



## Minutes

District Auxiliary Services Foundation -- Board of Directors  
**August 6, 2014 at 4:00 p.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 4:00 p.m.

#### **1.1 Roll Call**

Present: Ronald Kraft, John Johnson, Beth Pratt, Glenna Aguada

Guests: Matt Christensen, Dan Digardi

#### **1.2 Adopt Agenda - M/S/C (Johnson, Aguada)**

### **2.0 PUBLIC COMMENT - None**

### **3.0 DEAN'S REPORT**

Dean Beth Pratt distributed and reviewed her written report. Topics included the produce sales from the college garden, expecting work project contracts for the garden and a wine tasting room certification class.

### **4.0 APPROVE MINUTES of May 7, 2014**

M/S/C (Johnson, Aguada)

### **5.0 RESOURCE DEVELOPMENT**

**5.1** M/S/C (Johnson, Aguada) to approve a recommendation to the college president that the Napa Broadcasting Operational Agreement be forwarded to the NVC Board of Trustees for consideration.

- 5.2 Board Chair Ron Kraft and director John Johnson provided an update on a recently received appraisal of the Menlo Avenue property.
- 5.3 Director John Johnson provided an update on the Mt Veeder/Bumpy Camp property. A survey will likely be needed in the future.
- 5.4 Dean Beth Pratt outlined planned for part-time facilities ambassador positions to assist with facilities rentals and reduce overtime costs for regular employees. Ambassadors will also provide an increased opportunity for promotion of facilities rentals.
- 5.5 Discussion of food service programs (Pratt) – This item was deferred to a future agenda.
- 5.6 Discussion of DAS managing, Deputy Sector Navigator (DSN), Northern California Career Pathways Alliance (NCCPA) and Vallejo Unified School District Career Pathways Trust (VUSD CP Trust) grants (Pratt) – This item was deferred to a future agenda.
- 5.7 B of A foundation grant/ YEP Program (Pratt) – This item was deferred to a future agenda.

## **6.0 BUDGET & FINANCE**

- 6.1 Treasurer's Report – (Aguada ) – No report available.

## **7.0 OPERATIONS**

- 7.1 M/S/C (Johnson, Aguada) to approve Auxiliary Foundation Liability Insurance
- 7.2 Review expected IRS 501c3 certification letter and timeline. – This item was deferred to a future agenda.
- 7.3 Review/approve budget and payment procedures (Pratt) – This item was deferred to a future agenda.
- 7.4 The board will review the Café policy handbook and discuss at the next meeting.

7.5 The board reviewed and discussed eTeamSponsor – software for online fundraising campaigns

**8.0 PERSONNEL**

8.1 The board discussed procedures and timelines for moving NVC part-time employees to DAS employment. Café personnel will likely be the first to transition.

8.2 The board discussed future potential DAS employee categories and positions, including a career pathways grant coordinator and NVC Foundation marketing/sales position.

**9.0 BOARD OF DIRECTOR REPORTS – None**

**10.0 Future Meetings:** 9/3/14, 10/1/14, 11/5/14, 12/3/14

**11.0 ADJOURNMENT**

The meeting was adjourned at 5:45 p.m.