



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

Wednesday, February 7, 2024, at 12:30 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

DIRECTORS: Teejay Lowe, Chair; Rocco Cunningham, Lisa Wittke Schaffner, Kanani Reynolds, Hugo Mata

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. Discussion & Possible Action: Election of Vice President
7. Discussion & Possible Action: 2024 Grand Tasting Date
8. Discussion & Possible Action: 2024 Pro Wine Judging Dates
9. Discussion & Possible Action: Judge's Dinner Venue
10. Discussion Sponsorship program for 2024
11. Discussion 2024 Draft Budget
12. Request for Future Agenda Items
13. Adjournment

CONSENT AGENDA

1. Approval of January 9, 2023 Harvest Fair Board Meeting Minutes
2. Approval of Harvest Fair Financials

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.

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

As of	12/31/2023 Actual YTD	12/31/2022 Prior Year YTD	Variance
<u>ASSETS</u>			
CURRENT ASSETS			
Cash in Bank	122,009	53,456	68,553
Accounts Receivable (net of allowance)	7,920	17,970	(10,050)
Due From (Due To) SCF	(39,050)	12,703	(51,753)
TOTAL CURRENT ASSETS	90,879	84,128	6,750
TOTAL ASSETS	90,879	84,128	6,751
<u>LIABILITIES & EQUITY</u>			
CURRENT LIABILITIES			
Accounts Payable	3,973	19,050	(15,077)
Accrued Expenses	0	1,505	(1,505)
Sales & Use Tax Payable	5,615	45	5,570
Deposits & Refunds Payable	0	0	0
TOTAL CURRENT LIABILITIES	9,588	20,600	(11,012)
FUND EQUITY			
Beginning Retained Earnings	63,528	86,758	(23,229)
Profit(Loss) for the Year	17,763	(23,229)	40,992
TOTAL EQUITY	81,291	63,528	17,763
TOTAL LIABILITIES & EQUITY	90,879	84,128	6,751

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

Period	2023-01 - 2023-12	Budget Annual 2023	Budget YTD 12/2023	Actual YTD 12/2023	Variance YTD	Budget PTD 12/2023	Actual PTD 12/2023	Variance PTD	Prior Year Actual YTD	Variance Current YTD Prior YTD
G/L #										
Revenue										
	Tasting	101,300	101,300	78,394	(22,906)		45	45	69,653	8,741
	Awards Night	51,250	51,250	37,750	(13,500)				43,700	(5,950)
	Wine Competition	80,250	80,250	75,966	(4,284)				81,115	(5,149)
	Food Competition	4,000	4,000	3,726	(274)				4,035	(309)
	Operations_Administration			5,541	5,541				6,907	(1,367)
	Total Revenue	236,800	236,800	201,377	(35,423)		45	45	205,410	(4,033)
Expense										
	Tasting	68,700	68,700	64,385	19,190		4,769	10,231	84,360	29,430
	Awards Night	46,583	46,583	35,039	11,544				49,749	14,710
	Wine Competition	49,700	49,700	30,994	18,706				33,705	2,711
	Food Competition	6,450	6,450	5,066	1,384				4,343	(723)
	Operations_Administration	61,700	61,700	48,131	13,569	250	1,320	(1,070)	56,483	8,353
	Total Expenses	233,133	233,133	183,614	64,394	250	6,090	9,160	228,640	54,481
	Net Revenue	3,667	3,667	17,763	14,096	(250)	(6,045)	(5,795)	(23,229)	(58,514)

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

Period	2023-01 - 2023-12	Budget Annual 2023	Budget YTD 12/2023	Actual YTD 12/2023	Variance YTD	Budget PTD 12/2023	Actual PTD 12/2023	Variance PTD	Prior Year Actual YTD	Variance Current YTD Prior YTD
G/L #										
Revenue										
41200-25	Ticket Sales	90,000	90,000	66,552	(23,448)		45	45	68,247	(1,696)
49000-25	Sponsorships - Tasting	5,000	5,000	5,000						5,000
43000-85	Entry Fees - Grape Stomp	1,000	1,000	1,790	790				1,000	790
49000-85	Sponsorships - Grape Stomp			5,000	5,000					5,000
42000-95	Concessions	300	300		(300)				340	(340)
43000-25	Winery Table Fee	4,500	4,500		(4,500)					
47100-75	Parking - Operations	500	500		(500)					
49500-95	Misc. Revenue - stickers/posters			52	52				65	(13)
	Total Revenue	101,300	101,300	78,394	(22,906)		45	45	69,653	8,741
Expense										
50020-25	Salaries & Wages - Tasting									
50020-85	Salaries & Wages - Attractions	2,500	2,500		2,500					
56000-25	Contract Services - Tasting	15,000	15,000	16,681	(1,681)		331	(331)	9,473	(7,208)
56000-75	Contract Services - Operations	5,000	5,000	4,844	156				6,172	1,328
56000-85	Contract Services - Attractions	6,050	6,050	5,925	15,000			15,000	5,943	9,473
62030-25	Supplies - Tasting	6,500	6,500	8,010	(1,510)		581	(581)	10,557	2,547
62030-85	Supplies - Attractions	1,600	1,600	2,745	(1,145)		581	(581)	1,594	(1,151)
68095-75	License & Permits	400	400	515	(115)				476	(39)
68085-75	Insurance	1,650	1,650	440	1,210				1,620	1,180
58025-85	Awards - Grape Stomp	1,500	1,500	1,500					1,585	85
65090-75	Advertising	28,500	28,500	23,733	4,767		3,280	(3,280)	46,941	23,208
68030-25	Cash Over/Short			(7)	7		(4)	4		7
	Total Expenses	68,700	68,700	64,385	19,190		4,769	10,231	84,360	29,430
	Net Revenue	32,600	32,600	14,009	(3,716)		(4,724)	(10,185)	(14,707)	(20,689)

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

Period	2023-01 - 2023-12	Budget Annual 2023	Budget YTD 12/2023	Actual YTD 12/2023	Variance YTD	Budget PTD 12/2023	Actual PTD 12/2023	Variance PTD	Prior Year Actual YTD	Variance Current YTD Prior YTD
G/L #										
Revenue										
41200-35	Ticket Sales	41,250	41,250	29,250	(12,000)				31,200	(1,950)
49000-35	Sponsorships	10,000	10,000	8,500	(1,500)				12,500	(4,000)
	Total Revenue	51,250	51,250	37,750	(13,500)				43,700	(5,950)
Expense										
50020-35	Salaries & Wages									
56000-35	Contract Services	2,100	2,100	600	1,500				600	
62030-35	Supplies	1,000	1,000	946	54				288	(658)
68095-35	License & Permits	50	50		50					
70010-35	Equipment Rental	500	500		500					
64020-35	Cost of Goods - Catering	42,433	42,433	33,312	9,121				47,297	13,984
58025-35	Awards	500	500	180	320				1,564	1,384
	Total Expenses	46,583	46,583	35,039	11,544				49,749	14,710
	Net Revenue	4,667	4,667	2,711	(1,956)				(6,049)	(20,660)

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

Period	2023-01 - 2023-12	Budget Annual 2023	Budget YTD 12/2023	Actual YTD 12/2023	Variance YTD	Budget PTD 12/2023	Actual PTD 12/2023	Variance PTD	Prior Year Actual YTD	Variance Current YTD Prior YTD
G/L #										
Revenue										
43000-45	Entry Fees - Pro	75,250	75,250	73,575	(1,675)				77,275	(3,700)
43000-95	Entry Fees - Amateur			2,391	2,391				3,840	(1,449)
49000-45	Sponsorships	5,000	5,000		(5,000)					
	Total Revenue	80,250	80,250	75,966	(4,284)				81,115	(5,149)
Expense										
50020-45	Salaries & Wages									
56000-45	Contract Services	17,200	17,200	17,320	(120)				16,175	(1,145)
62030-45	Supplies	2,000	2,000	1,571	429				2,042	470
64020-45	Cost of Goods Sold								56	56
58025-45	Awards	5,500	5,500	5,313	187				7,978	2,665
56040-45	Judge's Expenses	9,000	9,000	6,790	2,210				7,455	665
65090-45	Advertising	16,000	16,000		16,000					
	Total Expenses	49,700	49,700	30,994	18,706				33,705	2,711
	Net Revenue	30,550	30,550	44,972	14,422				47,410	(7,860)

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

Period	2023-01 - 2023-12	Budget Annual 2023	Budget YTD 12/2023	Actual YTD 12/2023	Variance YTD	Budget PTD 12/2023	Actual PTD 12/2023	Variance PTD	Prior Year Actual YTD	Variance Current YTD Prior YTD
G/L #										
Revenue										
43000-55	Entry Fees	4,000	4,000	3,726	(274)				4,035	(309)
	Total Revenue	4,000	4,000	3,726	(274)				4,035	(309)
Expense										
50020-55	Salaries & Wages									
56000-55	Contract Services	3,500	3,500	3,500					3,775	275
62030-55	Supplies	500	500	123	377				429	306
58025-55	Awards	2,200	2,200	1,098	1,102					(1,098)
56040-55	Judge's Expenses	250	250	346	(96)				139	(207)
	Total Expenses	6,450	6,450	5,066	1,384				4,343	(723)
	Net Revenue	(2,450)	(2,450)	(1,340)	1,110				(308)	414

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

Period	2023-01 - 2023-12	Budget Annual 2023	Budget YTD 12/2023	Actual YTD 12/2023	Variance YTD	Budget PTD 12/2023	Actual PTD 12/2023	Variance PTD	Prior Year Actual YTD	Variance Current YTD Prior YTD
G/L #										
Revenue										
41000-75	Admissions Revenue									
49000-75	Sponsorships - Operations			5,000	5,000				6,500	(1,500)
	Parking - Operations									
49500-75	Miscellaneous Revenue			541	541				407	133
	Total Revenue			5,541	5,541				6,907	(1,367)
Expense										
50020-75	Salaries & Wages	44,500	44,500	29,724	14,776				45,677	15,954
68080-75	Bank Fees	9,000	9,000	10,306	(1,306)	250	1,220	(970)	7,648	(2,659)
70020-75	Utilities & Garbage	5,500	5,500	6,000	(500)				5,500	(500)
91080-75	Prior Year Expense								(4,806)	(4,806)
62010-75	Postage	2,000	2,000	2,000					2,000	
68060-75	Director's Expense	500	500	101	399		101	(101)	365	264
68040-75	Misc. Expense	200	200		200				100	100
	Total Expenses	61,700	61,700	48,131	13,569	250	1,320	(1,070)	56,483	8,353
	Net Revenue	(61,700)	(61,700)	(42,590)	19,110	(250)	(1,320)	1,070	(49,576)	(9,719)