



BOARD OF DIRECTORS

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Debra Sommerfield, President

**Lake County Winegrape Commission
Executive Committee Meeting**

January 21, 2014, 2:00 p.m. – 3:00 p.m.

Lake County Winegrape Commission Office, 3895 Main Street, Kelseyville, CA 95451

- 1. Call meeting to order/establish quorum.** Committee Chair David Weiss called the meeting to order at 2:03 p.m. Committee members present: David Weiss, Jeff Lyon, Bill Brunetti. Also present: President Debra Sommerfield, CDFA Sr. Agricultural Economist Kathy Diaz-Cretu (by phone). Absent: Peter Molnar
- 2. Approval of minutes from previous meeting(s).** Minutes were approved from the October 29, 2013, Executive Committee meeting (Brunetti/Lyon 3-0).
- 3. Review of monthly cash flow projections.** Debra Sommerfield presented Committee members with 12-month cash flow statement. Committee discussed line of credit and payment.
- 4. Update on FY 2012-13 audit and discussion of annual report.** Committee discussed annual report distribution to growers; format to be one-paragraph summary of financials with summary of activities for the fiscal year and note regarding access to full financials.
- 5. Discussion/consideration of lease agreement and tenant upgrades for new office space.** Bill Brunetti and Debra Sommerfield presented an update on latest version of lease agreement along with costs for tenant improvements and differential for upgraded flooring. Estimated move-in end of February. Committee approved (Brunetti/Lyon 3-0) lease agreement and tenant improvement and flooring upgrade costs, and directed LCWC Vice Chair David Weiss to sign agreement.
- 6. Discussion/consideration of employee policies and/or LCWC Employee Handbook.** Committee discussed employee handbook format and directed staff to prepare a short handbook and get an estimate of costs for review by HR consultant.
- 7. Discussion of proposal to establish non-profit entity to conduct permitted wine events and educational programs and allow for fund-raising to support those efforts.** Debra Sommerfield stated LCWC had received notice of expiration of the status of a previous tax-exempt 501(c)6 entity called Lake County Grape Growers Association. David Weiss provided history/context on the entity. Committee discussed potential options: allow expiration of status, reinstate entity status, form new tax-exempt 501(c)3 entity. Committee considered possible use of 501(c)3 entity for fund-raising activities to support educational programs such as the Master Vigneron Academy, and discussed pros and cons for establishment of entity. Kathy Diaz-Cretu counseled that the entity must be separate from LCWC with separate funds, leadership, and operations. Committee directed President to identify basic costs (initial and annual) related to establishment of such an entity and present those costs to the Committee at a future meeting.

- 8. Discussion regarding follow-up process for long-term strategic planning.** Committee discussed and agreed LCWC's current process for long-term strategic planning is effective. No action taken.
- 9. Closed Session pursuant to California Government Code Section 11126(a) was not conducted.**
- 10. Scheduling for next meeting.** Debra Sommerfield requested Executive Committee meetings be held two weeks prior to Board meetings. Committee suggested discussing schedule with Peter Molnar. Next meeting to be determined.
- 11. Adjourned at 2:56 p.m.**

Respectfully submitted,
Debra Sommerfield, President, Lake County Winegrape Commission