



**SOUTH SAN FRANCISCO
CONFERENCE CENTER**

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REGULAR AUTHORITY MEETING

Monday, December 18, 2017 – 5:15 p.m.
255 South Airport Blvd., South San Francisco, CA 94080

AGENDA

Call to Order – Pledge of Allegiance – Roll Call

Public Comment:

Note: For matters not otherwise listed on this agenda, the Authority welcomes your comments but is prohibited by State Law from discussing the items raised. Such items may be taken under consideration and referred to staff for further action as appropriate.

Presentations:

1. Presentation by Sheldon Chavan, CPA, Partner of Chavan & Associates, LLP regarding Fiscal Year 2016-2017 Annual Financial Statement.

Action Items:

1. Review/Approval of Fiscal Year 2016-2017 Financial Statement and approval to submit same to the South San Francisco City Council.
2. Review/Approval of Minutes from the October 16, 2017 Regular Meeting.
3. Review/Approval of South San Francisco Conference Center Authority Capitalization Policy and Procedures.
4. Review/Approval of South San Francisco Conference Center Authority Credit Card Policy.
5. Review/Approval of the Authority's 2018-2019 Regular Authority Board Meetings Schedule.

Discussion Item/s:

1. Review of October 2017 Financial Statement.
2. Review of Event Services.

Authority Announcements, Referrals and Future Agenda Items:

1. Election of Authority Chairperson and Vice Chairperson for year 2018 on Tuesday, February 20, 2018 Regular Authority Meeting.
2. Appoint Budget Subcommittee for the Fiscal Year 2018-2019 Budget Process on Tuesday, February 20, 2018 Regular Authority Meeting.

Executive Director's Report:

1. Sales and Operations Update

Next Regular Authority Board Meeting will be on Tuesday, February 20, 2018 at 5:15 p.m.

Adjourn

