



BOARD Meeting AGENDA
January 19, 2016
Calistoga Spa Hot Springs Resort
12:00pm – 1:30pm

Mission statement: The Calistoga Chamber of Commerce is an association of business people advocating Calistoga as a premier Napa Valley destination in advancement of a strong local economy.

Call meeting to order:

Consent Items:

- Action Summary November 17, 2015
- Financials November 2015
 December 2015

Action Items:

- Accept resignation of BOD member Joel Creager
 - Discuss options for addressing BOD vacancy
- Authorize RFP for website re-design

Committee Reports:

- N/A

Executive Director's Report:

- Staffing change update and new hire information
- Review General Membership meeting outline
- Review 2015 Tractor Parade execution
- Update on Winter in the Wineries Program
- Outline Calistoga participation in Napa Valley Restaurant week (Jan.24 to 31st)
- Discuss Harvest Table 2016 potential challenges to event
- Update "Harvest Table" trade mark matter
- Update downtown store front/business changes

Announcements:

- Napa Valley Restaurant Week- Jan. 24th through 31st
- General Membership Mtg.- Jan. 26th @ 6:00 PM- Solage Calistoga



Board Meeting Action Summary
November 17, 2015 @ 12:00 PM
Calistoga Spa Hot Springs

BOD Attendees: Sharon Carone, Joel Creager, Debbie Greene, Daniel Kaiser, Leonard LaBranche, Mike Lennon, Carlene Moore, Michael Swanton

Absent: Aphrodite Caserta, Stephen Patel, Shane Pavitt, Nancy Putney-Abernathy, Clive Richardson

Staff: Chris Canning

Guest(s):

Meeting Called to Order: 12:04 PM by M. Lennon

Consent Items:

- Action Summary October 27, 2015
Motioned: Moore Seconded: Kaiser Passed: 8-0-0
Financials October 2015
Motioned: Moore Seconded: Carone Passed: 8-0-0

Action Items:

- Approved cancellation of Dec 15th BOD meeting.
No pressing business matters to address, traditionally cancelled the Dec. meeting, bylaws allow for cancellation.
Next BOD meeting to be held January 19, 2016
Motioned: Moore Seconded: LaBranche Passed: 8-0-0
Agreed upon BOD holiday dinner on Dec. 14th at 7:00 PM at Calistoga Kitchen for each BOD member and a guest.

Executive Director's Report:

- Updated BOD on the following programs and events:
Lighted Tractor Parade (Dec. 5th @ 7pm)
Need BOD volunteers to help with entry registration (4 to 7:15pm at Logvy) and Judges Table (6:15 to 8:30pm Lincoln Ave.)
Holiday Village received full funding of \$12,550 from TID and Chamber is supporting all elements
Winter in the Wineries promotion is in full swing with early sales already occurring

Next BOD Meeting: January 19, 2016 @ Calistoga Spa Hot Springs

Meeting adjourned at - 12:31 PM
Notes taken by Chris Canning

Action Items submitted by Chris Canning
*: Indicates late arrival or early departure impacting vote count variances

**Calistoga Chamber of Commerce
Executive Summary
November 2015**

Summary of Cash Flow:

Cash as of 11/01/15:	246,732.88
Net Income or (Loss) from P&L:	21,600.19
Accounts Receivable change (increase) or decrease:	3,365.00
Undeposited Funds (increase) or decrease:	0.00
Accounts Payable increase or (decrease):	1,590.05
Accrued Payroll increase or (decrease):	(1,811.38)
Office Equipment Asset - computer (increase) or decrease:	0.00
Petty Cash (increase) or decrease:	0.00
Prepaid Expenses (increase) or decrease:	(4,000.02)
Loan Payable increase or (decrease):	0.00
Amortization and depreciation (non cash expense):	<u>67.00</u>
Cash as of 11/30/15:	267,543.72 ¹

P&L vs. Budget:

Current Month	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Total Income	83,710.81	42,760.42	40,950.39 ²
COGS & Expenses	<u>62,110.62</u>	<u>52,652.00</u>	<u>9,458.62</u> ³
Net Income	21,600.19	(9,891.58)	31,491.77
Less Valley Fire Relief Fund	<u>8,271.74</u>		
Actual Net Income	13,328.45	(9,891.58)	23,220.03
YTD			
Total Income	428,702.40	336,302.10	92,400.30 ⁴
COGS & Expenses	<u>283,746.14</u>	<u>336,610.00</u>	<u>(52,863.86)</u> ⁵
Net Income	144,956.26	(307.90)	145,264.16
Less YTD Valley Fire Relief Fund	<u>88,045.27</u>		
Actual YTD Net Income	56,910.99	(307.90)	57,218.89
Projected Next Month			
Total Income		75,760.42	
COGS & Expenses		<u>91,952.00</u>	
Net Income		(16,191.58)	

Harvest Table

YTD Total Income	19,904.80	42,000.00	(22,095.20)
Total COGS & Expenses	<u>20,726.32</u>	<u>44,300.00</u>	<u>(23,573.68)</u>
Net Income	(821.52)	(2,300.00)	1,478.48

YTD Total Revenues, Total Expenses, Net Income:

	<u>YTD Revenue</u>	<u>YTD Expenses</u>	<u>YTD Net Income</u>
City Contracted	168,802.10	157,550.39	11,251.71
Chamber Operations	130,590.23	87,447.82	43,142.41
Valley Fire Relief Fund	88,045.27	0.00	88,045.27
Chamber Fundraisers	<u>41,264.80</u>	<u>38,747.93</u>	<u>2,516.87</u>
Totals	428,702.40	283,746.14	144,956.26

Receivables:

Uncollected Membership Dues increase or (decrease)	(2,862.00)
Non-membership A/R > 90 days	2,500.00
Non-membership A/R increase or (decrease):	(3,365.00)

Payables:

	<u>Previous Month</u>	<u>Current Month</u>	<u>Difference</u>
A/P balance	1,504.27	3,094.32	1,590.05
A/P over 30 days	0.00	0.00	0.00

Notes:

- ¹ Valley Fire Relief Fund checking balance \$88,045.27 as of 11/30/15
- ² Advertising Income over \$4,395; Donations Income over \$9,352 (Valley Fire Relief Fund); Membership Income over \$1,467; Participation Income over \$770; Retail Sales Income over \$18,277 (Ragnar Relay); Sponsorship Income under \$500; Ticket Sales Income over \$2,350 (WTW); Visitors Guide Income over \$4,840
- ³ COGS over \$6,643 (TP, HV); Expenses over \$2,816 (Marketing over \$5,306; Payroll Expenses under \$1,472)
- ⁴ YTD Advertising Income over \$1,645; YTD Donations Income over \$89,613.27 (Fire); YTD Membership Income over \$18,041; YTD Participation Income under \$1,185; YTD Retail Sales Income under \$10,068; YTD Sponsorship Income under \$19,264; YTD Ticket Sales Income over \$2,350; YTD Visitors Guide Income over \$11,267
- ⁵ YTD COGS under \$27,212 (HT under \$24,532); YTD Expenses under \$25,652 (Insurance under \$4,260; Marketing under \$19,063; Payroll under \$7,632; Donation to Community Napa Valley over \$3,255 - Fire)

**Calistoga Chamber of Commerce
Executive Summary
December 2015**

Summary of Cash Flow:

Cash as of 12/01/15:	267,543.72
Net Income or (Loss) from P&L:	(95,575.09)
Accounts Receivable change (increase) or decrease:	1,375.00
Undeposited Funds (increase) or decrease:	0.00
Accounts Payable increase or (decrease):	1,979.44
Accrued Payroll increase or (decrease):	0.00
Office Equipment Asset - computer (increase) or decrease:	0.00
Petty Cash (increase) or decrease:	0.00
Prepaid Expenses (increase) or decrease:	5,510.98
Loan Payable increase or (decrease):	0.00
Amortization and depreciation (non cash expense):	<u>67.00</u>
Cash as of 12/31/15:	180,901.05 ¹

P&L vs. Budget:

Current Month	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Total Income	65,785.30	75,760.42	(9,975.12) ²
COGS & Expenses	<u>161,360.39</u>	<u>91,952.00</u>	<u>69,408.39</u> ³
Net Income	(95,575.09)	(16,191.58)	(79,383.51)
Less Valley Fire Relief Fund	<u>(84,467.32)</u>		
Actual Net Income	(11,107.77)	(16,191.58)	5,083.81
YTD			
Total Income	494,487.70	412,062.52	82,425.18 ⁴
COGS & Expenses	<u>445,106.53</u>	<u>428,562.00</u>	<u>16,544.53</u> ⁵
Net Income	49,381.17	(16,499.48)	65,880.65
Less YTD Valley Fire Relief Fund	<u>3,577.95</u>		
Actual YTD Net Income	45,803.22	(16,499.48)	62,302.70
Projected Next Month			
Total Income		73,510.42	
COGS & Expenses		<u>63,105.00</u>	
Net Income		10,405.42	

Tractor Parade

YTD	Total Income	15,055.00	20,000.00	(4,945.00)
	Total COGS & Expenses	<u>11,065.16</u>	<u>21,300.00</u>	<u>(10,234.84)</u>
	Net Income	3,989.84	(1,300.00)	5,289.84

YTD Total Revenues, Total Expenses, Net Income:

	<u>YTD Revenue</u>	<u>YTD Expenses</u>	<u>YTD Net Income</u>
City Contracted	196,562.52	188,785.73	7,776.79
Chamber Operations	148,537.43	109,613.77	38,923.66
Valley Fire Relief Fund	88,577.95	85,000.00	3,577.95
Chamber Fundraisers	<u>60,809.80</u>	<u>61,707.03</u>	<u>(897.23)</u>
Totals	494,487.70	445,106.53	49,381.17

Receivables:

Uncollected Membership Dues increase or (decre)	505.00
Non-membership A/R > 90 days	2,500.00
Non-membership A/R increase or (decrease):	(1,375.00)

Payables:

	<u>Previous Month</u>	<u>Current Month</u>	<u>Difference</u>
A/P balance	3,094.32	5,073.76	1,979.44
A/P over 30 days	0.00	0.00	0.00

Notes:

- ¹ Valley Fire Relief Fund checking balance \$3,577.95 as of 12/31/15
- ² Advertising Income over \$6,144; Donations Income over \$1,916; Membership Income under \$653; Participation Income over \$695; Retail Sales Income under \$2,103; Sponsorship Income under \$7,750 (Holiday Village budgeted at \$10,000); Ticket Sales Income under \$1,400; Visitors Guide Income under \$6,825
- ³ COGS under \$13,639 (TP under \$13,421); Expenses under \$1,953 after removing Fire Fund donation of \$85,000 (Insurance over \$4,620 due to posting insurance for Harvest Table and TP; Marketing under \$11,969)
- ⁴ YTD Advertising Income over \$7,789; YTD Donations Income over \$91,529 (Fire); YTD Membership Income over \$17,388; YTD Participation Income under \$490; YTD Retail Sales Income under \$12,171; YTD Sponsorship Income under \$27,014; YTD Ticket Sales Income over \$950; YTD Visitors Guide Income over \$4,442
- ⁵ YTD COGS under \$40,204 (HT under \$23,885, TP under \$12,170); YTD Expenses under \$28,252 after removing Fire Fund donation of \$85,000 (Marketing under \$31,032, Payroll Expenses under \$8,477)

**CALISTOGA**

Chris Canning <chris@calistogachamber.net>

Farewell for now

2 messages

Joel Creager <joel.c.m.creager@gmail.com>

Thu, Jan 14, 2016 at 3:39 PM

To: mike@lauramichaelwines.com, shane@phiferpavittwine.com, Aphrodite Caserta <acaserta@safariwest.com>, Carlene Moore <carlene@napacountyfair.org>, Clive Richardson <cliverichardson77@gmail.com>, Dan Kaiser <gmleftcoastrestaurants@gmail.com>, Debbie Greene <dgreene@mountviewhotel.com>, Leonard <leonard@llabranchecca.com>, Michael Lennon <mlennon@calistogasp.com>, Nancy at Blackbird <nancyp-a@blackbirdofcalistoga.com>, Sharon Carone <sharoncarone@comcast.net>, Steve Patel <sp@jdshotels.com>, Chris Canning <chris@calistogachamber.net>

Hi everyone,

With my recent move to San Francisco and the new employment I will be unable to fulfill the remainder of my term on the Calistoga Chamber Board of Directors. It has been a pleasure and an honor to serve with some of Calistoga's finest citizens (yes, you too Clive) to strengthen and further the business interests of our thriving community. To see the incredible amount of progress and change for our town in such a short time is amazing, and speaks directly to the quality of our community. I will always love Calistoga and it will always be a home to me.

From the moment I threw my hat in the ring I never expected to share a seat at the the table with you all, but I am so glad that I did. Whether it was rallying for the sake of our troubled neighbors, skipping lunch to meet with you each month, discussing scholarship and award qualifications or herding a bunch of tractors in the cold I will hold these memories in my heart. Thanks for the laughs, the insight, the wisdom and the experience. See you around.

All the best,

Joel Creager

707-480-3661

Joel.C.M.Creager@gmail.com



January 24-31, 2016

Participating Calistoga Restaurants

\$20 Lunches / \$36 & \$46 Dinners

- Lunch at [Solbar](#)
- Lunch at [Hydro Bar & Grill](#)*
- Lunch or Dinner at [Bosko's Trattoria](#)
- Dinner at [All Seasons Bistro](#)*
- Dinner at [Hotel D'Amici Ristorante](#)*

*Corkage fees are donated to the [Napa Food Bank](#). Click [here](#) for detailed information!