

**Oxnard Convention & Visitors Bureau
Executive Committee Minutes
Wednesday, January 22, 2025
Zoom Call**

MINUTES

CALL TO ORDER:

Chair Steve Buenger called the meeting to order at 8:31 a.m.

Committee members present: Kristina Brewer, Steve Buenger, Ashley Golden and Michael Tripp

Committee members absent: Dolores Licon

Also in attendance: Brittney Hendricks, Interim President/CEO, Julie Buffo and Michelle Flippo, staff members

Public in attendance: None

PUBLIC COMMENT:

None

ACTION ITEMS:

1. Approval of Minutes: The December 11, 2024, Committee meeting minutes were reviewed and considered for approval. Kristina Brewer made the motion to approve the minutes. Michael Tripp seconded the motion. Yes 4, No 0, Abstain

2. Treasurer's Report: Michael gave the Treasurer's Report for December. Total Revenues for December were at \$103K which was under budget due to the shortfall in OTMD funds. Brand Management expenses were \$52.5K. Office and Admin expenses were \$26K. Year to Date numbers for Total Revenues are \$718K with Brand Management expenditures at \$504.5K and Office & Admin expenses at \$129.7K. We ended the month with total cash on hand, plus receivables at \$615.5K. Ashley Golden made the motion to approve the Treasurer's Report. Kristina seconded the motion. Yes 4, No 0, Abstain 0

3. Mid-Year Budget Discussion: Brittney presented the mid-year budget, highlighting changes from the beginning of the 2024-25 fiscal year. Much of the variances were caused by OTMD coming in lower than projected and new hotels coming online later than expected. She explained the individual line-item differences in the budget. Kristina made the motion to approve the Mid-Year Budget. Michael seconded the motion. Yes 4, No 0, Abstain 0
The committee discussed the necessity and workload of a mid-year budget review, which is not standard practices for DMOs. Ashley recommended discontinuing an ongoing annual mid-year review process and setting a percentage variance threshold that would trigger a mid-year budget review process in future years. Michael made the motion to conduct a mid-year budget review in FY25-26 and then discontinue unless projections are off by more than 10%. Kristina seconded the motion. Yes 4, No 0, Abstain 0
Kristina made the motion to have an audit conducted in FY25-26 and every 5 years thereafter. Steve seconded the motion. Yes 4, No 0, Abstain 0

4. Nominating Committee Discussion: Mayor Pro Tem Gabe Teran will be the new representative from the City Council, and Mayor McArthur will be the alternate. Brittney will be meeting with the General Manager of Towneplace Suites this week, and Brittney and Steve will reach out to him at a later date to discuss him joining the OCVB Board. Steve requested that the committee let Julie and Brittney know of any other suggestions for new Executive Committee and General Board members.
5. President/CEO Report: Julie has been training Brittney, with Brittney delegating some of her marketing duties to Daniel and our agency, JNS Next. Due to scheduling conflicts, the April 23, 2025, Board meeting needs to be moved to April 30, 2025.

The meeting was adjourned for closed session at 8:40 a.m.

Steve Buenger adjourned the meeting without objection at 9:22 a.m.