

Finance Committee-Amador Wine Heritage District

Minutes-Draft

Monday, February 10, 2025

1. Call to order. Meeting was called to order at 9 AM
 - a. Attending: David Helwig, Matt Zaldivar, Megan Van Hook, Jeff Runquist
2. Establish Committee Members;
 - a. David Helwig
 - b. Matt Zaldivar
 - c. Jeff Runquist
 - d. Kathleen Mahan
3. Establish voting parameters
 - a. Quorum: two
 - b. Majority to pass motions: two
4. Establish Meeting Dates:
 - a. Third Tuesday of the month, 9 AM, ACWHD office
5. Review committee's role and responsibilities
 - a. No action taken on this
6. Review and approve budget for 2025
 - a. A Chart of accounts was discussed. Classes for ACWHD and Amador Wine will remain to demonstrate compliance with the District Management Plan for disbursement of the assessment funds.
 - b. The line for Contract Labor was explained and will be renamed: Marketing Consulting/Services and relocated to two locations. One being in Event Expenses sub category Event Marketing and the other in Administration & Operations Subcategory Office Operations and sub sub category Professional Services.
 - c. The Income portion of the Chart of Accounts will show the collection fee being subtracted from the total assessment to generate a line titled Net Assessment. This is to show the total assessment since that is the amount compliance is based upon.
 - d. Given the reporting to HDL of the assessment for the fourth quarter of 2024 is now \$40,390 and budget estimates was based on a fourth quarter assessment of \$52,000 it was determined to reduce estimated assessment income by 20%.
7. New Business
 - a. It was determined that we propose to the Policy Committee that we adopt three finance related policies; a. Establish and maintain a reserve of between three to six months of expenses. b. Institute a disbursement policy that a second signature be required on any check greater than \$3,000, and c. That the Finance committee be empowered to 'prudently invest the District's Contingency/Reserve funds.
8. Public Comment
 - a. There was no public comment
9. Meeting adjourn
 - a. Meeting was adjourned at 10:35 AM