



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

DATE: Wednesday, June 26, 2019 TIME: 11:00 AM

PLACE: 105 W. Clay Street Ukiah CA 95482

CALL IN LOCATIONS: Redwood Empire Fair Grounds, 1055 N State St, Ukiah, CA 95482

CALL IN NUMBER: (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

II. ROLL CALL

a. Board Member	Attendance Status	Title
John Kuhry (JK)	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent	Chair/At Large Member
Jennifer Seward (JS)	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent	Treasurer/Arts Organization/Attractions
Jitu Ishwar (JI)	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent	Inland Large Lodging Operator
b. 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 type="checkbox"/> Present <input checked="" type="checkbox"/> Absent	Contractor/Accountant
c. Introduction of Guests		

III. CHAIR’S COMMENTS

JK – add Tim Poma art to balance sheet

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

- a. Minutes from 4.29.2019 Meeting
JK moved to approve V. a. on the consent agenda, JI 2nd his motion, all present approve, motion passes.
- b. Financial Statements **(JK – move financial statements under additional items for review for future meetings)**
 - 1. April 2019
 - 2. May 2019**JK moved to approve V. b. on the consent agenda, JI 2nd his motion, all present approve, motion passes.**

VI. ADDITIONAL ITEMS FOR REVIEW Discussion

- a. Credit Card Statements
 - o May 2019 (April 2019 Charges)
 - o June 2019 (May 2019 Charges)
 (Note: Board members discuss possible options for closing the Chase Credit Card Account and opening a new account, members approve TS to looking into/sign up for Redwood Credit Union Credit Card. Noting they prefer accounts that receive points.)
- b. Current Staff & Contractor Reimbursements
 - o April 2019
 - o May 2019
- c. Credit Card Points Use Update
- d. Removal of the term “57 Website Development” from budget. (57 Website Maint/Development)
 - o 2018/19 and 2019/20 budget was approved by the BID with the label in place, will be able to change/update the terminology to describe this category in the 2020/21 budget.

VII. FUTURE AGENDA ITEMS Discussion

VIII. NEXT MEETING Discussion

TENTATIVE: Wednesday, July 31, 2019 at 11:00 AM | 105 West Clay Street, Ukiah CA 95482
Call-in: Redwood Empire Fair Grounds, 1055 N State St, Ukiah CA 95482

IX. ADJOURN Action