



MENDOCINO COUNTY TOURISM COMMISSION, INC.

BOARD OF DIRECTORS AGENDA

DATE: Tuesday, December 12, 2017 **TIME:** 1:00 PM

PLACE: 345 N. Franklin St., Fort Bragg CA

CALL-IN LOCATIONS: 390 West Standley Street, Ukiah CA: 62-2308 Kanehoa St, Kamuela, HI 96743:

1055 North State Street, Ukiah CA: 3499 Viola Place, Concord, CA 94518

GoToMeeting Link: <https://global.gotomeeting.com/join/740750749>

Call In Number: +1 (646) 749-3112 **Access Code:** 740-750-749

**Please note: To abide by the Brown Act, call-in locations must be listed on the agenda. If anyone from the public is calling in during the meeting, it must be done at the posted locations above.*

I. CALL TO ORDER

II. ROLL CALL

III. CHAIR'S COMMENTS -

IV. PUBLIC COMMENT ON NON-AGENDA ITEMS – Brown Act Requirements: Pursuant to the Brown Act, the Board cannot discuss issues or take action on any requests during the comment period

The Consent Agenda is considered routine and non-controversial and will be acted upon by the MCTC Board at one time without discussion. Any MCTC Board member may request that any item be removed from the Consent Agenda for individual consideration.

V. CONSENT AGENDA ITEMS

- a. **ACTION ITEM:** Approve Minutes from November 14, 2017 Meeting.
- b. **ACTION ITEM:** Approve VMC Late Payment Policy
- c. **ACTION ITEM:** Approve Treasurer's Report for 11/14/17 MCTC BOD Meeting

VI. EXECUTIVE DIRECTOR REPORT

- a. VMC Office Update
- b. Strategic Plan Update
- c. BID/MCTC Board Seats Update

VII. MARKETING COMMITTEE UPDATE

- a. Marketing Committee Chair Report
- b. **Requested Discussion:** Feedback on proposed Quarterly Report Format
- c. Theory SF Website Design Presentation

Please note: the website creative is not final. This is an opportunity for Board Members to see progress and offer input.

VIII. ORGANIZATIONAL DEVELOPMENT COMMITTEE UPDATE

- a. Organizational Development Committee Chair Report
- b. Organizational Development Calendar on Trello

IX. FINANCE COMMITTEE UPDATE

- a. Finance Committee Chair Report
- b. **ACTION ITEM:** Approve October Financials
- c. **ACTION ITEM:** Approve 2015-16 Audit

- X. PERSONNEL COMMITTEE UPDATE**
 - a. Personnel Committee Chair Report
 - b. **ACTION ITEM:** Approve VMC's Injury & Illness Prevention Program
 - c. **ACTION ITEM:** Approve VMC's Employee Handbook

- XI. FESTIVAL COMMITTEE UPDATE**
 - a. Festival Committee Chair Report

- XII. VISITOR SERVICES COMMITTEE UPDATE**
 - a. Visitor Services Chair Report

- XIII. CANNABIS TASK FORCE UPDATE**
 - a. Cannabis Task Force Chair Report

- XIV. FUTURE AGENDA ITEMS**
 - a. Civitas rescheduling for January 2018
 - b. High Dollar Money Request Policy – policy, processes and protocol

- XV. NEXT MEETING**

- XVI. ADJOURN**