



Viticulture and Winery Technology Foundation  
Board of Directors  
February 7, 2017  
5:00 p.m. – 6:30 p.m., Room 1530  
Minutes

Draft

**1.0 Call to Order**

- The meeting was called to order at 5:00 pm.

**2.0 Roll Call**

**Present:** Ronald Kraft, Kyle Iverson, Robert Parker, Molly Hodgins, Paul Gospodarczyk  
**Guests & Staff:** Paul Wagner, Dianna Chiabotti, Carollee Cattolica, Katherine Kittel

**3.0 Adoption of Agenda**

- The agenda was adopted, moving item 9.1 forward to become 3.1.  
M/S/P (Hodgins/Gospodarczyk)

**4.0 Public Comment**

**5.0 Approval of Minutes**

- The minutes of 7/11/16 were approved with the following changes: Change second sentence of item 7.1 to “Discussed moving away from the use of non-college wine at events.” Delete third sentence.  
M/S/P ( Iverson/Parker)
- The minutes of 11/3/16 were approved as presented.  
M/S/P (Hodgins/Parker)

**6.0 Treasurer’s Report – Second quarter financials, update on audit and tax returns**

- The fiscal year is now July 1 to June 30. All programmatic/instructional expenditures are charged to the program’s General Fund budget, with the understanding that funds will be transferred from the VWT Foundation to the General Fund towards the end of the year. The cost of sales has not yet been determined. Options for calculation were discussed. Discussed reducing expenditures to build the fund for larger expenditures and acquiring modern equipment.
- The next audit will take place at the end of the fiscal year.

**7.0 Managing Director’s Report**

The compliance audit has been completed. Progress on amending the permits should be made by the May meeting.

## **8.0 INFORMATION AND DISCUSSION ITEMS**

### **8.1 NVC Foundation Developing Campaign**

- VWT campaign will be an information item on the March 2017 BOT agenda. Looking for a lead gift or entirety gift. Also trying to get the vineyard and the winery on maps. We are a member of the Napa Valley Vintners association, but not on their map.

### **8.2 Wine Sales and Production**

- Claudette Shatto is the new Full-time one year instructor in Business. She was Marketing Director at V. Sattui and is interested in working with the program. She has been collaborating with program faculty regarding a release strategy for the 2014 Cabernet that won 89 points from Parker. The Program Coordinator is working to balance inventory and sales. Bulk sales have been increasing but it is better to sell wine in bottle. Looking for value-added partnerships.

### **8.3 Vineyard Management**

- Plans to plant more acreage require two years of lead time. The BOT land use committee is interested in Mt. Veeder uses. M. Hodgins will visit the site. If the upper valley campus is replanted, a Vineyard Establishment 298 class can be added to do this. It would be ideal to have both valley floor and hillside vineyards to teach both styles.

### **8.4 Review BP 3600 Rules for Auxiliary Organizations and DAS Structure**

- Existing policy and proposed template for new language and separation of policy from procedures was distributed for review.

## **9.0 ACTION ITEMS**

### **9.1 Audit Report**

- The 2015-16 audit of the VTWF is a component of the district audit pulled out for detail at our request. The results of this audit are incorporated into the college audit and approved all together by BOT. The VWTF audit goes to BOT as an information item. The goal for next year is to complete audits in fall and all will go to BOT for approval in December.  
M/S/P (Iverson/Gospodarczyk)

### **9.2 Tax Return Fiscal year 2015-2016**

- Changed to new fiscal year. Short return (Jan–June 2016) was required. Paying tax not necessary unless there were excess unrelated business income, such as from sales of t-shirts and hats. Otherwise, selling wine and accepting donations are the purposes for which the foundation was created.  
M/S/P (Iverson/Gospodarczyk)

## **10.0 Adjournment**

- The meeting was adjourned at 6:34 pm.