



Conejo Valley Tourism Improvement District (CVTID)

Board of Directors Meeting

January 18, 2021 at 12:00pm

Meeting Minutes

- **Welcome/Call to Order – Chair Al Alam**
 - Al Alam called the meeting to order at 12:02pm
- **Roll Call/Self Introductions**
 - Hotel Members present: Motel 6, Sheraton Agoura Hills, Best Western Thousand Oaks Inn, Courtyard by Marriott Agoura Hills, Towneplace Suites by Marriott Agoura Hills, Hyatt Regency Westlake, Courtyard by Marriott Thousand Oaks, Towneplace Suites by Marriott Thousand Oaks, Homewood Suites, Hampton Inn Agoura Hills, Palm Garden Hotel.
 - Other Members Present: Greater Conejo Valley Chamber of Commerce, City of Thousand Oaks, City of Agoura Hills.
 - Guests Present: Claire Marcus – Augustine; Lindsey Carnett and Ally Bertik – Marketing Maven; Paul Spooner – California Lutheran University; Melissa Giller – Ronald Reagan Presidential Library
 - A quorum was established.
- **Action Item: Approval of the Agenda for the January 18, 2022 Meeting**
 - Motion to approve the agenda for the January 18, 2022 meeting by Kristina Lecka (Best Western Thousand Oaks Inn) and seconded by Tony Conte (Courtyard by Marriott Thousand Oaks). The motion was approved by a voice vote.
- **Action Item: Approval of the Minutes from the December 16, 2021 Meeting**
 - Motion to approve the Minutes from the December 16, 2021 meeting by Kim Cartaino (Sheraton Agoura Hills) and seconded by Kristina Lecka (Best Western Thousand Oaks Inn). The motion was approved by a voice vote.
- **Public Comments**
 - There were no public comments.
- **Discussion Item: President/CEO Report – Danielle Borja**
 - Danielle Borja presented the President/CEO Report.

- **Discussion Item: Augustine Agency Report**
 - Claire Marcus presented the Augustine Agency report.
- **Discussion Item: Marketing Maven Report**
 - Ally Bertik presented the Marketing Maven Report.
- **Discussion Item: Q4 2021 Financial Report – Fil Santos**
 - Fil Santos presented the Q4 2021 Financial Report.
- **Discussion Item: Sales and Conference Committee – Adam Haverstock**
 - Adam Haverstock presented the Sales and Conference Committee Report.
- **Announcements – CVTID Membership**
 - There were no announcements.
- **Adjourn**
 - Chair Al Alam adjourned the meeting at 12:46pm.



Conejo Valley Tourism Improvement District (CVTID)

Board of Directors Meeting

March 15, 2022 at 12:00pm

Hyatt Regency Westlake

Meeting Minutes

- **Welcome/Call to Order – Vice Chair Michael Reardon**
 - Vice Chair Michael Reardon called the meeting to order at 12:05pm.
- **Roll Call/Self Introductions**
 - Members provided self introductions.
 - Hotel Members present: Sheraton Agoura Hills, Hampton Inn Agoura Hills, Hyatt Regency Westlake, Homewood Suites Agoura Hills, Hampton Inn Thousand Oaks, Palm Garden Hotel, Courtyard by Marriott Thousand Oaks, Towneplace Suites by Marriott Thousand Oaks, Courtyard by Marriott Agoura Hills, Towneplace Suites by Marriott Agoura Hills.
 - Other Members Present: Greater Conejo Valley Chamber of Commerce, City of Thousand Oaks.
 - Guests Present: Augustine Agency, Marketing Maven.
 - A quorum was established.
- **Action Item: Approval of the Agenda for the March 15, 2022 Meeting**
 - Motion to approve the agenda for the March 15, 2022 meeting by Kim Cartaino (Sheraton Agoura Hills) and seconded by Kathleen Walk (Hampton Inn Agoura Hills). With a voice vote the motion was approved.
- **Action Item: Approval of the Minutes from the January 18, 2022 Meeting**
 - Motion to approve the minutes from the January 18, 2022 meeting by Kim Cartaino (Sheraton Agoura Hills) and seconded by Kathleen Walk (Hampton Inn Agoura Hills). With a voice vote the motion was approved.
- **Public Comments**
 - There were no public comments.
- **Discussion Item: President/CEO Report – Danielle Borja**
 - Danielle Borja provided the President/CEO Report

Discussion Item: Augustine Agency Report

- Claire Marcus presented the Augustine Agency Report

- **Discussion Item: Marketing Maven Report**

- Ally Bertik presented the Marketing Maven Report

- **Action Item: Election of CVTID Officers**

- Vice Chair Reardon opened the floor to nominations for Chair for 2022.
 - Nomination for Michael Reardon (Palm Garden Hotel).
- Motion to elect Michael Reardon as Chair of the Board for 2022 by Kathleen Walk (Hampton Inn Agoura Hills) and seconded by Kim Cartaino (Sheraton Agoura Hills). With a vote of 8-0-2 the motion was approved.
- Chair Reardon opened the floor to nominations for Vice Chair
 - Nomination for Kim Cartaino (Sheraton Agoura Hills)
 - Nomination for Tony Conte (Courtyard by Marriott Thousand Oaks). The nomination was declined.
- Motion to elect Kim Cartaino as Vice Chair for 2022 by Kathleen Walk (Hampton Inn Agoura Hills) and seconded by Tony Conte (Courtyard by Marriott Thousand Oaks). With a vote of 8-0-2 the motion was approved.
- Chair Reardon opened the floor to nominations for Treasurer for 2022.
 - Nomination for Michelle Relecker (Hyatt Regency Westlake).
- Motion to elect Michelle Relecker as Treasurer for 2022 by Kathleen Walk (Hampton Inn Agoura Hills) and seconded by Tony Conte (Courtyard by Marriott Thousand Oaks). With a vote of 8-0-2 the motion was approved.

- **Action Item: Approval of Updated 2022 Meeting Calendar**

- Adam Haverstock presented the updated meeting calendar and answered questions from the Board of Directors.
- Motion to approve the updated 2022 meeting calendar by Kathleen Walk (Hampton Inn Agoura Hills) and seconded by Kim Cartaino (Sheraton Agoura Hills). With a vote of 8-0-2 the motion was approved.

- **Announcements – CVTID Membership**

- Several hotels made announcements relating to staffing challenges. CVTID staff was given direction to assist on the issue.

- **Adjourn**

- Chair Michael Reardon adjourned the meeting at 1:10pm.



**Conejo Valley Tourism Improvement District (CVTID)
Board of Directors Meeting**

August 16, 2022 at 12:00pm

Meeting Minutes

- **Welcome/Call to Order – Chair Michael Reardon**
 - Chair Michael Reardon called the meeting to order at 12:02pm.
- **Roll Call/Self Introductions**
 - CVTID Members Present: Sheraton Agoura Hills, Hyatt Regency Westlake, Hampton Inn Thousand Oaks, Palm Garden Hotel, Courtyard by Marriott Thousand Oaks, Hampton Inn Agoura Hills
 - Other Members Present: Greater Conejo Valley Chamber of Commerce, City of Thousand Oaks, City of Agoura Hills
 - Guests Present: Augustine Agency, Marketing Maven
 - A quorum was not established. Seven of eight members required.
- **Action Item:** Approval of the Agenda for the August 16, 2022 Meeting
 - Not approved.
- **Action Item:** Approval of the Minutes from the May 17, 2022 Meeting
 - Not approved.
- **Public Comments**
 - There were no public comments.
- **Discussion Item: President/CEO Report – Danielle Borja**
 - Danielle Borja presented the President/CEO Report.
- **Discussion Item: Augustine Agency Report**
 - Claire Marcus presented the Augustine Agency Report.
- **Discussion Item: Marketing Maven Report**
 - Ally Bertik presented the Marketing Maven Report.
- **Action Item:** Approval of CVTID Audit
 - Audit Committee rescheduled. Not approved.
- **Action Item:** Q2 2022 Financial Report – CFO Ofelia Flores
 - Adam Haverstock discussed Q2 Financial Reports but they were not approved.



- **Action Item:** To accept \$120,000 in Additional CVTID Revenue and to allocate discretionary funds to Paid Advertising and Public Relations Expenses.
 - Not approved.
- Announcements – CVTID Membership
- Adjourn at 12:35pm.

NOTICES

BROWN ACT:

Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. Action may not be taken on items not posted on the agenda. Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Adam Haverstock at (805)370-0035 at least 48 hours prior to the meeting.

NOTICE TO PUBLIC:

You are welcomed and encouraged to participate in this meeting. Public comment is taken (3 minutes maximum per person) on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard at the meeting as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select one or two speakers to represent the opinion of the group. The order of Agenda items is listed for reference and may be taken in any order deemed appropriate by the CVTID. The Agenda provides a general description and staff recommendations; however, the CVTID may take action other than what is recommended.

DOCUMENTATION:

Copies of staff reports or other written documentation, relating to each item of business described in this Agenda, are posted to the Chamber's website at Conejo.com and are on file and available for public inspection, during normal business hours, in the office of Greater Conejo Valley Chamber of Commerce at 600 Hampshire Road, Suite 200, Thousand Oaks, CA 91361

State of California)
County of Ventura) ss
City of Thousand Oaks)

I declare under penalty of perjury that I posted this Agenda of the CVTID on the front door and conference room door of the Greater Conejo Valley Chamber of Commerce, 600 Hampshire Road, Suites 200 and 202, Thousand Oaks, CA 91361, not less than 24 hours prior to the meeting pursuant to Government Code Section 54956

on _____ at _____ By: _____ Adam Haverstock, Director of Operations, CVTID



Conejo Valley Tourism Improvement District (CVTID)

Board of Directors Meeting

September 20, 2022 at 12:00pm

Meeting Minutes

- **Welcome/Call to Order – Chair Michael Reardon**
 - Chair Michael Reardon called the meeting to order at 12:00pm.
- **Roll Call/Self Introductions**
 - Adam Haverstock took the roll from the Zoom attendee list.
 - Hotel members present: Sheraton Agoura Hills, Hampton Inn Agoura Hills, Hyatt Regency Westlake, Best Western Thousand Oaks Inn, Homewood Suites, Hampton Inn Thousand Oaks, Palm Garden Hotel, Courtyard by Marriott Thousand Oaks, Towneplace Suites by Marriott Thousand Oaks, Courtyard by Marriott Agoura Hills, Towneplace Suites by Marriott Agoura Hills.
 - Other Members Present: Greater Conejo Valley Chamber of Commerce, City of Agoura Hills.
 - Guests Present: Marketing Maven, Augustine Agency.
 - A quorum was established.
- **Action Item: Approval of the Agenda for the September 20, 2022 Meeting**
 - Motion to approve the Agenda for the September 20, 2022 meeting by Kathleen Walk (Hampton Inn Agoura Hills) and seconded by Tony Conte (Courtyard by Marriott Thousand Oaks). With a vote of 7-0-2 the motion was approved.
- **Action Item: Approval of the Minutes from the May 17, 2022 Meeting**
 - Motion to approve the minutes from the May 17, 2022 Meeting by Kathleen Walk (Hampton Inn Agoura Hills) and seconded by Ashlie Lohse (Homewood Suites Agoura Hills). With a vote of 7-0-2 the motion was approved.
- **Public Comments**
 - There were no public comments.

- **Discussion Item: President/CEO Report – Danielle Borja**
 - CVTID President/CEO Danielle Borja presented the President/CEO Report.
- **Discussion Item: Augustine Agency Report**
 - Claire Marcus from Augustine Agency presented the Augustine Agency Report.
- **Discussion Item: Marketing Maven Report**
 - Ally Bertik from Marketing Maven presented the Marketing Maven Report.
- **Action Item: Approval of CVTID Audit**
 - CVTID Treasurer Michelle Relecker presented the recommendation of the CVTID Audit Committee to approve the CVTID Audit for 2021.
 - Motion to approve the CVTID Audit for 2021 by Felix Wang (Best Western Thousand Oaks Inn) and seconded by Kathleen Walk (Hampton Inn Agoura Hills). With a vote of 7-0-2 the motion was approved.
- **Discussion Item: Q2 2022 Financial Report – CFO Ofelia Flores**
 - CVTID CFO Ofelia Flores Presented the Q2 2022 Financial Report.
- **Action Item: To accept \$140,000 in Additional CVTID Revenue and to allocate discretionary funds to Paid Advertising and Public Relations Expenses.**
 - CVTID Director of Operations Adam Haverstock presented the staff recommendation to accept \$140,000
 - Motion to accept \$140,000 in additional CVTID revenue and to allocate discretionary funds to Paid Advertising and Public Relations Expenses. Motion by Kim Cartaino (Sheraton Agoura Hills) and second by Felix Wang (Best Western Thousand Oaks Inn). With a vote of 7-0-2 the motion was approved.
- **Announcements – CVTID Membership**
 - There were no announcements.
- **Adjourn**
 - Chair Michael Reardon adjourned the meeting at 12:35pm.



Conejo Valley Tourism Improvement District (CVTID)

Board of Directors Meeting

October 18, 2022 at 12:00pm

Meeting Minutes

- **Welcome/Call to Order – Chair Michael Reardon**
 - Chair Michael Reardon called the meeting to order at 12:13pm.
- **Roll Call/Self Introductions**
 - Hotel members present: Sheraton Agoura Hills, Hyatt Regency Westlake, Best Western Thousand Oaks Inn, Homewood Suites, Hampton Inn Thousand Oaks, Palm Garden Hotel, Courtyard by Marriott Thousand Oaks, Towneplace Suites by Marriott Thousand Oaks
 - Other Members Present: Greater Conejo Valley Chamber of Commerce, City of Agoura Hills.
 - Guests Present: Marketing Maven, Augustine Agency.
 - A quorum was established.
- **Action Item: Approval of the Agenda for the October 18, 2022 Meeting**
 - Motion to approve the Agenda for the October 18, 2022 meeting by Kim Cartaino (Sheraton Agoura Hills) and seconded by Felix Wang (Best Western Plus Thousand Oaks Inn). The motion was passed unanimously with a voice vote.
- **Action Item: Approval of the Minutes from the September 20, 2022 Meeting**
 - Motion to approve the minutes from the September 20, 2022 meeting by Felix Wang (Best Western Plus Thousand Oaks Inn) and seconded by Ashlie Lohse (Homewood Suites – Agoura Hills). The motion was passed unanimously with a voice vote.
- **Public Comments**
 - There were no public comments.
- **Discussion Item: President/CEO Report – Danielle Borja**
 - CVTID President/CEO Danielle Borja presented the President/CEO Report.

- **Discussion Item: Augustine Agency Report**
 - Cathy Nanadieago from Augustine Agency presented the Augustine Agency Report.
- **Discussion Item: Marketing Maven Report**
 - Ally Bertik from Marketing Maven presented the Marketing Maven Report.
- **Discussion Item: Q3 2022 Financial Report – Ofelia Flores**
 - CVTID CFO Ofelia Flores Presented the Q3 2022 Financial Report.
- **Announcements – CVTID Membership**
 - There were no announcements.
- **Adjourn**
 - Chair Michael Reardon adjourned the meeting at 12:49pm.



**Conejo Valley Tourism Improvement District (CVTID)
Board of Directors Annual Meeting**

November 10th, 2022 at 12:00pm

Meeting Minutes

- **Welcome/Call to Order – Chair Michael Reardon**
 - Chair Michael Reardon called the meeting to order at 12:19pm.
- **Roll Call/Self Introductions**
 - Hotel members present: Sheraton Agoura Hills, Hyatt Regency Westlake, Best Western Thousand Oaks Inn, Homewood Suites, Hampton Inn Thousand Oaks, Palm Garden Hotel, Courtyard by Marriott Thousand Oaks, Towneplace Suites by Marriott Thousand Oaks, Courtyard by Marriott Agoura Hills.
 - Other Members Present: Greater Conejo Valley Chamber of Commerce, City of Thousand Oaks.
 - Guests Present: Marketing Maven, Augustine Agency.
 - A quorum was established.
- **Action Item: Approval of the Agenda for the November 10, 2022 Meeting**
 - Motion to approve the Agenda for the November 1-, 2022 meeting by Kim Cartaino (Sheraton Agoura Hills) and seconded by Ashlie Lohse (Homewood Suites). The motion was passed unanimously with a voice vote.
- **Action Item: Approval of the Minutes from the October 18, 2022 Meeting**
 - Motion to approve the minutes from the October 18, 2022 meeting by Kim Cartaino (Sheraton Agoura Hills) and seconded by Tony Conte (Courtyard by Marriott Thousand Oaks). The motion was passed unanimously with a voice vote.
- **Public Comments**
 - There were no public comments.
- **Action Item: Election of CVTID Officers for the 2023 Term**

- Motion to elect Kim Cartaino from Sheraton Agoura Hills as Chair, Tony Conte from Courtyard by Marriott Thousand Oaks as Vice-Chair, Ashlie Lohse from Homewood Suites as Treasurer and Shelley Baltimore from Hampton Inn Thousand Oaks as Secretary for the 2022 term. Motion was made by Tony Conte (Courtyard by Marriott Thousand Oaks) and seconded by Kristina Lecka (Best Western Plus Thousand Oaks Inn). With a vote of 9-0-0 the motion was approved.
- **Action Item: Approval of the 2023 CVTID Meeting Schedule**
 - Motion to approve the 2023 CVTID meeting schedule by Ashlie Lohse (Homewood Suites) and seconded by Kim Cartaino (Sheraton Agoura Hills). With a vote of 9-0-0 the motion was approved.
- **Action Item: Approval of the 2023 CVTID Budget**
 - Motion to approve the 2023 CVTID budget by Ashlie Lohse (Homewood Suites) and seconded by Tony Conte (Courtyard by Marriott Thousand Oaks). With a vote of 9-0-0 the motion was approved.
- **Discussion Item: President/CEO Report – Danielle Borja**
 - CVTID President/CEO Danielle Borja presented the President/CEO Report.
- **Discussion Item: Augustine Agency Report**
 - Claire Marcus and Cathy Nanadiego from Augustine Agency presented the Augustine Agency Report.
- **Discussion Item: Marketing Maven Report**
 - Ally Bertik from Marketing Maven presented the Marketing Maven Report.
- **Announcements – CVTID Membership**
 - There were no announcements.
- **Next Meeting will be Thursday, December 15, 2022.**
- **Adjourn**
 - Chair Michael Reardon adjourned the meeting at 1:09pm.



Conejo Valley Tourism Improvement District Leadership Team Meeting

April 19, 2022 at 12:00pm

Meeting Minutes

1. Call to Order – Chair Michael Reardon

- Chair Reardon called the meeting to order at 12:02pm.

2. Roll Call / Self-Introductions

- Adam Haverstock took the roll.
- Officers present: Michael Reardon, Kim Cartaino, Tony Conte, Michelle Relecker, Danielle Borja.
- Others present: Adam Haverstock and Ofelia Flores (Greater Conejo Valley Chamber of Commerce), Kristina Lecka (Best Western Thousand Oaks Inn), Al Alam (Motel 6), Claire Marcus (Augustine) and Lindsey Carnett (Marketing Maven).
- A quorum was established.

3. Action Item: Approval of the Agenda for the April 19, 2022 Meeting

- Motion to approve the agenda by Kim Cartaino and seconded by Tony Conte. With a voice vote the motion was approved.

4. Public Comments

- Chair Reardon called for public comments.
- There were no public comments.

5. Discussion Item: President/CEO Report

- Danielle Borja presented the President/CEO Report and answered questions from Committee Members.

6. Discussion Item: Augustine Agency Report

- Claire Marcus presented the Augustine Agency Report and answered questions from the committee.

7. Discussion Item: Marketing Maven Report

- Lindsey Carnett presented the Marketing Maven Report and answered questions from the committee.

8. Discussion Item: Q1 2022 Financial Report

- Ofelia Flores and Adam Haverstock presented the Q1 2022 Financial Report and answered questions from the committee.

9. Action Item: To Amend the Direct Marketing Policy & Procedure

- Adam Haverstock presented the amendment to the Direct Marketing Policy & Procedure
- Motion to amend the Direct Marketing Policy & Procedure by Kim Cartaino and seconded by Tony Conte. Motion was approved by a voice vote.

10. Action Item: To Allocate \$24,000 in unallocated funds to Hotel Direct Marketing

- Motion to allocate \$24,000 in unallocated funds to Hotel Direct Marketing by Kim Cartaino and seconded by Tony Conte. With a voice vote the motion was approved.

11. Announcements – CVTID Leadership Team Members

- Courtyard by Marriott Thousand Oaks is hosting a mixer on Tuesday, April 26th. CVTID Board Members are invited to attend.

12. Adjourn

- Chair Reardon adjourned the meeting at 1:00pm.



Conejo Valley Tourism Improvement District Leadership Team Meeting

July 19, 2022 at 12:00pm

Meeting Minutes

1. Call to Order – Chair Michael Reardon

- Chair Reardon called the meeting to order at 12:01pm.

2. Roll Call / Self-Introductions

- Adam Haverstock took the roll.
- Officers present: Michael Reardon, Kim Cartaino, Tony Conte, Michelle Relecker
- Others present: Adam Haverstock and Ofelia Flores (Greater Conejo Valley Chamber of Commerce), Ashlie Lohse (Homewood Suites), Claire Marcus (Augustine) and Lindsey Carnett (Marketing Maven).
- A quorum was established.

3. Action Item: Approval of the Agenda for the July 19, 2022 Meeting

- Motion to approve the agenda by Kim Cartaino and seconded by Tony Conte. With a vote of 4-0 the motion was approved.

4. Action Item: Approval of the Minutes from the June 21, 2022 Meeting

- Motion to approve the minutes from the June 21, 2022 meeting by Tony Conte and seconded by Michelle Relecker. With a vote of 4-0 the motion was approved.

5. Public Comments

- Chair Reardon called for public comments.
- There were no public comments.

6. Discussion Item: President/CEO Report

- Adam Haverstock presented the staff report. President/CEO Danielle Borja was on vacation and not present.

7. Discussion Item: Augustine Agency Report

- Claire Marcus presented the Augustine Agency Report and answered questions from the committee.

8. Discussion Item: Marketing Maven Report

- Ally Bertik presented the Marketing Maven Report and answered questions from the committee.

9. Announcements – CVTID Leadership Team Members

- No announcements

10. Adjourn

- Chair Reardon adjourned the meeting at 12:34pm.



Conejo Valley Tourism Improvement District Leadership Team Meeting

December 15, 2022 at 12:00pm

Meeting Minutes

1. Call to Order – Chair Michael Reardon

- Chair Reardon called the meeting to order at 12:16pm.

2. Roll Call / Self-Introductions

- Officers present: Michael Reardon, Kim Cartaino, Tony Conte, Michelle Relecker.
- Others present: Adam Haverstock, Danielle Borja, Ofelia Flores, Bridget Caffrey (Greater Conejo Valley Chamber of Commerce), Ashlie Lohse (Homewood Suites), Claire Marcus (Augustine) and Ally Bertik (Marketing Maven).
- A quorum was established.

3. Action Item: Approval of the Agenda for the December 15, 2022 Meeting

- Motion to approve the agenda by Michelle Relecker and seconded by Tony Conte. With a voice vote the motion was approved.

4. Action Item: Approval of the Minutes from the July 19, 2022 Meeting

- Motion to approve the minutes from the July 19, 2022 meeting by Tony Conte and seconded by Michelle Relecker. With a voice vote the motion was approved.

5. Public Comments

- Chair Reardon called for public comments.
- There were no public comments.

6. Discussion Item: President/CEO Report

- Danielle Borja presented the President/CEO Report and answered questions from the committee.

7. Discussion Item: Augustine Agency Report

- Claire Marcus presented the Augustine Agency Report and answered questions from the committee.

8. Discussion Item: Marketing Maven Report

- Ally Bertik presented the Marketing Maven Report and answered questions from the committee.

9. Announcements – CVTID Leadership Team Members

- No announcements

10. Adjourn

- Chair Reardon adjourned the meeting at 12:44pm.



Conejo Valley Tourism Improvement District Audit Committee Meeting

May 17, 2022 at 9:00am

Meeting Minutes

- **Call to Order – Treasurer Michelle Relecker**
 - Committee Chair Michelle Relecker called the meeting to order at 9:02am.
- **Roll Call / Self-Introductions**
 - Director of Operations Adam Haverstock took the roll.
 - Committee Members present: Ashlie Lohse (Homewood Suites) and Michelle Relecker (Hyatt Regency Westlake).
 - Others Present: Danielle Borja, Adam Haverstock and Ofelia Flores (Greater Conejo Valley Chamber of Commerce); Felix Wang (Best Western Thousand Oaks Inn); Matt Midura (Good Cause Marketing Partners).
 - A quorum was established.
- **Action Item: Approval of the Agenda for the May 17, 2022 Meeting**
 - Motion to approve the meeting agenda for May 17, 2022 by Ashlie Loshe (Homewood Suites) and seconded by Michelle Relecker (Hyatt Regency Westlake).
 - With a vote of 2-0 the motion was approved.
- **Public Comments**
 - There were no public comments.
- **Action Item: To recommend to the CVTID Board of Directors approval of an audit firm and associated compensation.**
 - Motion to recommend the firm Decker, Farrell & McCoy, LLP and to spend up to \$9,250 to conduct the Conejo Valley Tourism Improvement District Audit.
 - Motion by Ashlie Lohse (Homewood Suites) and second by Michelle Relecker (Hyatt Regency Westlake).
 - With a vote of 2-0 the motion was approved.
- **Adjourn**
 - The meeting was adjourned at 9:15am.



Conejo Valley Tourism Improvement District Audit Committee Meeting

September 8, 2022 at 1:00pm

Meeting Minutes

- **Call to Order – Treasurer Michelle Relecker**
 - Committee Chair Michelle Relecker called the meeting to order at 1:05pm.
- **Roll Call / Self-Introductions**
 - Director of Operations Adam Haverstock took the roll.
 - Committee Members present: Ashlie Lohse (Homewood Suites) and Michelle Relecker (Hyatt Regency Westlake).
 - Others Present: Danielle Borja, Adam Haverstock, Ofelia Flores and Bridget Caffrey (Greater Conejo Valley Chamber of Commerce); Matt Midura (Good Cause Marketing Partners); Mike Farrell (Decker, Farrell & McCoy, LLP)
 - A quorum was established.
- **Action Item: Approval of the Agenda for the September 8, 2022 Meeting**
 - Motion to approve the meeting agenda for September 8, 2022 by Ashlie Loshe (Homewood Suites) and seconded by Michelle Relecker (Hyatt Regency Westlake).
 - With a vote of 2-0 the motion was approved.
- **Public Comments**
 - There were no public comments.
- **Action Item: Approval of the Minutes for the May 17, 2022 Meeting**
 - Motion to approve the meeting minutes for May 17, 2022 by Ashlie Loshe (Homewood Suites) and seconded by Michelle Relecker (Hyatt Regency Westlake).
 - With a vote of 2-0 the motion was approved.
- **Action Item: To recommend to the CVTID Board of Directors approval of the 2021 Conejo Valley Tourism Improvement District Audit.**
 - Motion to approve the CVTID Audit by Ashlie Lohse (Homewood Suites) and second by Michelle Relecker (Hyatt Regency Westlake).
 - With a vote of 2-0 the motion was approved.



- **Adjourn**
 - The meeting was adjourned 1:28pm.