



MENDOCINO COUNTY TOURISM COMMISSION, INC.

BOARD OF DIRECTORS

AGENDA

DATE: Tuesday, May 10th, 2016 **TIME:** 1:00 PM

PLACE: Travelodge Ukiah, 1720 N State St, Ukiah, CA 95482

CALL-IN ONLY LOCATIONS: Mendocino County Tourism Commission, 345 N. Franklin St., Fort Bragg, CA 95437

Call In Number: 1-800-567-5900 **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 APRIL 12TH, 2016 MEETING

VI. PYGMY FOREST BANNER-Ruth Sparks

1) ACTION ITEM-Discuss and possible approval of banner purchase

VII. UPDATE FROM EVENT & PARTNER RELATIONS MANAGER-Gracia Brown

VIII. UPDATE FROM PERSONNEL/AD-HOC SEARCH COMMITTEES

1) Update on current Executive Director search

IX. 2016/2017 DRAFT MARKETING PLAN AND BUDGET

X. UPDATE FROM ORGANIZATIONAL DEVELOPMENT COMMITTEE

1) ACTION ITEM-Approve Conflict of Interest Policy draft

2) ACTION ITEM-Approve Fulfillment of Board Duties & Obligations Policy draft

XI. UPDATE FROM AD-HOC BYLAWS COMMITTEE

1) ACTION ITEM-Approve recommended changes to the Bylaws

XII. UPDATE FROM FINANCE COMMITTEE-

- 1) ACTION ITEM— *carried over from April 12th meeting.* Approve addition of \$10,000 into the line item titled “Other Income” and add another line item called “Board Development”
- 2) ACTION ITEM--Review and approval of 3rd Quarter 2016-17 Fiscal Year Financial Reports
- 3) Update on status of MCTC Business Credit Cards
- 4) ACTION ITEM—Approval of FC recommendations for staff credit card limits
- 5) ACTION ITEM—Approve FC recommendations for Executive Director discretionary spending limits
- 6) FC recommendations for best method for accounting of income on financial reports

XIII. REVIEW FINAL BID REPORT

XIV. INTERIM GENERAL MANAGER REPORT

- 1) Work Updates
- 2) ACTION ITEM—Discuss and possible approval of contract proposal #1
- 3) ACTION ITEM—Discuss and possible approval of contract proposal #2

XV. DISCUSSION REGARDING DATE OF MCTC REGULAR BOARD MEETING

XVI. NEXT MEETING-June 14th coastal.

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