



**Proposed Minutes
District Auxiliary Services Foundation
Board of Directors
September 6, 2016**

Napa Valley Community college
President's office, Room 1530
2277 Napa-Vallejo Highway
Napa, CA 94558

1.0 CALL TO ORDER

Dr. Kraft called the meeting to order at 4:04 pm

1.1 Roll Call

Present: Ron Kraft, Bill Hardy, Bob Parker, Oscar DeHaro, Glenna Aguada,
Carollee Cattolica
Guests: none

1.2 Adopt Agenda

M/S/C (Kraft/DeHaro), Unanimous

2.0 PUBLIC COMMENT

None

3.0 APPROVE MINUTES OF 6/7/16

M/S/C (Cattolica/DeHaro), Unanimous

4.0 GOVERNANCE

4.1 Revise Bylaws

Revise DAS Foundation bylaws regarding membership – replace Director of the
Office of Institutional Advancement with Appointee of the Board of Trustees

Adopt this change

M/S/C (Parker/DeHaro), Unanimous

5.0 RESOURCE DEVELOPMENT

5.1 NVC Café Update

Management of Café and staffing would be externalized. Thresholds of these
projects would market structure or adoption of some group Board, or DAS.

5.2 Bookstore Update

Bookstore is rolling along and in the process of renegotiating.

5.3 Vending Services RFP

DAS pays the District, District gives money.

5.4 Mt. Veeder Lease

District Board of Trustees will weigh in on the utilization of this property and contract for DAS to oversee the lease/property manager.

5.5 Napa Broadcasting

None

5.6 Upper Valley Center

Administrative Services is responsible to RFI. Proposed possible – from a chef, affiliated with Culinary Author of from Farm to Table, would like to partner with us and Napa Valley Cooking School. Extension of what we are doing with the Upper Valley Campus – RFI is the main and big idea.

No Action Items

5.7 VWTF: Tasting Room at Performing Arts Center

- DAS will do the Tasting Room as it is a key instructional facility. Foundation will charge everything to General Fund. Items related to the sales would be the VWT Foundation program.

Campus Housing

- Land study should be conducted of rare plants and animals down there.
- All that area will be occupied by small housing and classrooms

6.0 BUDGET & FINANCE

6.1 Balance

Assets increased. Mt. Veeder's rent is \$1,250, credit \$250. A check was received for \$1,500. Mt. Veeder has one agreement which is a caretaker/lease agreement

6.2 Audit Cycle & Tax Returns

Tax return filings to be extended to align with audit scheduled in December 2016. Tax return for DAS is without extensions, 5th day of the 5th month of Fiscal Year. Auditors file extension of 6 months May 15, 2017 which would be FY 15/16. IRS forms coincide with tax year that it started.

7.0 OPERATIONS

7.1 DAS/Grant Accountant Position

Continuing. Position approved this Fiscal Year, approved in budget. Position needs to be posted

7.2 Employee Handbook
Oli is coming up with ideas.

7.3 DAS Policies and Regulations
None

8.0 PERSONNEL

9.0 BOARD OF DIRECTOR REPORTS

10.0 FUTURE MEETINGS

November 29th, 4:00 PM

March 7, 2017, 4:00 PM

June 6, 2017, 4:00 PM

Board decided that December meeting will be held on November 29th. Items will be added to Board of Trustees meeting on November 29th.

11.0 ADJOURNMENT

M/S/O (DeHaro, Parker) Unanimous