



Conejo Valley Tourism Improvement District (CVTID)

Tuesday, February 20, 2018 at 12:00pm
Meeting Minutes

- I. **Welcome/Call to Order – CVTID Chair Kim Cartaino**
 - a. Chair Kim Cartaino called the meeting to order at 12:05pm
- II. **Roll Call/Self Introductions – President/CEO Jill Lederer**
 - a. Jill Lederer called the roll.
 - b. Hotel members present: Sheraton Agoura Hills, Hampton Inn Agoura Hills, Hyatt Regency Westlake, Best Western Thousand Oaks Inn, Hampton Inn Newbury Park, Palm Garden Hotel.
 - c. Other members present: Haider Alawami – City of Thousand Oaks; Jill Lederer, Adam Haverstock and Ofelia Flores – Greater Conejo Valley Chamber of Commerce.
 - d. Guests present: Marta Ryan and Sarah Andrews – Augustine.
 - e. A quorum was established.
- III. **Action Item: Approval of Agenda for February 20, 2018 Meeting**
 - a. Motion to approve the agenda for the February 20, 2018 meeting by Felix Wang (Best Western Thousand Oaks Inn) and seconded by Mary McVicker-Macchio (Hampton Inn Thousand Oaks). Without objection the motion was approved.
- IV. **Action Item: Approval of Minutes from the January 16, 2018 Meeting**
 - a. Motion to approve the minutes from the January 16, 2018 meeting by Mary McVicker-Macchio (Hampton Inn Thousand Oaks) and seconded by Steven Ortmann (Palm Garden Hotel). Without objection the motion was approved.
- V. **Public Comments**
 - a. There were no public comments.
- VI. **Action Item: Election of Officer – CVTID Secretary**
 - a. Chair Kim Cartaino opened the floor for nominations for CVTID Secretary for the remainder of the 2018 term.

- b. Nomination of Michael Reardon for CVTID Secretary by Steven Ortmann (Palm Garden Hotel).
- c. Chair Kim Cartaino closed the nominations.
- d. Seeing only 1 nomination, a vote was called by Chair Kim Cartaino to elect Michael Reardon as CVTID Secretary for the remainder of the 2018 term. With a vote of 7-0 Michael Reardon was elected.

VII. **Discussion Item: Augustine Monthly Report**

- a. Sarah Andrews and Marta Ryan from Augustine presented the February report and answered questions from members of the Board of Directors.

VIII. **Discussion Item: Q4 2017 and 2017 Year End Financial Report – Ofelia Flores**

- a. Ofelia Flores presented the Q4 2017 and 2017 Year End Financial Report and answered questions from members of the Board of Directors.

IX. **Discussion Item: Staff Report on Conferences – Adam Haverstock**

- a. Adam Haverstock presented the staff report on conferences and answered questions from members of the Board of Directors.

X. **Roundtable Discussion – CVTID Membership**

- a. Chair Kim Cartaino requested that a meeting of the CVTID Board of Directors be called to discuss the CVTID brand and campaign strategy and to brainstorm ideas for CVTID. This meeting will be separate from the normally monthly meeting and will be properly noticed to the board members and public.

XI. **Adjourn**

- a. Chair Kim Cartaino adjourned the meeting at 1:12pm.