



MENDOCINO COUNTY TOURISM COMMISSION, INC.
Organizational Development Committee
MINUTES

"The Organizational Development Committee shall be composed of a total of three (3) Directors and shall be chaired by the Vice-Chair of the Board of Directors. The Executive or its designee of the Corporation shall attend all Organizational Development Committee meetings as a non-voting member to provide staff support. The Committee shall be responsible for informing and advising the Board in the fulfillment of the Board's duties and obligations, for planning the annual training and orientation of board members, for planning and executing an annual community communications plan and, upon request, assisting the County in recruiting the Corporation's potential, future Board members."- *bylaws, Article 6, Section 6.1, (d) (iii)*

DATE: Monday, March 7, 2016

TIME: 4:00 PM – 05:30 PM

PLACE: Mendocino County Tourism Commission, 345 N Franklin St. Fort Bragg CA 95437

GUESTS: Jodi Smith (Minute taker)

- I. CALL TO ORDER- The Chair called the meeting to order at 4:03 PM.
- II. ROLL CALL-Debra DeGraw, Sharon Davis, Jan Rodriguez (phone-in)
- III. CHAIR'S COMMENTS-The Chair welcomed the members of the Committee.
- IV. PUBLIC COMMENTS-None given.
- V. CONFLICT OF INTEREST-The Committee will review the Conflict of Interest Policy within the Employee Handbook before the next meeting. Debra will send pdf links of other policy examples for research and potential adaptation for MCTC.
- VI. DISCUSS BROWN ACT TRAINING-The Committee was in agreement that additional training on the Brown Act is warranted and would like to see a more concise presentation that is industry specific. They will inquire into having a member of the County Counsel presenting on the Brown Act at a future BOD meeting.
- VII. REVIEW OF VMC 2015/2016 FISCAL YEAR BUDGET-The Committee will review the budget for "Strategic Planning" line items.

VIII. REVIEW FULFILLMENT OF BOARD DUTIES AND OBLIGATIONS POLICY-The Committee needs clarification on the "fulfillment" aspect of the Bylaws line and suggests that this may be an ongoing process.

IX. REVIEW PLANS FOR ANNUAL COMMUNITY COMMUNICATIONS PLAN-The Committee needs clarification from the BOD to determine if this is a new plan or part of the Annual meeting and what associated expenses there may be. This item is tabled until further detail becomes available.

X. REVIEW REIMBURSEMENT OF MATERIALS AND STAFF TIME FOR DOCUMENTS REQUESTED BY THE PUBLIC-The Committee suggested adding a 'Materials Policy' for public document copies that includes staff time as well as material charge.

RECOMMENDATION: The Committee recommends setting a public copy charge of .10 per sheet for black and white (one-sided), and .50 per sheet for color (one-sided).

XI. BYLAWS (SEPARATE ADHOC COMMITTEE TO REVIEW AND REPORT TO MCTC)

XII. DISCUSS BOARD RECRUITING TIMING AND SEATING AND HOW TO ASSIST SUPERVISORS IF REQUESTED-The Committee will research to see if this has a timeframe or if the Board of Supervisors only periodically seeks input from the MCTC Board.

XIII. TOPICS OF INTEREST FROM COMMITTEE MEMBERS-The Committee determined that the Conflict of Interest policy is a top priority and will reach out to other county DMO's for assistance.

XIV. SET NEXT MEETING-March 24th at the MCTC Fort Bragg office at 4:00 PM.

XV. ADJOURNMENT-The Chair adjourned the meeting at 4:41 PM