



Catalina Island Chamber of Commerce & Visitors Bureau
Board of Directors Meeting Agenda
Thursday, June 20, 2024, 1:00 PM
Founders Room @ US Bank

<p>Amanda Bombard '24, Chair*</p> <p>Bryce Noll '24, Past Chair* (2nd)</p> <p>Ben Villalobos '25, Treasurer*</p> <p>Dave Stevenson, <i>Catalina Island Co</i>, Chair Elect*</p> <p>Nicole Hohenstein '24 (2nd)</p> <p>Mesa Bradley '26 (2nd)</p> <p>Janet Flathers '26</p> <p>Elaina Garcia '26</p> <p>John Alkibay '26</p> <p>Bart Glass '25 (2nd)</p>	<p>Conrado Vega '25</p> <p>Megan Wright '25</p> <p>Cinde MacGugan-Cassidy, '24</p> <p>Tim Foley '24 (2nd)</p> <p>Sheila Bergman, <i>Catalina Museum For Art & History</i></p> <p>Andrew Allen, <i>Two Harbors</i></p> <p>Whitney Latorre, <i>Catalina Island Conservancy</i></p> <p>David Maistros, <i>City of Avalon</i></p> <p>Jason Paret, <i>Catalina Island Medical Center</i></p> <p style="text-align: center;">Jim Luttjohann, President & CEO</p>
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* = 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
	<p>Remote attendance: In accordance with legal advice, under the Brown Act rules in effect as of January 2024, board member's remote attendance is limited to locations identified in advance on the agenda. For a full guide to Open and Public meetings under the Brown Act go here.</p> <p>Members of the public may attend online using this link. https://meet.google.com/vee-cpzt-eug</p>
I. (2 min)	Call to Order/Attendance (2.6.2)
II. (15 min)	<p>Presentation</p> <p>Lance Ware, AVX Networks</p> <p>Update on undersea fiber project</p>
III. (5 min)	Board Chair's Remarks
IV. (5 min)	<p>Approval of Minutes* (Action)</p> <ul style="list-style-type: none"> • May 16, 2024 Board of Directors meeting
V. (30 min)	<p>Board Process (Action)</p> <p>A. <u>Board adopts Ends monitoring schedule for Policy 4.4.6*</u></p> <p>B. <u>Board appoints at least 3 Board members, including Chair-Elect, to Governance Committee Policy 2.8.2.C (Action)</u></p> <p style="padding-left: 20px;">Includes adoption of final slate of Officers & Directors for FY 2024/2025*</p> <p>C. <u>Board appoints 3 or 4 Board members, to Membership/Business Community Linkage Committee* Policy 2.8.4.C (ACTION)</u></p> <p>D. Board confirms completed Bylaws vote by general membership* (Action)</p> <p>E. Board accepts staff recommended choice from RFP for Visitor Guide and Map* (Action)</p>



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VI. (30 min)	<p>MONITORING CEO PERFORMANCE (Policy 4.4)</p> <p>A. Management Parameters Monitoring (Action)</p> <p>Board acts to accept/reject the following monitoring reports due/submitted since last meeting</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 15%;">POLICY #</th> <th style="width: 60%;">TITLE</th> <th style="width: 25%;">DUE DATE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3.5</td> <td>Financial Planning & Budgeting*</td> <td style="text-align: center;">June</td> </tr> </tbody> </table> <p>INSTRUCTIONS FOR THIS AGENDA ITEM: 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>Suggested Motion:</p> <p>“MOTION: that the Board approve that the CEO’s monitoring report on Policy #3.5 (FINANCIAL Planning & Budgeting) “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>... the minutes should reflect a Board vote to approve the report based on this motion.</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 CEO assessment) and add item to agenda for greater policy specification.)</i></p> <p><i>(NOTE: “Budget approval” now takes place through Board action on Jim’s monitoring report for Po., 3.5. Should confirmation that the Board approved the FY 24-25 budget be required by law or any third party, it may be placed on a future consent agenda for confirmation per the requirements of Pol. 2.3.5.)</i></p> <p>B. Ends Monitoring</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">POLICY #</th> <th style="width: 60%;">TITLE</th> <th style="width: 25%;">DUE DATE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1._</td> <td>(No Ends Monitoring Reports are scheduled in June of 2024)</td> <td></td> </tr> </tbody> </table>	POLICY #	TITLE	DUE DATE	3.5	Financial Planning & Budgeting*	June	POLICY #	TITLE	DUE DATE	1._	(No Ends Monitoring Reports are scheduled in June of 2024)	
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	<i>(Instructions for this agenda item and the suggested motion - same as above re Management Parameters monitoring)</i>
VI.	Board Work Plan Development <i>(This would be the place to include a Board Education, Membership/Business Community Linkage, or other item identified in the Board's annual work plan – Pol. 2.3.2)</i>
VII. (15 min)	CEO/Administrative Updates Jim would like to particularly update and/or receive board members' feedback about: <ul style="list-style-type: none"> A. Taste Around Avalon B. Pride 2024 C. New Agenda and Report Templates D. Future Agenda Items <i>Jim – we suggest that you use periodic FYI correspondence to keep the Board updated about things that will clearly be of interest, but which are not Board decisions under the new structure. Use this agenda item as an opportunity to share ideas and seek informal (non-authoritative) feedback/input.</i> <i>Per policy 3.8.1.E, the CEO needs to provide the board with periodic, written “FYI” information. However, Board members will clearly value this informal and informational interaction.</i>
VII.	Closed Session <i>(when applicable)</i> <ul style="list-style-type: none"> A. A call for motion to vote to hold Closed Session (I)- (TOPIC) B. Return to open session
VIII. (15 min)	Proposed 2024-25 Board Schedule: <ul style="list-style-type: none"> A. Next Meeting Dates: <ul style="list-style-type: none"> • July 18, 2024 (See Below, Annual Meeting) • September 19, 2024 • 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 B. Other meetings/events to be on Board members' calendars: <ul style="list-style-type: none"> • July 18, 2024 Annual Meeting and Installation of Officers & Directors—evening dinner event • October 17, 2024 Annual Marketing Conference—full day C. Summary of Follow-Up Items: ???



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IX. (30 min)	<p>Staff Updates</p> <ul style="list-style-type: none"> • Marketing and Sales—Cathy Miller & Nate Leach of 62Above • Events—Janet DeMyer • Visitor & Member Services—Nicole Hohenstein Accept new member Sunset Bar & Grill New owner at Catalina Courtyard Suites <p>Board & Member Updates</p> <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? Use the form or just discuss? <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>
X.	Adjourn