

# Explore Butte County

Minutes of January 14<sup>th</sup>, 2016

Holiday Inn 685 Manzanita Court Chico, CA 95926

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**Board Members present: Bruce Spangler, Brooke Smith, Dori Franklin, Eve Cayaban, Jennifer Macarthy, Kiran Paragji, Nicole Johansson, Sara Myers**

**Guests: Nichole Farley with Civitas**

**1. Approve Minutes**

No approved minutes at this meeting since this was the first official board meeting for Explore Butte County

**2. Review of the Bylaws**

Ballot assessed and it was decided for future elections nominations would come from participating TBID hotels. People with the most nominations would be considered as a candidate for a board member position. A motion was passed to approve the By Laws with the proposed change.

AYES: 8 NO's: 0 Abstain: 0 Approved 8-0

**3. Bank Account for TBID Funds**

It was discussed what bank would be our best option for managing the deposits of the TBID funds. It was suggested that Tri Counties Bank would be our best option since we wanted to support a local business. If approved the Secretary, Treasurer and President have agreed to go to Tri Counties Bank the following week and set up an account for Explore Butte County

MOTION: I MOVE TO USE TRI COUNTIES BANK FOR COLLECTION OF OUR TBID FUNDS.  
(Motion: Cayaban ; Second: Smith)AYES: 8 No:0 Abstain: 0 APPROVED 8-0

**4. EIN Number- Update**

Bruce Spangler, President of Explore Butte County confirmed we have an EIN Number

**5. Accounting-Update**

Discussed inquiring about getting quick books and a lap top for the treasurer. It was also discussed that we should look into working with a CPA. Jennifer Macarthy offered to research CPA's. It was suggested that we collect 3 bids from CPA's so we can understand the general and consulting fees involved with each CPA.

**6. Corporation Filing Paper work-Update**

Corporate filing paper work should be available for signature next month

**7. Post Office Box for Explore Butte County – Update**

It was suggested that we set up a P.O. Box for Explore Butte County at the Post Office in Chico located on Vallombrosa. Secretary and Treasurer were willing to do this the following week

MOTION: I MOVE TO HAVE OUR POST OFFICE BOX ESTABLISHED FOR EXPLORE BUTTE COUNTY AT THE POST OFFICE LOCATED ON VALLOMBROSA IN CHICO(Motion: Macarthy ; Second: Cayaban) AYES:8 No:0 Abstain: 0 APPROVED 8 - 0

**8. Brown Act Training**

All Board Members were involved with a Brown Act Training that was presented by Civitas.

**9. Hiring an Executive Director**

Nichole Farley with Civitas did a presentation regarding the benefits of having an Executive Director help market the Explore Butte County mission. At this time there was only a discussion and we have decided to table this for a future meeting.

**10. Cost for Reimbursement to the Jurisdictions for Civitas Contract**

It was requested that the Explore Butte County consider reimbursing all Jurisdictions that have contributed to the cost of the Civitas contract to form the TBID.

MOTION: I MOVE TO REIMBURSE THE JURISDICTIONS THAT CONTRIBUTED TO THE CIVITAS CONTRACT AT THE END OF THE FISCAL YEAR BY 50% FOR TWO YEARS (Motion: Meyer ; Second: Cayaban) VOTE: AYES: 7 NO's: 0 Abstain: 1 (Macarthy) APPROVED: 7-0-1

**11. State Fair Display**

Explore Butte County has the opportunity to work in conjunction with Butte County to design the State Fair Display booth.

MOTION: I MOVE TO WORK WITH BUTTE COUNTY ON THE DESIGN OF THE STATE FAIR BOOTH. (Motion: Cayaban; Second: Meyer) VOTE: AYES: 7 NO's: 0 Abstain: 1 (Macarthy): APPROVED: 7-0-1

**12. Future Discussion Topics**

Budget, Hiring an Executive Direct, Strategic Marketing Action Plan

**13. Public Comment** None

**14. Adjourned:** at approximately 2:30PM