

# CTTC MEMORANDUM

TO: California Travel and Tourism Commission  
Secretary of State  
Travel Industry Association  
Members of the Public Who Have Requested Notification  
(For informational purposes only)

FROM: Caroline Beteta, Executive Director

DATE: Friday, May 4, 2007

RE: PUBLIC NOTICE OF THE CTTC EXECUTIVE COMMITTEE MEETING

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A meeting of the California Travel and Tourism Commission Executive Committee is scheduled to take place on Monday, May 14, 2007 from 4:30 p.m. to 6:30 p.m.

The meeting details are as follows:

Meeting:.....	<u>Executive Committee Meeting</u>
Date:.....	Monday, May 14, 2007
Time: .....	4:30 p.m. to 6:30 p.m.
Meeting Location:	The Fairmont Hotel 950 Mason Street San Francisco, California Hunt Room

The agenda is attached for your reference.

Please R.S.V.P. (if you haven't already) to Matthew Sabbatini at 916-319-5420 or [msabbatini@visitcalifornia.com](mailto:msabbatini@visitcalifornia.com), if you are planning to participate so that we can ensure that pertinent meeting materials reach you.

Thank you.

## CTTC Executive Committee Meeting

Monday, May 14, 2007

4:30 p.m. to 6:30 p.m.

The Fairmont Hotel  
950 Mason Street  
San Francisco, California  
The Hunt Room

### AGENDA

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*Any and all items on this Agenda are subject to discussion and vote*

- I. Call to Order/Roll Call/Approval of Minutes
- II. Opening Remarks
- III. Executive Director Report
- IV. Referendum Report/Assessment Update
  - A. Establish Referendum Task Force
- V. Government Affairs Update
- VI. Nominating Committee Report
  - A. Consider vacancies to Executive Committee and Full Commission
  - B. Recommend Establishment of Governance Committee
- VII. Marketing Advisory Committee Update
- VIII. Financial Update
  - A. Financial Reports
  - B. FY 07-08 Proposed Catastrophic Reserve
  - C. Cash Flow Projections Report
  - D. Discuss Proposed Assessment Payments by Credit Card
  - E. Proposed FY 07-08 Operating Budget
    1. Staff Resource Plan
    2. Office Space Planning
  - F. Disaster Recovery Plan Update
  - G. Other Financial Matters
- IX. Legal Update
  - A. Review of Formal Adoption of Resolution with Respect to Government Affairs and Lobbying Issues.
  - B. Review of Policy and Legal Restrictions with Respect to Contracts Involving Third Parties Including Trade Associations, Convention and Visitor's Bureau's and Marketing Programs.
  - C. Other Legal Matters
- X. Other Business
  - A. 2007/2008 Commission Meeting Dates
  - B. TIA Travel Leadership Summit - September 2007
  - C. CTTC Annual Executive Director Review/Staff Reviews
    1. Process and Timeline
- XI. Public Comment
- XII. Adjournment