



Pleasant Hill Tourism Improvement District  
Committee Meeting Minutes  
July 14, 2017

Meeting was called to order by Steve Van Dorn at 9:02am.

**Attendance:** Kelly Calhoun, Victoria Briskin, Todd Craig, Shawn Romeo, Katrece Raine, JC Medina, Tony Patel and Steve Van Dorn

**Guests:** Juanita Davalos, City of Pleasant Hill

**Approval of June 30, 2017 Minutes:** It was noted that Juanita Davalos was not included in the minutes. There was also discussion about providing more detail to the discussion items for the minutes. It was also suggested that the minutes be presented in a bulleted format. Since Van Dorn is writing the minutes, he suggested they be sent to the Chair for review prior to being submitted for approval. This suggestion was supported by the Committee. Taking the above into consideration for future meeting minutes and adding Juanita Davalos as an attendee, the minutes were unanimously approved.

**Old Business:** Van Dorn reminded the Committee on what was asked of him and Kelly Calhoun to follow-up on based on the June 30 meeting discussion. Van Dorn reported that the Hyatt House has agreed to lower their Committee votes to one on a six-month interim basis. Todd Craig commented that they strongly support the PHTID and are willing to drop to one vote to get the process moving forward knowing this was of major concern to the other hotel Committee members. Katrece Raine asked, "What if the Hyatt House decides to revert back to their two votes after six months"? Craig replied that they cannot confirm this will or will not happen but made it clear that if the Committee continues making progress in a positive direction, they see no reason why their interim one vote concession would not be seriously considered by Hyatt ownership to become a permanent change to the Management District Plan. Motion was made to approve the Hyatt's offer to revert to one vote for a six-month interim basis. (Van Dorn/Raine) Approved: Calhoun, Craig and Patel. Abstained from voting: Medina and Briskin.

After the vote was taken, Briskin requested that the Committee be sent procedures on Robert's Rules of Order so that everyone on the Committee would be comfortable with the voting process moving forward.

**New Business:** After a brief review of the organizational structure, role of the Chamber Board, PHTID Committee and Records Retention Policy a motion was made to approve sending out the Strategic Marketing Plan RFP. (Medina/Craig) Approved unanimously.

Medina volunteered to be the Chair of the Committee. He was unanimously approved.

A question was raised by Raine as to the process for confirming that the checks that are written by the PHTID hotels to the City are equal to what is distributed to the Chamber minus the City's administration fee. Calhoun said she would look into this question and report out at the next meeting.



Page 2

**Committee Member Reports:** Medina reported their lobby will be remodeled soon. Briskin reported the Homewood Suites is now scheduled to open in November.

Being no further business to discuss the Committee adjourned at 10:16am

Next meeting scheduled for August 18 at 9am at the Courtyard Marriott.

Submitted by: Steve Van Dorn, Secretary