

Visit Pleasant Hill Tourism Improvement District
Regular Board Meeting Minutes
Date: February 26, 2025
Time: Called to order at 10:20am-11:55pm.
Location: 2255 Contra Costa Blvd, Ste 307, Pleasant Hill, CA 94523

Call to Order

The meeting was called to order by Tracie Collins, Chairperson at 10:20am.

Roll Call

Present:

Tracie Collins, Tony Patel, Zach Seal, Jeremy Carlson

Absent:

Jay Rana

Public Comment

No public comment

Action Items

1. Approval of Previous Meeting Minutes

Motion to approve the minutes from the January 22nd, 2025 meeting.

Motion: Zach Seal

Second: Jeremy Carlson

Vote: Approved with corrections, updated copy sent to Board and posted on VPH website.

2. Financial Report

Presentation and discussion of financial statements, revenue, and expenses

Presented by: Trish Snowden

Motion to approve financial report: Jeremy Carlson

Second: Tracie Collins

Vote: Accepted

3. Approval New Policy and Procedure

The board discussed and approved the 2 policies suggested in the annual audit, **Executive Compensation Policy** and **Payroll and Benefits Change Management Procedure** with some additional verbiage updated copies were sent to the board after the meeting.

4. 2025-26 Budget Draft Presentation

Draft was presented by staff. Several line items are not finalized as staff is waiting for vendor quotes to come in. Staff will send this draft copy to the board after the meeting to review in more detail and are encouraged to send questions and suggestions to staff so we can get a final draft ready

for approval at the next meeting on April 2nd (rescheduled March 26th meeting). The Board asked that we send the final draft copy to them by March 26th so they can have a week to review prior to the board meeting.

CEO Updates

Tabled due to time constraints of board members.

Chamber Updates

Tabled due to time constraints of board members.

City Updates

Tabled due to time constraints of board members.

Meeting adjourned at 11:55am.

Next Meeting Date: April 2nd