



draft

Minutes

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**District Auxiliary Services Foundation
Board of Directors
March 7, 2017 at 4:00 – 5:00 pm**

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

1.0 CALL TO ORDER

1.1 Roll Call

President Kraft called the meeting to order at 4:06 pm.

Present: Ron Kraft, William Hardy, Robert Parker, Rosaura Segura

Absent: Oscar De Haro

Guests: Carollee Cattolica, Katherine Kittel

1.2 Adopt Agenda

M/S/C.

2.0 PUBLIC COMMENT

None

3.0 APPROVE MINUTES OF 9/6/16 and 1/24/17

- The minutes of September 6, 2016 were approved.
- M/S/P – (Hardy/Parker)
- The minutes of January 24, 2017 were approved, correcting the January date to 2017.
- M/S/P – (Hardy/Segura)

4.0 MANAGING DIRECTOR'S REPORT

- A budget and revised Master Agreement will be presented at the next meeting in June. Staff will also present an agreement with the baseball league for ratification. Options for structuring the contract were discussed.

5.0 GOVERNANCE

5.1 Review related unit plan and budget proposals.

- Plans for next year include unifying marketing and branding for NVC partner programs, and funding campaigns for various programs. Specific resource

requirements will be broken out and presented in June.

- 5.2** Review BP 3600 – Rules Governing Auxiliary Organizations and related documents.
- Merged documents (combining current policy and suggested new language) will be sent to directors.
- 5.3** Review and Approve Foundation Board Policy AO 3410 Nondiscrimination.
- This policy is needed for grant applications.
 - M/S/P – (Hardy/Segura)

6.0 RESOURCE DEVELOPMENT

- 6.1** Fiscal Agency, Advancement & Resource Development: Review partner activities and advancement opportunities.
- Partner activities as presented in 5.1. Clarified that the list comprised the philanthropic fundraising campaigns in which DAS is the agent.
- 6.2** Contract Management: Ratify Festival Napa Valley contract
- Agree to ratify, with some flexibility to Schedule C.
 - Clarification that the district needs insurance, but DAS does not. Festival NV is more a partnership than simply a facilities rental.
 - M/S/P – (Hardy/Segura)

7.0 BUDGET & FINANCE

- R. Parker presented a detailed explanation of the approximately \$74,000 listed as other in the DAS audit report, as per public request.
- Approximately \$64,000 of that amount is funds that flow through DAS on behalf of programs and that DAS handles for departments around the college, or transfers to the General Fund through DAS. This is cash flow, not expenses. The approximately \$10,000 remaining comprises bank fees and discount charges for café revenue. Going forward this detail will be provided in the DAS audit report.

8.0 PERSONNEL - none

9.0 BOARD OF DIRECTOR REPORTS

- Next steps for Mt. Veeder will be discussed through the end of summer. The Board of Trustees land use sub-committee, DAS and the VWT program will consider future plans.

FUTURE MEETINGS

June 6, 2017, 4:00 PM (Annual Organizational Meeting)

Tentative

September 5, 2017, 4:00 PM
November 7, 2017, 4:00 PM

10.0 ADJOURN

- The meeting was adjourned at 5:19 pm.

DISTRIBUTION:

DAS Board of Directors: Ronald Kraft, Bill Hardy, Bob Parker, Oscar De Haro, Rosaura Segura

Other: Dianna Chiabotti, Mark Cratty, Michael Baldini, Mary Ann Mancuso, Oliver Gray, Solange Kada, Karen Taylor,
Katherine Kittel