



Minutes

District Auxiliary Services Foundation -- Board of Directors
October 2, 2014 at 10:00 a.m.

Napa Valley Community College
President's Office, Rm. 1530
2277 Napa-Vallejo Hwy.
Napa, CA 94558

1.0 CALL TO ORDER

Board Chair Dr. Ronald Kraft called the meeting to order at 10:00 am.

1.1 Roll Call

Present: Dr. Ronald Kraft, Lissa Gibbs, Jeanine Hawk, Beth Pratt
Guests: Amar Abbott, Glenna Aguada

1.2 Adopt Agenda - M/S/C (Hawk/Gibbs)

2.0 PUBLIC COMMENT - None

3.0 DEAN'S REPORT (Pratt)

Dean Pratt reviewed her written report. Topics included current grants, YEP sponsorship, NVC Café update, Napa Broadcasting update, IRS Determination Letter status

3.1 YEP Sponsorships. Sponsorship letters are going out regarding the YEP Program. \$2500 donation was received from Petaluma Poultry.

3.2 NVC Café. The café is generating an average of \$1500 per day revenue. SBDC Advisor Ray Kimball is working on a profit/loss statement for café. A discussion of library hours vs café sales was held with Dean Pratt mentioning that an analysis will be done in the future.

3.3 Napa Broadcasting. No sponsorships yet.

3.4 Grants. \$50,000 GoBiz - Governor's Office to assist small businesses - no indirect. \$285,272 Vallejo Trust, \$550,000 Northern California Career Pathways Trust - 8.6% indirect. CTE Enhancement grants are rolling out today are due Oct 17th - 40/60 split.

3.5 IRS Tax Determination Letter (Type 6). Received 9/26/14.

4.0 APPROVE MINUTES of 9/3/14

The following corrections were discussed by the board:

3.4 Substitute "Garden" for "Farm"

5.1 Strike \$12 per hour

5.2 Spelling Correction - "Hawk" not "Hawkes"

6.4 Substitute "engaging" for "purchasing"

10.0 Future meetings

Approval of amended minutes as discussed - M/S/C (Hawk/Aguada)

5.0 RESOURCE DEVELOPMENT

5.1 Discuss Vallejo Admirals Letter of Intent (Pratt/Kraft)

Dean Pratt explained to the Board that there are capacity issues (not enough seats). Improvements to be made to the field are estimated at over \$50K. Leasehold improvements are on Admirals. Another walk thru is scheduled for 10/14 or 10/15. Other options will be discussed. Discussion regarding bleachers which must be "DSA" approved.

5.2 Discuss and approval of 2014-15 Bookstore marketing plans and 2014-15 budget. (Pratt)

Board reviewed power point. Dean Pratt explained that B&N's fiscal year runs May-April. Projections for 2015 are less than 2014 - 9% of total gross sales/not \$175,000. Board discussion of textbook leasing vs sales. VP Hawk & Dean Pratt will set up a meeting with Janelle to discuss this issue further. Dean Pratt emphasized that this budget is "worst case scenario." Contract is based on revenue. Dr. Kraft discussed obtaining B&N email list of students - Dean Pratt will follow up.

5.3 Discuss charitable donations (Gibbs)

Donations received 7/1/14-9/30/14 - \$25,730

Writers Conference, Performing Arts, Golf Tournament for Storm Athletics, Puente Program, Shakespeare, Barnes & Noble College Expenditures Pending - Golf Tournament - \$12,000

6.0 BUDGET & FINANCE

6.1 Discuss and Approval of 2014–15 Proposed DAS Budget (Hawk/Pratt)

Dean Pratt reviewed DAS Budget and reported a net income of \$140,000.

Temporary Restricted Program Donations “TRPD” – Director Hawk recommended removing from DAS reporting. She felt that it should be a fund and reported on a separate report. A discussion followed regarding Operational Management vs Financial Reporting. It was agreed to continue this discussion at a later date.

A line item needs to be added for “Dues”.

Approval of 2014–15 Budget – M/S/C (Hawk/Kraft)

6.2 Treasurer’s Report (Hawk) –None

7.0 OPERATIONS

7.1 Discuss and Approve Acceptance Administrative Regulations (Gibbs)

Director Hawk recommended that the Board defer approving “Contract & Expenditure Administrative Regulations” and approve “Gift Acceptance Administrative Regulation”. Further discussion will be tabled for a later date at an Operations Meeting.

7.2 Discuss stream-lined process of Contract Ed (Pratt)

A discussion of “Contract Ed Contracts” will be added to Operational Meeting. Dean Pratt would like to change the process of approval for contracts. It is under a certain amount, contract will need to be approved by Director Hawk. Dean Pratt and Glenna Aguada will work on procedure and have Director Hawk review. BOT reporting under “Consent Calendar” or in President’s Report.

8.0 PERSONNEL

8.1 Foundation/DAS/ Business office Accountant (Hawk)

Director Hawk provided a draft of the current position and needs feedback. Discussion followed. The employee will be a FT District Employee – Classified.

8.2 Progress Hiring temporary manager for CP Trust grants (Pratt)

Laura Ecklin is reviewing temporary job description for PT Professional Hourly.

8.3 Discussion on future bookstore/NVC employees (Pratt)

Dean Pratt will hold off on a discussion with Janelle & Dana regarding salaries/employees in Bookstore. The conversation as brought to Dean Pratt by Janelle.

9.0 BOARD OF DIRECTOR REPORTS

Director Gibbs reported to the Auditors regarding DAS.

10.0 FUTURE MEETINGS: 11/5/14, 12/3/14

11.0 ADJOURNMENT

This meeting was adjourned at 11:53 a.m.