



Finance Committee Meeting  
C.V. Starr Community Center  
300 S. Lincoln Street, Fort Bragg, CA 95437  
Wednesday, November 4th, 2009

The meeting began at 9AM with the following items discussed:

1.0 Call to Order

- Roll call: McColley, Sipila, Yeomans – present .Yanez and, Krebs-absent

2.0 Approval and Adoption of Agenda

- Yeomans motioned to approve, Sipila second the motion, all-in-favor 3-0.

3.0 Approval and Adoption of Minutes

- Note: Yeomans suggested that minutes for Board Workshop be approved at a regular Board meeting.

4.0 Public Participation

- Kelly King asked about Liability coverage for drop-ins. Yeomans said that would be addressed with Greg Fallon.

5.0 Correspondence, Written and Oral

- No action

6.0 Consent Calendar

- No Action

7.0 **INFORMATION/DISCUSSION**

7.1

- Peg Levy-Brown asked Yeomans if Mendocino's Budget could be amended to reflect the correct figures
- Peg voiced concern for Carli Sipila's and Russ Salladay's pay increase Yeomans suggested that she discuss that with Krebs and McColley

- Peg reported that when she receives her new lease it will reflect a new amount
- Peg reported on the out of date MOU, Chairperson asked if she could get a copy of the MOU to the Board

8.0 **Reports**  
None

9.0 **DISCUSSION/ACTION**

10.0 Discussion / Action

Discussion and recommendations to full Board about current financial situation of District

10.1

- Kathie Ittel suggested that Pledge Donations be a balance sheet item.
- Jerry Thomas suggested that the Pledge Donations be reviewed every 3 months.
- Kathie Ittel suggested that it be footnoted.
- Yeomans suggested a policy and written document be created for vendor and MCRPD's expectations and types of food and/or beverage offered.
- Beth Pine asked how to get funds from Capital to an Operating Budget.
- Kathie Ittel asked Michelle Gordon to contact Wendy Boise and ask her to adjust the Accounts Receivables for the Golf Course in the amount of \$43,350.30.

10.2

**Financial Statement for September 2009**

- Jerry Thomas commented that the current Budget is a great start and he is surprised that we have gotten as far as we have.
- Yeomans asked if there are descriptive notes for the accounts and Ittel responded that there is room for description of the accounts.
- Pine indicated that the account descriptions were re-worked last Spring
- Gordon reported that currently there is 65,000 in the bank and a \$29,000 Kudos billing.
- Thomas recommended having a 30 day cash flow.
- Assigned projected cash flow to Michelle and Kathie.
- Kathie Ittel suggested going to the Starr Foundation for a loan for operating cost.
- Suggestion of "Friends" holding a party for Donors.
-

- Yeomans said that he had approached King to see if she would like to be a key committee member for Endowments and Fundraising.
- Kathie suggested someone to identify a very successful District and contact them and ask them what has made them successful.

### 10.3 Review and Approval of Audit 2008-09

- More time needed to evaluate and approve
- Recommended Internal Audit Program next fiscal year
- Create a calendar of financial expectations for 12 month period

### 11.0 Memo to all Staff

#### 11.1

#### Cost Control/Spending Policy

- All employees to sign overtime and spending directive
- Possible Reduction of Payroll by 15%
- Jerry Thomas suggested that hours be cut before payroll is cut
- Jerry asked what percentage is part time versus full time
- Kathie feels that both need to be done
- Yeomans suggested that short term should be 18 months

### 12.0 Personnel Meeting

No report

### 13.0 Staffing Structure –Organizational Chart

Hold until 11/06/09 meeting

### 14.0 Items for next Agenda

- Add #13 Staffing Structure
- Add #10.3 Review and approval of 2008-09 Audit

### 15.0 Adjournment

- Meeting adjourned at 11:15AM.