

Draft Meeting Minutes

Amador County Wine Heritage District Board of Directors Meeting
9:00 AM Monday, March 4, 2025
12555 Steiner Road, Plymouth, CA 95669

CALL TO ORDER

- The meeting was called to order at 9:24AM by Robert D'Agostini.

ESTABLISH COMMITTEE MEMBERS

- Chair Robert D'Agostini, Beth Jones, Jeff Runquist, and Robert Morse.

ESTABLISHMENT OF QUORUM

Present: Chair Robert D'Agostini, Beth Jones, Jeff Runquist, and Robert Morse

- Absent: n/a
- A quorum was established

ESTABLISH COMMITTEE ROLES & VOTING PARAMETERS

Motion by Beth Jones to allow for a quorum to be a simple majority of the committee members present or by phone. Three members will create a quorum for the committee and Robert Morse will be the committee secretary.

- Seconded by Jeff Runquist
- The vote was unanimous.
- Motion approved

REVIEW AND APPROVAL OF MEMBER POLICIES

Member Policies: Delinquency & Reinstatement

1. Membership Standing & Delinquency

- Members who fail to report **and remit** their required assessment within 30 days **of the due date** will no longer be considered in good standing with the Amador County Wine Heritage District (WHD).

2. Removal from WHD Benefits

- Website & Social Media: Member listings, promotions, and any associated content will be immediately removed from the WHD website and social media platforms. (**Website & Social Media Policy**)
- Event Participation: Members must be in good standing at the time of the event **sign-up and at the time of the event** to participate in WHD-sponsored events.
- Signage: **Member signage will be immediately removed from WHD wayfaring locations.** (**Signage Policy**)

3. Reinstatement Process & Fees

- **Website Reinstatement:** A \$100 reinstatement fee is required to be placed back on the WHD website member listing, promotions, and any associated content.
- **Printed Materials Reinstatement:** A \$200 reinstatement fee is required to be placed back on the WHD map due to design and processing costs.

4. Payment & Reporting

- **Reinstatement** payments must be processed through a third-party entity designated by WHD.
- If a member ~~no longer holds an 02 Winegrowers ABC License~~ terminates their participation in WHD, they must provide written notice within 30 days of termination to the WHD.

5. Legal Intervention for Long-Term Delinquency

- If a member remains delinquent and fails to report for **three consecutive quarters** ~~one year~~, WHD may recommend legal intervention to recover unpaid assessments.

Office Policy: Delinquency & Collection Procedures

1. Notification of Delinquency

- Members who fail to report **and remit** their required assessment within 30 days **of the due date** will be classified as not in good standing with WHD.
- On the next business day following the ~~delinquency~~ **grace** period, the WHD office will send an official Notice of Delinquency to the member. **(Table #1)**
- ~~This notice will be sent~~ **It our intention to send notification by any of the following means, delivered electronically, by registered mail, and or via telephone call:**

• 3. Member Benefit Removal Timeline

- **Printed Materials:** The member will be removed from any upcoming print materials unless reinstated before the **printer** approval deadline.
- **Event Participation:** The member will be ineligible for event sign-ups unless reinstated **to good standing status** prior to registration.

Legal Escalation for Long-Term Delinquency

- If a member remains delinquent for **three consecutive quarters** ~~one year~~, WHD may recommend legal intervention to recover outstanding assessments.

Late Fee Policy for Non-Reporting Members

1. Estimated Assessment for Late Fee Calculation

- If a member **fails to report the assessment remittance by the due date of** ~~does not submit their assessment report by January 31st~~ **the most recent quarter**, WHD will apply a late fee based on an estimated assessment amount using:
- **2. Quarterly Reporting Deadlines, Overdue Charges, Fraudulent Determinations, and Monthly Interest Accumulations Application**

- If a member does not submit their assessment report and remittance by the conclusion of the grace period for the most recently concluded quarter as outlined in Table #1 below, WHD will apply a late fee based on an estimated assessment amount determined by using:
- **Table #1**

Quarter	Assessment Remittance Due Date	Grace Period <i>No Late Fee</i>	1st Overdue Charge (10%)	2nd Overdue Charge (20%)	Fraudulent Determination (25%) <i>Potential Legal Action</i>	Monthly Interest Accumulation (0.25% until paid)
Q1 (Jan - Mar)	April 30th	April 1 st - April 30th	May 1st	June 1st	July 1st	Aug. 1st
Q2 (Apr - Jun)	July 31st	July 1 st – July 31 st	August 1 st	Sep. 1 st	Oct. 1st	Nov. 1st
Q3 (Jul - Sep)	Oct.31th	Oct. 1 st – Oct.31 st	Nov. 1 st	Dec. 1 st	Jan. 1st	Feb. 1 st
Q4 (Oct - Dec)	Jan. 31 th	Jan. 1 st – Jan. 31 st	Feb.1 st	March 1 st	April 1st	May 1 st

3. MDP – ACWHD: IV Assessment Budget and Services – E. Interest and Overdue Charges

4. Consequences of Continued Non-Reporting

- If a member has not reported by 30 days past due, they ~~will~~ **may** no longer be considered in good standing and will be removed from WHD benefits.

Motion by Beth Jones to approve the Member & Office Policies on Delinquency and Reinstatement, and the Late Fee Policy for Non-Reporting Members, incorporating the revisions made and the committee's email confirmation.

- Seconded by Robert D'Agostini
- The vote was unanimous.
- Motion approved

NEW BUSINESS

- Discussion regarding a simplified explanation of the ACWHD assessment, currently being drafted by legal counsel for use with members and the public. A preliminary draft is expected to be presented to the Board of Directors on April 1, 2025.
- Request to email a current copy of the Bylaws to Beth Jones and Robert Morse.
- Next meeting date is scheduled for Monday, April 21, 2025, at 9:00AM at 9313 Pacific Street, Plymouth, CA 95669.

PUBLIC COMMENT

- No public comment

ADJURNMENT

Beth Jones made a motion to adjourn the meeting

- Second by Jeff Runquist
- Meeting adjourned at 10:58AM