



MENDOCINO COUNTY TOURISM COMMISSION, INC.

BOARD OF DIRECTORS

AGENDA

DATE: Tuesday, April 12th, 2016 **TIME:** 1:00pm

PLACE: Mendocino County Tourism Commission, 345 N. Franklin St., Fort Bragg, CA 95437

CALL-IN: Mendocino County Tourism Commission, 390 W. Standley St., Ukiah CA 95482

Call In Number: 1-605-475-5950 **Access Code:** 694806

I. CALL TO ORDER

II. ROLL CALL

III. CHAIR'S COMMENTS

IV. PUBLIC COMMENT ON NON-AGENDA ITEMS – *Brown Act Requirements: Pursuant to the Brown Act, the Board cannot discuss issues or take action on any requests during the comment period*

V. APPROVE MINUTES FROM FEBRUARY 8th, 9th, AND MARCH 8th, 2016 MEETINGS

VI. APPROVE ANNUAL QUARTERLY REPORT

VII. UPDATE FROM PERSONNEL COMMITTEE

- a. Update on current Executive Director search--
- b. Review current Job Descriptions and Performance Measures--
RECOMMENDATION: The Committee would like the BOD to clarify the primary mission for staff and contractors and direct the IGM to focus on compiling Sunset bags, BOD support, and internal communication.

VIII. UPDATE FROM ORGANIZATIONAL DEVELOPMENT COMMITTEE

- 1) ACTION ITEM-Approve Deborah Kettner as replacement for Jan Rodriquez

IX. UPDATE FROM AD-HOC BYLAWS COMMITTEE

- a. Review Suggested Changes to Bylaws—RECOMMENDATION:
The Committee would like the BOD to review recommended changes to Bylaws in order to vote at the May 10th meeting.
 - 1) ACTION ITEM-MCTC to support recommended changes to BID nomination process by BID Advisory Board

X. UPDATE FROM FINANCE COMMITTEE

- a. Review of Board Training Budget, Expenses and Reimbursements from MCPA— RECOMMENDATION: The Committee suggests the Bookkeeper add \$10,000 into the line item titled “Other Income” and add another line item called “Board Development”.
- b. Review Current Staff Credit Card Charges to Determine Possibilities of Reducing Use—RECOMMENDATION:
1) ACTION ITEM-BOD draft a resolution tasking the Bookkeeper to move \$50,000 from existing bank account to a new as yet undetermined lending institution banking account, determine the signers, and suggest a card business name.
- c. Review Visit Ukiah Hotel Feasibility Study \$10,000 Proposal—
RECOMMENDATION: The Committee determined that there is enough money in the existing budget and a line item under “Partnerships” would be created if the BOD approves allocation of the \$10,000 for Visit Ukiah’s hotel feasibility study.
- d. Review of Financial Reports--

XI. VISIT UKIAH RFP

- 1) ACTION ITEM-Vote upon \$10K grant request

XII. DISCUSS BID ANNUAL REPORT DRAFT

XIII. INTERIM GENERAL MANAGER REPORT

- a. Set monthly Committee meeting schedule--

XIV. NEXT MEETING-May 10th inland.

XV. ADJOURN