



**Viticulture and Winery Technology Foundation  
Board of Directors Meeting  
November 3, 2016  
5:00 p.m. – 6:30 p.m., Room 1530**

**Minutes**

**Present:** Pat Burke, Carollee Cattolica, Paul Gospodarczyk, Ronald Kraft, Robert Parker, Rafael Rios

**Absent:** Deborah Leal, Paul Wagner

**Guests:** Glenna Aguada, Molly Hodgins, Katherine Kittel, Chris Miraz

**1.0 Call to Order**

- The meeting was called to order at 5:04 pm.

**2.0 Roll Call**

**3.0 Adoption of Agenda**

- The agenda was adopted, moving action items forward to become item 8. MSP.

**4.0 Public Comment**

**5.0 Approval of Minutes**

- The minutes of 7/11/16 were not available. They will be approved at the next meeting.

**6.0 Treasurer's Report**

- G. Aguada presented year end (6/30/16) and first quarter (9/30/16) financial information, noting that equipment money is due from DAS, 5% of gross sales will roll forward to September, and that a donation came from Whole Foods.
- There is income from bulk wine sales. C. Miraz is still on the VWT payroll. DAS is now able to more easily employ people.
- Separate codes can be made for selling unbottled bulk wine, wholesale, and retail.
- The audit report was received. The board members will have the opportunity to review it before the results are accepted.
- A short period tax return was filed with a petition to change the fiscal year from calendar year to fiscal. It will now be July to June.

**7.0 Managing Director's Report**

- The compliance review and update of documents is 100% complete. Next step is to get accounts receivable and payable operational.

## 8.0 Action Items

### 8.1 Board of Directors

- Motion to appoint Molly Hodgins, VWT instructor, to Board of Directors and remove Paul Wagner, wine marketing instructor.
- M-Burke, S-Gospodarczyk, Passed.

### 8.2 Annual Meeting Calendar – Quarterly on the first Thursday of the month. The Annual Organizational Meeting will be held in the first quarter of the fiscal year. Proposed Future Meeting Dates: 2/2/17, 5/4/17, 8/3/17 (Annual Organizational Meeting), 11/2/17

- M-Burke, S-Rios, Passed.

### 8.3 Authorize to Proceed - Submission to California Alcohol Beverage Control (ABC) of updated premise area diagram for existing license (to include portions of Building 100 and other campus locations) and submission of application for duplicate license for tasting function at the Upper Valley Center.

- The 02 license update would include the entire campus in the plan and the 02 duplicate license would include all of upper valley campus. Then specific spots on campus could be identified for wine tasting and sales, plus non-wine products. Other wines could not be poured on site, but a single day permit would be a possibility in those situations. More detailed rules and definitions are needed.
- The culinary program will be growing.
- M-Rios, S-Hodgins, Passed.

### 8.4 Authorize to Proceed – Development of a business plan for the operations of the VWT Foundation. Plan development may entail minimal expenditures (not to exceed \$2500) for consulting and/or consultation with legal counsel.

- There is a need for a VWT business plan, similar to any other small winery, for the next three to five years. Data can be pulled from existing documents, and the plan will come to the board at the next meeting.
- M-Burke, S-Hodgins, Passed.

### 8.5 Endorse Next Steps – Secure trademark, copyright, service mark and other registrations.

- Some legal assistance will be needed.
- M-Hodgins, S-Burke, Passed.

### 8.6 Review and approve policies/procedures – Guiding documents will be presented for review and consideration. Topics may include wine use on campus, development of VWT Foundation procedures, and delegation of authority/signing authority.

- The policy was provided, procedures will follow.
- The auditor recommended that we have something in place. It needs to be broad enough to leave options open. Formula is needed by which the board allocates wine annually for retail and promotional activities.
- M-Hodgins, S-Burke, Passed.

## **9.0 Information and Discussion Items**

### **9.1 NVC Foundation Developing Campaign**

- The goal is to acquire another vineyard through donation.

### **9.2 Wine Sales and Production**

- We are now moving through vintages, with \$10,000 in bottled wine sales now that we are able to give a small portion of wines to a delivery company. It has changed the dynamic, making it possible to respond to orders, at a very reasonable cost. A distribution plan will be included in the business plan.
- Pallet shelves are needed for the warehouse to better use space. Looking for possible donations. Next will be looking at a bottling line.
- The winery has a new electric forklift. Looking into how to certify students to drive and how to get them certified to teach forklift driving.
- We now have 4-5 fully functional lab spaces.

### **9.3 Vineyard Management**

- The vineyard is a work in progress. We need to improve the quality of farming with vineyard and disease testing. Yields are good. Students will need to recognize high quality vineyards when they go to work. There is no need to replant. Drip hoses and emitters need repair. Working on getting a well, with city approval needed. The vineyard is plumbed for city water, but it is not connected.

## **10.0 Announcement of Future Meetings –see item 8.2**

## **11.0 Future Agenda Item(s)**

### **11.1 Revisit the Subcommittee’s Report on the VWT Strategic Plan**

- BA degree
- Wine Institute
- Fundraising

## **12.0 Adjournment**

- The meeting was adjourned at 6:19 pm.