

**Sonoma County Fair
APPROVED Minutes of the
Budget & Finance Committee Meeting
November 24, 2020. 4:45 PM**

Held by Zoom Meeting In Accordance with Executive Order N-29-20

DIRECTORS PRESENT: Wanda Tapia, Chair, Teejay Lowe, Vice Chair, Neysa Hinton, Lisa Wittke Schaffner, Kevin Howe

DIRECTORS ABSENT: None

The meeting was called to order by Director Tapia at 4:34 p.m.

APPROVAL OF THE AGENDA: Director Wittke Schaffner moved to approve the agenda; Director Lowe seconded the motion; the motion passed unanimously.

PUBLIC COMMENTS: None

DISCUSSION AND POSSIBLE ACTION REGARDING DRAFT FINANCIAL STATEMENTS THROUGH OCTOBER 2020:

CFO Margetts discussed the Draft, October 2020 financial statements. Director Wittke Schaffner moved to accept the Draft October 2020 financial statements, Director Lowe seconded the motion; the motion passed unanimously.

REVIEW DETAIL OF US BANK CREDIT CARD CHARGES PAID THROUGH OCTOBER 2020:

CFO Margetts presented the detail of the credit card charges through October 2020, for the committee to review. No action taken.

DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF 2020 PURCHASE ORDERS IN EXCESS OF \$25,000: None. No action taken.

DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF 2020 CONTRACTS IN EXCESS OF \$25,000:

None. No action taken.

DISCUSSION AND POSSIBLE ACTION REGARDING FORM 990 AND FORM 199 TAX FILINGS FOR 2019:

CFO Margetts discussed the timely filing of forms 990 and 199, for Sonoma County Fair & Exposition, Inc. Director Wittke Schaffner moved to accept submission of forms 990 and 199. Director Lowe seconded the motion; the motion passed unanimously.

DISCUSSION REGARDING 2021 BUDGET:

CFO Margetts and CEO Bartling discussed that staff will bring two calendar 2021 budgets to both the Budget & Finance Committee, and to the Sonoma County Fair & Exposition, Inc. Board. One budget will reflect a complete absence of mass gatherings (including the annual fair). The second budget will consider a County fair, and mass gathering after the County fair. Margetts and Bartling noted that the County of Sonoma will not allow the Fairgrounds to bring two budgets to the County Board of Supervisors for consideration. Therefore, only the more conservative, absence of mass gatherings, budget will be presented to the County Board of Supervisors. If, during the 2021 calendar year, it appears that mass gatherings will be allowed, staff will bring a revised budget to the County Board of Supervisors.

REVIEW OF OCTOBER 2020 HARVEST FAIR FINANCIAL STATEMENTS: CFO Margetts discusses September Harvest Fair Financial Statements. No action taken.

REQUEST FOR FUTURE AGENDA ITEMS (NON-DISCUSSION ITEM): Continue budget discussions.

There being no further business, Director Lowe moved to adjourn the meeting at 4:55 p.m. Director Wittke Schaffner seconded the motion; the motion passed unanimously.

*Records are on file in the Administration Office.