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**MENDOCINO COUNTY TOURISM COMMISSION, INC.**

**BOARD OF DIRECTORS AGENDA DATE: Tuesday, September 11, 2018 TIME: 1:00 PM**

**PLACE: County of Mendocino Planning and Building Department 860 Bush Street, Ukiah CA 95482 and County of Mendocino Planning and Building Department 120 West Fir Street, Fort Bragg, CA 95437**

**605-475-4000, access code 314482
CALL-IN LOCATIONS: Redwood Empire Fair Grounds, 1055 N State St, Ukiah, CA 95482 and 1016 Main Street, St Helena, CA.**

\*Please note: To abide by the Brown Act, call-in locations must be listed on the agenda. If anyone from the public is calling in during the meeting, it must be done at the posted locations above.

**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. CONSENT AGENDA ITEMS**

The Consent Agenda is considered routine and non-controversial and will be acted upon by the MCTC Board at one time without discussion. Any MCTC Board member may request that any item be removed from the Consent Agenda for individual consideration.

1. Minutes from the 8/14/18 meeting
2. MCTC Financials July 2018

**VII. EXECUTIVE DIRECTOR REPORT**

1. Welcome new Administrative Services Manager, Emily Saengarun.
2. Fort Bragg Office: Action Item: Approve splitting Fort Bragg space with West Company (no move).
3. Update on Ukiah office
4. Draft Quarterly Report Action Item: Approve as Final Draft
5. Draft Annual report

**VIII. MARKETING COMMITTEE UPDATE**

1. Marketing Committee Chair Report
2. Overview of Marketing action for the next four months.
3. Action Item: VACATION RENTALS need a protocol about listing in event brochures

**IX. ORGANIZATIONAL DEVELOPMENT COMMITTEE UPDATE**

a. Committee Chair Report

**X. FINANCE COMMITTEE UPDATE**

1. Treasurer Report

**XI. PERSONNEL COMMITTEE UPDATE**

* 1. No Meeting, No Report

**XII. FESTIVAL COMMITTEE UPDATE**

1. Festival Committee Chair Report
2. Feast Mendocino Update

**XIII. VISITOR SERVICES COMMITTEE UPDATE**

1. No Meeting, No Report
2. When is committee meeting?
3. Hopland Billboard

**XIV. FUTURE AGENDA ITEMS**

**XVI. NEXT MEETING**

**XVII. ADJOURN**