

**Oxnard Convention & Visitors Bureau
Executive Committee Minutes
Wednesday, September 24, 2025
Zoom Call**

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, Ashley Golden and Michael Tripp

Committee members absent: None

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 for August 27, 2025, were reviewed and considered for approval. Kristina Brewer made the motion to approve the minutes. Julie Buffo seconded the motion. Yes 5, No 0, Abstain 0
2. Treasurer's Report: Michael Tripp presented the Treasurer's Report for August. Total revenue was \$122.1K, with OTMD revenues \$2.2K below expectations. Brand Management expenses were \$90.5K, and Office and Administrative costs were \$19.4K. Year-to-date, total revenue was \$231.8K. Brand Management totaled \$196.8K, and Office and Administration costs were \$43.9K. As of August 31, 2025, cash on hand plus prepaid expenses and receivables was \$536.5K. Julie Buffo made the motion to approve the Treasurer's Report. Ashley Golden seconded the motion. Yes 5, No 0, Abstain 0

INFORMATIONAL ITEMS:

President/CEO Report: Brittney Hendricks reported that an engagement letter was signed with SSBP to complete taxes for FY 24/25, all requested documentation has been provided and the organization is awaiting the 990 returns. She noted that Visit Oxnard's Annual Report document was submitted to the City of Oxnard two weeks early, with the presentation scheduled for October 21, 2025. She also clarified a change to the Bylaws more clearly separates the requirements of the Corporation Annual Report and the OTMD Annual Report and discussed the option of including the tax return in the year-end reporting to the Board.

She shared that she attended Destinations California in San Diego with Michelle and observed strong interest in Oxnard for group meetings. The upcoming shows that Michelle will be attending include IMEX in Las Vegas and Small & Boutique Meetings in Park City, and Brittney will be attending the CalTravel Summit in North Lake Tahoe.

Insurance renewals were completed, and all policies were uploaded, though revisions are pending on the certificate. She has also inquired into short-term rental lodging assessment collections with HdL. Brittney is exploring internship partnerships with Oxnard College.

She reported on a meeting she attended with Mayor McArthur, Brian Tucker and Andy Conli with a FIFA and MLS representative, as well as another meeting at Oxnard College, regarding the use of facilities for teams. She also met with Axel Stelter from Karls USA to discuss community wayfinding and Olympic rowing opportunities.

In addition, she discussed the Santa Barbara Airbus plan to establish a new LAX shuttle stop in Oxnard, with a targeted launch date in December. She met with the City's new Economic Development Manager, Jasmine McGinty, and established a monthly standing meeting.

The Visit Oxnard team attended the TownePlace Suites ribbon cutting, and Brittney joined Andy Conli on a construction site tour of the upcoming SpringHill Suites. Preparations are underway for the Visitor Guide launch party, and the storage unit was cleared to make room for delivery of our new guides. She also highlighted upcoming media activity, including a KCAL broadcast segment that will feature Hugo Centeno, Jr., on the International PAL Boxing Tournament.

Finally, she reported that the website redevelopment project will begin with a familiarization trip with Tempest, scheduled for November 4–6.

Ashley informed the Committee that items like permitting for the new Santa Barbara Airbus stop and the use of River Ridge Playing fields for pro-level teams would still require more discussion at the City level.

Steve Buenger adjourned the meeting without objection at 8:55 a.m.