



VISITMENDOCINO.COM | 345 North Franklin Street | Fort Bragg CA 95437
ph 707.409.9660 | fx 707.703.4275 | info@visitmendocino.com

MEMO

Date: December 8, 2016
To: MCTC Board of Directors
From: Brent Haugen, Executive Director
RE: Funds Request

A handwritten signature in black ink, appearing to read "Brent Haugen", is written over the "From:" line of the memo header.

This memo is to request funds out of the surplus to purchase holiday gifts for both staff and contracted staff for the holiday season.

- Richard Strom - staff
- Alison de Grassi - contractor
- Vanlee Waters - staff
- Luz Harvey - staff
- Kathy Chacon - staff
- Daphne Haney (bookkeeper) – contractor
- Tony Barthel (social media) - contractor
- Koleen Hamblin (public relations) - contractor
- Rosa Riva (cleaning) – contractor

I am requesting the authorization to spend up to \$1,000 total out of this fiscal year's budget surplus for the request above.

Thank you