

**Oxnard Convention & Visitors Bureau
Executive Committee Minutes
Wednesday, February 22, 2023
Zachari Dunes on Mandalay Beach**

MINUTES

CALL TO ORDER:

Chair Steve Buenger called the meeting to order at 8:30 a.m.

Committee members present: Steve Buenger, Ashley Golden, Dolores Licon and David Neel

Committee members absent: None

Also in attendance: Julie Mino, President/CEO, Michelle Flippo, staff member

Public in attendance: None

PUBLIC COMMENT:

None

ACTION ITEMS:

1. Approval of Minutes: The January 25, 2023, Committee meeting minutes were reviewed and considered for approval. David Neel made the motion to approve the minutes. Ashley Golden seconded the motion. Yes 4, No 0, Abstain 0
2. Treasurer's Report: David gave the Treasurer's Report for January. For the month of January, Total Revenues came in at \$70K. Total expenditures for Brand Management were \$52k. Office Administration expenses were \$16K. Year-to-Date Total Revenues were \$589K. Brand Management is at \$500K. Total Expenditures for the year are at \$636K. The Balance Sheet shows that we have \$678K in the bank at the end of January. There are two line items that are off, one is over budget and one is under budget, due to an incorrect classification. That will be corrected on the next month's financials. There are two separate reports for the ARPA funds received from the City due to the addition of the funds for the Wayfinding Project. Dolores Licon made the motion to approve the Treasurer's Report. Ashley seconded the motion. Yes 4, No 0, Abstain 0
3. Board of Director Meeting Schedule Change Discussion: The Brown Act regulations that were put into place during Covid to allow for easier teleconference meetings will no longer be in effect at the end February. Our organization is required to follow the Brown Act, and that makes it very difficult to meet via Zoom in the future. A suggested schedule for the rest of the fiscal year and next year was presented to the Committee, and it is included in the Committee packet. The suggestion is to have the General Board meet in person every other month and the Executive Committee to continue meeting monthly with every other month on Zoom and then in person on the months that fall in line with the in-person General Board meetings. The Executive Committee's office addresses will need to be included on the agenda to comply with the Brown Act regulations for a teleconference. Board meetings would decrease from 10 meetings a year to 6 meetings a year and will most likely be a little longer since the team will be reporting on two

months' worth of activities. David Neel made the motion to approve the presentation of the new meeting schedules to the General Board. Dolores seconded the motion. Yes 4, No 0, Abstain 0

INFORMATIONAL ITEM:

President/CEO Report: Brittney is out today due to an illness in the family. Julie will start working on the OTMD renewal with Civitas in May. She would like to align it with the Annual Report presentation to the City Council in October. Ashley will send Julie the City Council meetings schedule for her to be able to plan appearances. A committee will be formed of hoteliers to oversee the OTMD process.

COMMITTEE COMMENTS:

David Neel/Murphy Auto Museum – The Murphy's Annual Trailer Show will be held at the museum this year on July 1.

Steve Buenger adjourned the meeting without objection at 8:49 a.m.