



BOARD OF DIRECTORS

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June 28, 2012

**LCWC Executive Committee Meeting
OPEN SESSION MINUTES
June 28, 2012 10:00 am
Bella Vista Farming
4150 Soda Bay Road
Lakeport, CA 95451**

Executive Committee members present:

Peter Molnar, LCWC Chair

David Weiss, Vice Chair

Jeff Lyon, Secretary-Treasurer

EC Members Absent: None

LCWC Staff: Shannon Gunier, President

Counsel President: Jill England, LCWC Attorney

CDFA Representative: Kathy Diaz, CDFA Economist

1. 10:06 am Chairman Molnar called the meeting to order. June 8th open session meeting minutes approved. Weiss/Molnar 3-0

2. 10:11 am Adjourn open session. Enter into Closed session pursuant to Government Code Section 11126(a) to do a performance evaluation of the President.

3. 10:40 am Adjourn closed session. No action was taken in closed session. President Shannon Gunier given a very positive performance review.

4. 10:42 am Return to open session

5. Personnel Issues

a. Employee pay and benefits. Committee asked President if it was okay to defer salary discussions until Sept. Agreed upon by President to table motion. Motion to approve President's Superior Performance agreement Molnar/Lyon 3-0

b. Confidentiality Agreement: President Gunier reported that all employees and consultants have a signed confidentiality agreement on file. It was agreed to send a copy to Jill England for review.

6. Confidentiality and Conflict of Interest Issues

a. President discussed maintaining confidential information in the Commission office. Assessment collection information on computer is password protected. Password is kept in a legal binder in a locked closet.

b. Closed kept locked. Office manager, Susan Peters has only key

Executive committee, 6/28 open session meeting minutes (cont)

- c. Both President and office manager are very aware and adhere to strict confidentiality when dealing with grower assessments and they are never discussed at Board meetings or with the public.
- d. Discussion on developing a written confidentiality policy as well as amending the bylaws to include a confidentiality policy. Jill will send current by-laws and assessment collection procedures to Executive Committee. Agreed to develop a more standardized Conflict of Interested statement.
- e. Jill England discussed the concept of a conflict of interest and made suggestions on how to handle and mitigate

7. Assessment Collection procedures and guidelines

- a. President Gunier discussed assessment collections and talked about growers not reporting. Although assessments are generally deducted at the winery level, growers must report so that the Commission knows what wineries to contact. Attorney Jill England reminded the executive committee that the Commission had assessment collection policies in place and they need to make sure and follow them. It was agreed that Jill England would send out the current Assessment Collection procedures for the Executive Committee to review and update. David Weiss also brought up the suggestion that CDFA include Commission assessment regions as part of the application for a new CDFA license. Kathy Diaz was asked to see about sending a

8. Relocation of Office space

A motion was made to move Commission office to a new location by September 1, 2012. Tentative location in Kelseyville. David Weiss to visit prospective office space with office manager. Adjourn open session 11:28 am.

- 9. 11:28 am:** Closed session with Legal Counsel. pursuant to Government Code Section 1126(e) Adjourn Closed session 11:46

10. Issues and scheduling the for the next meeting:

7/12/12 @ 3:00 pm: Review and approve SureHarvest Contract

9/5/12: Review confidentiality agreement, by laws, procedures, Assessment collection, procedures and various policies as well as CDFA winery mailing.

11. 11:51 meeting adjourned.

Respectfully Submitted

Shannon Gunier, President