



BOARD Meeting AGENDA
April 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 March 22, 2016
- Financials March 2016

Action Items:

- Receive resignation of Debbie Greene from BOD
- Review BOD election nominees presented by nominating committee
- Establish Community Awards nomination review committee
- Determine Employee Shuttle Program "sponsorship" organization
- Review Balance-of-Year PR & Marketing plan
- Discuss Scholarship award authorization (quantity & amount of awards)

Committee Reports:

- N/A

Executive Director's Report:

- Ragnar Relay beer tent revenue opportunity for Napa finish line site

Closed Session:

- BOD review of Executive Director evaluations to achieve consensus for presentation to Executive Director at May BOD meeting

Announcements:

- Calistoga Food & Wine Weekend- Apr. 22nd~24th – Downtown & Solage
- Engage! Art Fair- Apr. 30th & May 1st – Napa County Fair Grounds
- Chamber Mixer- May 12th @ 5:30 to 7:00 PM @ Old Faithful Geyser



Board Meeting Action Summary

March 22, 2016 @ 12:00 PM ~ Calistoga Spa Hot Springs

BOD Attendees: Aphrodite Caserta, Daniel Kaiser*, Leonard LaBranche, Mike Lennon, Carlene Moore, Stephen Patel, Nancy Putney-Abernathy, Clive Richardson, Michael Swanton

Absent: Sharon Carone, Debbie Greene, Shane Pavitt

Staff: Chris Canning

Guest(s):

Meeting Called to Order: 12:07 PM by M. Lennon

Consent Items:

- Action Summary February 16, 2016
Motioned: Moore Seconded: Swanton Passed: 8-0-0
Financials February 2016
Motioned: Moore Seconded: Richardson Passed: 8-0-0

Action Items:

- Discussed scholarship criteria changes proposed by scholarship review committee.
BOD agreed to the following changes:
Change GPA requirement weight from 0% to 10%
Change personal statement and community service weight from 45% to 40% each
Established BOD election nominating committee.
Includes: Lennon (advisory/non-voting role), Moore, Patel, Swanton
Committee will propose candidate slate for consideration at next BOD meeting
Reviewed and approved Executive Director online evaluation questions.
Electronic evaluations will be sent via Survey Monkey and are due by April 15th

Executive Director's Report:

- Presented Winter in the Wineries P&L with program net of \$59,544 ; few hundred dollars of collections still outstanding.
Updated BOD on staffing with Welcome Center Administrator position offer made and awaiting final interview for Welcome Center Ambassador position.
Chamber's attorney continues to press Charlie Palmer Group regarding "Harvest Table" trademark agreement.
Presented update on Employee Shuttle Program progress with program to kick-off May 2016.

Next BOD Meeting: April 19th @ Calistoga Spa Hot Springs

Meeting adjourned at - 1:09 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
March 2016**

Summary of Cash Flow:

Cash as of 03/01/16:	226,743.82
Net Income or (Loss) from P&L:	1,111.82
Accounts Receivable change (increase) or decrease:	(26,725.42)
Undeposited Funds (increase) or decrease:	0.00
Accounts Payable increase or (decrease):	(641.13)
Deferred Revenue increase or (decrease):	(10,000.00)
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:	(826.05)
Loan Payable increase or (decrease):	0.00
Amortization and depreciation (non cash expense):	<u>67.00</u>
Cash as of 03/31/16	189,730.04 ¹

P&L vs. Budget:

Current Month	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Total Income	60,197.95	48,260.42	11,937.53 ²
COGS & Expenses	<u>59,086.13</u>	<u>43,355.00</u>	<u>15,731.13</u> ³
Net Income	1,111.82	4,905.42	(3,793.60)
Less Valley Fire Relief Fund	<u>0.00</u>		
Actual Net Income	1,111.82	4,905.42	(3,793.60)
YTD			
Total Income	685,409.79	576,093.78	109,316.01 ⁴
COGS & Expenses	<u>606,673.46</u>	<u>582,127.00</u>	<u>24,546.46</u> ⁵
Net Income	78,736.33	(6,033.22)	84,769.55
Less YTD Valley Fire Relief Fund	<u>4,329.95</u>		
Actual YTD Net Income	74,406.38	(6,033.22)	80,439.60
Projected Next Month			
Total Income		33,760.42	
COGS & Expenses		<u>44,605.00</u>	
Net Income		(10,844.58)	

Winter in the Wineries

YTD Total Income	87,120.00	47,000.00	40,120.00
Total COGS & Expenses	<u>26,870.44</u>	<u>23,000.00</u>	<u>3,870.44</u>
Net Income	60,249.56	24,000.00	36,249.56

YTD Total Revenues, Total Expenses, Net Income:

	<u>YTD Revenue</u>	<u>YTD Expenses</u>	<u>YTD Net Income</u>
City Contracted	279,843.78	283,334.19	(3,490.41)
Chamber Operations	178,294.89	165,620.76	12,674.13
Valley Fire Relief Fund	89,329.95	85,000.00	4,329.95
Chamber Fundraisers	<u>137,941.17</u>	<u>72,718.51</u>	<u>65,222.66</u>
Totals	685,409.79	606,673.46	78,736.33

Receivables:

Uncollected Membership Dues increase or (decrease)	(1,512.00)
Non-membership A/R > 90 days	2,500.00
Non-membership A/R increase or (decrease):	(1,035.00)

Payables:

	<u>Previous Month</u>	<u>Current Month</u>	<u>Difference</u>
A/P balance	12,976.96	12,335.83	(641.13)
A/P over 30 days	0.00	0.00	0.00

Notes:

- ¹ Valley Fire Relief Fund checking balance \$4,329.95 as of 03/31/16
- ² Advertising Income under \$1,290 (misapplied payments from Nov & Dec adjusted in March from Adv to VG); Membership Income over \$1,336; Retail Sales Income under \$493; Sponsorship Income over \$250; Ticket Sales Income over \$9,120; Visitors Guide Income over \$3,015
- ³ COGS under \$415; Expenses over \$16,146 (Insurance over \$2,152, Marketing/Advertising over \$15,425)
- ⁴ YTD Advertising Income over \$9,099; YTD Donations (Income over \$92,281 (Fire)); YTD Membership Income over \$18,523; YTD Participation Income under \$490; YTD Retail Sales Income under \$12,873; YTD Sponsorship Income under \$41,853; YTD Ticket Sales Income over \$39,920; YTD Visitors Guide Income over \$4,707
- ⁵ YTD COGS under \$31,841 (HT under \$23,885, TP under \$8,681); YTD Expenses under \$28,612 after removing Fire Fund donation of \$85,000 (Marketing under \$30,804, Payroll Expenses under \$10,133)



Chris Canning <chris@calistogachamber.net>

Re: Debbie Greene - Mount View Hotel & Spa

1 message

Chamber <chris@calistogachamber.net>

Mon, Mar 14, 2016 at 12:05 PM

To: Debbie Greene <dgreene@mountviewhotel.com>

Debbie,

Very sorry that you will be leaving Calistoga. I wish you success in your new endeavor!

Chris Canning
Executive Director
Cell: (707) 815-2105

On Mar 14, 2016, at 2:45 PM, Debbie Greene <dgreene@mountviewhotel.com> wrote:

Good morning:

It is with sincere mixed emotions that I notify you of my departure from the Mount View Hotel. My last day here will be March 22nd. I will be moving on to 2 hotels in St. Helena but leaving the Mount View family in the very capable hands of Derrick Dumont. You can contact Derrick beginning 3/22 at DerrickD@mountviewhotel.com.

If you need to reach me personally, my personal email address is debbie.greene@rocketmail.com.

I know that I will see you again as the valley is a very small community..... until then I wish you the very best.

Cheers,

Debbie Greene, GM
Mount View Hotel & Spa
1457 Lincoln Avenue
Calistoga, CA 94515
707-942-1500
www.mountviewhotel.com
virtual tour feature.



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2016 Community Awards Nominations Criteria

Citizen of the Year: The Citizen of the Year award is given to a local whose service and dedication have made a significant contribution to the community. The contributions of the nominee to the community should be of an extraordinary nature.

Business of the Year: Nominee must be the Founder, Owner, CEO or President of a Calistoga based company(ies). Demonstrate positive social and/or economic impact on the region. Exemplify a civic community leadership role.

Gary Barrett Lifetime Achievement Award: Nominee must be a local resident. The award was established to honor those who have given of their time, energy, and talents over a period of time to benefit Calistoga.

Volunteer of the Year: Any individual who contributes to the Calistoga community through volunteer service may be nominated. These awards are designed for volunteers who have a history of selfless, unrecognized service, as well as those volunteers who may be more visible.

Non-Profit Organization of the Year: Nominee must be a Calistoga based or Calistoga serving organization with a non-profit certification. The organization must demonstrate a strong commitment to serving the community through positive contributions to its residents.

Green Business of the Year: (criteria to be determined)

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