increase in sales due to Round Up purchase when other games'



jackpots are high. She then reviewed the percentages of sales tied to each game overall. Board Secretary Liebrecht then asked how the percentages compared to previous years, to which Mrs. Medina responded that in the previous fiscal year Mega Millions had the larger percentage largely due to the \$1 billion jackpot. She then continued by explaining that while that game saw an increase in the prior year, due to lower jackpots, the percentage of plays overall did decrease.

Mrs. Medina then concluded the sales portion of the presentation by noting that sales had begun to increase in the prior weeks, with weekly sales coming in over \$500,000. Chairman Marburger then asked if the sales were coming in above the planned budget, to which Mrs. Medina responded that was correct and that currently sales were pacing over \$300,000 over the projection.

#### **Q4 Marketing:**

Mrs. Medina began the marketing report by reviewing the corporate communication channels for the Wyoming Lottery. She reviewed public relations, social media, email and website noting that due to changes occurring in the world, the topics shared by these channels adapted as well. She noted the national change to both the Powerball and Mega Million jackpot structure as one of the primary topics. She further explained that topics like change of hours and encouraging players to mail in claims were also shared. She also highlighted the story that was shared about the Cowboy Draw jackpot winner from Douglas.

Chairman Marburger asked if the WLC was encountering delays in receiving tickets through the mail at this time, to which Mrs. Medina that they had not, but further explained that they did enact a quarantine mail policy in place and that did add a small amount of time to the overall processing for the claims. Mrs. Medina then went on to commend the WLC's Player Services Specialist, Arin Schlensker, for her hard work in keeping up with claims and continuing to get prizes out to the winners in a timely manner. Vice Chairman Willox then asked a follow up question in regards to expired tickets and asked if the six months expiration was tied to post marked date or received date for mailed in claims. He further questioned if a ticket were to expire in the time period of mailing to the Wyoming Lottery, if that ticket was still valid for payment. Mr. Clontz responded that as the CEO, he does have the discretion to decide on payment of expired tickets due to mailing delays and that in most cases the WLC would honor it and pay the prize out. Mrs. Medina then noted that other lottery jurisdictions were also following

that discretion decision making as the pandemic slowed down or paused many prize payment centers across the country.

Mrs. Medina then noted the slight decrease across all of the channels in follower growth and engagement due largely to a different focus for players during this time. She further explained that it was strategically decided to go a bit quieter specifically on social media during the earlier portion of the quarter due to the large influx of other conversations taking place on the channel. She then noted that just recently the WLC's social media had been able to begin talking about promotions and products again, while still closely monitoring current events for any changes to account for.

Mrs. Medina then noted again the story highlighting the Cowboy Draw jackpot winner, Terry from Douglas. She noted that he allowed the WLC to share his story and that while they had to rework their winner celebration strategy to ensure safety for all, the WLC was excited that his story was still able to be shared and celebrated.

She then covered the high level view of expected campaigns for FY'21. She noted that beginning the following Monday they would begin their BETA testing for the app, and that public launch is planned for late September. She then covered the planned promotions, noting that in May they had planned to run one tied to Powerball, but had decided to pause it due to the pandemic impact at that time. She further explained that the assets that were created for the May promotion were able to be reutilized and will run instead in August. Mrs. Medina then noted that they have planned to continue their sponsorship with the University of Wyoming and that if the season goes as planned they will rerun the Cowboy Draw BOGO. She then further explained that while they just signed their new contract with UW, they were keeping in close contact with their UW contact should the season plan shift and change to best accommodate any modification in strategy should a BOGO tied to winning games not be possible.

Mrs. Medina then noted the addition of the app content management going in house. She further explained that both the internal team and the Warehouse Twenty One team were working closely together to ensure all corporate channels were communicating effectively for the WLC brand.

Chairman Marburger then shared a comment in regards to the app. He began by first urging the team to ensure they take the right amount of time and to not rush the production, so that the

product is successful when it launches. He then asked that with the large investment that had been made for the app, if the WLC would be able to sell the concept to other states later on. Mrs. Medina responded that they did not have that ability, but that Park Avenue Games (PAG) who was the developer of the app does have the ability to offer this same app with these functionalities elsewhere in the future. Mr. Clontz then asked for clarification if Chairman Marburger was asking if the WLC could sell the concept of the app itself to other state lotteries. Chairman Marburger then responded that with the amount of investment with both time and finances he believed there were innovations within it that would be valuable and if there is an ability to capitalize on it. Mr. Clontz responded that it would be PAG that would have that ability as the developer of the app, he then further noted that he believed most other jurisdictions likely already had an app at this time. Mrs. Medina then added that where she does believe they will capitalize within the app will be the strong foundation that had been built for it. She further explained that the capabilities will provide many conveniences to the WLC players which will hopefully create more loyal players in the future. She noted specifically the ticket scanner and winning ticket notification which would provide a lot to players. Mrs. Medina then noted that they are already in planning for phase II of the app to ensure that it continues to offer more for the players to keep them engaged. Board Member Monk then shared that she had downloaded another state's lottery app to see in comparison and appreciated the convenience and entertainment it provided to her, so she was excited to see what all the WLC lottery app would bring.

Mrs. Medina then went into the review of campaign updates. She noted the results with the Cowboy Draw double shot promotion. She noted that the purpose of the promotion was not to overly push sales, but to instead give back to the players that were already playing Cowboy Draw by doubling all the \$1,000 wins from mid May to June. She then shared a story of a player coming in to validate what she believed to be a \$1,000 win only to be told it had been doubled, to which she cried with excitement. She went on to note the success of the campaign and that a new way of highlighting wins was used by creating a "winners map" that was shared on social media.

Mrs. Medina then further noted the UW sponsorship details. She again noted that they are closely monitoring the plan for the season and were making tentative alternative plans should they need to re-work the strategy. She then reviewed the plan for the sponsorship noting the plan to do the BOGOs once again, but now for all games and to add on the support for the new

50/50 raffle which UW would host. She concluded that on or around August 5th they should hear the final decision from UW for the plan for the season.

Mrs. Medina then covered the upcoming Powerball BOGO promotion and shared some of the graphics that will be utilized during the campaign. She made note that should this campaign go successfully, it was created with the plan to be utilized again in the future. Board Secretary Liebzeit asked for clarification on one of the assets if it was successfully explaining the buy 2 get 2 free tagline, to which Mrs. Medina responded that it was and that the design was taking a fun and creative approach.

Mrs. Medina then spoke about the upcoming app that will be launched to the public in September. She shared screenshots from the app which highlighted some of the key features such as the ticket scanner and retailer locator. She concluded by explaining that the next of the testing was the launch to preselected BETA testers which was scheduled to begin on the upcoming Monday. She concluded her presentation by sharing the app campaign video which had the Wyolotto mascot, "Yolo" highlight the features of the app. Board Member Monk shared an idea she had seen another state use which had a game that used the weather as an indicator for how high the jackpot would rise. She went on to explain that perhaps WLC could consider one tied to the winter and colder temperatures.

This concludes Mrs. Medina's sales and marketing presentation for Q4.

At this time Board Member Mary Throne had to leave the meeting for another obligation.

### **Governance Report:**

WLC Chief of Security and Enforcement presented the updates that were made to the Employee Handbook and Governance manual for the WLC. Mr. Stevens began going through the document noting the changes that had been made. Board Secretary Liebzeit noted that the updates and edits had been thoroughly reviewed during the Governance subcommittee leading up to the meeting. He further suggested that perhaps if anyone had any questions then those could be reviewed, but that going through each update after it had been approved by the subcommittee felt a bit redundant. Chairman Marbuger then asked if all board members had reviewed the material prior to the meeting and if anyone had further questions. Vice Chairman Willox noted that he did have some questions, but was unsure if those should be addressed subsequently. Board Treasurer Bonner made the suggestion that possibly they just address the

questions as they arise. Chairman Marburger then asked Vice Chairman Willox how many questions he had and on which topics they pertained to. Vice Chairman Willox responded that one in particular was on page 7 in reference to the highlighted section in regard to employees not being able to represent anyone that was associated within the lottery product and if this portion was only in the employee handbook but also in the employee contract. Mr. Stevens responded that this was not an addition but just a further explanation added. Vice Chairman Willox then asked if this was also within the lottery employee contract. Mr. Clontz responded that the employee handbook did serve as their contract which every employee is required to read and sign yearly. Chairman Marburger then asked if there was any of the updates that Mr. Stevens wanted to bring to the attention of the board in particular. Mr. Clontz then noted that he felt the purpose of the presentation was to formally input any new or updated approved policies into the handbook. Board Secretary Liebzeit then noted that he commended the work that Mr. Stevens had done, and that he and the other Governance subcommittee members had been able to fully review those during their meeting. Vice Chairman Willox then asked in reference to the family travel policy was what had already been reviewed and approved or if it contained new language. Mr. Stevens explained that it was the same policy but that it had now been incorporated into both the governance manual and the employee handbook so that employees could read and sign off on those regulations as well. Vice Chairman Willox then asked how long the policy had been in place as he did not remember it prior. Mr. Clontz responded that it was approved in the early years of the WLC, prior to many of the current board members, due to increased travel at the time. Board Treasurer Bonner asked if this policy pertained to board meetings in which board member spouses attended the dinner prior to the meeting. Mr. Clontz responded that it pertained to any event that the board or the CEO deemed appropriate and that he felt that particular event would likely be approved.

The motion was made by Board Secretary Liebzeit to approve the updates to both the Governance Manual and the Employee Handbook as presented. The motion was seconded by Board Member Gina Monk. Vice Chairman Willox then asked in regards to the note in the margin regarding travel being included in both handbooks and if that was a recommendation or if that had taken place. Mr. Clontz responded that it was included in both. He further noted that since these policies had already been approved by the board prior he was unsure if they needed an official approval vote to include them into the handbooks. Vice Chairman Willox shared that he felt it was beneficial to have the voting so that it would be documented for future reference. Mr. Clontz agreed with the recommendation. Chairman Marburger agreed and asked

for any questions and if the motion was approved. No questions were asked and the motion was approved with an unanimous vote.

Vice Chairman Willox then asked on the status of the board member vacancy. Chairman Marburger responded that it was currently in process and that they were researching potential candidates at this time. He concluded by stating that if anyone had any recommendations to please share them with Mr. Clontz. Vice Chairman Willox asked if the recommendations should be considered geographically to fit the opening in that area of the state. Chairman Marburger noted that they are open for suggestions but to keep the possibility open of looking in or around Cheyenne to further assist during legislative times in the future. Board Secretary Liebzeit agreed with the suggestion of having more support for legislative needs.

**Meeting Adjournment:**

Chairman Marburger announced the closure of the meeting, with the motion being made by Board Secretary Liebzeit. The motion was seconded by Vice Chairman Willox and passed with a unanimous vote. The meeting was adjourned.