

MINUTES

**District Auxiliary Services Foundation
Board of Directors
September 3, 2014 at 4:00 pm**

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

- 1.0 CALL TO ORDER
Meeting began at 4:10 pm
 - 1.1 Roll Call
Present – Ron Kraft, Glenna Aguada, Oscar DeHaro, Jeanine Hawk, Lissa Gibbs, Amar Abbott, Beth Pratt, Carollee Cattolica
 - 1.2 Adopt Agenda
Agenda Adopted by Board
Motion – Oscar DeHaro
2nd – Glenna Aguada

- 2.0 PUBLIC COMMENT
None

- 3.0 DEAN'S REPORT
Ms. Pratt reported that August started out as a light month & then picked up when school started. The sale of fresh food items has increased since the addition of the fresh food refrigerator.
 - 3.1 Review of Contracts & Program Income & Revision of Contract Ed Procedures
No board approval is needed for approval of Contract Ed contracts. Only approval needed is by Jeanine Hawk, VP of Business Administrative Services. Ron said that the BOT will review the procedure.
 - 3.2 Earned Income
Café: The café has been averaging \$1,300 per day. Ron suggested an analysis of café sales. Beth said this is currently being done – she is working with Mai DeFiesta, Café Manager. Jeanine suggested purchasing a POS system.
Food Vendors: Nothing to report.
Facilities: Lissa said that the Golden State Warriors may be using NVC facilities and will donate \$10,000 to college for facility use. Beth said that she has recently met with Travis Stanley of Napa Chamber of Commerce and he said that it may not happen due to the recent Napa Earthquake.
NVC Farm: The Farm has received “approved source” approval and sells vegetables & produce to local restaurants & NVC Café. Ron questioned moving funds from club members. Beth explained that no funds have been moved from club members and that CTE funds were used to

purchased seeds and tools for the farm. Ron suggested that Beth “wrap her arms around” expansion of the garden club.

Napa Broadcasting: No sponsors yet. Lissa explained that broadcasting is done through internet radio. There is no link to NVC website yet.

Grants: SBDC is receiving a \$50,000 grant from GoBiz to assist small businesses with financing. Dr. Kraft asked if VWT Foundation would qualify as a small business.

4.0 APPROVE MINUTES - 08/06/14

Minutes approved.

Motion – Glenna Aguada

2nd – Oscar DeHaro

5.0 RESOURCE DEVELOPMENT

5.1 Discuss facilities leasing and part time Facilities Ambassadors (Pratt & Christensen)

Beth & Matt Christensen are working on a job description for the Ambassadors and wages (\$12.00 per hour)

5.2 Discuss Napa Broadcasting Update (Pratt)

Beth reported that BP Broadcasting will have a soft opening soon. Jeff Schechtman interviewed Richard Della Valle & posted interview on website – www.napabroadcasting.com. Students will also utilize radio station. MOU went to board in August. NVC will receive 20% of sponsorship fees. Jeanine questioned rental payments to NVC.

5.3 Discussion on 2014-15 Bookstore marketing plan (Pratt)

5.4 Discuss fall food service programs (Pratt)

Beth reported that new people have been hired and trained in the Café and there is more diversity in the food served. The Café is trying to keep prices low. NVC has no power of pricing at Bookstore for food sales. Ron inquired about having a commercial kitchen @ NVC using start-up funds.

6.0 BUDGET & FINANCE

6.1 Treasurer’s Report (Aguada/Hawk)

Glenna reviewed financial statements for DAS and will update balance sheets to reflect restricted funds. The Board also reviewed Beth’s preliminary revenue report as of 09/03/14. Beth would like to look at Contract Education & Community Education more closely as revenue generators. Jeanine requested a DAS budget at next board meeting.

6.2 Approve Work Project Agreement with NVCCD for Management of Northern California CP Trust Grants

Work project agreement is not going to Board in September. Beth would like to get approval for DAS to manage.

A motion was made to recommend that the President recommend that the BOT approve management of the District CPT Grant.

Motion – Lissa Gibbs / 2nd – Glenna Aguada

- 6.3 Approve transfer of \$250,000 DAS funds to NVCCD General Fund (Hawk)
Ron explained that DAS was established to offset general fund.
Motion: Approval of Transfer of \$250,000 of DAS funds to General Fund
Motion Approved – Oscar DeHaro
2nd – Lissa Gibbs
- 6.4 Approve purchase of E-TeamSponsor software for fundraising for Athletics (Gibbs)
DAS will be receiving money from Golf Tournament. This software enables DAS to accept online donations. E-TeamSponsor will get a 30% cut. Group discussed using PayPal for collecting online donations.
- 7.0 OPERATIONS
 - 7.1 Review IRS 501c3 certification letter and correspondence (Gibbs/Pratt)
Questions from IRS. Needs to be resolved by Oct 19th.
 - 7.2 Update of Gift Acceptance Administrative Regulations (Pratt/Gibbs)
Reviewed changes to DAS gift acceptance guidelines.
 - 7.3 Review Contract & Expenditures Administrative Regulations (Pratt)
Jeanine & Carollee suggested that this policy should be a back up to DAS policy. Lissa encouraged Jeanine to review.
 - 7.4 Grant Updates (Pratt)
- 8.0 PERSONNEL
 - 8.1 Update on Bookkeeper hire (Aguada/Pratt)
Following discussion the board reached consensus that this item would be evaluated for inclusion on a future agenda.
 - 8.2 Review DAS Part-time HR policy guide draft (Pratt)
Ms. Pratt's office will email a copy of this handbook to the directors and staff for review prior to further discussion and possible adoption at the next DAS Board meeting.
 - 8.3 Discussion on Hiring Part-Time Coordinator for CP Trust grants (Pratt)
This item was deferred to the 10/1/14 DAS Board meeting.
- 9.0 BOARD OF DIRECTOR REPORTS
No reports due to time constraints
- 10.0 Future Meetings: 10/1/14, 11/5/14, 12/13/14
Future meeting times were changed from 4:00 p.m. to 2:00 p.m. on the above dates to resolve a conflict with Faculty Negotiations meetings.
- 11.0 ADJOURNMENT
This meeting was adjourned at 5:44 p.m.