



Calistoga Chamber
of Commerce

BOARD Meeting AGENDA
October 18, 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 September 20, 2016
- Financials September 2016

Action Items:

- Establish a Chamber position on food trucks in Calistoga
 - City staff has requested the Chamber offer feedback for a potential policy action
- Review "Harvest Table" name joint use agreement status
- Tractor Parade policy position for route preparations

Executive Director's Report:

- Harvest Table debrief
- Winter in the Wineries Prep update

Announcements:

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Board Meeting Action Summary

September 20, 2016 @ 12:00 PM ~ Calistoga Spa Hot Springs

BOD Attendees: Sharon Carone, Aphrodite Caserta, Pam Ingalls, Mike Lennon, Carlene Moore, Stephen Patel, Laura Swanton

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

Staff: Chris Canning

Guest(s): Leonard LaBranche

Meeting Called to Order: 12:05 PM by S. Patel

Consent Items:

- Action Summary August 16, 2016
 - Motioned: Swanton Seconded: Ingalls Passed: 7-0-0
- Financials August 2016
 - Motioned: Moore Seconded: Carone Passed: 7-0-0

Action Items:

- Informed BOD of Charlie Palmer Group continued challenge to Chamber's "Harvest Table" copyright joint use agreement.
 - Staff has pressed Chamber's legal team to pursue the Palmer Group more aggressively and BOD supported that initiative.
 - Palmer Group continues to resist moderate terms of joint use presented by Chamber.

Executive Director's Report:

- Debriefed BOD on Harvest Table execution and preliminary results
 - Event appears to be "break-even" as budgeted but awaiting final invoices
 - Over-all feedback from attendees was very good. Concerns expressed about length of bar lines.
 - Staff to hold debrief meetings with City staff, restaurants and retailers in coming weeks.
 - Ability of execute event for 2017 in jeopardy based upon CalTrans construction issues with Lincoln Ave. and Berry St. bridges. Should know more by close of this year.

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

Meeting adjourned at – 12:29 PM

Action Items submitted by Chris Canning

Notes taken by Chris Canning

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

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

Summary of Cash Flow:

Cash as of 09/01/16:	189,747.34
Net Income or (Loss) from P&L:	7,418.16
Accounts Receivable change (increase) or decrease:	(5,952.32)
Undeposited Funds (increase) or decrease:	0.00
Accounts Payable increase or (decrease):	(1,167.62)
Deferred Revenue increase or (decrease):	0.00
Accrued Payroll increase or (decrease):	0.00
Accrued Expense 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:	981.56
Loan Payable increase or (decrease):	0.00
Amortization and depreciation (non cash expense):	<u>67.00</u>
Cash as of 09/30/16	191,094.12

P&L vs. Budget:

Current Month	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Total Income	79,730.13	87,643.73	(7,913.60) ¹
COGS & Expenses	<u>72,311.97</u>	<u>88,542.00</u>	<u>(16,230.03)</u> ²
Net Income	7,418.16	(898.27)	8,316.43
YTD			
Total Income	220,395.57	254,930.19	(34,534.62) ³
COGS & Expenses	<u>234,591.04</u>	<u>208,626.00</u>	<u>25,965.04</u> ⁴
Net Income	(14,195.47)	46,304.19	(60,499.66)
Projected Next Month			
Total Income		50,293.23	
COGS & Expenses		<u>62,092.00</u>	
Net Income		(11,798.77)	

Harvest Table

YTD	Total Income	46,143.28	36,850.00	9,293.28
	Total COGS & Expenses	<u>46,958.16</u>	<u>29,500.00</u>	<u>17,458.16</u>
	Net Income	(814.88)	7,350.00	(8,164.88)

YTD Total Revenues, Total Expenses, Net Income:

	<u>YTD Revenue</u>	<u>YTD Expenses</u>	<u>YTD Net Income</u>
City Contracted	115,529.85	88,712.42	26,817.43
Chamber Operations	51,847.44	90,281.08	(38,433.64) ⁵
Chamber Fundraisers	<u>53,018.28</u>	<u>55,597.54</u>	<u>(2,579.26)</u>
Totals	220,395.57	234,591.04	(14,195.47)

Receivables:

Uncollected Membership Dues increase or (decre)	(4,937.00)
Non-membership A/R > 90 days	0.00
Non-membership A/R increase or (decrease):	5,541.66

Payables:

	<u>Previous Month</u>	<u>Current Month</u>	<u>Difference</u>
A/P balance	5,702.41	4,534.79	(1,167.62)
A/P over 30 days	0.00	0.00	0.00

Notes:

- ¹ Advertising Income over \$5,783; Mailing Lists Income over \$150; Membership Income over \$3,764; Participation Income under \$2,145; Retail Sales Income under \$15,633 (Ragnar); Sponsorship Income over \$250
- ² COGS under \$4,338 (Ragnar under \$11,414; HT over \$6,955); Expenses under \$11,892 (Marketing under \$12,907)
- ³ YTD Advertising Income under \$13,783; YTD Donations Income under \$1,000; YTD Membership Income under \$16,955; YTD Participation Income over \$12,565; YTD Retail Sales Income under \$17,244 (Ragnar); YTD Sponsorship Income over \$1,588; YTD Visitors Guide Income over \$395
- ⁴ YTD COGS over \$43,368 (UVES consists of \$46,696); YTD Expenses under \$17,403 (Legal under \$2,570; Marketing under \$14,055; Payroll under \$5,336; Donations over \$3,820 (HT); Other Expenses over \$1,716 (Softball sponsorship \$998, Gift bags \$718)
- ⁵ UVES Shuttle COGS \$46,696

