



**MENDOCINO COUNTY TOURISM COMMISSION, INC.
FINANCE COMMITTEE MINUTES**

DATE: Tuesday, February 4, 2020 TIME: 12:30 PM

PLACE: 105 W. Clay Street Ukiah CA 95482 | CALL IN LOCATION: Redwood Empire Fair Grounds, 1055 N State St, Ukiah CA 95482

*Please note: To abide by the Brown Act, call-in locations must be listed on the agenda. If anyone from the public is calling in during the meeting, it must be done at the posted locations above.

I. CALL TO ORDER

12:37 PM SC

II. ROLL CALL

Board Member	Attendance Status	Title
Scott Connolly	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent	BOD Treasurer Medium Lodging Operator; Coastal
Jennifer Seward (JS)	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent	BOD Vice Chair At Large
Jitu Ishwar (JI)	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent	BOD Member Large, At Large Lodging Operator; Inland
Staff Member	Attendance Status	Title
Travis Scott (TS)	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent	Executive Director
Emily Saengarun (ES)	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent	Administrative Services Manager
Daphne Haney (DH)	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent	Contractor/Accountant

Introduction of Guests

Cally Dym

III. CHAIR’S COMMENTS

IV. PUBLIC COMMENT ON NON-AGENDA ITEMS

Brown Act Requirements: Pursuant to the Brown Act, the Board cannot discuss issues or take action on any requests during the comment period.

V. CONSENT AGENDA ITEMS Discussion Possible Action

- Minutes from 1.8.2020 Meeting
JS motioned for approval, JI 2nd, all present approved

VI. ADDITIONAL ITEMS FOR REVIEW Discussion

- Financial Statements | Accountant Contractor Daphne Haney explained the Financial Statements to Committee
 - December 2019 | Approve for Board Review/Approval **Possible Action**
 - Check Register: 12/1/2019 to 12/31/2019
JI motioned for approval, JS 2nd, all present approved
- Credit Card Statements | Discussion on VMC/MCTC Financial Policies
 - January 2020 (December 2019 Charges)
- Current Staff & Contractor Reimbursements
 - December 2019
- Credit Card Points Use
- Cash Flows w/ all Current Payments | Discussion recommendation to full BOD

VII. FUTURE AGENDA ITEMS Discussion

- Open a Line of Credit w/ Savings Bank – 200k max
- Presentation of VMC/MCTC FY 2018/19 Financial Audit

VIII. NEXT MEETING Discussion

TENTATIVE: Tuesday, March 3, 2020 at 12:30 PM, 105 West Clay Street, Ukiah CA 95482
CALL IN LOCATION: Redwood Empire Fair Grounds, 1055 N State St, Ukiah CA 95482

IX. ADJOURN Action

1:35 PM