**FINANCE COMMITTEE MINUTES**

**Tuesday, May 3, 2011 – 9:00 am**

**NLTRA Conference Room**

**PRELIMINARY MINUTES**

**COMMITTEE MEMBERS IN ATTENDANCE:** Ron Parson, Ron McIntyre, Jennifer Merchant, and Mike Salmon by phone

**STAFF IN ATTENDANCE:** Ron Treabess, Sally Lyon, Andy Chapman, Kim Lambert

**OTHERS IN ATTENDANCE:** None

1. **CALL TO ORDER – ESTABLISH QUORUM**

1.1 The meeting was called to order at 9:11 am by Chair Ron Parson and a quorum was established.

1. **PUBLIC FORUM**
	1. There was no public comment.
2. **AGENDA AMENDMENTS AND APPROVAL**

**3.1** **M/S/C (McIntyre/Parson) (2/0) to approve the agenda as presented.**

**4.0 APPROVAL OF MINUTES**

**4.1 M/S/C (McIntyre/Parson) (2/0) to approve the Finance Committee minutes of Tuesday, April 5, 2011.**

**5.0 DISCUSSION AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF THE MARCH 2011 FINANCIAL STATEMENTS**

5.1Sally Lyon reviewed the Financial Analysis for the nine months ending March 31, 2011:

* Operating cash is $628,000.
* Marketing Cooperative cash is $105,000.
* Infrastructure cash is $474,000.
* The receivable from the County for Marketing, Transportation and G&A is $1.1 million.
* Infrastructure funds that Placer County is holding are booked as a separate receivable in the amount of $5.7 million.
* Unearned revenue and deferred support related to Infrastructure is $6.2.
* Change in net assets is ($59,000) for the month of January and $183,000 year-to-date.
* The Statement of Cash Flows shows that cash and cash equivalents, including Infrastructure Investments, is down $12,000 from same month a year ago.

Ron Parson asked about Ski Tahoe North breakage. Sally explained that breakage stays in a liability account and is available for marketing the STN program. It does not show up as income. The STN program was discussed further. Andy Chapman explained that there are two components to the program – domestic/international tour operators and online ticket sales. This year, online sales are down, probably due to an increase in the retail ticket price. The Finance Committee would like to know what is being done to improve the program. Andy stated that success of the program is related to ski resort participation. The program may need to be restructured. Andy said that there has been one meeting with the resorts and there will be another soon to work out the problems.

**M/S/C (McIntyre/Salmon) (3/0) to recommend to the Board of Directors the approval of the March 31, 2011 Financial Statements.**

**6.0 RECEIVE AND REVIEW, WITH DIRECTION TO STAFF, THE 9 MONTH ACTUAL/3 MONTH FORECAST FOR FY 2010/11**

6.1 Sally Lyon reviewed the forecast. The major variance is in Infrastructure revenue due to aggressive budgeting. There is an additional $200,000 of carry-over in marketing. There is an additional $75,000 of project expenditure for snow removal and road repair for the Amgen Tour of California. These expenditures are half of the required set aside of $150,000 of Infrastructure equity. In answer to Ron McIntyre’s question, Sally stated that Placer County wants to reduce our equity. Sally further stated that the amount of equity currently held is reasonably “safe.”

 Additionally, Sally noted that G&A expense is forecasted to be higher than the previous forecast due to the added $25,000 we are paying in Executive Director moving expenses.

6.2 Ron McIntyre noted that this year’s budgeting and forecasting has been close; there have been no major changes. Andy Chapman said that this is partially due to having better procedures and Sally Lyon doing and exceptional job.

**7.0 FOLLOW-UP ITEMS FROM PREVIOUS MEETINGS**

7.1 The Executive Director search expenses were discussed. Searchwide has billed us in excess of the contract amount of $41,000. Sally Lyon reported that she called Searchwide to discuss this matter. Then, Jim Carra wrote to Deanna Gescheider and said that the NLTRA is responsible for the additional expenses. The Finance Committee recommends to short pay the bill and then negotiate later if necessary. A letter will be included explaining the reason for the short pay. This matter will be discussed in closed session at the Board meeting tomorrow.

7.2 The Ski Tahoe North Interchangeable Lift Ticket program will be discussed at a later date, after meetings with the ski resorts.

**8.0 COMMITTEE MEMBER COMMENTS**

8.1 Jennifer Merchant hopes to get TOT numbers soon. The numbers should be high. Jennifer also reported that the carry-over check will be released in May. She and Ron Treabess have begun to discuss the scope of work for next year’s contract.

8.2 Ron Treabess reported that the 2011/12 Scope of Work and TOT Budget will be submitted to the NLTRA Board of Directors at its June 1st meeting.

8.2 Ron McIntyre asked the status of the conference equity issue. Ron Treabess stated that a memo has been submitted to Tom Miller, but there has not yet been a response.

**9.0 ADJOURNMENT**

9.1 The Finance Committee meeting adjourned at 10:15 am.

Submitted by:

Kim Lambert

Accounting and Human Resources Assistant