



Calistoga Chamber
of Commerce

BOARD Meeting AGENDA
September 20, 2016
Calistoga Spa Hot Springs
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 August 16, 2016
- Financials August 2016

Action Items:

- Review "Harvest Table" name joint use agreement document changes

Executive Director's Report:

- Harvest Table debrief
- Winter in the Wineries Prep update

Announcements:

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Board Meeting Action Summary
August 16, 2016 @ 12:00 PM ~ Mount View Hotel & Spa

BOD Attendees: Aphrodite Caserta, Pam Ingalls, Nick Kite, Mike Lennon, Carlene Moore*, Stephen Patel, Shane Pavitt, Clive Richardson, Laura Swanton

Absent: Sharon Carone, Daniel Kaiser, Nancy Putney-Abernathy,

Staff: Chris Canning

Guest(s): Leonard LaBranche, Brent Randol (NCOS)

Meeting Called to Order: 12:04 PM by S. Patel

Consent Items:

- Action Summary July 19, 2016
Motioned: Richardson Seconded: Caserta Passed: 8-0-0
Financials July 2016
Motioned: Lennon Seconded: Pavitt Passed: 9-0-0

Presentation:

- Napa County Open Space district 3 representative Brent Randol presented background information on NCOS and their ballot measure for a 0.25% sales tax County-wide initiative to fund NCOS moving forward.
BOD agreed to endorse the NCOS organization and their management of parks, especially those in our area.
Chamber cannot endorse ballot initiatives so no position taken on sales tax initiative.

Action Items:

- BOD reviewed and approved most recent draft (July 20, 2016) of Trademark Co-Existence Agreement with Charlie Palmer group for use of "Harvest Table" trademark.
Motioned: Pavitt Seconded: Lennon Passed: 8-0-0

Executive Director's Report:

- Updated BOD on suspension of Employee Shuttle Program as of Aug. 1st
Decision made based upon lack of employee utilization and employer financial support
Chamber subsidized the research, launch and operation of the program equating to \$48,000 (\$8,000 more than originally approved).
Additional program participants will be sought but service will not be reinstated until financial supporters are committed.
Harvest Table event update.
Logistical execution continues with concerns around security and set-up labor availability.
Noted staffing change of Linda Beltz moving on to a job with more flexible hours. No replacement will be made at this time. Shifts to be covered by current staff.
New downtown map stations to be installed within two weeks. Once up, all "A" frames will need to be removed.
Winter in the Wineries program may lose participation of Sterling Vineyards (#2 seller of passports) as a result of January construction. Chamber staff working to keep them involved even on a limited basis.

Next BOD Meeting: September 20th @ Calistoga Spa Hot Springs

Meeting adjourned at - 1:04 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
August 2016**

Summary of Cash Flow:

<i>Cash as of 08/01/16:</i>	213,252.06
Net Income or (Loss) from P&L:	5,524.62
Accounts Receivable change (increase) or decrease:	7,548.00
Undeposited Funds (increase) or decrease:	0.00
Accounts Payable increase or (decrease):	(28,279.23)
Deferred Revenue increase or (decrease):	0.00
Accrued Payroll increase or (decrease):	0.00
Accrued Expense increase or (decrease):	(710.00)
Office Equipment Asset - computer (increase) or decrease:	0.00
Petty Cash (increase) or decrease:	0.00
Prepaid Expenses (increase) or decrease	(7,655.11)
Loan Payable increase or (decrease):	0.00
Amortization and depreciation (non cash expense):	<u>67.00</u>
<i>Cash as of 08/31/16</i>	189,747.34

P&L vs. Budget:

Current Month	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Total Income	59,174.69	49,193.23	9,981.46 ¹
COGS & Expenses	<u>53,650.07</u>	<u>57,092.00</u>	<u>(3,441.93)</u> ²
Net Income	5,524.62	(7,898.77)	13,423.39
YTD			
Total Income	140,665.44	167,286.46	(26,621.02) ³
COGS & Expenses	<u>162,279.07</u>	<u>120,084.00</u>	<u>42,195.07</u> ⁴
Net Income	(21,613.63)	47,202.46	(68,816.09)
Projected Next Month			
Total Income		87,643.73	
COGS & Expenses		<u>88,542.00</u>	
Net Income		(898.27)	

YTD Total Revenues, Total Expenses, Net Income:

	<u>YTD Revenue</u>	<u>YTD Expenses</u>	<u>YTD Net Income</u>
City Contracted	87,019.90	62,084.30	24,935.60
Chamber Operations	29,547.54	78,633.07	(49,085.53) ⁵
Chamber Fundraisers	<u>24,098.00</u>	<u>21,561.70</u>	<u>2,536.30</u>
Totals	140,665.44	162,279.07	(21,613.63)

Receivables:

Uncollected Membership Dues increase or (decre)	(2,407.00)
Non-membership A/R > 90 days	0.00
Non-membership A/R increase or (decrease):	(7,216.66)

Payables:

	<u>Previous Month</u>	<u>Current Month</u>	<u>Difference</u>
A/P balance	32,814.02	4,534.79	(28,279.23)
A/P over 30 days	0.00	0.00	0.00

Notes:

- 1 Advertising Income over \$417; Donations Income under \$1,000; Membership Income under \$2,532; Participation Income over \$14,710; Retail Sales Income under \$1,117; Sponsorship Income under \$412
- 2 COGS over \$537; Expenses under \$3,979 (Marketing under \$2,248; Payroll under \$3,937; Other Expenses over \$1,716 (Softball sponsorship \$998, Gift bags \$718)
- 3 YTD Advertising Income under \$19,567; YTD Donations Income under \$1,000; YTD Membership Income under \$20,719; YTD Participation Income over \$14,710; YTD Retail Sales Income under \$1,611; YTD Sponsorship Income over \$1,338; YTD Visitors Guide Income over \$395
- 4 YTD COGS over \$48,157 (UVES consists of \$46,696); YTD Expenses under \$5,962 (Legal under \$1,400; Marketing under \$1,599; Payroll under \$4,674; Other Expenses over \$1,716)
- 5 UVES Shuttle COGS \$46,696

