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**Lake County Winegrape Commission
Finance Committee Meeting Minutes
February 17, 2015, 10:00 a.m. – 11:30 a.m.
Lake County Winegrape Commission Office
3865 Main St. Kelseyville, CA 95451**

- 1. Call meeting to order.** President Debra Sommerfield called the meeting to order at 9:05 a.m. Finance members present: Buz Dereniuk, David Weiss, Bonnie Sears
Also present: Debra Sommerfield, President; Susan Peters, Office Manager
- 2. Approval of minutes from February 24, 2015, meeting.** Approved (*Weiss/Sears, 3-0*)
- 3. Discussion of annual mid-year budget review for FY 2014-15.**
 - a.* Susan Peters gave an update on current status of assessments that have been collected to date.
 - b.* Susan Peters presented a year to date review along with projected expenditures for FY 2014-15. There was discussion on Income under CDFA – Grant. Finance committee directed staff to look into some clarification of the remaining balance that was received for final payment.
 - c.* Finance committee directed staff to research and estimate employer contribution for Cal-PERS retirement from date of hire and to report findings at next finance meeting. Finance committee recommended to the Board at next Board meeting to open a financial account with use restricted to Cal-PERS retirement; to fund set account with budgeted amount of \$12,000 from Admin and \$5,000 for net income. (*Weiss/Dereniuk 3-0*)
- 4. Discussion of annual budget preparation for FY 2015 -16.** Susan Peters, Office Manager, gave an update on current status of assessments that have been collected to date.
- 5. Review of current FY 2013-14 financials.** Susan Peters, Office Manager, presented current FY 2013-14 financials.
- 6. Discussion of mid-year budget changes and recommended line item transfers for current FY 2013-14.** Committee advised staff for future mid-year budget review to indicate amount and activities per line item category.
- 7. Preparation of proposed recommendations for income estimates and expenditure levels by department for FY 2014-15.** Committee advised staff to have income sheet of mid-year 2013-14 budget review prepared for next Board meeting.

- 8. Update/review of contracts with service providers, vendors, and independent contractors.** Debra Sommerfield, President, gave an update on service providers, vendors, and independent contractors. A contract for independent contractor, Paul Zellman was presented for committee review.
- 9. Discussion/consideration of proposed preferred vendor list.** Approved (*Dereniuk/Lyon, 3-0*)
- 10. Update on annual audit FY 2012-13.** Buz Dereniuk, Chair, provided an update on the annual audit that was conducted in October of 2013. Final report to be presented to the Board at April's Board meeting.
- 11. Issues and Scheduling for next meeting.** Next finance meeting will be scheduled as needed.
- 12. Adjourn.** Meeting was adjourned at 11:24 a.m.

Respectfully submitted,
Susan Peters
Office Manager



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