

**Oxnard Convention & Visitors Bureau  
Executive Committee Minutes  
Wednesday, March 26, 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, Dolores Licon and Michael Tripp

Committee members absent: None

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 February 26, 2025, Committee meeting minutes were reviewed and considered for approval. Dolores Licon made the motion to approve the minutes. Michael Tripp seconded the motion. Yes 5, No 0, Abstain 0
2. Treasurer's Report: Michael gave the Treasurer's Report for February. Total Revenues for January were at \$85.5K. OTMD assessments were over budget by \$9.5K. Brand Management expenses were \$66.8K. Office and Admin expenses were \$17.8K. Year to Date numbers for Total Revenues are \$890.8K with Brand Management expenditures at \$667.4K and Office & Admin expenses at \$168.6K. We ended the month with total cash on hand, plus receivables at \$537.6K. Kristina Brewer made the motion to approve the Treasurer's Report. Ashley Golden seconded the motion. Yes 5, No 0, Abstain 0
3. Bylaws Revision: The Committee reviewed the red-lined Bylaws document from Civitas. The recommendation is to go back to Civitas and ask for clearer language on when terms begin and end for Board Directors voted onto the Board in the middle of the fiscal year and to clarify that OCVB does not have members, as this term is mentioned several times throughout the Bylaws document. No action was taken.
4. Nominating Committee Discussion: One to three new Board members will need to be voted onto the Board in the new fiscal year, so a Nominating Committee meeting was scheduled for Thursday, April 10, 2025, at 8:30 a.m.
5. President/CEO Report: Brittney discussed the need to reconvene the OTMD Committee before the June General Board meeting and present the new fiscal year budget. She and Julie will start preparing the FY 25-26 budget in May. Brittney discussed the need to begin searching for a firm

to conduct an audit of the organization's financials, at the direction of the Executive Committee. Julie suggested waiting until FY 26-27, as Brittney currently has a heavy workload and is still learning her new role.

Account transfers from Julie to Brittney have been completed for many accounts. Once the bank paperwork is received back from Julie, it will need to be signed by the Committee. Brittney is working on setting up new credit cards with the bank's new credit card vendor.

Brittney reported on the many community and industry meetings she has attended. At the Ventura County Coast Board meeting, a Navy exercise was discussed that will bring many outside contractors to the area. Also, a big event is coming to Ventura for the next 3 years that will bring about 15,000 attendees to the area. VCC has started an internship program that she is keeping an eye on as a possible opportunity for Visit Oxnard to emulate.

The team enjoyed an official docent-led tour at Heritage Square, where they received valuable information. She attended Visit California Outlook Forum and was able to meet with their travel trade officer to discuss new opportunities in that space for Visit Oxnard.

A Team Summit for Visit Oxnard has been scheduled at the Courtyard by Marriott for April 2, where they will learn about each other's work styles and learn to work together as a team more effectively.

Michelle attended the Pacific Coast Sportfishing Show with Ventura County Coast, which was a leisure-based show.

Brittney is planning to attend CalTravel's Advocacy Day in May 2025.

She and Julie have an appointment with the City to discuss TMD deposit processes.

Daniel will be part of a panel at E-Tourism Summit in April titled "Voices of Change."

Sales for the 26-27 Visitors Guide have started.

She informed the Committee that Ruben Franco will be the new GM at Courtyard by Marriott as they go through renovations to become a Holiday Inn.

The meeting was adjourned for closed session at 9:05 a.m.

Steve Buenger adjourned the meeting without objection at 9:50 a.m.