



**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 De Haro, Glenna Aguada,
Carollee Cattolica
Guests: none

1.2 Adopt Agenda

M/S/C (Kraft/De Haro), Unanimous

2.0 PUBLIC COMMENT

None

3.0 APPROVE MINUTES OF 6/7/16

M/S/C (Cattolica/De Haro), 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/De Haro), Unanimous

5.0 RESOURCE DEVELOPMENT

5.1 NVC Café Update

Management of café, discussion regarding operations and staffing..

5.2 Bookstore Update

Bookstore Contract is nearing time to begin renewal discussions.

5.3 Vending Services RFP

Staff will prepare an RFP for vending.

5.4 Mt. Veeder Lease

District Board of Trustees will be asked to provide policy guidance. The DAS would continue to be the district's lease/property manager. The current caretaker agreement will be reviewed with increased instructional and viticulture focus on property management.

5.5 Napa Broadcasting

No updates

5.6 Upper Valley Center

Administrative Services is responsible to RFI. Proposed partnership between author of *From Farm to Table* and Napa Valley Cooking School.

5.7 Tasting Room at Performing Arts Center

Tasting Room as it is a key instructional and PR initiative. Discussion will be conducted this spring for planned opening in summer 2017.

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

Staff is working on a DAS/VWTF employee handbook.

7.3 DAS Policies and Regulations

None

8.0 PERSONNEL

9.0 BOARD OF DIRECTOR REPORTS

10.0 FUTURE MEETINGS

November 29, 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 (De Haro, Parker) Unanimous

DRAFT