



**MENDOCINO COUNTY TOURISM COMMISSION, INC.**

**Finance Committee**

**MINUTES**

**DATE:** Wednesday, October 5, 2016 **TIME:** 1:00pm

**PLACE:** Mendocino County Tourism Commission, 345 N. Franklin, Fort Bragg, CA 95437

**GUESTS:** Brent Haugen, Daphne Haney, Luz Harvey

- I. CALL TO ORDER-The Chair called the meeting to order at 1:05 PM.
- II. ROLL CALL-Marcus Magdaleno, Debra DeGraw, Jitu Ishwar (absent)
- III. CHAIR'S COMMENTS- None made
- IV. PUBLIC COMMENTS-None made
- V. APPROVE MINUTES FROM AUGUST 03, 2016—Marcus Magdaleno made a motion to approve the minutes with the following correction: Item XIV RECOMMENDATION: The Finance Committee would like to ED to move ahead with obtaining a company car lease given board approval; Seconded by Debra DeGraw (2-0).
- VI. FINAL 2014-15 AUDIT REPORT—The formal report will be posted on the MendocinoTourism.org website to ensure transparency. The Finance Committee members present reviewed and discussed the Financial Statements report provided by Jeremiah K. Murphy of JKM of Fort Bragg. Member Magdaleno requested to get clarification on page 12, note 5 from Mr. Murphy. Executive Director Haugen stated he would get clarification and get back to the committee. The committee went onto reviewing the recommendations from Mr. Murphy. Member DeGraw recommended that Finance Committee implement a Best Practices Policy based on Murphy's recommendations. Haugen noted that approximately 90% of Murphy's recommendations in his report are already being implemented by the board and organization during the formation process of MCTC. Bookkeeper Haney reported was pleased by the thoroughness of the report as she received 2-pages of adjusted entries. Haugen continued to note that this document will be useful for comparison purposes the next audit process. Member Magdaleno requested that staff ask Murphy to replace Mendocino County Tourism Commission with Visit Mendocino County in the report or make reference that the organization was under Visit Mendocino County name when this activity transpired. Haugen stated he would speak to Murphy about the change. Member Magdaleno made a motion to recommend the report and recommendations move forward to the board with the changes; Seconded by Member DeGraw (2-0).
- VII. MCPA FUND TRANSFER DISCUSSION—This item was tabled for the next meeting, due to the lack of specific information from the current Mendocino County Promotional Alliance chair. A recommendation was made to Daphne Haney to reach out to former staff, Scott Schneider to gain clarification on this item.

VIII. STAFF MILEAGE REIMBURSEMENT & CURRENT TRAVEL POLICY— Executive Director Haugen reported to the committee that California Labor Law requires reimbursement of employees for use of their personal vehicles for work related travel. He noted non-reimbursement of mileage for 'regular commute' for employees coming into Fort Bragg office from Ukiah will need to be reviewed and changed by the Policy Committee.

IX. REVIEW ED TRAVEL EXPENSE POLICY— Executive Director Haugen submitted his proposal for event travel and reimbursement to the Finance Committee. Haugen proposed that events that are required with the ED position be paid for 100% and 100% of mileage reimbursement. Haugen went on and stated that events such as city festivals (in-county only), food & wine events (in-county only) and organizational meetings that do not directly impact MCTC, but are important to industry relations be charged back to the ED at 50% of the admission cost/fee and reimbursement of mileage at 50%. Member Magdaleno had one addition to the policy to add that monthly reporting to the board be included. With that addition, Member Magdaleno made a motion to move this policy forward to be approved by the board, Seconded by Member DeGraw (2-0).

X. BID ASSESSMENT DISCUSSION— The Finance Committee reviewed the payment schedule from the county verses what was invoiced from MCTC. Bookkeeper Haney provided a document and overview of the payment schedule and the current financials. There was discussion amongst the committee on how to report this information on the monthly financials, but no specific action was taken.

Executive Director Haugen provided a spreadsheet with the Business Improvement District (BID) assessment and Transiency Occupancy Tax (TOT) history from the county in a spreadsheet, dating back to 2010-11 fiscal year. Haugen explained the different columns on the spreadsheet, but wanted to make note to the committee on the overall increases each year to revenue. Haugen explained that this could be a starting document to figure out the number of rooms consumed in the county each year, plus could provide the estimated number of day and overnight visitors to the county annually. Haugen suggested the spreadsheet be presented at a future board meeting. No specific action at this time.

XI. REVIEW, DISCUSS AND RECOMMEND APPROVAL OF AUGUST FINANCIALS (PAYABLES, CHECK REGISTER, P&L, BALANCE SHEET)—As the committee was reviewing, Executive Director Haugen explained that the digital advertising and video production line items will be seeing an increase on the next financials, due to the onset of the marketing plan and the video production happening in the month of October. Haugen explained the telecommunications line item is still coming in higher, but is expected to drop as changes in the phone plans will reduce overall administrative costs. Member Magdaleno requested for Haugen to provide support in answering specific board questions if brought up at the next board meeting.

XII. REVIEW SEPTEMBER CREDIT CARD STATEMENTS AND RECEIPTS – Bookkeeper Haney provided the statement from August. Executive Director Haugen explained that this statement was already reviewed by the committee. The September statement review was tabled to the next meeting as the statement was received a few days prior to the meeting and preparation was not complete.

XIII. REVIEW CURRENT STAFF & CONTRACTOR REIMBURSEMENTS – The committee reviewed the documents provided at the meeting. No questions regarding these items were made at this time.

XIV. FUTURE AGENDA ITEMS—Mid-Year Budget Review

XV. SET NEXT MEETING—October 26, 2016, 1PM at MCTC Ukiah office.

XVI. ADJOURNMENT—The Chair adjourned the meeting at 4:35pm