



**Catalina Island Chamber of Commerce & Visitors Bureau
Board of Directors Meeting Agenda
Thursday, January 16, 2025 @ 1:00 PM**

**Founders Room @ US Bank
303 Crescent Ave, Avalon, CA 90704**

**Maverick Helicopters, Long Beach Airport
2601 E. Spring Street, Long Beach, CA 90806**

Google Meet joining info

Video call link: <https://meet.google.com/mbj-wayb-gwy>

Dave Stevenson, *Catalina Island Co*, Chair*
Amanda Bombard '24, Past Chair*
Ben Villalobos '25, Treasurer*
Cinde Cassidy, '27, Chair Elect
Lisa Beach, '27
Yoli Say, '27
Grayce Upton, *27
John Alkibay '26
Mesa Bradley '26 (2nd)
Elaina Garcia '26

Janet Flathers '26
Conrado Vega '25
Bart Glass '25 (2nd)
Megan Wright '25
Andrew Allen, *Two Harbors*
Sheila Bergman, *Catalina Museum For Art & History*
Whitney Latorre, *Catalina Island Conservancy*
David Maistros, *City of Avalon*
Jason Paret, *Catalina Island Health*

Jim Luttjohann, President & CEO

* = Member Governance Committee/ '24 = year term expires on 6/30

In consideration of others, please turn off cell phones prior to the beginning of the meeting.

*Indicates item in board binder

Item #	AGENDA
I. (2 min)	Call to Order/Attendance (2.6.2)
II. (15 min)	Board Chair's Remarks
III. (5 min)	Approval of Minutes* (Action) November 21, 2024
IV. (15 min)	3.2 Treatment of Employees and Volunteers* (Action) Suggested Motion: "MOTION: that the Board accept the Staff Report under Policy #3.2 (Treatment of Employees and Volunteers)."
V. (25 min)	Governance Committee, CEO Monitoring and Compensation (Action) Policy 2.3.6 CEO Annual Compensation Review* Policy 4.4 Monitoring CEO Performance* Policy 4.5 CEO Compensation* Moved from November Meeting Agenda
VI. (10 min)	CEO/Administrative Updates —Jim Luttjohann Update and/or receive board members' feedback about: <ul style="list-style-type: none"> 1.2 Positive Awareness of Catalina Island* Member & Visitor Services



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	<p>Accept new member Catalina Caddie*</p> <ul style="list-style-type: none"> • Events Update • Taxes • Annual Report to City Council January 21, 2025 • Department of Justice registry status update <p><i>Per policy 3.8.1.E, the CEO needs to provide the board with periodic, written "FYI" information.</i></p>
VII. (10 min)	<p>VP Of Marketing and Sales Update—Cathy Miller</p> <p>Update and/or receive board members' feedback about:</p> <ul style="list-style-type: none"> • 3rd Quarter Video and one sheet (play video) • Seasonal marketing media and campaign update including NBC California Live segment (play segment) • GoToCatalina co-op update and request for 2025 program funding @ \$50,000 (calendar year) • Meta co-op update • Press check for visitors guide • Visitor Guide mailing and island arrival - online version • Hosted Media and NATJA Fam
VIII. (5 min)	Board & Guest Updates
IX. (5 min)	Summary of Follow-Up Items:
X. (1 min)	<p>Board Meeting Evaluation</p> <ul style="list-style-type: none"> • Previous meeting Evaluation forms* <ul style="list-style-type: none"> ▪ What worked particularly well at this meeting? ▪ What we could have done to make it more productive? <p><i>Form emailed</i></p>
XI.	Adjourn
	<p>2024-25 Board Schedule:</p> <ul style="list-style-type: none"> • February 20, 2025 • March 20, 2025 • April 17, 2025 • May 15, 2025 • June 19, 2025
<p><i>Minutes should record agreed-upon feedback of positive Board developments, and those comments reflecting perspectives as to what could have made the meeting more productive (e.g. preparatory materials, Board member preparation, ensuring meeting not dominated by individuals, etc.)</i></p>	



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