



Calistoga Chamber
of Commerce

BOARD Meeting AGENDA
September 25, 2018
Calistoga Spa Hot Springs Resort

12:00 PM ~ 2:00 PM

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 14, 2018
- Financials August 2018

Action Items:

- N/A

Executive Director's Report:

- N/A

Closed Session:

- Executive Director Search Committee presents finalists for BOD consideration

Announcements:

- Chamber Mixer Oct. 11th @ 5:30 PM @ Calistoga Motor Lodge



Special Board Meeting Action Summary
August 14, 2018 @ 10:00 AM ~ Calistoga Spa Hot Springs Resort

BOD Attendees: Pam Ingalls, Daniel Kaiser, Mike Lennon, Leonard LaBranche, Sasan Nayeri, Stephen Patel, Shane Pavitt, Laura Swanton, Eden Umble

Absent: Sharon Carone, Nick Kite, Hillary Smith Staff: Chris Canning

Meeting Called to Order: 10:05 AM by L. Swanton

Consent Items:

- Action Summary July 24, 2018
Motioned: Lennon Seconded: Umble Passed: 9-0-0
Financials July 2018
Motioned: Umble Seconded: Pavitt Passed: 9-0-0

Action Items:

- Reviewed and approved the Calistoga Promise MOU.
Motioned: Lennon Seconded: Kaiser Passed: 9-0-0

Executive Director's Report:

- Updated BOD on Harvest Table preparations including finally contracting with a security firm.
Introduced the expanded Tractor Parade sponsorship program to cover significant incremental costs of producing the event as result of crowd control barrier rentals required by the City.
Barrier rentals could be as much as \$25,000 which will be incremental to the \$14,000 it currently costs to produce the event.

Closed Session:

- Personnel matter regarding the departure of Canning as Executive Director on October 12, 2018.
Search committee was established and approved to include: Swanton (cmte. chair), Labranche, Nayeri, Pavitt, Patel, and Umble. BOD approved Canning to participate on the search committee in an advisory and administrative role.
Motioned: Lennon Seconded: Ingalls Passed: 9-0-0
Communication plan was approved
Membership to be notified Wednesday (Aug. 15th) morning followed by press release to the newspapers.
Search committee agreed to convene immediately following the BOD meeting.

Next BOD Meeting: September 18th @ Calistoga Spa Hot Springs

Meeting adjourned at - 10:39 AM

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 2018**

Summary of Cash Flow:

<i>Cash as of 08/01/18:</i>	328,381.43
Net Income or (Loss) from P&L:	57,928.02
Accounts Receivable change (increase) or decrease:	(41,450.00)
Undeposited Funds (increase) or decrease:	0.00
Accounts Payable increase or (decrease):	152.81
Payroll Liabilities Adjustment	0.00
Deferred Revenue increase or (decrease):	0.00
Accrued Payroll increase or (decrease):	0.00
Accrued Expense increase or (decrease):	(870.00)
Office Equipment Asset (increase) or decrease:	0.00
Petty Cash (increase) or decrease:	0.00
Prepaid Expenses (increase) or decrease	(8,737.22)
Amortization and depreciation (non cash expense):	<u>67.00</u>
<i>Cash as of 08/31/18:</i>	335,472.04

P&L vs. Budget:

Current Month	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Total Income	140,078.76	116,000.00	24,078.76 ¹
COGS & Expenses	<u>82,150.74</u>	<u>57,593.00</u>	<u>24,557.74</u> ²
Net Income	57,928.02	58,407.00	(478.98)
YTD			
Total Income	198,187.80	172,750.00	25,437.80 ³
COGS & Expenses	<u>133,939.23</u>	<u>124,236.00</u>	<u>9,703.23</u> ⁴
Net Income	64,248.57	48,514.00	15,734.57
YTD Harvest Table			
Total Income	31,680.00	31,000.00	680.00
COGS & Expenses	<u>18,555.41</u>	<u>6,200.00</u>	<u>12,355.41</u>
Net Income	13,124.59	24,800.00	(11,675.41)
Projected Next Month			
Total Income		75,750.00	
COGS & Expenses		<u>111,418.00</u>	
Net Income		(35,668.00)	

YTD Total Revenues, Total Expenses, Net Income:

	<u>YTD Revenue</u>	<u>YTD Expenses</u>	<u>YTD Net Income</u>
City Contracted	105,000.00	59,524.04	45,475.96
Chamber Operations	34,257.80	35,979.78	(1,721.98)
Chamber Fundraisers	<u>58,930.00</u>	<u>38,435.41</u>	<u>20,494.59</u>
Totals	198,187.80	133,939.23	64,248.57

Receivables:

Uncollected Membership Dues increase or (decre)	(3,305.00)		
Non-membership A/R > 90 days	0.00		
Non-membership A/R increase or (decrease):	11,450.00		5

Payables:

	<u>Previous Month</u>	<u>Current Month</u>	<u>Difference</u>
A/P balance	8,427.57	8,580.38	152.81
A/P over 30 days	0.00	0.00	0.00

Notes:

- ¹ Advertising Income over \$800; Membership Income under \$1,712; Participation Income over \$3,805 (HT); Retail Sales Income over \$186; Sponsorship Income over \$21,000 (Holiday Village sponsorship from TID budgeted at \$15,800 in November but received \$21,000 in August)
- ² COGS over \$17,110 (\$10,300 paid to Napa Valley Fairgrounds for HV & Christmas Fair funding); Expenses over \$7,448 (Conferences over \$1,089; Marketing over \$1,322; Payroll under \$1,452; Repairs over \$1,110; Scholarship over \$5,000)
- ³ YTD Advertising over \$2,925; YTD Membership under \$917; YTD Participation over \$180; YTD Retail Sales over \$250; YTD Sponsorship over \$23,000 (HV \$21,000 received in August but \$15,800 budgeted in Nov.)
- ⁴ COGS over \$19,795 (HT over \$12,103; HV over \$10,300); Expenses under \$10,092 (Conferences over \$1,089; Marketing under \$11,658; Payroll under \$4,695; Repairs over \$1,139; Scholarship over \$5,000)
- ⁵ Excludes A/R for Visitor Center Sponsorship from Visit Napa Valley for \$30,000

