

Meeting Minutes
Amador County Wine Heritage District
Board of Directors Meeting
9:00 AM Tuesday, April 1, 2025
9313 Pacific St, Plymouth, CA 95669

Attendees: Kathleen Mahan, John Di Stasio, Matt Zaldivar, Jeff Runquist, Paul Sobon, Scott Harvey, Megan Van Hook, Susanne Kreutzer, Spencer Jones, and Julie Johnson.

CALL TO ORDER

- The meeting was called to order at 9:00AM by Paul Sobon.

ESTABLISHMENT OF QUORUM

Present: Kathleen Mahan, John Di Stasio, Matt Zaldivar, Jeff Runquist, Paul Sobon, and Scott Harvey.

- Absent: Robert D'Agostini
- A quorum was established

Jeff Runquist made a motion to add Member Policies: Delinquency & Reinstatement, Office Policy: Delinquency & Collection Procedures, and Late Fee Policy for Non-Reporting Members draft to the agenda.

- Second by John Di Stasio
- The vote was unanimous
- Motion approved

Scott Harvey made a motion to approve March 2024 meeting minutes.

- Second by Matt Zaldivar
- The vote was unanimous
- Motion approved

DIRECTOR REPORT

Staffing

Damaris has officially concluded her work with us. While she did assist with Behind the Cellar Door (BCD) last month, her final paycheck was issued last week. Damaris has expressed a willingness to occasionally return for special projects as needed, but she is now focusing her time on substitute teaching in El Dorado County elementary schools.

Customer Communications

Following the closure of Turley, I personally contacted over 85 affected customers to inform them of the change and assist with rescheduling their visits to alternate wineries. The outreach included a clear explanation of the situation and options available to them.

Partnership & Outreach

Kathleen, Robert, and I visited the Culinary Department at American River College (ARC), where we met with the Department Chair and toured the Amador Beverage Lab. Discussions focused on collaboration opportunities, including:

- Showcasing Amador Exclusive Wines at ARC events.

- Hosting an Amador-branded table and wine tasting presence at President's Circle events such as the Airshow and charity dinners (for donors contributing over \$2,000 annually).
- ARC has also extended an invitation for our Board to attend a hosted brunch during our next meeting, scheduled for Tuesday, May 8th.

Administrative Updates

- A DBA designation has been officially added to our nonprofit's bank account.
- Successfully negotiated a new workers' compensation insurance rate, reducing it from \$0.64 to \$0.34 in gross wages.
- We are currently awaiting confirmation of our negotiated rate with ADP, as we maintain a grandfathered account with their services and fees.
- We are experiencing technical difficulties transferring phone lines to ACWHD by updating the voicemail greeting, despite making changes through Comcast's account services since a 800# was established in the early 2000's and no information was left. Stay tuned.

ACWHD Collections

- The County has requested to be fully bypassed in the handling of ACWHD funds. Instead, ACWHD is to provide monthly collection, and remittance reports directly to Tacy Oneto Rouen, CPA (Amador County Auditor-Controller), and Chuck Iley (County Administrative Officer).
- HDL and ACWHD will provide annual reports to the Board of Supervisors.
- The MDP is currently being reviewed and updated by legal counsel. The County has requested that the County Ordinance description be used in the MDP to ensure alignment.
- HDL and the County maintain a contract to collect fees, with an annual fee of \$12,000.
- A call with Delfino confirmed that HDL can remit payments directly to ACWHD.
- I contacted wineries that failed to submit their Q4 payments and requested submission prior to the end of the month.

ACTION ITEMS

John Di Stasio made a motion to appoint Kathleen Mahan, Matt Zaldivar, Bailey Lubenko-Love, Daisy D'Agostini, Lorenzo Muslia, Spencer Jones, Anamieke Kegge, Candyce Rodrick as committee members for the Marketing & Events Committee.

- Second by Scott Harvey
- The vote was unanimous
- Motion approved

John Di Stasio made a motion to appoint Scott Harvey and Matt Zaldivar to the Education Committee.

- Second by Matt Zaldivar
- The vote was unanimous
- Motion approved

Scott Harvey made a motion to appoint Jeff Runquist, Matt Zaldivar, and Dave Helwig to the Finance Committee.

- Second by Jeff Runquist
- The vote was unanimous
- Motion approved

John Di Stasio made a motion to appoint Robert D'Agostini, Jeff Runquist, Beth Jones, and Robert Morse to the Policy Committee.

- Second by Scott Harvey
- The vote was unanimous
- Motion approved

Committee Date & Times: Dates are subject to change.

- Education Committee: Meetings are held on the first Tuesday of each month at 12:00 Noon.
- Events & Marketing Committee: Meetings are held on the first Wednesday of each month at 9:00 AM.
- Policy Committee: Meetings are held on the third Monday of each month at 9:00 AM.
- Finance Committee: Meetings are held on the third Tuesday of each month at 9:00AM.
- Audit Committee: Meeting dates have not been set by the committee at this time.

All Board and committee agenda, policy, and documentation will be available online at mid-April

<https://amadorwine.com/amador-wine-heritage-district/>

Motion made by Scott Harvey to adopt Member Policies: Delinquency & Reinstatement, Office Policy: Delinquency & Collection Procedures, and Late Fee Policy for Non-Reporting Members.

- Second by Jeff Runquist
- The vote was unanimous
- Motion approved

The board requested Megan send out a letter to membership listing out the benefits and also including the new policies that we adopted within the next two weeks.

ASSESSMENT TIMELINE

ACWHD Assessment as of 3/31/2025

Wineries renewed to current: 49 (Wineries with \$0 gross sales: 3; Wineries with 2nd location that did not file:2)
65.33% Reported

- Total wineries did not renew: 26 (1 Production location not a retail location, Wineries that closed:2)
- Total 75 Wineries
- Total assessment that would have been remitted: \$64,763.55
- Additional \$12,779 income estimated above projected Q4

Continually working with Defino Madden on drafting a short memo in layman's terms to distribute to membership on assessment, contract with the country and ACWHD, HDL remittance form, and 501C6 status with IRS.

BUDGET

John Di Stasio made a motion to approve the 2025 budget, however, with holding back 50k in marketing funds until the Marketing Committee submits a marketing plan to the Board of Directors.

- Second by Jeff Runquist
- The vote was unanimous
- Motion approved

COMMITTEE REPORTS

Education Committee: Education Committee will be meeting and forming a committee.

Marketing & Event Committee: Events and marketing committee meet tomorrow, and they will discuss the new logo and the committee will then present proposed logo(s) for board to approve.

Behind the Cellar Door – Sold 670 tickets – Goal 1,000. All wineries have been sent draft itinerary's – Final itineraries and glass pick up will be on March 20th at the Amador Wine Country Office. We need wineries to start talking about the event on social media and sharing in email blast. Four Fires – 233 VIP Tickets – 178 General Tickets - 18DD Tickets Looking for winery sponsorship.

Finance Committee: The Finance Committee is working on rearranging the chart of accounts to be more readable and better flow. hopes to have proposed budget brought forward to the Board at April's meeting.

Policy Committee: The Policy Committee will be meeting and forming a committee.

NEW BUSINESS

- Kathleen Mahan gave an update on ACT Lodging District efforts in creating a Lodging District structured like the Wine Heritage District.

PUBLIC COMMENT

Spencer Jones – Iron Hub Winery & Amador Winegrowers President

- I'm thrilled to announce a new chapter for the Amador Winegrowers as we collaborate with the Amador Wine Heritage District! To celebrate this new partnership, we invite you to a Happy Hour on Thursday, April 3rd, from 5-7PM at the Shenandoah Schoolhouse. Address: 21601 Shenandoah School Rd, Plymouth, CA, 95669

We welcome all wineries and winemakers to join us for an evening of camaraderie with Amador County growers. In these challenging times, building strong partnerships between growers and local wineries is more important than ever.

Appetizers will be provided - just bring your favorite bottle of wine and enjoy a wonderful evening with us at the schoolhouse. Please RSVP at spencer@ironhubwines.com

- Spoke about the use of Community Benchmark benefits and without all members using the platform the data is not accurate.

CLOSED SESSION

- Discussion about delinquent ACWHD accounts

ADJURNMENT

- a. Motion to adjourn made by Scott Harvey
 - Second by John Di Stasio
 - Meeting adjourned at 11:26AM