



**Catalina Island Chamber of Commerce & Visitors Bureau
Board of Directors Meeting Agenda
Thursday, September 19, 2024, 1:00 PM**

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

**Catalina Express Conference Room
385 E. Swinford, Second Floor, San Pedro, CA 90731**

**901-929 Ilaniwai Street, Room 4108
Honolulu, HI 96818**

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 MacGugan-Cassidy, '27, Chair Elect
Lisa Beach, '27
Yoli Say, '27
Grayce Upton, *27
John Alkibay '26
Mesa Bradley '26 (2nd)
Elaina Garcia '26

Janet Flathers '26
Conrado Vega '25
Bart Glass '25 (2nd)
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)	Call to Order/Attendance (2.6.2)
	Presentation: Q2 Update for Board & City Council, September 17, 2024 (video)
II. (15 min)	Board Chair's Remarks
III. (5 min)	Approval of Minutes* (Action) June 20, 2024 Board of Directors meeting
IV. (10 min)	Board Process (Action) 3.7 Emergency Management Succession* Suggested Motion: "MOTION: that the Board approve that the CEO's monitoring report on Policies #3.7 (Emergency Management Succession) "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." 3.8 Board Awareness and Support* 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 Policies #3.7 (Emergency Management Succession) “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>INSTRUCTIONS FOR THESE AGENDA ITEMS: 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>V. (15min)</p>	<p>CEO/Administrative Updates</p> <p>Update and/or receive board members’ feedback about:</p> <ul style="list-style-type: none"> Board Packets and reporting using Charney Templates (Scale/Scope) Care for Catalina 501(c)(3) status* Accessible Travel initiative with JourneyAble Guide Star Gold Seal issued for 2024* Audit Status TOT and July 4th True-ups Status Negative press/social media re Avalon’s beach water quality CalTravel Summit attendance/takeaways Assemblymember Lowenthal meeting Visitor Stats Reporting Cruise Committee & Cruise Policy meeting @ Avalon City Council Financials--June (unaudited), July/August combined*



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	<i>Per policy 3.8.1.E, the CEO needs to provide the board with periodic, written “FYI” information.</i>
VI. (30 min)	<p>Staff Updates</p> <ul style="list-style-type: none"> • Marketing and Sales—Cathy Miller & Michelle Warner • Events—Janet DeMyer • Visitor & Member Services—Jim Luttjohann <p>Accept new members Ran Longnecker Creative (in-kind)* Noelle Denisi (in-kind)* Sir Speedy (returning after absence)* 62-Above*</p> <p>Pending additional memberships Catalina Classic Cruises Catalina Concierge (rescinded) Island Enterprises (new ownership)</p> <p>Non-Renewals and survey* of dropped members Avalon Destinations Captured Memories Coyote Joes Empress Wellness Island Threadz Silver Seas (closed) Sign Crafters (sold)</p>
VI. (5 min)	<p>Board Meeting Evaluation Brief discussion of:</p> <ul style="list-style-type: none"> ▪ What worked particularly well at this meeting? ▪ What we could have done to make it more productive?
VII. (5 min)	Summary of Follow-Up Items:



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<p>VII. (1 min)</p>	<p>2024-25 Board Schedule: Next Meeting Dates:</p> <ul style="list-style-type: none"> • October 17, 2024 (See Below, Marketing Conference) • November 21, 2024 • January 16, 2025 • February 20, 2025 • March 20, 2025 • April 17, 2025 • May 15, 2025 • June 19, 2025 <p>Other meetings/events to be on Board members' calendars:</p> <ul style="list-style-type: none"> • October 17, 2024 Annual Marketing Conference—full day
<p>VIII.</p>	<p>Adjourn</p>
	<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>