



Calistoga Chamber
of Commerce

BOARD Meeting AGENDA
June 21, 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:

- Financials May 2016
- Action Summary May 17, 2016

Action Items:

- Welcome newly elected BOD members
- Thank departing BOD members for service
- Nominate & Elect new BOD officers
- Review and approve the 2016/17 operating budgets
- Review and approve 2016/17 BOD meeting calendar

Committee Reports:

- N/A

Executive Director's Report:

- Employee Shuttle Program update
- Harvest Table preparation update
- Community Awards & BOD Induction Luncheon update

Announcements:

- Concerts in the Park Series begins June 23rd @ 6:30 PM @ Pioneer Park
- Community Awards & Chamber Induction Luncheon - June 27th @ 11:30 AM @ Calistoga Inn

**Calistoga Chamber of Commerce
Executive Summary
May 2016**

Summary of Cash Flow:

Cash as of 05/01/16:	207,239.27
Net Income or (Loss) from P&L:	9,624.21
Accounts Receivable change (increase) or decrease:	(8,537.04)
Undeposited Funds (increase) or decrease:	0.00
Accounts Payable increase or (decrease):	3,392.17
Deferred Revenue increase or (decrease):	0.00
Accrued Payroll increase or (decrease):	0.00
Office Equipment Asset - computer (increase) or decrease:	0.00
Petty Cash (increase) or decrease:	(100.00)
Prepaid Expenses (increase) or decrease	(3,504.75)
Loan Payable increase or (decrease):	0.00
Amortization and depreciation (non cash expense):	<u>67.00</u>
Cash as of 05/31/16	208,180.86 ¹

P&L vs. Budget:

Current Month	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Total Income	47,952.60	33,760.42	14,192.18 ²
COGS & Expenses	<u>38,328.39</u>	<u>44,605.00</u>	<u>(6,276.61)</u> ³
Net Income	9,624.21	(10,844.58)	20,468.79
Less Valley Fire Relief Fund	<u>0.00</u>		
Actual Net Income	9,624.21	(10,844.58)	20,468.79
YTD			
Total Income	770,939.64	646,614.62	124,325.02 ⁴
COGS & Expenses	<u>690,162.11</u>	<u>679,337.00</u>	<u>10,825.11</u> ⁵
Net Income	80,777.53	(32,722.38)	113,499.91
Less YTD Valley Fire Relief Fund	<u>4,329.95</u>		
Actual YTD Net Income	76,447.58	(32,722.38)	109,169.96
Projected Next Month			
Total Income		101,560.42	
COGS & Expenses		<u>55,155.00</u>	
Net Income		46,405.42	

YTD Total Revenues, Total Expenses, Net Income:

	<u>YTD Revenue</u>	<u>YTD Expenses</u>	<u>YTD Net Income</u>
City Contracted	335,364.62	332,715.26	2,649.36
Chamber Operations	207,723.90	198,728.34	8,995.56
Valley Fire Relief Fund	89,329.95	85,000.00	4,329.95
Chamber Fundraisers	<u>138,521.17</u>	<u>73,718.51</u>	<u>64,802.66</u>
Totals	770,939.64	690,162.11	80,777.53

Receivables:

Uncollected Membership Dues increase or (decrease)	(1,119.50)
Non-membership A/R > 90 days	0.00
Non-membership A/R increase or (decrease):	9,059.48

Payables:

	<u>Previous Month</u>	<u>Current Month</u>	<u>Difference</u>
A/P balance	797.01	4,189.18	3,392.17
A/P over 30 days	0.00	0.00	0.00

Notes:

- ¹ Valley Fire Relief Fund checking balance \$4,329.95 as of 05/31/16
- ² Advertising Income over \$8,250; Membership Income over \$5,587; Retail Sales Income under \$1,995; Sponsorship Income over \$1,300; Visitors Guide Income over \$1,050
- ³ COGS under \$1,250; Expenses under \$5,027 (Marketing/Advertising under \$5,120; Payroll Expenses under \$3,219)
- ⁴ YTD Advertising Income over \$18,524; YTD Donations Income over \$92,332 (Fire); YTD Membership Income over \$25,689; YTD Participation Income under \$490; YTD Retail Sales Income under \$14,932; YTD Sponsorship Income under \$39,853; YTD Ticket Sales Income over \$39,500; YTD Visitors Guide Income over \$3,552
- ⁵ YTD COGS under \$33,567 (HT under \$23,885, TP under \$8,681); YTD Expenses under \$40,608 after removing Fire Fund donation of \$85,000 (Marketing under \$38,519, Payroll Expenses under \$20,405)



Board Meeting Action Summary

May 17, 2016 @ 12:00 PM ~ Calistoga Spa Hot Springs

BOD Attendees: Sharon Carone, Aphrodite Caserta, Leonard LaBranche, Mike Lennon, Carlene Moore, Stephen Patel, Michael Swanton

Absent: Nancy Putney-Abernathy, Daniel Kaiser, Shane Pavitt, Clive Richardson

Staff: Chris Canning

Guest(s):

Meeting Called to Order: 12:09 PM by M. Lennon

Consent Items:

- Action Summary April 19, 2016
 - Motioned: Swanton Seconded: Moore Passed: 7-0-0
- Financials April 2016
 - Motioned: Carone Seconded: Swanton Passed: 7-0-0

Action Items:

- Received and ratified 2016 BOD election results
 - Elected to three year term:
 - Sharon Carone, Michael Lennon, Stephen Patel, Laura Swanton
 - Elected to two year term:
 - Nick Kite, Pam Ingalls
 - Motioned: Moore Seconded: LaBranche Passed: 7-0-0
- Reviewed 2016/17 proposed operating budget draft (clerical error resulted in missing page)
 - Approved assumptions: revenue increases from City contract and membership dues at 3%; staff compensation pool increase of 5%
 - Modified assumptions: increased healthcare expense from 15% to 20%; decreased WIW sales; capture scholarship awards in revenue and expense vs. simple pass through
 - Detailed draft budget will be presented to finance committee prior to next BOD meeting
 - Final draft to be present to BOD at June meeting for discussion and approval
- Received list of scholarship award recipients all to receive a \$1,000 from the scholarship review committee
 - Kaory Verduso, Andrea Salomon, Jacqueline Avina Espinoza, Gianna Pocchini, Yulisa Garcia
 - Limitation on how long an award can remain unclaimed should be discussed for next year
- Updated on status of Community Awards process and discussed only receiving 5 nominations to date. Deadline is May 19th. Eblast will emphasize deadline and need for more nominations
- Approved establishment of an LLC under the Chamber to act as sponsoring agency for the Calistoga Employee Shuttle Program (ESP). The absence of any 3rd party interest to fill this role has resulted in this action.
 - LLC will be established ASAP. Officer and Director's insurance will be researched
 - Motioned: Swanton Seconded: Caserta Passed: 7-0-0
- Approved a Chamber loan to ESP LLC for operating expenses and program stabilization not to exceed \$40,000 and disbursed on a draw basis. Loan will accrue interest at 5% annually.
 - Motioned: Labranche Seconded: Moore Passed: 7-0-0
- Proposed officers of Chamber BOD to serve as officers for the ESP LLC (Chair, Vice Chair, Treasurer, Secretary)
 - Motioned: Labranche Seconded: Moore Passed: 7-0-0

(see reverse)



Executive Director's Report:

- o Updated that "Harvest Table" trademark/copyright joint use agreement with the Palmer Group (Harvest Table Restaurant St. Helena) was not progressing well. The changes proposed by Palmer Group were deemed unacceptable by the BOD as it removed acknowledgment of our prior use of the mark and diluted rights and use. Our attorney will push back and hold firm. Update at next BOD is expected.

Closed Session:

- BOD adjourned into closed session (12:50pm) to discuss Executive Director evaluation summary and proposed compensation increase in the absence of Canning.
- Canning returned:
- Chairperson Lennon to present revised evaluation document to Canning before next BOD meeting.
- BOD approved 6% salary increase for Canning for next fiscal year.

Next BOD Meeting: **June 21st @ Calistoga Spa Hot Springs**

Meeting adjourned at – 1:31 PM

Notes taken by Chris Canning

Action Items submitted by Chris Canning

*: Indicates late arrival or early departure impacting vote count variances

Excerpt from Calistoga Chamber of Commerce Bylaws

ARTICLE 10

OFFICERS OF THE CORPORATION

10.1 OFFICERS QUALIFICATIONS AND TERMS OF OFFICE. The elected officers of the Chamber shall be a Chairperson, a Vice-Chair, a Treasurer, immediate Past-Chairperson, and Secretary (this position will be filled by the Executive of the Chamber). These officers shall serve terms of one year commencing on July 1st and ending on the next succeeding June 30th. The Chairperson may serve no more than two (2) consecutive terms as Chair

10.2 ELECTION OF OFFICERS. Within five days following the regular election of new Directors, the Chairperson shall appoint three Directors, one of whom shall be the Vice-Chair, to serve as a Nominating Committee for officers for the next calendar year. The Executive shall be an advisory, non-voting member of this Nominating Committee. This Nominating committee shall select and secure the acceptance of one or more nominees for each elected officer position. The Vice-Chair shall automatically be the nominee of the Nominating Committee for Chairperson unless the Vice-Chair is unwilling or unable to serve. These nominations shall be presented to the Board at its regular June meeting, whereupon the Board may nominate other qualified candidates before declaring the nominations closed and proceeding to the election of the new officers either at that time or, at the discretion of the Board, the following regularly scheduled meeting. A majority of the voting members present at said meeting should be required for election.

ARTICLE 11

DUTIES OF OFFICERS

11.1 CHAIRPERSON OF THE BOARD. The Chairperson shall preside at all meetings of the Chamber's membership, the Board and the Executive Committee, and shall, with the approval of the Board and/or in accordance with these Bylaws, or policies, budgets and programs approved by the Board, and with the advice and assistance of the Executive assign and define the duties of the officers and committees of the Chamber. The Chairperson, with the council of the Executive shall have the authority to fill board vacancies, with executive committee ratification, appoint directors for, and shall assist in the selection of members to serve on, the various standing and special committees of the Chamber.

11.2 VICE-CHAIR. The Vice-Chair will act in absence of the Chairperson and be the Chairperson-Elect.

11.3 TREASURER. The Treasurer shall chair the Chamber's Finance Committee and shall, with the advice and assistance of the Executive, oversee the performance of its responsibilities.

11.4 SECRETARY. The Secretary shall be responsible for the proper making and maintenance of all official records of the Chamber, and for the preparation and submission or distribution of such reports as the law may require of the Chamber. The Executive of the Chamber will fill this position.

Callistoga Chamber of Commerce
2015/16 Budget Comparisons

DRAFT

	Actual	Actual	Actual	Actual	Actual YTD	Budget
	2011-12	2012-13	2013-14	2014-15	YTD 05/2015 2015-16	2016-17
Ordinary Income/Expense						
Income						
40000 · Income						
40100 · Income - Advertising	12,858.00	15,205.00	41,456.73	33,114.00	46,524.50	38,500.00
40200 · Income - City Contract	302,000.00	302,000.00	300,000.00	324,999.96	305,364.62	343,118.76
40400 · Income - Donations	1,189.16	3,090.25	3,063.25	2,760.99	92,331.95	8,000.00
40600 · Income - Membership	88,277.60	85,629.54	106,784.98	99,537.00	70,439.50	102,000.00
40700 · Income - Participation	20,636.94	10,748.50	10,346.00	21,068.70	29,009.80	26,300.00
40800 · Income - Retail Sales	25,487.14	19,289.14	23,682.80	61,148.53	44,567.90	77,900.00
40900 · Income - Sponsorship	17,460.00	36,581.64	79,488.07	79,626.65	67,647.37	67,250.00
41000 · Income - Ticket Sales	74,761.49	70,359.20	36,860.00	71,611.00	79,500.00	63,650.00
41100 · Income - Visitors Guide	0.00	4,152.15	40,351.00	33,670.00	35,552.50	35,000.00
Total 40000 · Income	542,670.23	547,055.42	642,032.83	727,536.83	770,938.14	761,718.76
Cost of Goods Sold						
50000 · Cost of Goods Sold						
50100 · COGS - Event Marketing	1,721.35	3,059.16	419.11	372.96	0.00	600.00
50200 · COGS - Event Music / Artist	15,284.00	15,575.00	7,284.00	7,000.00	6,550.00	10,100.00
50300 · COGS - Event Production	32,359.51	24,297.86	34,152.93	57,239.71	39,623.57	50,850.00
50400 · COGS - Event Staging / Tenting	10,876.85	4,191.16	1,392.16	0.00	0.00	0.00
50600 · COGS - Retail Goods	18,780.03	16,523.53	14,007.06	31,687.78	17,178.97	43,300.00
50700 · COGS - Other	0.00	0.00	0.00	0.00	430.08	0.00
Total 50000 · Cost of Goods Sold	79,021.74	63,646.71	57,145.26	96,300.45	63,782.62	104,850.00
Total COGS	79,021.74	63,646.71	57,145.26	96,300.45	63,782.62	104,850.00
Gross Profit	463,648.49	483,408.71	584,887.57	631,236.38	707,155.52	656,868.76
Expense						
60000 · Expenses						
60100 · Accounting	6,600.00	7,410.35	8,059.66	8,761.76	8,608.82	15,300.00
60150 · Amortization Expense	5,892.00	4,604.00	366.00	0.00	0.00	0.00
60200 · Automobile / Mileage	966.06	1,473.42	1,241.49	1,621.32	1,227.99	1,500.00
60300 · Bank Charges	577.98	714.67	81.57	431.85	184.45	180.00
60400 · Computer Repairs	0.00	317.92	335.50	309.05	1,108.49	900.00
60500 · Conferences / Seminars	0.00	213.50	621.80	3,103.34	95.00	2,500.00
60600 · Contract Labor	3,654.90	3,893.50	982.25	20.00	0.00	0.00

Callistoga Chamber of Commerce
2015/16 Budget Comparisons

DRAFT

	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
60650 · Credit Card Merchant Fees	2,830.15	2,822.21	2,857.85	4,310.62	6,617.41	6,756.00
60700 · Depreciation Expense	3,876.00	3,340.00	1,638.42	804.00	737.00	804.00
60800 · Dues / Subscriptions	2,704.68	2,675.02	2,360.55	2,461.29	3,437.82	3,450.00
60900 · Equipment / Copier Lease	6,574.24	6,471.95	5,018.10	6,140.09	5,851.36	6,240.00
61000 · Equipment Rental	0.00	0.00	378.16	0.00	0.00	0.00
61100 · Insurance	7,660.94	7,317.89	7,948.55	5,915.60	13,157.38	13,960.00
61200 · Interest Expense	3,944.46	1,912.51	404.67	567.79	59.18	0.00
61300 · Janitorial	2,496.00	2,520.00	2,472.00	2,472.00	2,332.00	2,760.00
61400 · Legal	0.00	0.00	412.50	1,620.00	1,845.45	2,700.00
61500 · Licenses & Permits	1,755.00	2,035.00	880.00	1,667.00	746.00	750.00
61600 · Marketing / Advertising						
61610 · Advertising Guides	384.35	2,500.00	32,000.00	35,346.00	32,375.50	33,000.00
61625 · Creative Services	25,058.00	31,582.25	22,480.80	21,934.00	29,227.99	29,200.00
61630 · Internet Marketing	23,587.24	36,178.88	25,278.95	32,182.49	17,936.53	20,220.00
61640 · Media Photo / Video	0.00	3,200.00	241.00	1,750.00	5,231.25	2,300.00
61650 · Mixer Expenses	0.00	71.11	276.32	0.00	0.00	0.00
61655 · Outdoor Campaign	7,200.00	2,100.00	12,000.00	0.00	0.00	0.00
61660 · Print Media	11,885.46	11,381.62	35,801.96	41,856.59	31,856.36	21,550.00
61670 · PR Firm Fees	24,974.50	15,099.31	16,298.22	19,246.93	9,000.00	9,000.00
61680 · Trade Shows / Fam Trips	350.00	0.00	6,098.93	1,427.28	475.00	2,000.00
61690 · Visitor Signs	0.00	1,396.38	225.00	0.00	0.00	1,500.00
61600 · Marketing / Advertising - Oth	0.00	1,631.51	-454.81	1,433.61	175.00	0.00
Total 61600 · Marketing / Advertising	93,439.55	105,141.06	150,247.37	155,176.90	126,276.43	118,770.00
61700 · Meeting Expenses	877.32	4,251.24	3,678.46	679.97	2,816.33	2,800.00
61800 · Office Supplies	4,125.94	5,751.20	5,028.93	7,165.51	5,768.47	5,520.00
61900 · Payroll Expenses						
61903 · Employee Bonus	1,101.66	7,925.00	1,350.00	0.00	6,400.00	0.00
61905 · Employee Commissions	3,428.00	1,386.00	3,027.73	10,177.47	5,627.98	17,500.00
61910 · Employee Health Insurance	9,090.13	10,532.34	11,312.23	16,957.85	12,024.16	18,060.00
61920 · Employee Paid Vacation	286.00	1,097.60	1,197.00	0.00	627.00	0.00
61930 · Employee Wages	184,294.91	204,395.28	242,805.40	282,942.95	250,109.33	300,876.00
61940 · Payroll Service	721.77	0.00	0.00	0.00	0.00	0.00
61950 · Payroll Tax Expense	17,599.96	21,096.11	23,663.65	25,273.68	25,967.76	28,584.00
61970 · Worker's Compensation Ins	2,345.13	1,153.87	631.96	4,398.00	1,918.00	3,384.00
61900 · Payroll Expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 61900 · Payroll Expenses	218,869.56	247,586.20	283,687.97	319,749.95	302,674.23	368,404.00
62000 · Postage	1,974.73	1,926.36	1,475.86	2,314.52	2,694.41	2,760.00
62100 · Rent	24,000.00	24,384.00	24,955.20	25,142.40	23,470.40	26,550.00
62200 · Repairs / Maintenance	1,241.81	344.96	1,156.12	1,850.55	364.89	1,848.00

Calistoga Chamber of Commerce
2015/16 Budget Comparisons

DRAFT

	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
62400 · Supplies	3,587.28	1,682.80	792.02	3,269.62	420.13	0.00
62500 · Taxes - Federal / State	119.11	123.69	86.08	76.69	7,899.10	3,000.00
62600 · Telephone / Fax / Cell	4,861.12	5,283.84	5,068.71	4,474.81	4,043.26	4,980.00
62700 · Training	0.00	63.00	0.00	0.00	0.00	0.00
62800 · Travel / Entertainment	1,768.54	1,647.41	3,419.94	6,012.38	7,007.68	7,806.00
62900 · Utilities						
62910 · Electric / Gas	4,380.38	4,478.71	4,154.55	4,138.11	4,715.40	5,184.00
62920 · Trash	0.00	147.22	284.18	442.70	292.98	408.00
62930 · Water	824.41	824.55	830.55	942.57	725.47	804.00
Total 62900 · Utilities	5,204.79	5,450.48	5,269.28	5,523.38	5,733.85	6,396.00
63000 · Other Expenses						
63200 · Donations	0.00	0.00	0.00	0.00	88,505.00	0.00
63100 · Scholarship Fund	1,000.00	700.00	1,000.00	1,000.00	2,000.00	5,000.00
63000 · Other Expenses - Other	0.00	0.00	29.95	1,671.71	417.54	0.00
Total 63000 · Other Expenses	1,000.00	700.00	1,029.95	2,671.71	90,922.54	5,000.00
Total 60000 · Expenses	410,582.16	452,058.18	521,944.96	574,314.10	626,100.07	611,634.00
5000 · OPERATING EXPENSES						
69000 · Write Off Bad Debt	4,882.00	-100.00	0.00	0.00	0.00	0.00
Total 5000 · OPERATING EXPENSES	4,882.00	-100.00	0.00	0.00	0.00	0.00
Total Expense	415,474.16	451,958.18	521,944.96	574,314.10	626,100.07	611,634.00
Net Ordinary Income	48,174.33	31,450.53	62,942.61	56,922.28	81,056.45	45,234.76
Other Income/Expense						
Other Income						
80000 · Interest Income	1.92	0.86	1.40	1.97	1.50	2.00
Total Other Income	1.92	0.86	1.40	1.97	1.50	2.00
Net Other Income	1.92	0.86	1.40	1.97	1.50	2.00
Net Income	48,176.25	31,451.39	62,944.01	56,924.25	81,056.95	45,236.76

rev: 06-01-2016

Calistoga Chamber of Commerce
Profit & Loss Budget Overview by Class
July 2016 through June 2017

DRAFT

Ordinary Income/Expense	Community... (Chamber F... Jul '16 - Jul...	Concerts In... (Chamber F... Jul '16 - Jul...	Harvest Tax... (Chamber F... Jul '16 - Jul...	Holiday VIII... (Chamber F... Jul '16 - Jul...	Tractor Par... (Chamber F... Jul '16 - Jul...	Winter in th... (Chamber F... Jul '16 - Jul...	Total Cham... (Jul '16 - Jul...	Chamber of... (Operations) Jul '16 - Jul...	Billboard C... (Destinatio... Jul '16 - Jul...	Visitors Ca... (Destinatio... Jul '16 - Jul...	Website (Destinatio... Jul '16 - Jul...	Total Desti... (Operations) Jul '16 - Jul...	Total Open... (Jul '16 - Jul...	TOTAL Jul '16 - Jul...
40000 - Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40100 - Income - Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40200 - Income - City Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40300 - Income - Commissions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40400 - Income - Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40500 - Income - Mailing Lists	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40600 - Income - Membership	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40700 - Income - Participation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40800 - Income - Retail Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40900 - Income - Sponsorship	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41000 - Income - T-shirt Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41100 - Income - Visitors Guide	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 40000 - Income	4,150.00	10,000.00	36,850.00	5,500.00	14,200.00	67,500.00	139,200.00	250,400.00	0.00	373,118.76	0.00	373,118.76	623,518.76	761,718.76
Total 40000 - Cost of Goods Sold	4,150.00	10,000.00	36,850.00	5,500.00	14,200.00	67,500.00	139,200.00	250,400.00	0.00	373,118.76	0.00	373,118.76	623,518.76	761,718.76
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50000 - Cost of Goods Sold	0.00	600.00	1,300.00	0.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
50100 - COGS - Event Marketing	0.00	8,800.00	0.00	0.00	0.00	0.00	10,100.00	0.00	0.00	0.00	0.00	0.00	0.00	10,100.00
50200 - COGS - Event Music / Artist	0.00	3,000.00	23,000.00	3,000.00	9,250.00	10,900.00	50,850.00	0.00	0.00	0.00	0.00	0.00	0.00	50,850.00
50300 - COGS - Event Production	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50400 - COGS - Event Staging / Tenting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50500 - COGS - Management Fees	0.00	0.00	9,000.00	0.00	0.00	0.00	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	9,000.00
50600 - COGS - Retail Goods	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50700 - COGS - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50000 - Cost of Goods Sold - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 50000 - Cost of Goods Sold	4,400.00	9,700.00	33,300.00	3,000.00	9,250.00	10,900.00	70,550.00	34,300.00	0.00	373,118.76	0.00	373,118.76	589,218.76	656,868.76
Total COGS	4,400.00	9,700.00	33,300.00	3,000.00	9,250.00	10,900.00	70,550.00	34,300.00	0.00	373,118.76	0.00	373,118.76	589,218.76	656,868.76
Gross Profit	-250.00	300.00	3,550.00	2,500.00	4,950.00	56,600.00	67,650.00	216,100.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses														
60000 - Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,580.00	0.00	0.00	0.00	0.00	0.00	15,900.00
60100 - Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60200 - Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	780.00	0.00	0.00	0.00	0.00	0.00	1,500.00
60300 - Automobile / Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.00	0.00	0.00	0.00	0.00	0.00	1,800.00
60400 - Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	900.00
60500 - Computer Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	2,500.00
60600 - Conferences / Seminars	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60700 - Contract Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60800 - Credit Card Merchant Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,040.00	0.00	0.00	0.00	0.00	0.00	6,756.00
60900 - Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00	0.00	0.00	0.00	0.00	0.00	804.00
61000 - Equipment / Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	3,450.00
61100 - Equipment / Copier Lease	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,872.00	0.00	0.00	0.00	0.00	0.00	6,240.00
61200 - Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61300 - Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61400 - Janitorial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	840.00	0.00	0.00	0.00	0.00	0.00	2,760.00
61500 - Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	2,700.00
61600 - Licenses & Permits	0.00	0.00	600.00	0.00	0.00	0.00	600.00	150.00	0.00	0.00	0.00	0.00	0.00	750.00
61700 - Marketing / Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,000.00	0.00	0.00	0.00	0.00	0.00	33,000.00
61800 - Catering / Refreshments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61900 - Creative Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62000 - Internet Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,120.00	0.00	0.00	0.00	0.00	0.00	29,200.00
62100 - Media Photo / Video	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	0.00	0.00	0.00	0.00	0.00	20,200.00
62200 - Mixer Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,900.00
62300 - Outdoor Campaign	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62400 - Print Media	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62500 - PR Firm Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62600 - Trade Shows / Fam Trips	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62700 - Visitor Signs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62800 - Marketing / Advertising - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 60000 - Marketing / Advertising	200.00	0.00	600.00	1,400.00	3,850.00	13,250.00	18,500.00	36,120.00	0.00	42,450.00	0.00	42,450.00	100,270.00	118,770.00
63000 - Meeting Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00	0.00	0.00	0.00	0.00	0.00	2,800.00
64000 - Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,150.00	0.00	3,380.00	0.00	3,380.00	5,520.00	5,520.00

Callstoga Chamber of Commerce
Profit & Loss Budget Overview by Class
July 2016 through June 2017

DRAFT

	Community... (Chamber F... Jul '16 - Ju...	Concerts In... (Chamber F... Jul '16 - Ju...	Harvest Fa... (Chamber F... Jul '16 - Ju...	Holiday Vill... (Chamber F... Jul '16 - Ju...	Tractor Par... (Chamber F... Jul '16 - Ju...	Winter in th... (Chamber F... Jul '16 - Ju...	Total Cham... Jul '16 - Ju...	Chamber of... (Operations) Jul '16 - Ju...	Billboard C... (Advertising) Jul '16 - Ju...	Visitors Cen... (Destination... Jul '16 - Ju...	Website (Destination... Jul '16 - Ju...	Total Dest... (Operations) Jul '16 - Ju...	Total Oper... Jul '15 - Ju...	TOTAL Jul '16 - Ju...
61900 - Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
61903 - Employee Bonus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
61905 - Employee Commissions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
61910 - Employee Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
61920 - Employee Paid Vacation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
61930 - Employee Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
61940 - Payroll Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
61950 - Payroll Tax Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
61960 - Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
61970 - Worker Compensation Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
61980 - Payroll Expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total 61900 - Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
62000 - Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
62100 - Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
62200 - Repairs / Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
62300 - Storage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
62400 - Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
62500 - Taxes - Federal / State	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
62600 - Telephone / Fax / Cell	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
62700 - Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
62800 - Travel / Entertainment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
62900 - Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
62310 - Electric / Gas	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
62320 - Trash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
62330 - Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
62900 - Utilities - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total 62900 - Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
63000 - Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
63200 - Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
63100 - Scholarship Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
63000 - Other Expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total 63000 - Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
60000 - Expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total 60000 - Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5000 - OPERATING EXPENSES	200.00	0.00	1,200.00	1,400.00	4,950.00	13,250.00	20,900.00	216,946.00	0.00	352,098.00	21,700.00	373,798.00	59,734.00	
6000 - Contingencies & Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6900 - White Off Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5000 - OPERATING EXPENSES - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
70000 - Suspense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Expense	200.00	0.00	1,200.00	1,400.00	4,950.00	13,250.00	20,900.00	216,946.00	0.00	352,098.00	21,700.00	373,798.00	59,734.00	
Net Ordinary Income	-450.00	300.00	2,350.00	1,100.00	190.00	43,350.00	46,750.00	-846.00	0.00	21,030.76	-21,700.00	-669.24	-1,515.24	
Other Income/Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00	
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00	
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00	
Net Income	-450.00	300.00	2,350.00	1,100.00	190.00	43,350.00	46,750.00	-844.00	0.00	21,030.76	-21,700.00	-669.24	-1,513.24	
													45,236.76	



Calistoga Chamber
of Commerce

2016 ~ 2017 Calistoga Chamber Board of Directors Meeting Schedules and Planning Timelines

Updated: 06/21/2016

July Welcome new BOD members w/ voting rights BOD sets Exec. Dir. goals & objectives Review Strategic Planning Initiatives	19th	August 16th	September 20th
October 1st Qtr budget results reviewed	18th	November 15th	December 20th Begin preparation for General Membership mtg.
January Finalize prep. for General Membership Mtg. Attend General Membership Mtg. Mid-Year budget results reviewed	17th	February 21st Review & Establish Scholarship Criteria	March 21st BOD election nominating committee established Distribution of Exec. Dir. Evaluation Materials City Agreement negotiations begin
April BOD election nominees presented to BOD Begin Community Awards nominating process BOD reaches consensus on Exec. Dir. Evaluation	18th	May 16th Election winner names presented to BOD Operating budget draft presented BOD presents Exec. Dir. w/ evaluation results Community Awards winners announced	June 20th Newly elected BOD members present/can't vote BOD Officers elected Operating budget approved

**.. indicates exception to 3rd Tues. schedule

Meeting Materials Availability	Availability
BOD meeting agendas sent	Friday prior to BOD meeting
Financials sent	Friday prior to BOD meeting
Action Summary / Minutes sent	Friday after BOD meeting

Notes:

Quorum achieved with majority of BOD members
Absence Termination: 3 consecutive or 5 total meetings
Bylaws require BOD hold @ least 11 mtgs annually



2016 - 2017 Board of Directors & Staff

6/8/2016

Updated: 06/08/2016

Term Expires: June 2019

Sharon Carone
Calistoga Realty Company
942-9422
707-483-1468
sharoncarone@comcast.net

work
cell
email

Michael Lennon
Calistoga Spa Hot Springs
942-6269
707-324-9633
mlennon@calistogaspaspa.com

Stephen Patel
Stevenson Manor Inn
942-1112
925-788-7878
sp@ldshotels.com

Laura Swanton
Laura Michael Wines, Inc.
942-9251
707-815-0366
laura@lauramichaelwines.com

Term Expires: June 2018

Aphrodite Caserta
Safari West
707-566-3620
707-575-5275
acaserta@safariwest.com

work
cell
email

Pam Ingalls
Wine Country Animal Lovers
707-800-5058
707-888-9196
rvfhewn@sonic.net

Nick Kite
Calistoga Wine Way Inn
707-942-0680
408-981-4031
nickkite@aol.com

Clive Richardson
Calistoga Roastery
707-942-5757
707-227-7911
cliverichardson77@gmail.com

Term Expires: June 2017

Dan Kaiser
Left Coast Restaurants
707-942-2233
925-785-2359
kaisernapa@gmail.com

work
cell
email

Carlene Moore
Napa County Fair Grounds
942-5111
707-501-8401
carlene@napacountyfair.org

Shane Pavitt
Phifer Pavitt Wines
707-942-4787
415-225-7624
shane@phiferpavittwine.com

Nancy Putney-Abernathy
Blackbird
707-341-3080
nancyp-a@blackbirdofcalistoga.com

Staff

Chris Canning
Executive Director
942-6333 ext. 25
942-9287
707-815-2105
chris@calistogachamber.com

work
fax
cell
email

Charlene Peters
PR & Marketing Manager
942-6333 ext. 29
942-9287
781-631-6402
charlene@calistogachamber.com

Tenae Stewart
Events/Membership Manager
942-6333 ext. 22
942-9287
707-350-3514
tenae@calistogachamber.com

Craig Haskell
Welcome Center Administrator
942-6333
942-9287
707-799-2095
craig@calistogachamber.com