



**Catalina Island Chamber of Commerce & Visitors Bureau  
Board of Directors Meeting Agenda  
Thursday, November 21, 2024, 1:00 PM**

**Founders Room @ US Bank  
303 Crescent Ave, Avalon, CA 90704**

**30 Auvergne  
Newport Coast, CA 92657**

**Google Meet joining info  
Video call link: <https://meet.google.com/mbj-wayb-gwy>**

Dave Stevenson, *Catalina Island Co*, Chair\*  
Amanda Bombard '24, Past Chair\*  
Ben Villalobos '25, Treasurer\*  
Cinde Cassidy, '27, Chair Elect  
Lisa Beach, '27  
Yoli Say, '27  
Grayce Upton, \*27  
John Alkibay '26  
Mesa Bradley '26 (2<sup>nd</sup>)  
Elaina Garcia '26

Janet Flathers '26  
Conrado Vega '25  
Bart Glass '25 (2<sup>nd</sup>)  
Megan Wright '25  
Andrew Allen, *Two Harbors*  
Sheila Bergman, *Catalina Museum For Art & History*  
Whitney Latorre, *Catalina Island Conservancy*  
David Maistros, *City of Avalon*  
Jason Paret, *Catalina Island Health*

Jim Lutjohann, President & CEO

\* = Member Governance Committee/ '24 = year term expires on 6/30

In consideration of others, please turn off cell phones prior to the beginning of the meeting.

\*Indicates item in board binder

Item #	AGENDA
I. (2 min)	<b>Call to Order/Attendance</b> (2.6.2)
II. (15 min)	<b>Board Chair's Remarks</b>
III. (5 min)	<b>Approval of Minutes*</b> (Action) October 31, 2024
IV. (5 min)	<b>Board Process</b> (Action) <b>3.3 Financial Condition and Activities*</b> <b>Presentation of Quarterly Financials as of September 30, 2024—Jim Lutjohann</b> Suggested Motion: “MOTION: that the Board accept the Quarterly Financials as of September 30, 2024, reporting under Policy #3.3 (Financial Conditions).”
V. (15 min)	<b>2024 Catalina Concert Series Final Report &amp; 2025 Series Authorization—Maddy Scanlon, The Perfect Event</b> (Action) Suggested Motion: “MOTION: that the Board accept the 2024 Concert Series Final Report and authorize 2025 funding allocation at a specific amount”
VI. (5 min)	<b>1.1 Tourism Growth*—Jim Lutjohann</b> Suggested Motion:

Love Catalina’s Mission: **Businesses, Residents and Visitors Benefit from Catalina Island’s Vitality as a Year-Round Tourism Destination** (with results optimizing use of available resources)



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	<p>“MOTION: that the Board approve that the CEO’s monitoring report on Policy #1.1 (Tourism Growth) “which conveys (a) interpretations of the policy that are reasonable, and (b) that the report reasonably substantiates compliance with the policy requirements, consistent with the CEO’s interpretations.”</p> <p><b>INSTRUCTIONS FOR THESE AGENDA ITEMS:</b> It is important that Board members carry out <u>their out-of-meeting duty</u> to read the CEO’s reports. If Board members have specific questions they would like answered, rather than put the CEO on the spot in a meeting, they should afford the courtesy of letting the CEO know any concerns/questions they would have that might preclude them from concurring that the report demonstrates consistency with the policy.)</p> <p><i>If any Board members do <u>not</u> believe this to be the case, they should convey this during discussion of the motion. The Board should address the concern and then determine whether the majority agrees that a reasonable interpretation of the policy has NOT been set forth, and/or achievement/compliance not reasonably substantiated.</i></p> <p><i>The Board acts as a whole by majority vote. If a report is rejected, the Board should then determine next steps regarding timeline for rectification, etc.)</i></p> <p><i>If interpretation is deemed “reasonable” but the Board wishes it were different, then the issue is one of policy specification (as the board is thus not willing to accept “any reasonable interpretation.” In such a case, Board should <u>accept</u> the report (moving past and add item to agenda for greater policy specification.)</i></p>
<p><b>VII.</b> (25 min)</p>	<p><b>Governance Committee, CEO Monitoring and Compensation (Action)</b></p> <p><b>Policy 2.3.6 CEO Annual Compensation Review</b></p> <p><b>Policy 4.4 Monitoring CEO Performance</b></p> <p><b>Policy 4.5 CEO Compensation</b></p> <p>CEO Report*</p>
<p><b>VIII.</b> (10 min)</p>	<p><b>CEO/Administrative Updates —Jim Lutjohann</b></p> <p>Update and/or receive board members’ feedback about:</p> <ul style="list-style-type: none"> <li>● Member &amp; Visitor Services Accept new member Catalina Horseback*</li> <li>● Events Update</li> </ul> <p><i>Per policy 3.8.1.E, the CEO needs to provide the board with periodic, written “FYI” information.</i></p>
<p><b>IX.</b> (10 min)</p>	<p><b>VP Of Marketing and Sales Update—Cathy Miller</b></p>
<p><b>X.</b> (5 min)</p>	<p><b>Board &amp; Guest Updates</b></p>



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<b>XI.</b> (5 min)	<b>Summary of Follow-Up Items:</b>
<b>XII.</b> (1 min)	<b>Board Meeting Evaluation</b> <ul style="list-style-type: none"> <li>▪ What worked particularly well at this meeting?</li> <li>▪ What we could have done to make it more productive?</li> </ul> <p style="text-align: center;"><i>Form emailed</i></p>
<b>XIII.</b>	<b>Adjourn</b>
	<b>2024-25 Board Schedule:</b> <ul style="list-style-type: none"> <li>• January 16, 2025</li> <li>• February 20, 2025</li> <li>• March 20, 2025</li> <li>• April 17, 2025</li> <li>• May 15, 2025</li> <li>• June 19, 2025</li> </ul>
	<p><i>Minutes should record agreed-upon feedback of positive Board developments, and those comments reflecting perspectives as to what could have made the meeting more productive (e.g. preparatory materials, Board member preparation, ensuring meeting not dominated by individuals, etc.)</i></p> <p><i>Policy 2.1 (Governing Style) and 2.3 (Agenda Preparation) should be the primary point of reference from which to base this discussion, with other Board Process policies addressed as relevant to specific comments/concerns.</i></p>