

OCCUPANCY TAX BOARD
Tuesday, February 17, 2026,
2:30p.m.

Committee Chair: Sandra England
Vice Chair: Patricia Andrade-Loranca
Committee Members: Jane Ann Oldrup,
Mike Gottlieb, Karen Arnold
Staff Coordinator: Tommi Jo Conyers

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 25-28

A. CALL TO ORDER

The meeting was called to order at 2:31 p.m.

B. ROLL CALL

Members present: Sandra England, Jane Ann Oldrup, Patricia Andrade- Loranca

Members absent: Karen Arnold, Mike Gottlieb

Staff present: TJ Conyers

C. APPROVAL OF AGENDA

Member Oldrup moved to approve the agenda. Member Andrade- Loranca was the second. A voice vote was as follows: Sandra England–Yes; Jane Ann Oldrup-Yes; Patricia Andrade-Loranca- Yes; Mike Gottlieb- Absent; Karen Arnold- Absent; and the motion passed 3-0

D. APPROVAL OF THE MINUTES

Member Oldrup moved to approve the minutes for November 18, 2026 and January 20, 2026. Member Andrade- Loranca -was the second. A voice vote was as follows: Sandra England–Yes; Jane Ann Oldrup-Yes; Patricia Andrade-Loranca- Yes; Mike Gottlieb- Absent; Karen Arnold- Absent; and the motion passed 3-0

E. ACTION ITEMS

1. Recommendation to approve a change from Monthly meetings to quarterly

Mrs. Conyers explained that due to the limited number of action items requiring Board consideration each month, it is recommended that the Occupancy Tax Board transition from monthly meetings to quarterly meetings. Over the past year, meetings have frequently had minimal or no actionable items, resulting in inefficient use of staff time and Board resources.

Moving to a quarterly schedule would:

- Improve operational efficiency
- Reduce administrative and staff burden
- Allow agenda items to be more substantive and strategic
- Maintain fiscal oversight and compliance requirements

- Provide flexibility to call special meetings if time-sensitive matters arise
Should an urgent funding request or critical matter arise between regularly scheduled meetings, a special meeting may be called in accordance with Open Meetings requirements.

This adjustment would better align meeting frequency with the Board's actual workload while maintaining transparency and effective governance.

Meetings will now be held on the 3rd Tuesday of the month at 2:30 at City Hall in January, April, July, and October.

Member Oldrup moved to approve. Member Andrade- Loranca was the second. A voice vote was as follows: Sandra England–Yes; Jane Ann Oldrup-Yes; Patricia Andrade-Loranca- Yes; Mike Gottlieb- Absent; Karen Arnold- Absent; and the motion passed 3-0

F. OTHER BUSINESS/NON-ACTION/ INFORMATIVE ITEMS/REPORTS

Mrs. Conyers presented the Lodgers' Tax and Convention Center Bed Fee Reports for revenues collected in November 2025 (reflecting October 2025 activity) and for revenues collected in December 2025 (reflecting November 2025 activity). She also provided an overview of the Visitor Center Reports for November and December 2025.

G. PUBLIC COMMENT

None

H. ADJOURNMENT

The meeting adjourned at 2:58 p.m.