

**Sonoma County Fair
APPROVED Minutes of the
Budget & Finance Committee Meeting
December 22, 2020. 4:45 PM**

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

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

DIRECTORS ABSENT: Teejay Lowe, Vice Chair

The meeting was called to order by Director Tapia at 4:46 p.m.

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

PUBLIC COMMENTS: None

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

CFO Margetts discussed the Draft, November 2020 financial statements. Director Tapia moved to accept the Draft November 2020 financial statements, Director Howe seconded the motion; the motion passed unanimously.

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

CFO Margetts presented the detail of the credit card charges through November 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.

REVIEW OF NOVEMBER 2020 HARVEST FAIR FINANCIAL STATEMENTS: None, no November meeting. No action taken.

REQUEST FOR FUTURE AGENDA ITEMS (NON-DISCUSSION ITEM): None

There being no further business, Director Wittke Schaffner moved to adjourn the meeting at 4:54 p.m. Director Tapia seconded the motion; the motion passed unanimously.

*Records are on file in the Administration Office.