

Oxnard Convention & Visitors Bureau
Executive Committee Minutes
Monday, March 16, 2020
Conference Call

MINUTES

CALL TO ORDER:

Chair Steve Buenger called the meeting to order at 10:14 a.m.

Committee members present: Steve Buenger, Joe Cabral, Dolores Licon and Nancy Lindholm

Committee members absent: Ashley Golden

Also in attendance: Julie Mino, President CEO and Michelle Flippo, staff member

PUBLIC COMMENT:

None

ACTION ITEMS:

1. Approval of Minutes: The January 21, 2020 committee minutes were reviewed and considered for approval. Nancy Lindholm made the motion to approve the minutes. Dolores Licon seconded the motion. Yes 4, No 0, Abstain 0.
2. Treasurer's Report: Steve asked the committee to look at the financials for January and February that were included in the packet emailed out to the committee. Joe Cabral made the motion to approve. Nancy seconded the motion. Yes 4, No 0, Abstain
3. Conflict of Interest Code Discussion: This has already been rescinded by the City. Nancy made the motion to recommend to the General Board that we rescind the current conflict of interest code that requires board members to file California Form 700. Dolores seconded the motion. Yes 4, No 0, Abstain 0.
4. Board Development & Nomination Committee Formation: Postpone discussion until next meeting.

INFORMATIONAL ITEM:

1. Mid-year Budget Discussion – This discussion is being replaced with the information Julie emailed out to the committee consisting of the current figures and the proposed cuts needed to plan for the upcoming economic problems associated with COVID 19. We currently have \$257,700 in the bank. We have followed the example of the rest of the region and Visit California and halted all marketing. Julie highlighted the financial numbers line by line with the committee. These measures get us through the end of this fiscal year. Julie asked for input from the committee. Joe mentioned the virus may result in hotel closures. Dolores gave an update on the Hilton Garden Inn and Homewood Suites and the steps they are taking. Nancy asked about the possibility of rent reduction for the Visit Oxnard offices. Steve said he would give the landlord a call. Nancy asked if Visit Oxnard has a line of credit which we do not. The suggestion was made to check with the Small Business Association which is currently offering low cost loans for small businesses during this time. Nonprofits are included in this offer.

Steve stated that it should be a priority to keep the Visit Oxnard team intact so that the organization is ready when we start working toward recovery.

Nancy made the motion to approve the cuts. Joe seconded the motion. Yes 4, No 0, Abstain 0.

2. Channel Islands Harbor Firework Discussion – Postpone discussion until next meeting.
3. President/CEO report –The staff is currently meeting daily to stay up to date with the situation. Julie asked for any feedback on what or how we should be communicating to our partners. Nancy suggested waiting until we have more information. Friday the Visit Oxnard staff worked remotely and will work remotely this week. We will take it a week at a time. Julie asked Dolores and Joe about talking to hotel partners. Dolores will talk with Julie after the meeting to strategize how to move forward with ways to communicate with the hotel partners. Julie informed the committee about the Smart Meeting’s Woman award that Courtney won. It is given by Smart Meetings. Other winners included executives from Disney and NFL Players Association. Next week’s General Board meeting will be conducted as a conference call.

Steve Buenger adjourned the meeting without objection at 10:49 a.m.