

**Oxnard Convention & Visitors Bureau
Executive Committee Minutes
Wednesday, December 10, 2025
Holiday Inn Oxnard**

MINUTES

CALL TO ORDER:

Chair Steve Buenger called the meeting to order at 8:34 a.m.

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

Committee members absent: Michael Tripp

Also in attendance: Brittney Hendricks, President/CEO Michelle Flippo and Daniel Cabrera, staff members

Public in attendance: None

PUBLIC COMMENT:

None

ACTION ITEMS:

1. Approval of Minutes: The Executive Committee meeting minutes for November 19, 2025, were reviewed and considered for approval. Ashley Golden made the motion to approve the minutes. Kristina Brewer seconded the motion. Yes 4, No 0, Abstain 0
2. Treasurer's Report: Brittney Hendricks gave the Treasurer's Report for November. Total Revenue for the month was \$122.1K with a \$15K overage on OTMD funds collected. Brand Management expenses were \$116.6K. Office and Admin expenses were \$24.3K. Year-to-date Total Revenue was \$665.2K with Brand Management expenditures at \$492.4K and Office & Admin expenses at \$110.6K. At the end of the month, cash on hand plus receivables and pre-paid expenses were \$518.3K. Kristina made the motion to approve the Treasurer's Report. Ashley seconded the motion. Yes 4, No 0, Abstain 0

INFORMATIONAL ITEMS:

President/CEO Report: Brittney provided an update on the voluntary assessment agreement between RGC Services Inc DBA RE/MAX Gold Coast Property Management and OCVB. She and Kristina reviewed the agreement the previous week. OCVB's W-9 has been submitted, and the company has added it into its system for payments. The agreement outlines services consistent with the OTMD Management District Plan. Contract dates would run from January 1, 2026, through June 30, 2033, mirroring the OTMD agreement. Because the item was not agendaized for action, the Committee agreed to place it on the January meeting agenda. The Committee also discussed that the agreement could begin January 1, with collections becoming effective once payments begin later in the year.

She met with Brian Tucker, Marlyss Auster and Bailey DiNatale last week. The VCLA team is taking the lead on county-wide hotel listings for the Olympics venue portal provided by Visit California, as well as a listing for River Ridge Playing Fields. The individual city DMOs are responsible for uploading any sports venues to the portal.

She shared that the City has approved Santa Barbara Airbus' permit, and they expect to begin operations in Oxnard in February using Holiday Inn Oxnard as an LAX pickup spot.

Brittney met with Moorpark College to discuss the paid internship program funded through a grant that ends after the upcoming semester. She is working with faculty to identify candidates with strong writing skills to support content and social media. The college would serve as the employer of record managing payroll and HR functions.

She contacted Ryan Haas at LightGabler to begin work on the 2026 Employee Handbook and noted that Danielle with CFO By Design is preparing the midyear budget document. Michelle is scheduling the OTMD Committee's budget review meeting. Brittney noted that a new hotel representative will need to be identified for the Committee due to staffing changes at Holiday Inn.

She also submitted the second FY 25/26 funding request to the City for the January deposit. She noted that Michelle will attend CalSAE Seasonal Spectacular the following week with Ventura County Coast.

Steve Buenger adjourned the meeting without objection at 8:46 a.m.