



**BOARD OF DIRECTORS SPECIAL MEETING  
MINUTES  
September 20, 2021 | 9:00 a.m.**

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*Pursuant to the provisions of the California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, Discover Santa Clara has implemented methods for the public to participate remotely.*

*The public can participate remotely via Zoom: <https://zoom.us/j/97494034985>  
Meeting ID: 974 9403 4985 or by phone: 1 (669) 900-6833.*

**CALL TO ORDER**

Chair Hodges called the meeting to order at 9:02 a.m.

**ROLL CALL**

Present: Pablo Barrera, I.B.T Local Union 853  
Kelly Carr, Spectra Venue Management  
Catherine Lentz, Forty-Niners Stadium Management Company  
Joe Eustice, Hilton Santa Clara  
Eron Hodges, Hyatt Santa Clara  
Nadine Nader, City of Santa Clara  
Ruth Mizobe Shikada, City of Santa Clara (Ex-Officio) (joined at 9:04 a.m.)

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

A quorum of 6 was met.

Attendance: Nancy Thome, City of Santa Clara  
Dan Fenton, Jones Lang LaSalle

**PUBLIC COMMENT**

*For public comment on items not on the Agenda that is 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.*

**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.*

There were no public presentations.

## **GENERAL BUSINESS – ITEMS FOR DISCUSSION**

### **1. Discussion and Action on Terms for the Sales Manager Position Including Salary and Other Benefits.**

Recommendation: Provide Direction and Take Action on Terms for the Sales Manager Position Including Salary and Other Benefits.

Member Carr reported the committee meet with a candidate that they all liked. Member Carr provided an overview of a term sheet the committee discussed and would like for the Board to consider:

- Salary – To remain competitive with hiring, the committee is recommending the Board consider increasing Sales Manager position from \$90,000 to up to \$97,500 annually.
- Incentive – There is currently no incentive offered until the Board approves an employee incentive plan. No change.
- Relocation – There is currently no budget allocated for relocation. The committee is recommending providing relocation to support a candidate's move.
- Cell Phone Stipend – No change.
- Medical and dental Insurance – Since there are no group plans offered at this time as the DMO requires a minimum of two employees, the committee is recommending employee reimbursement of up to \$675/month (\$650 for health and \$25 for dental). 15% of costs will be paid by employee and 85% of costs to be paid by DMO.
- Leaves – No change.

Nancy Thome clarified for Vice- Chair Lentz that the second employee was not the temporary Administrative Assistant position, and it would be the second Sales Manager hired. Chair Hodges stated that they are pursuing other Sales Managers and the goal is to hire the first and subsequently the second to address the group benefits.

Member Nader stated they had been discussing relocation at the \$5,000 range but would be more comfortable with \$2,500 and would like input from other members. Secretary Eustice indicated relocation would be a reimbursable expense and agreed with the range of \$2,500 to \$3,000.

Dan Fenton stated the candidate is relocating from El Paso, TX and is just relocating himself. The candidate has served the Bay Area and is a manager in his current role.

Chair Hodges stated that managers in his industry typically receive \$5,000 to \$10,000 for relocation.

Member Carr summarized the committee was looking for Board approval on the following actions:

1. To increase sales manager salary up to \$97,500.
2. To increase budget for sales incentive.
3. To provide a relocation budget.
4. To provide dental benefits.

Nancy Thome confirmed that additional costs could be absorbed into the current budget and would need to be updated in the development of the FY 2022/23 Operating Budget.

Member Barrera left the meeting at 9:20 a.m.

**A motion was made by Member Nader, seconded by Vice-Chair Lentz to approve the terms outlined in the packet with up to \$3,000 for relocation, and to approve the same terms for future Sales Manager candidate.**

**Aye:** 5 Member Carr, Secretary Eustice, Chair Hodges, Vice-Chair Lentz, Member Nader

Vice-Chair Lentz inquired as to what the next steps were. Dan Fenton stated that the offer letter can be finalized, and the start date is usually the Monday of a new pay period.

## **GENERAL ANNOUNCEMENTS**

## **ADJOURNMENT**

The meeting adjourned at 9:26 a.m. The next regular scheduled meeting is on October 21, 2021 at 3:00 p.m.