

**Oxnard Convention & Visitors Bureau  
Executive Committee Minutes  
Wednesday, September 25, 2024  
Zoom Call**

MINUTES

CALL TO ORDER:

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

Committee members present: Kristina Brewer, 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 August 21, 2024, Committee meeting minutes were reviewed and considered for approval. Michael Tripp made the motion to approve the minutes. Ashley Golden seconded the motion. Yes 4, No 0, Abstain 1 (Kristina Brewer)
  
2. Treasurer's Report: Michael presented the treasurer's report for August, highlighting that the total revenue was \$123,675, which was \$6,098 over budget. The total brand management was \$71,794 versus a budget of \$74,598, and total office administration was \$19,059 versus a budget of \$19,598. For the year to date, actuals versus budget, total revenue was \$223,211 versus an expected budget of \$227,323. The bank balance, including receivables, was \$504,594 as of August 31st. Steve praised the team for managing expenses and keeping them under budget. Kristina asked about the normal amount of money in the bank, to which Julie and Steve explained that it depends on the time of year and the city's payments. Julie also mentioned that the OTMD funds would be higher during summer months and lower during winter months. Michael asked about September's OTMD deposit, and Julie explained that it was almost \$9,000 under budget. Julie also mentioned that they have a running list of planned expenses and cuts based on their actuals and budget. Steve asked about the accounts receivable, which was \$163,000, and Julie and Michelle explained that it was mainly from reimbursement from Ventura County Coast for Dallas Cowboys Training Camp. Julie will research some more and let the Committee know. Ashley made the motion to approve the Treasurer's Report. Dolores Licon seconded the motion. Yes 5, No 0, Abstain 0

INFORMATIONAL ITEMS:

President/CEO Report: Julie reported that the team handled tasks effectively during her absence. She is currently working with Soares, Sandall on tax preparation. Brittney is working on the "Ox Marks the Spot" marketing campaign with JNS Next, and they are both working on finalizing the Annual Report for the City. Michelle is attending a conference in St. George and Elizabeth is working on Julie's retirement press release which will be discussed in closed session. The annual report presentation to City Council is scheduled for October 29<sup>th</sup>.

COMMITTEE COMMENTS:

None

Steve Buenger adjourned to closed session at 8:39 a.m.

Steve adjourned the closed session at 9:15 a.m.