

**CALIFORNIA AVOCADO COMMISSION
FINANCE COMMITTEE MINUTES
MAY 16, 2019**

A meeting of the Finance Committee of the California Avocado Commission (CAC) was held on Thursday, May 16, 2019 at 8:30 a.m. at the CAC Corporate Office in Irvine, CA with the following people present:

MEMBERS PRESENT

Robert Grether, Chairman
Jason Cole
Salvador Dominguez
John Lamb, CAC Board Chairman

MEMBERS ABSENT

Ed McFadden

STAFF PRESENT

Monica Arnett
April Aymami
Tom Bellamore
Jan DeLyser
Ken Melban
Tim Spann

GUESTS PRESENT

Andrea Ricci, USDA
Neil Witt

Item #1: CALL TO ORDER

Finance Committee Chairman Robert Grether called the meeting to order at 8:36 a.m. with a quorum present.

Item #2: PUBLIC COMMENT

None

Item #3: MINUTES

The Committee reviewed the minutes from the October 10, 2018 meeting. After discussion the following motion was offered:

MOTION: *The Finance Committee approves the October 10, 2018 Finance Committee Meeting Minutes as presented. (Grether/Dominguez) MSC Unanimous*
MOTION 19-5-16-1

Item #4A: BUDGET AMENDMENT #2

CAC management prepared Budget Amendment #2, which adjusts the 2018-19 spending plan as follows:

- Increase the Commissioner Expenses travel budget by \$9,200 to allow an additional representative from the CAC Board to attend the World Avocado Congress in Colombia in September 2019.

Item #5C: REVIEW OF CONTRACTS OVER \$25,000

A list of all material contracts (\$25,000 and above) were presented to the Committee with no significant comments to note.

Item #5D: CASH DISBURSEMENT AUDIT

The Committee reviewed the disbursement registers for October 2018 through April 2019 as included in the Finance Committee packet. Chairman Grether inquired as to what the office supply purchase policy and process entailed. Ms. Arnett explained that CAC utilizes a direct bill system with each office supply vendor with only the Office Manager having access to place orders on CAC's account. A request for supplies by a CAC staff member must be approved by their supervisor and that approval is provided to Accounts Payable to be included and filed once the invoice is received. Accounts Payable ensures that each charge on the invoice is supported by backup that includes the detail of the supply request, supervisor approval and the account number to be charged.

The Committee reviewed the remaining disbursement registers with no significant comments to note.

ADJOURN

Chairman Grether adjourned the meeting at 9:10 a.m.

Respectfully submitted,

Monica Arnett, Director of Finance & Administration

EXHIBITS ATTACHED TO THE PERMANENT COPY OF THESE MINUTES

- EXHIBIT A Schedule of Corporate Insurance
- EXHIBIT B 2018-19 Financial Update Packet
- EXHIBIT C May 16, 2019 Finance Committee Meeting AB 2720 Roll Call Vote Tally Summary