

**Oxnard Convention & Visitors Bureau  
Tourism Marketing District Committee Minutes  
Wednesday, May 29, 2019  
Oxnard Airport  
2889 W 5th St, Oxnard, CA 93030**

**Present:** Patty Tewes w/Courtyard Marriott, Pearl Feist w/Residence Inn by Marriott, Christian Hellot w/Embassy Suites at Mandalay Beach, Dolores Licon w/Homewood Suites and Joe Cabral w/Best Western

**Absent:** None

**OCVB Staff:** Julie Mino and Michelle Flippo

**Public:** Nichole Farley, w/Civitas Advisors

**Call to Order:** Chairman Christian Hellot called the meeting to order at 10:32 a.m.

**Public Comments:** None

**Consent Agenda**

Joe Cabral made the motion to approve the minutes from the May 9, 2019 TMD Committee Meeting. Discussion was made about some things that were left out of the minutes, the use of names and reference to the public that attended. Nichole Farley from Civitas advised the committee how to handle public comments during committee meetings in the future. She also informed the committee and staff how to move forward with the proposed changes to the minutes according to the California Brown Act regulations. OCVB staff also needs to start posting the agendas at the location of the meetings. Dolores Licon made the motion to table the approval of the minutes until specific changes were made. Joe seconded, and the motion carried. The minutes will be corrected and brought before the committee at the next scheduled OTMD Committee Meeting.

**Budget Review**

Julie handed out a revised budget based on the comments that were made at the last OTMD Committee.

- Added a column for TMD funds received in June to be considered rollover funds from FY 18/19 to FY19/20
- the line item that includes funds that need to be paid back to the city was moved to the top of the budget spreadsheet
- 1% deduction to be paid to the city for administration costs
- Sales & marketing and admin contingency increased
- Salary and wages – Moved Julie's salary from Sales & Marketing completely into Admin

There was some concern about the possibility of lower funds being collected this year than planned on. Nichole Farley with Civitas stated that there hasn't been a destination where the funds came in lower than what were projected. Discussion was made about why there are two different line items for contingency. One is for sales and marketing and admin opportunities that might come up and the other is per the terms of the OTMD plan (2% reserve). Natural Disasters are the best example of use of contingency/reserve funds. The reserve is also meant to be used for the TMD renewal.

Discussion was made about how the rent cost is split between the TMD funds vs how much the city is paying.

Dolores made the motion to move approval of the budget to the next meeting's agenda. Joe seconded and the motion carried.

### **Discussion with Civitas Advisors**

The question about how term limits to the OCVB Board would affect OTMD committee appointments was brought up. Nichole said that if an OTMD committee member termed off the OCVB Board they would not lose their seat on the committee. They would just continue on the committee until they were able to be added back on to the OCVB Board. She also talked about the concern that was brought up at the last committee meeting about the OCVB Board overriding the recommendations of the OTMD committee. She stated that the OCVB Board has approved the appointment of the committee and should in almost all instances approve what the OTMD committee recommends. If for some reason they don't approve a recommendation it would then go back to the OTMD committee to make any changes.

### **Committee Comments**

Discussion was made about how often to meet as a committee. It was decided to meet on Wednesday, June 12<sup>th</sup> at 8:30 a.m. to approve the revised minutes and finalized budget so that the budget can be presented to the OCVB Board for approval at their June meeting. The OTMD committee will proceed to meet on a quarterly basis after the June meeting. The recommendation was made to meet in September to analyze how the funds are coming in. A definite date will be discussed at the next meeting.

The TMD Committee Meeting adjourned at 11:38 a.m.