



## **MENDOCINO COUNTY TOURISM COMMISSION, INC.**

### **Finance Committee Minutes**

**DATE:** Thursday, March 3rd, 2016    **TIME:** 11:00am – 2:00pm

**PLACE:** Mendocino County Tourism Commission, 345 N Franklin St. Fort Bragg, CA 95437

**GUESTS:** John Kuhry, Susan Plocher, Joe Webb, Roger Martin, Daphne Haney, Jodi Smith (Minute taker)

I. CALL TO ORDER-Meeting was called to order at 11:02 AM

II. ROLL CALL-Marcus Magdaleno, Debra DeGraw

III. CHAIR'S COMMENTS-The Chair welcomed attendees and stated that he was looking forward to working with everyone.

IV. PUBLIC COMMENTS-None given

V. CONFIRMATION OF AMOUNT OF MCLA FUNDS THAT EXISTED PRIOR TO FORMATION OF THE BID- With cooperation from MCLA Executive Committee members present and approval of the MCLA board, the MCTC finance committee will review relevant MCLA financial reports to confirm, with the MCLA representatives present, the amount of funds MCLA should retain after transfer BID funds. The SB Savings account opening balance totaled \$2332.22 with \$213.48 within the Checking. It was determined that the sum of these two accounts (\$2545.70) be the suggested amount to hold from transferring. Previous years (2014/15) audit costs totaled \$2581 and (2013/14) \$2795. John Kuhry suggested that VMC pay leftover bills and have MCLA send invoice for reimbursement.

RECOMMENDATION: The Committee suggests that MCTC reimburse MCLA fees for the upcoming audit, bookkeeping and tax return.

VI. REVIEW OF VMC 2015/2016 FISCAL YEAR BUDGET- John Kuhry suggested that it would be helpful to create comparison reports of last year versus the current year including Year-to-Date and percent of budget expense tracking. He also suggested sorting by order of magnitude for expenses. The Committee tasked the Bookkeeper, Daphne Haney, to provide those aspects in a comparative Balance Sheet and financials Profit & Loss statement, a Check Register summary for the month of January 2016 and Budget performance report at the March 08<sup>th</sup> BOD meeting.

VII. DETERMINE POSSIBLE ADJUSTMENTS TO VMC 2015/2016 FISCAL YEAR BUDGET:        a)  
Address current cash flow-It was determined that there are no County funds retained in MCPA. The County match and BID funds now go directly to MCTC, subsequently a check for \$300,000.00 has been transferred from MCLA to MCTC. b) Executive Director Search-The Committee stated that there are indeed funds to cover the cost of the ED search. The Committee will research what happens to unspent MCLA funds or "overage" amounts and if ED search funds might possibly come from this amount. The Committee tasked the Bookkeeper to create a "Contingency" line item for these type of asset funds on the Balance Sheet. c) Overage amounts to be transferred from MCLA & MCPA-Marcus suggested creating a secondary savings account for these overage amounts.

MCTC would then have three bank accounts: 1) Savings for large lump sum payments, 2) Savings for monthly retainer, 3) Checking for bill paying.

RECOMMENDATIONS: The Committee recommends opening a secondary savings account. The Committee also recommends an amount not to exceed \$40,000 to be used for the Executive Director search.

- VIII. REVIEW VMC EXPENSES FOR FEB 8<sup>th</sup> & 9<sup>th</sup> Board Training-\$10,000 in the budget was approved for Marketing Activities/Research & Retreat from MCPA in addition to covering the room charges at The Little River Inn. The Bookkeeper will look to see if a check was actually made out to MCTC and what line item it went into along with bills from the training contractors. Additionally, the Committee tasked the Bookkeeper with changing the Research & Development 5240-line item to "Board Development".
- IX. NEW BANK ACCOUNT SETUP WITH MENDO LAKE CREDIT UNION-The Interim GM is a signer along with Marcus and John and deposited the \$300,000. The Bookkeeper will set up online account access.
- X. DISCUSS FUTURE FLOW STRUCTURE OF REVENUE-Discussed previously under item VII. subcategory c) Overage amounts to be transferred from MCLA & MCPA.
- XI. DISCUSS AND REVIEW MCTC STAFF EXPENSES AND CHECK SIGNING PROCEDURES-Interim General Manager recommended raising the double signing limit from \$1000 to \$5000 due to the difficulty in having staff track down inland signers for large check amounts. Debra suggested leaving the amount as is, and adding all Officers as signers; two being local to Fort Bragg area and readily available for signing checks. Staff spending and reimbursements have two review checks including a pre-approval by the Interim GM and post-approval signature sign-off on the Reimbursement sheet.
- XII. DISCUSS NEW CREDIT CARD OPTIONS-All staff credit cards are currently under Scott Schneider's personal Social Security number which allows him to accrue any United Air mile perks, outside of the MCTC business. Mendocino Lake Credit Union are not set up to establish business credit cards. The Committee discussed the pros and cons of having personnel use their own credit cards, including the issue of individuals having bad or zero credit or varied timing of credit card closing dates. In lieu of being able to establish a credit line with Mendocino Lake Credit Union, the Committee decided to table the issue until after the new Executive Director is hired.
- XIII. SET NEXT MEETING- Next meeting was set for Thursday March 17, 2016 at 2:00 PM.
- XIV. ADJOURNMENT- The Chair adjourned the meeting at 1:53 PM