



DISCOVER SANTA CLARA™  
BOARD OF DIRECTORS  
SPECIAL MEETING MINUTES

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March 31, 2022

4:30 p.m.

Virtual Meeting

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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://us06web.zoom.us/j/81836238480>  
Meeting ID: 818 3623 8480 or by phone: 1 (669) 900-6833.*

**CALL TO ORDER**

Chair Hodges call the meeting to order at 4:33 p.m.

**ROLL CALL**

Present: Pablo Barrera, I.B.T Local Union 853  
Kelly Carr, Spectra Venue Management  
Christopher Hamilton, Levy Restaurants  
Eron Hodges, Hyatt Santa Clara  
Catherine Lentz, Forty-Niners Stadium Management Company  
Leo Wandling, I.A.T.S.E Local Union 134  
Ruth Mizobe Shikada, City of Santa Clara (Ex-Officio)

Absent: Barb Granter, Great America  
Nadine Nader, City of Santa Clara

A quorum of 6 was met.

Nancy Thome indicated that per the Bylaws, budget related items had to be approved by 75% of the Board and confirmed there was a quorum of 6 of 8 Board Members which was 75% if the Board decided to take action at this meeting.

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.*

**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.

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

1. Discussion and Action on the Proposed FY 2022/23 Operating Budget; and Discussion and Action on Potential Increase of the Santa Clara Tourism Improvement District Assessment to 2% for FY 2022/23.

**Recommendation:** Provide direction on the proposed FY 2022/23 Operating Budget and on the Santa Clara Tourism Improvement District Assessment for FY 2022/23.

Nancy Thome provided an overview of the updates made to the Proposed FY 2022/23 Operating Budget from the last meeting:

- The estimated FY 2021/22 fund balance is approx. \$1.7 million.
- Per the DMO agreement with the City, the DMO must allocate six months of the most recently approved budget which is \$678,001. This was not done for the current fiscal year.
- The projected revenue for FY 2022/23 is \$1.24 million. With the allocation to reserves and the FY 2021/22 fund balance, there would be \$2.27 million available in the fund.
- The updated proposed budget increased to \$1.7 million from \$1.43 million and included fully loaded CEO and administrative services manager positions, increase in salary ranges for the DOS (starting October 2022) and sales manager positions, and a reduction of the number of event attendance from 11 to three.

**A motion was made by Member Wandling, seconded by Treasurer Carr, to approve the Proposed FY 2022/23 Operating Budget and increasing the Santa Clara Tourism Improvement District Assessment to 2%.**

**Aye:**6 Member Barrera, Treasurer Carr, Chair Hodges, Vice-Chair Lentz, Member Wandling

**Absent:**2 Member Granter, Member Nader

### **GENERAL ANNOUNCEMENTS**

## **ADJOURNMENT**

The meeting adjourned at 5:19 p.m. The next regular scheduled meeting is on April 21, 2022 at 3:00 p.m.