



MENDOCINO COUNTY TOURISM COMMISSION, INC.

Finance Committee Minutes

DATE: Wednesday, October 31, 2018 TIME: 11:00 AM

PLACE: 345 North Franklin Street, Fort Bragg CA 95437

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

(605) 562-0400, access code 443-8581#

*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

11:45 AM

II. ROLL CALL

- a. Board Member Attendance Status Title
John Kuhry (JK) Present Chair/At Large Member
Jennifer Seward (JS) Present Treasurer/Arts Organization/Attractions
Jitu Ishwar (JI) Present Inland Large Lodging Operator
b. Staff Member Attendance Status Title
Travis Scott (TS) Present Executive Director
Emily Saengarun (ES) Present Administrative Services Manager
Daphne Haney (DH) Present Contractor/Accountant
c. Introduction of Guests
Joseph Arch, CPA

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. (TS) Upon review of previous minutes, from roughly 3 years ago, a BID data collection tool/system was researched. Let's look more into what had come from that, it was approved at that time and try to keep from potentially spending money that we may have already spent.

V. Presentation of 2017/2018 Financial Audit by Joseph Arch, CPA Discussion Possible Action

- Joseph Arch
• No big changes year to year
• 1 Finding: Segregation of duties – Bank reconciliation
o Condition: The commission currently contrast with an outside bookkeeper to input, process and record transactions to the general ledger. In addition, the outside bookkeeper reconciles the bank account.
o Recommendation: We recommend that the commissions separate the bank reconciliation and data entry and recording functions to mitigate the risk of error or fraud.

(JK) moved we accept the 2017/2018 Financial Audit as is, as well as comply with the Finding and recommend 2017/2018 Financial Audit to the Board of Directors for approval. (JS) 2nd the motion, motion approved.

(JS) noted she appreciates the finding is easy to fix and notes only one finding is pretty amazing.

VI. APPROVE MINUTES FROM 09.26/18 Discussion Possible Action

(JS) moved for approval, (JK) 2nd the motion, motion approved.

VII. REVIEW September Credit Card Statement Discussion Possible Action

Reviewed

VIII. REVIEW Current Staff & Contractor Reimbursements Discussion Possible Action

Reviewed

IX. REVIEW September 2018 Financial Statements Discussion Possible Action

Reviewed

(JK) moved to recommend to BOD for approval, (JS) 2nd the motion, motion approved.

X. SET NEXT MEETING

Set for November, Wednesday 28, 2018 at 11:00 AM

105 West Clay Street, Ukiah CA 95482

Call-in: 345 N. Franklin Street, Fort Bragg CA 95437

XI. ADJOURN Possible Action

12:05 PM