



BOARD OF DIRECTORS MEETING AGENDA

Friday, February 28, 2020 – 8:30 a.m. – 12:00 p.m.

Visit Concord Offices, 2151 Salvio Street, Suite T, Concord, CA 94520

Billy Mendez, Chairman, Presiding

MISSION: To promote Concord by increasing the awareness and enhancing the image of our city's distinct assets and amenities

- | | |
|--|----------------|
| 1. Call to order | Mendez |
| 2. Public Comment/ Announcements | All |
| 3. Chairman Update | Mendez |
| 4. Approval of January 22, 2020 Board of Directors Minutes | Mendez |
| 5. Presentation of January 2020 Financial Report | Mellini |
| ▪ Accept 2019 Annual Tax Report | |
| ▪ Review and Accept Visitor Center Design Purchases | |
| 6. Marketing, Sales, PR and Outreach Report | Rogers/ Walker |
| 7. Update on sales committee meeting | Schroth |
| 8. Accept CIVITAS Board Policies & Procedures | Schroth |
| 9. Create sub-committee to review Employee Policies & Procedures | Mendez |
| 10. Executive Director Report | Schroth |
| ▪ Partner updates | |
| ▪ Event Updates | |
| ▪ Visitor Center Updates | |
| 11. Board Member Roundtable | Mendez, All |
| 12. Board Goal and Strategy Session (Open to Board Members/Hoteliers) | Carl Ribaud |
| 13. Adjourn to next meeting Wednesday, March 25, 2020, 8:30 a.m. Visit Concord Offices, 2151 Salvio Street, Suite T Concord, CA. | |