



NOTICE OF MEETING OF THE BOARD OF DIRECTORS SONOMA COUNTY HARVEST FAIR

Wednesday, December 6, 2023, at 5:00 p.m.
Sonoma County Fairgrounds
Administration Building, Board Room

Notice is hereby given that meetings of the Sonoma County Harvest Fair
will convene at times and location set forth in this notice.

AGENDA

MEMBERS: President; Scott Goyne, Vice-President; Rocco Cunningham, Becky Bartling, Ethan Brown, Cindy Crane, Pat Emery, Michael Haney, Les Perry, Lisa Wittke Schaffner, Jason Schneider, Andrew Smith, Joe Stefenoni, Amy Tesconi, Claudia Vecchio

1. Call to Order
2. Introduction of Guests
3. Public Comments on issues not on the Agenda: *Any member of the audience desiring to address the Board on a matter not on the agenda: Please stand and after receiving recognition from the Chair, please state your name and make your comments. In order that all interested parties have an opportunity to address the Board, each person is granted 3 minutes to speak. While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen. For items that are on the agenda, each person will be allowed to address the topic being discussed and will be allowed 3 minutes to speak.*
4. Approval of Regular Agenda
5. Approval of Item 1 and 2 on the Consent Agenda: *The consent Agenda includes routine financial and administrative actions that are usually approved by a single majority vote. Questions or comments are accepted, but there will be no discussion on these items prior to voting on the motion unless Board Members or the public request specific items to be discussed and/or removed from the Consent Agenda and placed on the Regular Agenda under the appropriate Committee or Agenda Item.*
6. President's Report
7. Discussion & Possible Action: Amendment of the Harvest Fair Bylaws
8. Request for Future Agenda Items
9. Adjournment

NEXT MEETING: TBD

CONSENT AGENDA

1. Approval of November 8, 2023 Harvest Fair Board Meeting Minutes
2. Approval of Harvest Fair Financials through October 30, 2023

DISABLED ACCOMODATION: If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact 707-545-4200. Advance notification within this guideline will enable the County to make reasonable arrangements to ensure accessibility.



Sonoma County Harvest Fair
DRAFT Minutes of the Board of Directors' Meeting
Wednesday, November 8, 2023, 5:00 p.m.

DIRECTORS PRESENT: Scott Goyne, President; Rocco Cunningham, Vice President; Becky Bartling, CEO; Ethan Brown, Cindy Crane, Pat Emery, Les Perry, Jason Schneider, Joe Stefenoni, Amy Tesconi, Lisa Wittke Schaffner

DIRECTORS ABSENT: Andrew Smith, Michael Haney, Claudia Vecchio

OTHERS PRESENT: Sheila Quince, Hope Marshall, Bella Adams, Cyndy Dalbeck, Tyffani Sedgewick

The meeting was called to order by President Goyne at 5:01 p.m.

PUBLIC COMMENTS: None.

APPROVAL OF THE AGENDA:

Director Stefenoni moved to approve the agenda; **Director Emery** seconded the motion; the motion passed unanimously.

APPROVAL OF ITEMS 1 & 2 ON THE CONSENT AGENDA:

Director Wittke Schaffner moved to approve items 1 and 2 on the consent agenda; **Director Schneider** seconded the motion; the motion passed unanimously.

PRESIDENTS' REPORT:

President Goyne shared that he had attended both the Awards Night Gala & the Grand Tasting and felt they were both successful events and looked forward to expanding them in the future.

REVIEW OF HARVEST FAIR GRAND TASTING & AWARDS NIGHT EVENTS:

Board members discussed aspects of both events that went well and aspects that need to be improved upon. Tyffani Sedgewick gave a report on media and publicity for the Harvest Fair.

DISCUSSION: RESTRUCTURING OF THE HARVEST FAIR:

Becky Bartling proposed a change to the Harvest Fair board from the County Fair board to amend the Harvest Fair bylaws to create a new Harvest Fair Committee on the County Fair board, comprised of County Fair board members and an Advisory Board comprised of the current Harvest Fair board. Board members discussed the change and agreed that restructuring may be necessary to continue to grow and expand the Harvest Fair.

REQUEST FOR FUTURE AGENDA ITEMS:

- **Amendment of Harvest Fair Bylaws**

With there being no further business, Director Brown moved to adjourn the meeting; Director Schneider seconded the motion; the meeting was adjourned at 6:34 p.m.

**HARVEST FAIR ASSOCIATION OF SONOMA COUNTY
BALANCE SHEET - DRAFT**

As of	10/31/2023 Actual YTD	10/31/2022 Prior Year YTD	Variance
<u>ASSETS</u>			
CURRENT ASSETS			
Cash in Bank	155,146	176,982	(21,836)
Cash in Treasury	0	0	0
Accounts Receivable (net of allowance)	16,592	21,143	(4,551)
Due From (Due to) SCF	(37,399)	12,703	(50,102)
TOTAL CURRENT ASSETS	134,339	210,828	(76,489)
TOTAL ASSETS	134,339	210,828	(76,489)
<u>LIABILITIES & EQUITY</u>			
CURRENT LIABILITIES			
Accounts Payable	(379)	0	(379)
Accrued Expenses	1,222	6,311	(5,090)
Sales & Use Tax Payable	5,659	6,276	(617)
Deposits & Refunds Payable	0	0	0
TOTAL CURRENT LIABILITIES	6,502	12,588	(6,086)
FUND EQUITY			
Beginning Retained Earnings	63,907	86,758	(22,850)
Profit(Loss) for the Year	63,930	111,483	(47,553)
TOTAL EQUITY	127,837	198,240	(70,403)
TOTAL LIABILITIES & EQUITY	134,339	210,828	(76,489)

**Sonoma County Harvest Fair
Summary of Event - DRAFT**

Period	2023-01 - 2023-10	Budget	Budget	Actual		Budget	Actual		Prior Year	Variance
G/L #		Annual	YTD	YTD	Variance	PTD	PTD	Variance	Actual	Current YTD
		2023	10/31/2023	10/31/2023	YTD	10/2023	10/2023	PTD	YTD	Prior YTD
Revenue										
	Tasting	101,300	101,300	73,349	(27,951)	101,300	73,349	(27,951)	69,818	3,531
	Awards Night	51,250	51,250	37,750	(13,500)	51,250	37,750	(13,500)	43,700	(5,950)
	Wine Competition	80,250	80,250	75,966	(4,284)	80,250	75,966	(4,284)	81,115	(5,149)
	Food Competition	4,000	4,000	3,726	(274)	4,000	3,726	(274)	4,035	(309)
	Operations_Administration			5,530	5,530		5,530	5,530	6,907	(1,377)
	Total Revenue	236,800	236,800	196,321	(40,479)	236,800	196,321	(40,479)	205,575	(9,254)
Expense										
	Tasting	97,200	97,200	38,807	72,843	97,200	38,807	72,843	46,569	16,792
	Awards Night	55,583	55,583	34,876	20,707	55,583	34,876	20,707	15,401	(19,475)
	Wine Competition	55,200	55,200	13,482	41,718	55,200	13,482	41,718	22,081	8,599
	Food Competition	7,950	7,950	5,066	2,884	7,950	5,066	2,884	4,343	(723)
	Operations_Administration	17,200	16,700	45,160	(28,460)	16,700	45,160	(28,460)	5,698	(39,461)
	Total Expenses	233,133	232,633	137,391	109,692	232,633	137,391	109,692	94,092	(34,269)
	Net Revenue	3,667	4,167	58,930	54,763	4,167	58,930	54,763	111,483	25,014

**Sonoma County Harvest Fair
Wine & Food Tasting - DRAFT**

Period	2023-01 - 2023-10	Budget	Budget	Actual	Variance	Budget	Actual	Variance
G/L #		Annual	YTD	YTD	YTD	PTD	PTD	PTD
		2023	10/31/2023	10/31/2023	YTD	10/2023	10/2023	PTD
Revenue								
41200-25	Ticket Sales	90,000	90,000	66,507	(23,493)	90,000	66,507	(23,493)
49000-25	Sponsorships	5,000	5,000	5,000		5,000	5,000	
43000-85	Entry Fees - Grape Stomp	1,000	1,000	1,790	790	1,000	1,790	790
42000-95	Concessions	300	300		(300)	300		(300)
43000-25	Winery Table Fee	4,500	4,500		(4,500)	4,500		(4,500)
47100-75	Parking - Operations	500	500		(500)	500		(500)
49500-95	Misc. Revenue - stickers/posters			52	52		52	52
	Total Revenue	101,300	101,300	73,349	(27,951)	101,300	73,349	(27,951)
Expense								
50020-25	Salaries & Wages - Tasting	28,500	28,500		28,500	28,500		28,500
50020-85	Salaries & Wages - Attractions	2,500	2,500		2,500	2,500		2,500
56000-25	Contract Services - Tasting	15,000	15,000	16,350	(1,350)	15,000	16,350	(1,350)
56000-75	Contract Services - Operations	5,000	5,000	1,344	3,656	5,000	1,344	3,656
56000-85	Contract Services - Attractions	6,050	6,050	5,500	15,000	6,050	5,500	15,000
62030-25	Supplies - Tasting	6,500	6,500	4,027	2,473	6,500	4,027	2,473
62030-85	Supplies - Attractions	1,600	1,600	364	1,236	1,600	364	1,236
68095-75	License & Permits	400	400	175	225	400	175	225
68085-75	Insurance	1,650	1,650		1,650	1,650		1,650
58025-85	Awards - Grape Stomp	1,500	1,500	1,500		1,500	1,500	
65090-75	Advertising	28,500	28,500	9,551	18,949	28,500	9,551	18,949
68030-25	Cash Over/Short			(4)	4		(4)	4
	Total Expenses	97,200	97,200	38,807	72,843	97,200	38,807	72,843
	Net Revenue	4,100	4,100	34,542	44,892	4,100	34,542	(100,794)

**Sonoma County Harvest Fair
Awards Night - DRAFT**

Period	2023-01 - 2023-10	Budget	Budget	Actual	Variance	Budget	Actual	Variance
G/L #		Annual	YTD	YTD	YTD	PTD	PTD	PTD
		2023	10/31/2023	10/31/2023	YTD	10/2023	10/2023	PTD
Revenue								
41200-35	Ticket Sales	41,250	41,250	29,250	(12,000)	41,250	29,250	(12,000)
49000-35	Sponsorships	10,000	10,000	8,500	(1,500)	10,000	8,500	(1,500)
	Total Revenue	51,250	51,250	37,750	(13,500)	51,250	37,750	(13,500)
Expense								
50020-35	Salaries & Wages	9,000	9,000		9,000	9,000		9,000
56000-35	Contract Services	2,100	2,100	600	1,500	2,100	600	1,500
62030-35	Supplies	1,000	1,000	783	217	1,000	783	217
68095-35	License & Permits	50	50		50	50		50
70010-35	Equipment Rental	500	500		500	500		500
64020-35	Cost of Goods - Catering	42,433	42,433	33,312	9,121	42,433	33,312	9,121
58025-35	Awards	500	500	180	320	500	180	320
	Total Expenses	55,583	55,583	34,876	20,707	55,583	34,876	20,707
	Net Revenue	(4,333)	(4,333)	2,874	7,207	(4,333)	2,874	(34,207)

**Sonoma County Harvest Fair
Pro Wine and Amateur Wine Competition - DRAFT**

Period	2023-01 - 2023-10	Budget	Budget	Actual	Variance	Budget	Actual	Variance
G/L #		Annual	YTD	YTD	YTD	PTD	PTD	PTD
		2023	10/31/2023	10/31/2023	YTD	10/2023	10/2023	PTD
Revenue								
43000-45	Entry Fees - Pro	75,250	75,250	73,575	(1,675)	75,250	73,575	(1,675)
43000-95	Entry Fees - Amateur			2,391	2,391		2,391	2,391
49000-45	Sponsorships	5,000	5,000		(5,000)	5,000		(5,000)
49100-45	Sponsored Awards							
	Total Revenue	80,250	80,250	75,966	(4,284)	80,250	75,966	(4,284)
Expense								
50020-45	Salaries & Wages	5,500	5,500		5,500	5,500		5,500
56000-45	Contract Services	17,200	17,200	8,820	8,380	17,200	8,820	8,380
62030-45	Supplies	2,000	2,000	1,259	741	2,000	1,259	741
58025-45	Awards	5,500	5,500	827	4,673	5,500	827	4,673
56040-45	Judge's Expenses	9,000	9,000	2,577	6,423	9,000	2,577	6,423
65090-45	Advertising	16,000	16,000		16,000	16,000		16,000
	Total Expenses	55,200	55,200	13,482	41,718	55,200	13,482	41,718
	Net Revenue	25,050	25,050	62,484	37,434	25,050	62,484	(46,002)

**Sonoma County Harvest Fair
Pro Food Competition - DRAFT**

Period	2023-01 - 2023-10	Budget Annual 2023	Budget YTD 10/31/2023	Actual YTD 10/31/2023	Variance YTD	Budget PTD 10/2023	Actual PTD 10/2023	Variance PTD
G/L #								
Revenue								
43000-55	Entry Fees	4,000	4,000	3,726	(274)	4,000	3,726	(274)
	Total Revenue	4,000	4,000	3,726	(274)	4,000	3,726	(274)
Expense								
50020-55	Salaries & Wages	1,500	1,500		1,500	1,500		1,500
56000-55	Contract Services	3,500	3,500	3,500		3,500	3,500	
62030-55	Supplies	500	500	123	377	500	123	377
58025-55	Awards	2,200	2,200	1,098	1,102	2,200	1,098	1,102
56040-55	Judge's Expenses	250	250	346	(96)	250	346	(96)
	Total Expenses	7,950	7,950	5,066	2,884	7,950	5,066	2,884
	Net Revenue	(3,950)	(3,950)	(1,340)	2,610	(3,950)	(1,340)	(3,158)

**Sonoma County Harvest Fair
Operations - Administration - DRAFT**

Period	2023-01 - 2023-10	Budget	Budget	Actual	Variance	Budget	Actual	Variance
G/L #		Annual	YTD	YTD	YTD	PTD	PTD	PTD
		2023	10/31/2023	10/31/2023	YTD	10/2023	10/2023	PTD
Revenue								
49000-75	Sponsorships - Operations			5,000	5,000		5,000	5,000
49500-75	Miscellaneous Revenue			530	530		530	530
	Total Revenue			5,530	5,530		5,530	5,530
Expense								
50020-75	Salaries & Wages			28,073	(28,073)		28,073	(28,073)
68080-75	Bank Fees	9,000	8,500	9,087	(587)	8,500	9,087	(587)
70020-75	Utilities & Garbage	5,500	5,500	6,000	(500)	5,500	6,000	(500)
62010-75	Postage	2,000	2,000	2,000		2,000	2,000	
68060-75	Director's Expense	500	500		500	500		500
68040-75	Misc. Expense	200	200		200	200		200
	Total Expenses	17,200	16,700	45,160	(28,460)	16,700	45,160	(28,460)
	Net Revenue	(17,200)	(16,700)	(39,630)	(22,930)	(16,700)	(39,630)	33,990