



**DISCOVER SANTA CLARA®
BOARD OF DIRECTORS
SPECIAL MEETING MINUTES**

**December 11, 2023, 1:00 p.m.
Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054
Meeting Room 201**

CALL TO ORDER

Chair Lentz called the meeting to order at 1:07 pm.

ROLL CALL

Present: Kelly Carr, OVG360
Barb Granter, California's Great America
Lorne Ellison, Levy Restaurants
Catherine Lentz, Forty-Niners Stadium Management Company
Nadine Nader, City of Santa Clara
Chris Sullivan, Santa Clara Marriott
Christine Lawson, Discover Santa Clara® (Ex-Officio)
Ruth Mizobe Shikada, City of Santa Clara (Ex-Officio)

Absent: Leo Wandling, I.A.T.S.E Local Union 134

Quorum Met: 6

Attendance: Nancy Thome, City of Santa Clara (Remote)
Luz Chatman, Discover Santa Clara®
Beverly Corriere, Discover Santa Clara®
Ben Landis, Discover Santa Clara®
Katelyn Studebaker, Discover Santa Clara®
Katherine Krisch, Krisch & Company (Remote)

Member Shikada introduced Chuck Baker, the new Assistant City Manager, City of Santa Clara. Chuck Baker will be the new Ex-Officio (City Manager Designee) effective January 1, 2024.

PUBLIC COMMENT

For public comment on items on the Agenda that are within the subject matter jurisdiction of the Board.

There were no public comments.

CONSENT AGENDA

Matters listed in the Consent Agenda section will be considered routine by the Board and will be enacted by one motion. There will be no separate discussion of the items on the Consent Calendar unless discussion is requested by a member of the Board, staff or public. If discussion is requested, that item will be removed from the section entitled Consent Agenda and will be considered under Consent Items Pulled for Discussion.

1. Action on the Minutes of:

- Discover Santa Clara® Board of Directors – November 16, 2023

Recommendation: Note and File Meeting Minutes.

2. Action on the October 2023 Financial Report.

Recommendation: Note and File the October 2023 Financial Report.

3. Action on the Discover Santa Clara's® FY2023/24 1st Quarter Report.

Recommendation: Note and File Discover Santa Clara's® 1st Quarter Report.

4. Action on Discover Santa Clara's® Sales Activity Report – October 2023

Recommendation: Note and File Discover Santa Clara's® Sales Activity Report – October 2023

A motion was made by Member Nader, seconded by Treasurer Carr, to approve the Consent Calendar.

Ayes: 6 Treasurer Carr, Member Granter, Member Ellison, Chair Lentz, Member Nader, Vice-Chair Sullivan

Absent: 1 Member Wandling

CONSENT ITEMS PULLED FOR DISCUSSION

PUBLIC PRESENTATIONS

This item is reserved for persons to address the Board on any matter not on the agenda that is within the subject matter jurisdiction of the Board. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The Board or staff may briefly respond to statements made or questions posed and may request staff to report back at a subsequent meeting.

GENERAL BUSINESS – ITEMS FOR DISCUSSION

5. Discussion and Action on Discover Santa Clara's® Proposed Financial Policies.

Recommendation: Approve Discover Santa Clara's® Proposed Financial Policies.

Beverly Corriere provided an overview of the DMO financial policy process and introduced Katherine Krisch, Krisch & Company, who led the development of the financial policies.

Katherine reported that the policy review process started in April 2023. She gave an overview of Internal Controls and reported from the slides the policy Introduction, Responsibility Matrix, and Financial Policies. Katherine added that the financial policies will need approval from the Board and are separate from the procedures which can be adapted by staff as needed. Once the policies are approved, the procedures will be developed so the DMO may assume control of their funds.

The Board of Directors indicated they would like more time to review the financial policies. Secretary Lawson suggested the vote on the proposed financial policies be moved to the January Board meeting to allow more time for the Board to review the policies. Secretary Lawson requested Board Members to submit any questions they may have regarding the financial policies to Beverly Corriere by January 4th, 2024.

GENERAL ANNOUNCEMENTS

Chair Lentz announced that the Nomination Committee will be meeting and requested nominations be forwarded to the Committee.

ADJOURNMENT

The meeting adjourned at 1:56 p.m. The next regularly scheduled meeting is on **January 18, 2024, at 1:00 p.m.**