

**AGENDA**

**Board Meeting**

**Lake Tahoe Incline Village Crystal Bay Visitors Bureau**

**Wednesday September 21st , 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 September 21st, 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.

1. **Call to Order/Roll Call Heather Bacon**
2. **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.**

1. **Approval of Agenda (For Possible Action) Heather Bacon**
2. **Approval of July 20th Board Minutes (For Possible Action) Heather Bacon**

1. **Review of Final FY 2015/16 YE Financial Report Andy Chapman/ (For Possible Action) Brad Cappuro**
2. **Review of June & July TOT Collection Report Andy Chapman**
3. **Review of July Financial Statement Andy Chapman/**

**(For Possible Action) Ava Hinojosa**

1. **Review of August Financial Statement Andy Chapman/ (For Possible Action) Ava Hinojosa**
2. **Standing Reports Andy Chapman**
	1. **Stats**
		1. **July Occupancy Report**
		2. **July Room Rate Comparison**
		3. **August Visitor Center Traffic Log**
	2. **Website Stats – August**
	3. **RTIA Report – July**
	4. **DestiMetrics Occupancy Report – August**
3. **Coop Departmental Reports Andy Chapman**
	1. **Conference Sales**
	2. **Leisure Sales**
	3. **Website Content**
	4. **Communications/Social**
	5. **Advertising**
4. **Management Reports Andy Chapman**
	1. **Visitor Center Operations Update**
	2. **Operations & Finance Director Report**
	3. **CEO Written Report**
5. **Discussion and Assessment of CEO Performance Review Heather Bacon**
6. **Discussion on CEO Salary Review and Performance Incentive Heather Bacon**

**(For Possible Action)**

1. **Old Business Heather Bacon**
2. **Review of Travel Nevada Australian Sales Mission**
3. **Installation of display panels**
4. **Production of brochure map project**
5. **New Business Heather Bacon**
6. **PUBLIC COMMENT – Pursuant to NRS 241.020 Heather Bacon**

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 **or not it is included on the Agenda of this meeting.**

1. **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/**](https://www.gotahoenorth.com/north-lake-tahoe/business-community/incline-village-crystal-bay-visitors-bureau/)

**Public Postings:**

**Incline Village Post Office IVGID Office**

**Crystal Bay Post Office Incline Justice Court**

**Incline Village Crystal Bay Visitor Bureau Nevada notices -** [**http://www.notice.nv.gov**](http://www.notice.nv.gov)