

**Sonoma County Fair
APPROVED Minutes of the
Budget & Finance Committee Meeting
January 26, 2021. 4:45 PM**

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

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

DIRECTORS ABSENT: None

The meeting was called to order by Vice Chair Lowe at 4:47 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 DECEMBER 2020:

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

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

CFO Margetts presented the detail of the credit card charges through December 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 DECEMBER 2020 HARVEST FAIR FINANCIAL STATEMENTS: CFO Margetts discussed the December 2020 Harvest Fair Association Financials. No action taken.

DISCUSSION AND POSSIBLE ACTION REGARDING ADDITIONAL PPP LOAN: CFO Margetts discussed that Sonoma County Fair & Exposition, Inc. appears to qualify for a second PPP loan. Margetts requested the Budget & Finance Committee vote to recommend to the full Board that Fair staff move forward with the loan application process. Director Hinton moved to approve the recommendation to the full Board. Director Howe seconded the motion. The motion passed unanimously.

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

There being no further business, Director Wittke Schaffner moved to adjourn the meeting at 5:10 p.m. Director Howe seconded the motion; the motion passed unanimously.

*Records are on file in the Administration Office.