



**MENDOCINO COUNTY TOURISM COMMISSION, INC.**  
**Organizational Development Committee**  
**MINUTES**

"The Organizational Development Committee shall be composed of a total of three (3) Directors and shall be chaired by the Vice-Chair of the Board of Directors. The Executive or its designee of the Corporation shall attend all Organizational Development Committee meetings as a non-voting member to provide staff support. The Committee shall be responsible for informing and advising the Board in the fulfillment of the Board's duties and obligations, for planning the annual training and orientation of board members, for planning and executing an annual community communications plan and, upon request, assisting the County in recruiting the Corporation's potential, future Board members." - *bylaws, Article 6, Section 6.1, (d) (iii)*

**DATE:** Tuesday, March 29, 2016

**TIME:** 3:30 PM – 05:00 PM

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

**GUESTS:** Jodi Smith (Minute taker)

- I. CALL TO ORDER- The Chair called the meeting to order at 3:53 PM.
- II. ROLL CALL-Debra DeGraw, Sharon Davis, Jan Rodriguez (phone-in)
- III. CHAIR'S COMMENTS-The Chair apologized for her tardiness.
- IV. PUBLIC COMMENTS-None given.
- V. APPROVE MINUTES FROM MARCH 07, 2016-Motion to approve minutes as submitted made by Sharon Davis; Seconded by Jan Rodriguez. Motion approved unanimously (3-0).

**OLD BUSINESS:**

- VI. CONFLICT OF INTEREST POLICY FOR MCTC DIRECTORS AND STAFF-The Committee is still researching this topic and plan on having a final draft for approval by the MCTC BoD during the May 10<sup>th</sup> meeting.
- I. REVIEW FULLFILLMENT OF BOARD DUTIES AND OBLIGATIONS POLICY- The Committee will continue to research and pull together any documents they find. They tasked the Office Manager to combine submissions into a one-page draft.

- II. REVIEW PLANS FOR ANNUAL COMMUNITY COMMUNICATIONS PLAN-The Committee will continue to research and pull together any documents they find. They tasked the Office Manager to combine submissions into a one-page draft.
- III. REVIEW REIMBURSEMENT OF MATERIALS AND STAFF TIME FOR DOCUMENTS-REQUESTD BY THE PUBLIC-The Committee directed the Office Manager to post in hard copy form and on the organizational website online, the policy for public printing costs of MCTC document copies as approved by the BoD during their March 8<sup>th</sup> meeting (.25/page for B&W, .50/page for color).
- IV. BYLAWS (SEPARATE ADHOC COMMITTEE TO REVIEW AND REPORT TO MCTC)-Per the Office Manager, the Ad-Hoc Bylaws Committee will be meeting Friday April 1<sup>st</sup>, 2016.
- V. DISCUSS BOARD RECRUITING TIMING AND SEATING AND HOW TO ASSIST SUPERVISORS IF REQUESTED-On the advisement of Shari L. Schapmire, Treasurer-Tax Collector, the Committee will keep vigilant on any potential candidates along with the election calendar to encourage candidates to apply when there is an opening. See Attachment A-Clarification.

**NEW BUSINESS:**

- VI. DEVELOP AND IMPLEMENT A COMMUNICATION PLAN/OUTREACH TO THE FORT BRAGG LODGING OWNERS IN AN EFFORT TO KEEP/REGAIN THEIR SUPPORT-The Committee discussed the possibility of a communications plan in light of the recent City Council meeting of concerned public over the projected TOT 2% increase on the November ballot for Fort Bragg voters. The Committee is concerned about the timing between City Council outreach efforts and MCTC's and have decided to delay approaches to lodging owners in the interim until a more ideal time.
- VII. SET NEXT MEETING-April 30th at the MCTC Fort Bragg office at 4:00 PM.
- VIII. ADJOURNMENT-The Chair adjourned the meeting at 4:55 PM