

# Calistoga Tourism Business Improvement District Committee

## BOARD MEETING AGENDA

March 7, 2011

Calistoga Visitor Center

1133 Washington Street

Calistoga, CA

10:00 AM – 11:00 AM

The Calistoga Tourism Business Improvement District (TBID) Committee has been established by statute to oversee the expenditure of locally collected TBID funds.

Meetings are open to the public and announced in advance.

Committee members are:

Chris Canning- Chamber of Commerce

Michael Dunsford- City Council

Joe Hensley- Aurora Park Cottages

Richard Hill- Solage Calistoga

Michael Quast – Roman Spa

Richard Spitler- City Manager

Michael Woods- Mount View Hotel

Call meeting to order:

Roll Call:

Public Comment:

Consent Items:

- Financial Update February 2011
- Action Summary February 2011

Action Items

- Review and validate project priority list as developed in February 7<sup>th</sup> meeting
  - Short-term vs. Long-term projects/ideas
- Receive progress report on “short-list” items from previous meeting
- Present, discuss, modify and approve the application process for funding requests

Updates / Reports

- NVDC overview Year-To-Date
- Ideas and questions to be posed at next NVDC Board Meeting (March 24<sup>th</sup>)

Adjourn

- Next regularly scheduled meeting: April 4<sup>th</sup>

COPIES OF ALL REPORTS AND DOCUMENTS subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection the Friday before each regularly scheduled Tourism Business Improvement Committee meeting at the Calistoga Visitor Center located at 1133 Washington Street, Calistoga, CA. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Committee regarding any item on this agenda after the agenda has been distributed will also be made available for inspection at the Chamber Office during regular business hours."



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POSTING: I declare a copy of this agenda was posted at City Hall, 1232 Washington Street, Calistoga, among other locations in the city limits of Calistoga, by Friday, March 4, 2011 at 12:00 p.m.

# Calistoga TBID Committee

Brain Storming Session Action Items/Minutes  
03-07-2011  
Calistoga Visitor Center  
Calistoga, CA  
10:00 AM

Committee Attendees: Chris Canning, Michael Dunsford, Joe Hensley, Richard Hill, Michael Quast, Richard Spitler

Absent: Michael Woods

## Action Items:

- Reported financial update based upon transfer of TBID funds collected YTD and held by the City into the TBID bank account (WestAmerica Bank) of \$78,324.98.
- Approved Action Summary from February 7, 2011 meeting.
- Discussed committee member's coverage for "Officers & Directors" insurance.
  - Chris to validate of Chamber policy will cover this committee or if the Countywide TBID insurance will cover.
- Discussed whether or not the Chamber of Commerce would/could continue to carry the Calistoga TBID Committee under its non-profit designation thus avoiding the TBID committee from having to establish a separate entity (timing and costs involved in doing so).
  - Chris will get an opinion/position form the Chamber Board of Directors
- Further vetted and validated the "short-term" versus "long-term" project priorities
- Received an update on "short list" items for potential immediate funding from Chris.
  - No action required or funding committed at this time
- Reviewed and discussed the application and application process for requesting project funding from TBID committee.
  - Input/feedback to be utilized in editing the current application example.
  - Revised document to be emailed to committee members for final review
  - Application to be made available by March 15<sup>th</sup>.
- Received updates from NVDC activities YTD from Chris.

Meeting adjourned at – 11:10 AM  
Action Items submitted by C. Canning