



MINUTES

**District Auxiliary Services Foundation
Board of Directors Meeting
October 7, 2015 ~ 2:00-3:00 pm**

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

1.0 CALL TO ORDER

1.1 Roll Call

Dr. Kraft called the meeting to order at 2:14 PM.

Present: Ronald Kraft, Lissa Gibbs, Jeanine Hawk, Oscar De Haro

Absent: None

Guests: Glenna Aguada, Dianna Chiabotti

1.2 Adopt Agenda

M/S/C De Haro/Gibbs, unanimous

2.0 PUBLIC COMMENT

None

3.0 APPROVE MINUTES OF 7/1/15

Moved to a future meeting

4.0 GOVERNANCE

4.1 Leadership Transition Strategies

With Ms. Pratt's departure, parts of her job will be covered by various departments. This may change in the future. The search is in process for a new Vice President of Administrative Services.

4.2 Discussion on Reorganization & Timelines

Dr. Hawk shared information from the "Comparing Auxiliary and Independent Foundations", a document on Ed Code from Liebert Cassidy Whitmore. Dr. Kraft will create a punch list and assign tasks.

4.3 Action Item

4.3.1 Appoint NVCF Board member to DAS

John Johnson has resigned from the DAS board and moved away. The bylaws call for an appointment of a Napa Valley College Foundation board member. M/S/C Hawk/De Harro, unanimous

5.0 RESOURCE DEVELOPMENT

5.1 NVC Café Update

Last year the café made \$15,348.49. The current focus is on operations and structure. Mai Ayala is the shift leader, but the position needs defined and Ms. Ayala has moved away from the area and will be leaving her position in the café. Currently, Solange Kada is doing a

lot of the manger duties, including the budget. Charles Monahan did a crew training and they have added new food items, including healthier foods and gluten free foods. The blender, toaster, ice machine and 2 refrigerators have been worked on or replaced. The prep kitchen was inspected by the County Health Department on April 24th this year and received an "A". The food handlers all have certificates. Jose Sanchez is currently working on a catering request form that will be online by next week and a new timecard was created. The meetings and trainings have improved the quality of service and cleanliness of the cafe. Dr. Hawk visits the café daily in a manager role. She has drafted a job description for the café manager position and recruitment will begin soon.

5.2 Bookstore update

The bookstore donates \$15,000 annually (by contract stipulation): \$5,000 to NVCF for the NVCF General Scholarship Fund, \$10,000 to DAS, which is split evenly between the DAS Office of Financial Aid Textbook Fund and Outreach Fund (as overseen by the President's Office and used primarily for Commencement ceremony costs each year.)

Income for FY 14/15 was \$171,000. Income for FY 13/14 was \$175,000.

5.3 Action Item

5.3.1 Donations: Gift in Kind 2015/16
M/S/C De Haro/Hawk, unanimous

5.4 Donations: Gift Policy

Moved to a future meeting.

5.5 Other Updates

Club fundraising has been going on all semester. There have been several Dine and Donates. The Veterans are working with the Napa Valley College Foundation to do a Turkey Trot/Patty Renfro Run this fall. The Art Department has had a sale/exposition of Faculty art with proceeds to go to scholarships. The Writers' Conference received large donations this summer to the memorial fund of one of the co-founders. There was no Athletics Golf fundraiser this year, but the Foundation has received \$2,500 in donations to go to sports funds. The Psych. Tech. students are fundraising for their pinning.

6.0 BUDGET & FINANCE

6.1 Treasurer's Report-final 2014-15 ~~2015-16~~

6.1.1 Adopt Treasurer's Report
M/S/C De Haro/Gibbs, with a modification of expenditures

6.2 Action Item

6.2.1 Adopt Proposed 2015-16 Budget
M/S/C/ Gibbs/De Haro, unanimous

7.0 PERSONNEL

No discussion

8.0 ORGANIZATIONAL MEETING ITEM - Annual Meeting Calendar

Moved to a future meeting

9.0 BOARD OF DIRECTOR REPORTS

Dr. Kraft: A financial report from DAS goes on the November Board of Trustees meeting. The Viticulture, Winery & Technology Foundation will also be presenting a report at that meeting.

Dr. Hawk: The Audit Committee reviews the Audits at their November 12th meeting.

10.0 ADJOURNMENT

Dr. Kraft adjourned the meeting at 3:15 PM.
M/S/C De Haro/Hawk, unanimous