



north lake tahoe  
Incline Village/Crystal Bay Visitors Bureau

**AGENDA**  
**Board Meeting**  
**Lake Tahoe Incline Village Crystal Bay Visitors Bureau**  
**Wednesday October 19<sup>th</sup> , 2016 3:00 pm**

The Board of Directors of the Lake Tahoe Incline Village Crystal Bay Visitors Bureau will hold their monthly meeting on Wednesday October 19<sup>th</sup>, 2016 beginning at 3:00 pm. The meeting will be held at the Incline Village Crystal Bay Visitor Bureau office located at 969 Tahoe Blvd, Incline Village, NV 89451.

Public Comment will be at the beginning and ending of this meeting, and is limited to three minutes. The public is encouraged to comment on all agenda items as well as issues not on the agenda during the Public Comment period. Agenda items may be taken out of order, may be combined for consideration by the Board, and may be removed from the Agenda at any time. Members of the public desiring to speak must complete a “Request to Speak” form and return it to the IVCBVB clerk at the beginning of the meeting. Comments based upon viewpoint may not be restricted by the Board.

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|---|---------------------------------------|
| <b>I. Call to Order/Roll Call</b>   | <b>Heather Bacon</b>                  |
| <b>II. PUBLIC COMMENT – Pursuant to NRS 241.020</b><br><b>This is the time for public to comment on any matter whether or not it is included on the Agenda of this meeting.</b> | <b>Heather Bacon</b>                  |
| <b>III. Approval of Agenda (For Possible Action)</b>  | <b>Heather Bacon</b>                  |
| <b>IV. Approval of July 20<sup>th</sup> Board Minutes (For Possible Action)</b>   | <b>Heather Bacon</b>                  |
| <b>V. Review of Final FY 2015/16 YE Financial Report (For Possible Action)</b>  | <b>Andy Chapman/<br/>Brad Cappuro</b> |
| <b>VI. Review of August TOT Collection Report</b>   | <b>Andy Chapman</b>                   |
| <b>VII. Review of September Financial Statement (For Possible Action)</b>   | <b>Andy Chapman/<br/>Ava Hinojosa</b> |
| <b>VIII. Standing Reports</b>   | <b>Andy Chapman</b>                   |
| <b>a. Stats</b>   |                                       |
| <b>i. August Occupancy Report</b>   |                                       |
| <b>ii. August Room Rate Comparison</b>  |                                       |
| <b>iii. September Visitor Center Traffic Log</b>  |                                       |
| <b>b. RTIA Report – August</b>  |                                       |
| <b>c. DestiMetrics Occupancy Report – September</b>   |                                       |

- IX. Coop Departmental Reports** **Andy Chapman**
- a. Conference Sales
  - b. Leisure Sales
  - c. Website Content
  - d. Communications/Social
  - e. Advertising
- X. Management Reports** **Andy Chapman**
- a. Operations & Finance Director Report
  - b. Business Development Manager Report
  - c. CEO Written Report
- XI. Discussion and Assessment of CEO Performance Review** **Heather Bacon**
- XII. Discussion on CEO Salary Review and Performance Incentive (For Possible Action)** **Heather Bacon**
- XIII. Old Business** **Heather Bacon**
- a. Porch Repair
  - b. Installation of display panels
  - c. Production of brochure map project
- XIV. New Business** **Heather Bacon**
- a. Board Meeting Schedule
- XV. PUBLIC COMMENT – Pursuant to NRS 241.020** **Heather Bacon**  
This is the time for public to comment on any matter whether or not it is included on the Agenda of this meeting.
- XVI. Adjournment – (For Possible Action)**

Physically disabled persons desiring to attend should contact Ava Hinojosa at (775) 832-1606. Support materials can be found at <https://www.gotahoenorth.com/north-lake-tahoe/business-community/incline-village-crystal-bay-visitors-bureau/>

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Incline Village Post Office  
Crystal Bay Post Office  
Incline Village Crystal Bay Visitor Bureau

IVGID Office  
Incline Justice Court  
Nevada notices - <http://www.notice.nv.gov>