

**Oxnard Convention & Visitors Bureau
Executive Committee Minutes
Wednesday, February 25, 2026
Staybridge Suites Oxnard River Ridge**

MINUTES

CALL TO ORDER:

Chair Steve Buenger called the meeting to order at 8:31 a.m.

Committee members present: Steve Buenger, Julie Buffo(remotely), Ashley Golden and Michael Tripp

Committee members absent: Kristina Brewer

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

Public in attendance: None

PUBLIC COMMENT:

None

ACTION ITEMS:

1. Approval of Minutes: The Executive Committee meeting minutes for January 28, 2026, were reviewed and considered for approval. Michael Tripp made the motion to approve the minutes. Ashley Golden seconded the motion. Yes 4, No 0, Abstain 0
2. Treasurer's Report: Michael Tripp gave the Treasurer's Report for January. Total Revenue for the month was \$93.3K. Brand Management expenses were \$81.3K. Office and Admin expenses were \$23.5K. Year-to-date Total Revenue was \$872.1K with Brand Management expenditures at \$626.8K and Office & Admin expenses at \$155.1K. At the end of the month, cash on hand plus receivables and pre-paid expenses were \$675.4K. Ashley made the motion to approve the Treasurer's Report. Steve seconded the motion. Yes 4, No 0, Abstain 0

INFORMATIONAL ITEMS:

President/CEO Report:

Brittney Hendricks provided an update on recent and upcoming activities. The team reviewed the design direction for the new website and expressed excitement about rolling it out in the new fiscal year. A kickoff call has been scheduled with iDSS to begin an audit of operational systems to ensure processes are structured and streamlined.

Brittney initiated a discussion regarding the Nominating Committee, noting that Steve Buenger and Julie Buffo will be terming off the Board at the end of the fiscal year, reducing Board membership to 14 and creating vacancies on the Executive Committee. Potential candidates have been discussed in the past. The committee discussed the importance of evaluating representation gaps and narrowing the list of candidates. Direction was given to schedule a dedicated Zoom meeting with an agenda

listing candidates and their affiliations to further discuss nominations and identify individuals to interview.

The team is planning two upcoming campaign shoots, including a meetings and groups video and a leisure inspiration video positioning Oxnard as the gateway to Anacapa Island, with filming anticipated in late March and early April.

Upcoming travel includes attendance at Outlook Forum March 9–12, the Destinations International CEO Summit March 30–April 1, the Associations West Elevate Conference April 12–15 and Destinations West April 18–21.

The Visit Oxnard team completed its annual employee handbook review following updates from LightGabler, and staff will acknowledge receipt once finalized.

Steve Buenger adjourned the meeting without objection at 8:40 a.m.