

**Oxnard Convention & Visitors Bureau  
Executive Committee Minutes  
Wednesday, November 14, 2018  
Oxnard College  
3600 Harbor Blvd, Oxnard, CA 93035**

**Present:** Steve Buenger, Joe Cabral, Otto Kanny, Christian Hellot and Nancy Lindholm

**Absent:** Ashley Golden

**Staff:** Julie Mino and Michelle Flippo

**Public:** None

**Call to Order:** Chairman Joe Cabral called the meeting to order at 8:30 a.m.

**Public Comments:** None

**Consent Agenda**

- A. **Minutes from October 2018** – Steve Buenger made the motion to approve the minutes. Otto Kanny seconded, and the motion carried.
- B. **Treasurer’s Report from October 2018** – We are still carrying the CWC, Royal Business Bank and the Wine Tasting Room on our books which Toni says should continue until the end of the fiscal year. Otto has some concerns about that due to the fact that it would look bad to the banks, so they will continue to discuss the best way to move forward with those items. The Brand Management “Other” charge for \$7900 was for Civitas’ fee for their help with the TMD. Concept and Creative is currently over budget due to the fact that materials had to be reprinted to take off the California Welcome Center logo and information after the closure. There was a sale under the CWC in October. Nancy made the motion to approve the report. Steve seconded, and the motion carried.

**President/CEO report**

Julie gave an update concerning the Utrip issue with Ventura County Coast. VCC agreed to only charge OCVB half of the original fee.

The mid-year budget review has begun. Julie is also working on forming the budget if the TMD is approved.

The OCVB office staff is going through somewhat of an evolution now that we are fully staffed and anticipating the passing of the TMD. All job descriptions are being updated and deciding how the positions will align with the district marketing plan.

A Crisis Management plan is being developed for the OCVB. Julie updated the committee on the steps that the OCVB staff took after the Borderline shooting and the current wildfires.

Friday the OCVB offices will be closed and the staff will be volunteering at World Central kitchen to help feed firefighters and victims of the fires.

**New Business**

None

**Committee Comments**

None

The Executive Committee Meeting adjourned at 8:50 a.m.