

**Oxnard Convention & Visitors Bureau
Executive Committee Minutes
Wednesday, August 21, 2024
Hilton Garden Inn**

MINUTES

CALL TO ORDER:

Chair Steve Buenger called the meeting to order at 8:34 a.m.

Committee members present: Steve Buenger, Ashley Golden, Dolores Licon and Michael Tripp

Committee members absent: None

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

Public in attendance: None

PUBLIC COMMENT:

None

ACTION ITEMS:

1. Approval of Minutes: The June 26, 2024, Committee meeting minutes were reviewed and considered for approval. Dolores Licon 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 June and July. Total Revenues for June were at \$94.5K. The OTMD funds came in at \$2K under budget. Brand Management was \$48K. Office and Admin expenses were \$16.5K. Year to date revenues are at \$1.M, with Brand Management at \$730K and Office and Admin at \$249.7K. We ended the fiscal year with \$392K in the bank. For the month of July, Total Revenues were at \$99K. Brand Management was \$112.8K. Office and Admin expenses were \$21.9K. We ended the month with total cash on hand, plus receivables at \$527K. Ashley Golden made the motion to approve the Treasurer's Reports. Dolores seconded the motion. Yes 4, No 0, Abstain 0

3. Nominating Committee Discussion: Discussion was made about adding Kristina Brewer, current Board member, to the Executive Committee. Steve made the motion to present Kristina as an Executive Committee member to the General Board for approval. Dolores seconded the motion. Yes 4, No 0, Abstain 0

INFORMATIONAL ITEMS:

President/CEO Report: Julie will be leaving for vacation for the next couple of weeks. Steve mentioned the transition plan for Julie's retirement. The Executive Committee will act as the hiring committee. They will schedule an interview with Brittney Hendricks before the first of October. Steve mentioned the need to discuss the Visit Oxnard staff keeping more regular office hours in the future.

COMMITTEE COMMENTS:

None

Steve Buenger adjourned the meeting without objection at 8:51 a.m.