Members Present: Skip Keyser, Greg Evans, Lee Broad, Bill Lockhart, Audrey Amundsen, Jason Luros.

Members Absent: Phil Box, Brian Kearney, Rick Whatley.

Staff Present: Sue Nelson, Dan TerAvest, Glenna Aguada, Anne Wheat, Carollee Cattolica,

1. Call to Order (7:00 p.m.)
   Skip Keyser called the meeting to order at 7:10 p.m.

2. Public Comments
   There were no public comments.

3. Approval of Minutes of December 6, 2010
   M/S/C (Amundsen/Luros) to approve the minutes of December 6, 2010.

4. New Chair Election
   Skip Keyser opened nominations for a new Committee Chair. Audrey Amundsen nominated
   Jason Luros. Jason Luros nominated Audrey Amundsen. Bill Lockhart nominated Audrey
   Amundsen as Vice Chair and nominations were closed at that point.
   The election of Jason Luros as Chair and Audrey Amundsen as Vice Chair passed with four
   members voting aye, one voting nay, and one abstaining. Skip Keyser passed the gavel and
   the meeting to Jason Luros.

5. Annual Report Subcommittee
   The committee is required to prepare an annual report to the Napa Valley College Board of
   Trustees. Bill Lockhart and Audrey Amundsen volunteered to work on the Annual Report.

6. Bond Implementation Plan Update
   Dan TerAvest provided the committee with an update on bond funded projects, including the
   dispute over leaking windows in the Library Learning Resource Center and the anticipated
   completion of bond project related expenses.

7. Master Budget
   Dan TerAvest provided the committee an update on master budget saying that the only
   significant change was that the ending balance was now shown as zero.

8. Project Evolution Summary
   Dan TerAvest reviewed the latest iteration of the bond project historical summary. He thanked
   Annie Wheat for her hard work and long hours spend on the document. He explained that the
   dollar figures did not exactly match the Master Budget due to slight variations on the
   categorization in specific elements of work. Mr. TerAvest agreed to continue developing the
document, including narrative descriptions for areas of significant budgetary reallocations and data entry for the infrastructure category.

In John Nahlen’s absence, Glenna Aguada reviewed the Expenditure Report for the Period Ending December 31, 2010 that was distributed at the meeting.

10. **Measure N Bond Funds Audit for 2009 – 2010**
In John Nahlen’s absence, Glenna Aguada reviewed the documents prepared by Matson & Isom, District auditors for the Measure N bond funds. Discussion followed regarding a large posting error.

11. **Future Meetings:**
The following future meeting dates were reviewed.
June 6, 2011    September 12, 2011    December 5, 2011

12. **Adjournment**