

***Draft Meeting Minutes***  
Amador County Wine Heritage District  
Policy Committee Meeting  
11:00 AM Tuesday, July 15, 2025

**CALL TO ORDER**

- The meeting was called to order at 11:03 by John Di Stasio.

**CONFLICT OF INTEREST**

- No conflict of interest stated

**ESTABLISHMENT OF QUORUM**

Present: Chair John Di Stasio and Jeff Runquist

- Absent: Beth Jones
- A quorum was established

**CONFLICT OF INTEREST**

- No conflict of interest stated at this time.

**MEETING MINUTES**

- Meeting minute approved tabled until next meeting.

**PUBLIC COMMENT**

- None at this time.

**REVIEW AND APPROVAL**

- Vendor/ Independent Contractor Hiring Policy
  - Include Purpose & Statement
  - Remove check list and create Policy which can then be turned into a check list for staff
- Finance Policy
  - Include Purpose & Statement
  - Remove check list and create Policy which can then be turned into a check list for staff

**NEW BUSINESS**

- Create Legislation Policy with purpose, statement, and include board members and committee members.
- Create retention policy and present at next meeting
- Reviewed Memorandum from Delfino Madden and the decision was made to pass along to the Board of Directors for review and next steps.
- Create check list for leadership changes

**ADJURNMENT**

Jeff Runquist made a motion to adjourn the meeting

- Second by John Di Stasio
- Meeting adjourned at 12:37PM