



MENDOCINO COUNTY TOURISM COMMISSION, INC.

BOARD OF DIRECTORS

AGENDA

DATE: Tuesday, March 8, 2016 **TIME:** 1:00pm – 5:00pm

PLACE: Ukiah Valley Conference Center, 200 South School 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. VISIT UKIAH PRESENTATION—Shannon Riley

VI. REPORT OUT BY CONSULTANT SCOTT SCHNEIDER AS TO THE PROGRESS OF THE TASKS FOR WHICH HE WAS HIRED AND ESTIMATED DATE OF COMPLETION OF SAID TASKS

VII. UPDATE FROM PERSONNEL COMMITTEE

- a. Presentation by Nicole Newman of Searchwide
- b. Approval of Searchwide contract of recruiting of Executive Director
- c. Approval of salary range and benefits package for Executive Director

VIII. UPDATE FROM ORGANIZATIONAL DEVELOPMENT COMMITTEE

IX. UPDATE FROM AD-HOC BYLAWS COMMITTEE

- a. Suggested edits to the Bylaws

X. UPDATE FROM FINANCE COMMITTEE

- a. Report of amount MCLA will be Transferring to MCTC
- b. Review of 2015/2016 fiscal year budget and report on items over budget
- c. Report on suggested adjustments to VMC 2015/2016 fiscal year budget determined by the Finance Committee
 1. ACTION ITEM: Amend 2015/2016 budget if necessary
- d. Report on new bank account set up with Mendo Lake Credit Union
- e. Discuss future flow structure or revenue
- f. Report on current check signing procedures and signers

- g. Discuss new credit card options
 - 1. ACTION ITEM: Pursue employee credit cards?

XI. DEVELOP AND IMPLEMENT A COMMUNICATION PLAN/OUTREACH TO THE FORT BRAGG LODGING OWNERS IN AN EFFORT TO KEEP/REGAIN THEIR SUPPORT

XII. INTERIM GENERAL MANAGER REPORT

XIII. DISCUSSION AND APPROVAL OF ARTS COUNCIL PARTNERSHIP OF \$1,200/MONTH

XIV. SET NEXT MEETING

XV. ADJOURN