



**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: Thursday, April 20, 2017 **TIME:** 12:00 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: 1-872-240-3311 **ACCESS CODE:** 222-361-789

**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 27, 2017 MEETING**
- VI. TRADEMARK QUOTE**
- VII. BANK ACCOUNT SIGNOR UPDATE**
- VIII. CREDIT CARD UPDATE**
- IX. VMC LEASE AGREEMENTS REVIEW & RECOMMENDATION**
 - a. Residential Lease
 - b. Commercial Lease
- X. AUDIT RISK REVIEW UPDATE**
- XI. AP/AR OVERSITE INFORMATION FROM KMC**
- XII. REVIEW, DISCUSS & RECOMMEND FOR APPROVAL**
 - a. MARCH FINANCIALS
 - b. MARCH CREDIT CARD STATEMENT AND RECEIPTS
 - c. REVIEW CURRENT STAFF & CONTRACTOR REIMBURSEMENTS
 - d. AR AGING REPORT
 - e. AP OVER 30 REPORT
- XIII. FUTURE AGENDA ITEMS**

XIV. SET NEXT MEETING

XV. ADJOURNMENT