

Peter Molnar, Chairman  
Bill Brunetti  
Buz Dereniuk  
Randy Krag  
Jeff Lyon  
Jonathan Walters  
David Weiss  
Broc Zoller

Debra Sommerfield, President



**Lake County Winegrape Commission  
Board of Directors' Meeting Minutes  
November 19, 2013, 3:00 – 4:00 p.m.  
Lake County Winegrape Commission  
3895 Main Street, Kelseyville, CA 95451  
Via Conference Call**

- 1. Call meeting to order, establish quorum.** President Debra Sommerfield called the meeting to order at 3:05 p.m. Board members present: Jeff Lyon, Randy Krag, Buz Dereniuk, Jonathan Walters, David Weiss (via phone), and Broc Zoller

Board Members and others absent: Peter Molnar, Bill Brunetti, Kathy Diaz-Cretu, Sr. Agricultural Economist CDFA; and Paul Zellman, Education Director

Also present: Debra Sommerfield, President; Susan Peters, Office Manager

Guests present: Dennis Krentz, Grower

- 2. Approval of minutes from October 29, 2013, meeting:** Approved as presented. Jeff Lyon/Broc Zoller 6-0

- 3. Open Agenda/Public Input.** No public input.

- 4. Administrative: Debra Sommerfield, President.**

- President Debra Sommerfield presented consideration/discussion of *Assessment Collection Procedures*. Approved with annual assessment due date changed to January 10 and minor changes throughout. Buz Dereniuk/Jonathan Walters 6-0

- President Debra Sommerfield presented consideration/discussion of the following policies:

*Bank Statement Reconciliation Policy:* Approved as presented. Jonathan Walters/Buz Dereniuk 6-0

*Credit Card Policy:* Approved with minor changes throughout. Jonathan Walters/Buz Dereniuk 6-0

*Telecommuting Policy:* Approved with changes requiring employees to provide equipment annually for inspection and to sign a confidentiality statement. Buz Dereniuk/Randy Krag 6-0

*Purchasing Policy – Contracts and Vendors:* Approved with an additional requirement that the Finance Committee reviews all vendor contracts, and minor changes throughout. Jeff Lyon/Randy Krag 6-0

**5. Closed Session.** A closed session as authorized by Article IX, Section 11126(a) of the Government Code was not conducted.

**6. Adjournment.** Meeting was adjourned at 4:37 p.m.

Future Board Meetings are scheduled for December 12, 2013, at Tallman Hotel from 4:00 to 5:30 p.m. and January 21, 2014, 3:00 p.m. to 5:00 p.m. Location to be determined.

Respectfully submitted,

Susan Peters  
Office Manager