

**Oxnard Convention & Visitors Bureau
Executive Committee Minutes
Wednesday, June 25, 2025
Homewood Suites**

MINUTES

CALL TO ORDER:

Chair Steve Buenger called the meeting to order at 8:33 a.m.

Committee members present: Kristina Brewer, Steve Buenger, Ashley Golden, Dolores Licon and Michael Tripp

Committee members absent: None

Also in attendance: Brittney Hendricks, President/CEO, Julie Buffo and Michelle Flippo, staff members

Public in attendance: None

PUBLIC COMMENT:

None

ACTION ITEMS:

1. Approval of Minutes: The Executive Committee meeting minutes were reviewed and considered for approval. Michael Tripp made the motion to approve the minutes. Kristina Brewer seconded the motion. Yes 5, No 0, Abstain 0
2. Treasurer's Report: Michael Tripp gave the Treasurer's Report for May. Total Revenues for May were \$106K. Brand Management expenses were \$62.2K. Office and Admin expenses were \$14.6K. Year to Date numbers for Total Revenues are \$1.1M with Brand Management expenditures at \$920.5K and Office & Admin expenses at \$215.2K. We ended the month with total cash on hand, plus receivables at \$429.3K. Dolores Licon made the motion to approve the Treasurer's Report. Ashley Golden seconded the motion. Yes 5, No 0, Abstain 0
3. FY 2025-26 Draft Budget: Brittney presented the draft budget for FY 2025-26. Ashley Golden made the motion to approve presentation of the FY 2025-26 budget to the General Board. Kristina second the motion. Yes 5, No 0, Abstain 0
4. OCVB Bylaws Change Discussion: Brittney presented the redlined version of the OCVB Bylaws. Key changes included allowing Board member appointments outside of the annual meeting and clarifying the start of service terms. Civitas advised simplifying language and removing outdated conflict-of-interest thresholds. The document now separates OTMD and Corporation annual reports and follows a more current template. The Committee agreed to review a new conflict-of-interest agreement that Board Directors would be expected to sign annually per Civitas' recommendation in removing the threshold language in the Bylaws. Michael made the motion to finalize edits and present them to the General Board for adoption at the next meeting. Dolores seconded the Yes 5, No 0, Abstain 0

INFORMATIONAL ITEMS:

President/CEO Report: Brittney is preparing VCC 20% funds requests for Visit Oxnard's 2025 Dallas Cowboys Training Camp marketing program and VCC's partner package. Training camp dates went live today on the Visit Oxnard website.

The Cowboys contract renewal will go before the City Council next week and Brittney has been requested to provide public comment or a letter of support and attend in-person.

There was discussion on the Union Pacific rail bridge over Ventura Road, one of the first things you see when headed to training camp. Brittney asked about the potential for the City to participate in an adopt a bridge program and work with Visit Oxnard and Ventura County Coast to beautify the bridge.

Steve Buenger adjourned the meeting without objection at 8:53 a.m.