

**MENDOCINO COUNTY TOURISM COMMISSION, INC.
ORGANIZATIONAL COMMITTEE AGENDA**

**DATE:** Monday July 09, 2018 **TIME:** 3:00p

**LOCATION:** 345 N. Franklin Street Fort Bragg, CA

**CALL-IN:** Redwood Empire Fairgrounds, 1055 N State St, Ukiah, CA 95482

**Dial-in Number: 707-479-2400**

*\*Please note: In accordance with the Brown Act, call-in locations must be listed on the agenda. If anyone from the public is calling in during the meeting, it must be done from or at the locations above.*

1. CALL TO ORDER 3:07pm
2. ROLL CALL – Travis Scott, Wendy Roberts, Sharon Davis & Jennifer Seward on the phone
3. PUBLIC COMMENT –*Pursuant to the Brown Act, the Committee cannot discuss issues or take action on any requests during the comment period*
4. APPROVE MINUTES: No previous minutes located by ED
5. Board of Director Vacancies (MCTC)
	1. Identification of Possible Candidates
		1. Joe Seta, North Coast Brewing
		2. Jim Hurst, Crow’s Nest
		3. Jennifer to talk to Bernadette Byrne re: winery rep

\*\*Correction via Wendy Roberts email 7/10/18:

Just FYI, I don’t see Jim Hurst as a potential board member. I believe that he is on the Harbor Commission which would preclude such an appointment. I do think that he could be a good source of information and suggestions of suitable candidates and he is a wise and observant member of the hospitality industry.  At present, his wife is recovering from multiple by pass surgery.

* 1. Process
		1. See MCTC by-laws section 5.3
1. BID Advisory Board Vacancies
	1. Identification of Possible Candidates
		1. Deborah Watson, Hampton Inn and
		2. Jim Roberts, The Madrones
		3. Sharon to discuss with Megan at Noyo Harbor Inn
	2. Process
		1. See MCTC by laws section 5.3
		2. Appointed by BOS after being Vetted by MCTC Board. Must be sworn in by 11/1 to ensure that November BID meeting happens.
		3. Wendy mentioned that we identify candidtates that are willing to give the time to learn and understand the process and documents. They should also be willing to work with the staff to write the report with MCTC staff. The report is to come from the BID Advisory Board not staff.
		4. Travis will send lodging sizes “Small, Medium, Large” requirements.
		5. Travis will work with staff to get a “How to Apply” page up and running on MCTC website.
		6. Wendy introduced a letter (created by her and Alison de Grassi) that is to be sent by Shari Schampmire to all lodging properties announcing the vacancies.
2. Wendy also introduced a “MCTC Management Calendar” (created by her) outlining the process.
3. Discussion of scheduling a meeting with Wendy, Travis, John Kuhry and county staff to include: Adrienne Thompson, Karla Van Hagen and Shari Schapmire introducing the “MCTC Management Calendar” to cement the process with key county players.

**NEXT MEETING DATE:** 8/13/18 3pm Fort Bragg with an inland call in.

**ADJOURN:** 3:43pm