



Calistoga Chamber
of Commerce

BOARD Meeting AGENDA

October 23, 2018

*** 1345 Lincoln Ave., 2nd Floor (above A Man's Store) ***

12:00 PM ~ 1:30 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 September 25, 2018
- Financials September 2018

Action Items:

- Welcome Troy Campbell as new Executive Director
- PG&E Wildfire prevention shutdown business impact

Executive Director's Report:

- ED transition update and timelines
- Harvest Table post event review including updated P&L
- Winter in the Wineries progress report
- Tractor Parade sponsorship and logistics review

Announcements:

- Chamber Mixer Nov. 8th @ 5:30 PM @ Sharpsteen Museum
- BOD meeting Nov. 13th @ 12:00 PM @ Calistoga Spa Hot Springs



Board Meeting Action Summary
September 25, 2018 @ 12:00 PM ~ Calistoga Spa Hot Springs Resort

BOD Attendees: Sharon Carone, Daniel Kaiser, Nick Kite, Leonard LaBranche, Mike Lennon, Sasan Nayeri, Stephen Patel, Hillary Smith, Laura Swanton, Eden Umble

Absent: Pam Ingalls, Shane Pavitt **Staff:** Chris Canning

Meeting Called to Order: 12:04 PM by L. Swanton

Consent Items:

- Action Summary August 14, 2018
 - Motioned: Lennon Seconded: LaBranche Passed: 10-0-0
- Financials August 2018
 - Motioned: Carone Seconded: Umble Passed: 10-0-0

Action Items:

- N/A

Executive Director's Report:

- Updates on Harvest Table, Winter in the Wineries and Tractor Parade prep will be presented at October BOD meeting.

Closed Session:

- Approved Executive Committee to enter into employment agreement negotiations with candidate once selected by BOD.
 - Motioned: Kaiser Seconded: Kite Passed: 10-0-0
- BOD approved Executive Committee to enter into transitional consulting agreement with Canning after his last day of employment (Oct. 12th).
 - Motioned: Carone Seconded: Umble Passed: 10-0-0
- BOD conducted interviews of the two finalists presented by the search committee for consideration for the position of Executive Director.
 - Chair Swanton to meet with each candidate and chamber staff
 - Chair authorized to extend offer to candidate selected by BOD

Next BOD Meeting: **October 23rd @ Calistoga Spa Hot Springs**

Meeting adjourned at – 2:15 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
September 2018**

Summary of Cash Flow:

Cash as of 09/01/18:	335,472.04
Net Income or (Loss) from P&L:	(21,251.49)
Accounts Receivable change (increase) or decrease:	9,478.56
Undeposited Funds (increase) or decrease:	0.00
Accounts Payable increase or (decrease):	(4,846.60)
Payroll Liabilities Adjustment	0.00
Deferred Revenue increase or (decrease):	0.00
Accrued Payroll increase or (decrease):	0.00
Accrued Expense increase or (decrease):	0.00
Office Equipment Asset (increase) or decrease:	0.00
Petty Cash (increase) or decrease:	0.00
Prepaid Expenses (increase) or decrease	955.62
Amortization and depreciation (non cash expense):	<u>67.00</u>
Cash as of 09/30/18:	319,875.13

P&L vs. Budget:

Current Month	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Total Income	77,332.91	75,750.00	1,582.91 ¹
COGS & Expenses	<u>98,584.40</u>	<u>111,418.00</u>	<u>(12,833.60)</u> ²
Net Income	(21,251.49)	(35,668.00)	14,416.51
YTD			
Total Income	275,520.71	248,500.00	27,020.71 ³
COGS & Expenses	<u>232,523.63</u>	<u>235,654.00</u>	<u>(3,130.37)</u> ⁴
Net Income	42,997.08	12,846.00	30,151.08
YTD Harvest Table			
Total Income	59,804.31	59,000.00	804.31
COGS & Expenses	<u>58,967.06</u>	<u>57,600.00</u>	<u>1,367.06</u>
Net Income	837.25	1,400.00	(562.75)
Projected Next Month			
Total Income		54,051.00	
COGS & Expenses		<u>58,833.00</u>	
Net Income		(4,782.00)	

YTD Total Revenues, Total Expenses, Net Income:

	<u>YTD Revenue</u>	<u>YTD Expenses</u>	<u>YTD Net Income</u>
City Contracted	142,500.00	98,377.64	44,122.36
Chamber Operations	45,841.40	50,787.16	(4,945.76)
Chamber Fundraisers	<u>87,179.31</u>	<u>83,358.83</u>	<u>3,820.48</u>
Totals	275,520.71	232,523.63	42,997.08

Receivables:

Uncollected Membership Dues increase or (decrease)	(3,850.00)	
Non-membership A/R > 90 days	0.00	
Non-membership A/R increase or (decrease):	(10,228.60)	⁵

Payables:

	<u>Previous Month</u>	<u>Current Month</u>	<u>Difference</u>
A/P balance	8,580.38	3,733.78	(4,846.60)
A/P over 30 days	0.00	0.00	0.00

Notes:

- 1 Advertising Income under \$1,250; Membership Income over \$101; Participation Income over \$125; Retail Sales Income over \$2,607
- 2 COGS under \$10,824 (HT under \$11,481); Expenses under \$2,010 (Marketing under \$484; Payroll under \$1,080)
- 3 YTD Advertising over \$1,675; YTD Membership under \$816; YTD Participation over \$305; YTD Retail Sales over \$2,857; YTD Sponsorship over \$23,000 (HV \$21,000 received in August but \$15,800 budgeted in Nov.)
- 4 YTD COGS over \$8,769 (HV over \$11,712); YTD Expenses under \$11,899 (Computer repairs under \$980; Conferences over \$1,117; Marketing under \$12,142; Payroll expenses under \$5,775; Repairs over \$1,566; Scholarship over \$5,000)
- 5 Excludes A/R for Visitor Center Sponsorship from Visit Napa Valley for \$30,000

Calistoga Chamber of Commerce
Profit & Loss Budget vs. Actual - Harvest Table
July through September 2018

	Jul - Sep 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
40000 · Income			
40100 · Income - Advertising	0.00	0.00	0.00
40200 · Income - City Contract	0.00	0.00	0.00
40300 · Income - Commissions	0.00	0.00	0.00
40400 · Income - Donations	0.00	0.00	0.00
40500 · Income - Mailing Lists	0.00	0.00	0.00
40600 · Income - Membership	0.00	0.00	0.00
40700 · Income - Participation	31,680.00	31,000.00	680.00
40800 · Income - Retail Sales	28,124.31	28,000.00	124.31
40900 · Income - Sponsorship	0.00	0.00	0.00
41000 · Income - Ticket Sales	0.00	0.00	0.00
41100 · Income - Visitors Guide	0.00	0.00	0.00
Total 40000 · Income	<u>59,804.31</u>	<u>59,000.00</u>	<u>804.31</u>
Total Income	59,804.31	59,000.00	804.31
Cost of Goods Sold			
50000 · Cost of Goods Sold			
50100 · COGS - Event Marketing	0.00	0.00	0.00
50200 · COGS - Event Music / Artist	2,200.00	2,200.00	0.00
50300 · COGS - Event Production	37,253.06	36,000.00	1,253.06
50400 · COGS - Event Staging / Tenting	0.00	0.00	0.00
50500 · COGS - Management Fees	0.00	0.00	0.00
50600 · COGS - Retail Goods	14,368.55	15,000.00	-631.45
50700 · COGS - Other	0.00	0.00	0.00
50000 · Cost of Goods Sold - Other	0.00	0.00	0.00
Total 50000 · Cost of Goods Sold	<u>53,821.61</u>	<u>53,200.00</u>	<u>621.61</u>
Total COGS	53,821.61	53,200.00	621.61
Gross Profit	5,982.70	5,800.00	182.70
Expense			
60000 · Expenses			
60100 · Accounting	0.00	0.00	0.00
60150 · Amortization Expense	0.00	0.00	0.00
60200 · Automobile / Mileage	24.53	0.00	24.53
60300 · Bank Charges	0.00	0.00	0.00
60400 · Computer Repairs	0.00	0.00	0.00
60500 · Conferences / Seminars	0.00	0.00	0.00
60600 · Contract Labor	0.00	0.00	0.00
60650 · Credit Card Merchant Fees	417.92	0.00	417.92
60700 · Depreciation Expense	0.00	0.00	0.00
60800 · Dues / Subscriptions	0.00	0.00	0.00
60900 · Equipment / Copier Lease	0.00	0.00	0.00
61000 · Equipment Rental	0.00	0.00	0.00
61100 · Insurance	0.00	0.00	0.00
61200 · Interest Expense	0.00	0.00	0.00
61300 · Janitorial	0.00	0.00	0.00
61400 · Legal	0.00	0.00	0.00
61500 · Licenses & Permits	468.00	400.00	68.00
61600 · Marketing / Advertising			
61610 · Advertising Guides	0.00	0.00	0.00
61620 · Calistoga Brochure	0.00	0.00	0.00
61625 · Creative Services	160.00	0.00	160.00
61630 · Internet Marketing	0.00	0.00	0.00
61640 · Media Photo / Video	0.00	0.00	0.00
61650 · Mixer Expenses	0.00	0.00	0.00

Calistoga Chamber of Commerce
Profit & Loss Budget vs. Actual - Harvest Table
July through September 2018

	Jul - Sep 18	Budget	\$ Over Budget
61655 · Outdoor Campaign	0.00	0.00	0.00
61660 · Print Media	0.00	0.00	0.00
61670 · PR Firm Fees	0.00	0.00	0.00
61680 · Trade Shows / Fam Trips	0.00	0.00	0.00
61690 · Visitor Signs	0.00	0.00	0.00
Total 61600 · Marketing / Advertising	160.00	0.00	160.00
61700 · Meeting Expenses	0.00	0.00	0.00
61800 · Office Supplies	0.00	0.00	0.00
61900 · Payroll Expenses			
61903 · Employee Bonus	0.00	0.00	0.00
61905 · Employee Commissions	0.00	0.00	0.00
61910 · Employee Health Insurance	0.00	0.00	0.00
61920 · Employee Paid Vacation	0.00	0.00	0.00
61930 · Employee Wages	0.00	0.00	0.00
61940 · Payroll Service	0.00	0.00	0.00
61950 · Payroll Tax Expense	0.00	0.00	0.00
61960 · Severance Pay	0.00	0.00	0.00
61970 · Worker's Compensation Insurance	0.00	0.00	0.00
Total 61900 · Payroll Expenses	0.00	0.00	0.00
62000 · Postage	0.00	0.00	0.00
62100 · Rent	0.00	0.00	0.00
62200 · Repairs / Maintenance	0.00	0.00	0.00
62300 · Storage	0.00	0.00	0.00
62400 · Supplies	0.00	0.00	0.00
62500 · Taxes - Federal / State	0.00	0.00	0.00
62600 · Telephone / Fax / Cell	0.00	0.00	0.00
62700 · Training	0.00	0.00	0.00
62800 · Travel / Entertainment	0.00	0.00	0.00
62900 · Utilities			
62910 · Electric / Gas	0.00	0.00	0.00
62920 · Trash	0.00	0.00	0.00
62930 · Water	0.00	0.00	0.00
Total 62900 · Utilities	0.00	0.00	0.00
63000 · Other Expenses			
63200 · Donations	4,075.00	4,000.00	75.00
63100 · Scholarship Fund	0.00	0.00	0.00
63000 · Other Expenses - Other	0.00	0.00	0.00
Total 63000 · Other Expenses	4,075.00	4,000.00	75.00
Total 60000 · Expenses	5,145.45	4,400.00	745.45
5000 · OPERATING EXPENSES			
65000 · Contingencies & Development	0.00	0.00	0.00
69000 · Write Off Bad Debt	0.00	0.00	0.00
5000 · OPERATING EXPENSES - Other	0.00	0.00	0.00
Total 5000 · OPERATING EXPENSES	0.00	0.00	0.00
70000 · Suspense	0.00	0.00	0.00
Total Expense	5,145.45	4,400.00	745.45
Net Ordinary Income	837.25	1,400.00	-562.75
Other Income/Expense			
Other Income			
80000 · Interest Income	0.00	0.00	0.00
Total Other Income	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00

Calistoga Chamber of Commerce
Profit & Loss Budget vs. Actual - Harvest Table
July through September 2018

	<u>Jul - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Net Income	<u>837.25</u>	<u>1,400.00</u>	<u>-562.75</u>