



**MENDOCINO COUNTY TOURISM COMMISSION, INC.
FINANCE COMMITTEE MEETING AGENDA**

The Finance Committee shall be composed of a total of three (3) Directors, with a preference for Directors with financial experience, including but not limited to service as treasurer for other organizations. The Committee shall be chaired by the Treasurer of the Corporation. The Executive or its designee shall attend all Finance Committee meetings as a non-voting member to provide staff support. The Committee shall be responsible for informing and advising the Board in the fulfillment of its financial duties and obligations, including but not limited to preparing and reviewing budgets and financial statements, and for selecting a Certified Public Accountant to perform financial reviews and audits-*bylaws Article 6, Section 6.1, (d) (i)*

REGULAR MEETING: Monday, March 27, 2017 **TIME:** 1:00 PM
PLACE: Visit Mendocino County, 390 West Standley Street, Ukiah, CA 95482 (small conference room)
CALL IN LOCATION: Visit Mendocino County, 345 North Franklin Street, Fort Bragg, CA 95437
CALL IN NUMBER: 1-571-317-3122 **ACCESS CODE:** 908-905-589

**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
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. CHAIR'S COMMENTS
- V. APPROVE MINUTES FROM MARCH 6, 2017 MEETING
- VI. BANK ACCOUNT SIGNOR UPDATE
- VII. PAYROLL QUOTES
 - a. HANEY DRAFT CONTRACT FOR 2017-18
- VIII. REVIEW & FINALIZE 2017-18 BUDGET DRAFT
- IX. AUDIT RISK REVIEW UPDATE
- X. MEMBERSHIPS & SPONSORSHIP DRAFT POLICY REVIEW
- XI. REVIEW, DISCUSS & RECOMMEND FOR APPROVAL
 - a. FEBRUARY FINANCIALS
 - b. FEBRUARY CREDIT CARD STATEMENT AND RECEIPTS
 - c. REVIEW CURRENT STAFF & CONTRACTOR REIMBURSEMENTS
- XII. FUTURE AGENDA ITEMS
- XIII. SET NEXT MEETING
- XIV. ADJOURNMENT