



**Viticulture and Winery Technology Foundation
Board of Directors
December 7, 2017
5:00 p.m. – 6:30 p.m., Room 3310
AGENDA**

Board of Directors
Ronald Kraft, Chair
Kyle Iverson, Vice Chair
Robert Parker, Treasurer
Molly Hodgins, Director
Pat Burke, Director
Deborah Leal, Director
Paul Gospodarczyk, Director
Paul Wagner, Advisor to the Board

- 1.0 Call to Order**
- 2.0 Roll Call**
- 3.0 Adoption of Agenda**
- 4.0 Public Comment**
- 5.0 Approval of Minutes – 8/24/17**
- 6.0 Managing Director’s Report**
- 7.0 INFORMATION AND DISCUSSION ITEMS**
 - 7.1 NVC Foundation Campaign Update**

Dianna Chiabotti, dean of Career Technical Education & Workforce Development, will provide an update on the developing campaign.
 - 7.2 Vineyard Management**

Molly Hodgins, VWT instructor, will update the directors on the vineyard and vineyard operations. Her report may include expectations for the season, estimated yield, and health. This item may also include a discussion of the vines at the Upper Valley Campus.
 - 7.3 Wine Production**

Paul Gospodarczyk, VWT instructor, will update the directors on the winery and winery operations. His report may include anticipated production and the production calendar.
 - 7.4 Marketing Plan Ad Hoc Committee**

An Ad Hoc Committee to develop a Marketing Plan was appointed in August 2017. Members: Claudette Schatto, Wine Marketer; Paul Gospodarczyk, VWT instructor; Paul Wagner, VWT Instructor.

8.0 ACTION ITEMS

8.1 VWTF Master Agreement

It is recommended that the Board of Directors adopt a new master agreement more in alignment with the new Auxiliary Services Manual and including recommended language from legal counsel. The Napa Valley Community College District Board of Trustees adopted the Master Agreement at its September 14, 2017 Regular Meeting.

8.2 Treasurer's Report

8.2.1 Review and acceptance of 2016/2017 Audit Report

8.2.2 Review and approval of Quarterly Financial Reports

8.3 2017/2018 Final Budget

8.3.1 Review and approval of the 2017/2018 Final Budget

8.4 NVC Viticulture and Winery Technology Foundation Policy Manual

8.4.1 Governance

VWTF 3900 – Promotional Use of District Wine

8.4.2 Finance

VWTF 6310 – Expenditures

VWTF 6340 – Source and Use of Public Relations Funds

VWTF 6350 – Records and Annual Report of Auxiliary Organizations

VWTF 6420 – Annual Audit

VWTF 6530 – Insurance

8.4.3 Human Resources

VWTF 8000 – Employee Handbook

8.4.4 General Auxiliary

9.0 Adjournment

Future Meetings: 2/1/18, 5/3/18