

**Sonoma County Fair
APPROVED Minutes of the
Budget & Finance Committee Meeting
November 23, 2021. 4:45 PM
Held by Zoom Meeting**

DIRECTORS PRESENT: Kevin Howe, Kanani Reynolds, Carole Quandt, Lisa Wittke Schaffner

DIRECTORS ABSENT: Rob Muelrath

The meeting was called to order by Chair Howe at 4:46 p.m.

APPROVAL OF THE AGENDA: CFO Margetts noted that revised financial statements were distributed prior to the meeting and suggested that the language "as revised" be added to Item 4 on the agenda. Director Reynolds moved to approve the amended agenda; Director Quandt seconded the motion; the motion passed unanimously.

PUBLIC COMMENTS: None

DISCUSSION AND POSSIBLE ACTION REGARDING DRAFT OCTOBER 2021 FINANCIAL STATEMENTS:

CFO Margetts discussed the Draft, October 2021 financial statements. Director Wittke Schaffner moved to accept the Draft October 2021 financial statements, Director Reynolds seconded the motion; the motion passed unanimously.

REVIEW DETAIL OF US BANK CREDIT CARD CHARGES PAID OCTOBER 2021: CFO Margetts discussed the payment made on the US Bankcard during the month of October 2021. No action taken.

REVIEW OF OCTOBER 2021 HARVEST FAIR FINANCIAL STATEMENTS: CFO Margetts discussed the October 2021 Harvest Fair Association Financials. No action taken.

DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF 2021 PURCHASE ORDERS IN EXCESS OF \$25,000: None. No action taken.

DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF A ONE YEAR EXTENSION ON THE PSA FOR AUDIT SERVICES PROVIDED BY LANCE, SOLL & LUNGHARD, LLP [LSL]:

CFO Margetts requested a one year extension to the LSL PSA to enable the preparation of a multi-year RFP in the first quarter of 2022. LSL would perform audit and tax services for the calendar year ending December 31, 2021. Director Quandt moved to extend the LSL PSA, Director Reynolds seconded the motion; the motion passed unanimously.

DISCUSSION OF 2022 BUDGET: CFO Margetts and CEO Bartling noted that staff will bring the 2022 draft budget to the Budget & Finance Committee at its December meeting. No action taken.

REQUEST FOR FUTURE AGENDA ITEMS: Further discussion as to how to best communicate the JLA collections process to buyers and solicitors **(This will be tabled until a meeting closer to the 2022 Fair)**

There being no further business, Director Wittke Schaffner moved to adjourn the meeting at 5:06 p.m. Director Quandt seconded the motion; the motion passed unanimously.

*Records are on file in the Administration Office.