



**Pleasant Hill Tourism Improvement District
Board of Directors Regular Meeting, February 26th, 2025
Chamber of Commerce Offices, 2255 Contra Costa Blvd, Suite 307
Pleasant Hill, CA 94523**

Welcome & Call to Order:

Tracie Collins, Chair

Public Comment: (for any item not on the agenda, limit to 2 minutes)

The public is welcome at this time to address the PHTID Board on any issue within the Board’s purview.

Action Items:

- 1. Approval of Minutes **Collins**
January 22nd, 2025 meeting minutes will be reviewed, discussed and considered for approval.
- 2. Accept & Receive Financial Reports **Snowden**
January 2025 financials will be discussed and considered for acceptance.
- 3. Approval of new Policy and Procedure **Snowden**
Drafts will be discussed and considered for approval. The board was given a draft of an **Executive Compensation Policy and Payroll and Benefits Change Management Procedure** at the January meeting as recommended as part of our annual audit from 2023-24 audit.
- 4. 2025-26 Budget Draft will be presented, discussed and considered for approval. **Collins**

CEO Updates:

Discuss appointing a Vice-Chair, upcoming Conference & Tradeshow calendar, AWM participation, update on 1:1 meetings with Chair to cover audit recommendation, general updates on meetings attended and travel

Snowden

Chamber Updates:

Updates on upcoming events and activities sponsored by the Chamber of Commerce.

Carlson

City Updates:

Updates on upcoming events sponsored by the City. New business announcements.

Seal

Adjournment of Board Meeting:

Collins

Next Board Meeting April 2, 2025 (reschedule of March 26 meeting),

Brown Act Notice: The portion of the agenda dealing with the Board’s role as the governing body of the Pleasant Hill Tourism Improvement District (PHTID) is subject to the requirements of the Brown Act. In response to those requirements, this agenda is being posted as a public notice. The Board welcomes public participation in its meetings. The agenda includes time for public comment on general items and for specific issues on the agenda. Speakers are limited to 2 minutes each. State law does not allow the Board to discuss or take action on issues not on the agenda. The order of agenda items is listed for reference and items may be taken in any order deemed appropriate by the Board.

ADA Notice: To receive reasonable accommodation under the Americans with Disabilities Act during the meeting, please notify Stay Pleasant Hill at least 48 hours in advance of the meeting.