

**Sonoma County Fair
APPROVED Minutes of the
Budget & Finance Committee Meeting
October 27, 2020. 4:45 PM**

Held by Zoom Meeting In Accordance with Executive Order N-29-20

DIRECTORS PRESENT: Wanda Tapia, Chair, Teejay Lowe, Vice Chair, Neysa Hinton, Lisa Wittke Schaffner, Kevin Howe

DIRECTORS ABSENT: None

The meeting was called to order by Director Tapia at 4:50 p.m.

APPROVAL OF THE AGENDA: Director Wittke Schaffner moved to approve the agenda; Director Hinton seconded the motion; the motion passed unanimously.

PUBLIC COMMENTS: None

DISCUSSION AND POSSIBLE ACTION REGARDING DRAFT FINANCIAL STATEMENTS THROUGH SEPTEMBER 2020:

CFO Margetts discussed the Draft, September 2020 financial statements. Director Tapia moved to accept the Draft September 2020 financial statements, Director Lowe seconded the motion; the motion passed unanimously.

REVIEW DETAIL OF US BANK CREDIT CARD CHARGES PAID THROUGH SEPTEMBER 2020:

CFO Margetts presented the detail of the credit card charges through September 2020, for the committee to review. No action taken.

DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF 2020 PURCHASE ORDERS IN EXCESS OF \$25,000: None. No action taken.

DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF 2020 CONTRACTS IN EXCESS OF \$25,000:

None. No action taken.

DISCUSSION OF PROJECTIONS THROUGH DECEMBER 2020: CFO Margetts and CEO Bartling discussed current financial projections, through the end of the calendar year, based on revised revenue and expense forecasts. No action taken

REVIEW OF AUGUST 2020 HARVEST FAIR FINANCIAL STATEMENTS: CFO Margetts discusses September Harvest Fair Financial Statements. No action taken.

REQUEST FOR FUTURE AGENDA ITEMS (NON-DISCUSSION ITEM): Continue forecasting iterating. Cost-cutting scenarios.

There being no further business, Director Lowe moved to adjourn the meeting at 5:11 p.m. Director Wittke Schaffner seconded the motion; the motion passed unanimously.

*Records are on file in the Administration Office.