

**Oxnard Convention & Visitors Bureau  
Executive Committee Minutes  
Wednesday, October 22, 2025  
Hilton Garden Inn**

MINUTES

CALL TO ORDER:

Chair Steve Buenger called the meeting to order at 8:30 a.m.

Committee members present: Kristina Brewer, Steve Buenger, Julie Buffo and Ashley Golden

Committee members absent: Michael Tripp

Also in attendance: Brittney Hendricks, President/CEO and Michelle Flippo, staff member

Public in attendance: None

PUBLIC COMMENT:

None

ACTION ITEMS:

1. Approval of Minutes: The Executive Committee meeting minutes were reviewed and considered for approval. Kristina Brewer made the motion to approve the minutes. Julie Buffo seconded the motion. Yes 4, No 0, Abstain 0
2. Treasurer's Report: Brittney Hendricks gave the Treasurer's Report for September. Total Revenue for the month was \$157K. Brand Management expenses were \$62.7K. Office and Admin expenses were \$19.8K. Year-to-date Total Revenue was \$389K with Brand Management expenditures at \$259.5K and Office & Admin expenses at \$63.8K. At the end of the month, cash on hand plus receivables and pre-paid expenses were \$591.3K. Julie made the motion to approve the Treasurer's Report. Kristina seconded the motion. Yes 4, No 0, Abstain 0
3. IRS Form 990 Review: The Committee reviewed the IRS Form 990 tax return. Brittney explained that there were no unusual findings, and CFO by Design and SSBP had both been involved in the review process. Kristina made the motion to approve the IRS Form 990. Ashley Golden seconded the motion. Yes 4, No 0, Abstain 0

INFORMATIONAL ITEMS:

1. President/CEO Report: Brittney reported that she, Steve and Kristina met with Gina Reed from Civitas to move forward with drafting a voluntary assessment contract. The engagement letter has been signed, and collections are expected to begin in January 2026. CFO by Design has been notified so the new funding source can be incorporated into the mid-year budget. The final agreement will be presented at the November Executive Committee meeting.

She also shared that Visit Oxnard's Annual Report was presented to Oxnard City Council the previous evening with positive feedback from both Council and the City Manager. Printed copies of the Corporation Annual Report are being distributed to the General Board, and mailed copies will go out to any absent members to meet the 120-day noticing requirement.

Brittney met with Oxnard College to explore internship opportunities. Unlike Moorpark College, Oxnard does not have the same grant program to fund student wages. Staff will continue seeking options to onboard an intern next semester. She noted that Brian Tucker has successfully hosted two Moorpark College interns under the grant-funded program.

She revisited her six- and twelve-month performance goals and discussed timing for her next review. The committee agreed that her performance review should align with the fiscal year, to be conducted in May, with any compensation adjustments taking effect July 1.

Finally, Brittney shared that Ventura will host a new event, the Jackalope Block Party, in April 2026, anticipating 15,000 attendees. Visit Oxnard has been approved for VCC funds to participate in a cooperative promotion and will host the Jackalope team and pro athletes on November 6 for content creation. She also noted that the website redevelopment kickoff and vendor summit with Tempest, Search Party, Torchlight and JNS Next will take place November 4–6.

Steve Buenger adjourned the meeting without objection at 8:44 a.m.