



**Viticulture and Winery Technology Foundation
Board of Directors
August 24, 2017
5:00 p.m., Room 1530**

Minutes

1.0 Call to Order

Board Chair Dr. Ronald Kraft called the meeting to order at 5:08 P.m.

2.0 Roll Call

Present: P. Burke, R. Parker, P. Gospodarczyk, P. Wagner, R. Kraft

3.0 Adoption of Agenda

The agenda was adopted with removal of 8.7.1 - VWTF 3900 and 8.7.2 - VWTF 6350
M/S/C (Burke/Parker)

4.0 Public Comment

No public comment

5.0 Approval of Minutes

The minutes of May 4, 2017 were approved as presented
M/S/C (Burke/Parker)

6.0 Managing Director's Report

- Claudette Shatto is the new marketing assistant (part time) for Viticulture & Wine Technology Foundation (VWTF).
- Currently work on draft job description for student event support for wine related events
- Alcohol Beverage Control has returned the permit request and a new "premise to premise transfer" application has been submitted per their direction.

7.0 INFORMATION AND DISCUSSION ITEMS

7.1 NVC Foundation Campaign Update

Anne Branch, executive director Napa Valley College Foundation is working on a grant to help fund the campaign.

7.2 Vineyard Management

Molly Hodgins, VWT instructor, provided an update. Campus vineyards are healthy, the fungus issue has decreased. Yield this year is lower than last due to an irrigation problem. Need funds for a new pump. At the Upper Valley Campus on approximately 30% of the acreage is occupied with living vines and many are very young. The VWT Foundation can make a recommendation on use of the acres.

7.3 Wine Production

Paul Gospodarczyk, VWT instructor, provided an update. Lower yield is actually a benefit due to being down about 40 hours per week for labor. Mr. Gospodarczyk recommended changing the processes for certain fund requests because a winery works through a different schedule than a school.

General discussion included recommended revision of Claudette Shatto's title from Wine Marketing Assistant to Wine Marketer.

8.0 ACTION ITEMS

8.1 Approve Auxiliary Organization Annual Report.

The annual report was approved with changes:

- Removal of proposed improvement activities/future initiatives
- Change title of professor to instructor or program coordinator
- Corrected Director professional titles and typos

M/S/C (Hodgins/Burke)

8.2 Review/Approve Quarterly & Year End Financial Reports, ending 6/30/17 (including general ledger/warrants per request of the board of directors)

Approval of Quarterly & Year End Financial Reports, ending 6/30/17 with addition of "Unaudited" on title passed unanimously

M/S/C (Hodges/Burke)

8.3 Adopt Final Budget 2017-2018

Tabled to next meeting. Paul Gospodarczyk, Paul Wagner, and Carollee Cattolica will work together to refine the Final Budget.

8.4 Consider Ad Hoc Committee for Marketing Plan Development

Marketing plan development work group was appointed by the Board Chair Ron Kraft as follows: Claudette Shatto, Paul Wagner, Paul Gospodarczyk

8.5 Approve Master Agreement Addendum

Following general discussion a Master Agreement addendum was approved as presented unanimously.

M/S/C (Parker/Burke)

8.6 Approve Delegation of Authority to Managing Director (resolution)

Delegation of Authority to Managing Director approved unanimously with change. Correct District Auxiliary Services (DAS) to Viticulture and Wine Technology Foundation (VWTF).

M/S/C (Burke/Gospodarczyk)

8.7 Board of Director Policies

8.7.1 Governance

VWTF 3310 – Records Management Policy

VWTF 3410 – Non-discrimination

~~VWTF 3900 – Promotional Use of District Wine – removed~~

M/S/C (Parker/Burke)

8.7.2 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

Tabled to future meeting

8.7.3 Human Resources – none proposed at this meeting

9.0 Adjournment

Next meeting: Nov 2, 2017

Dr. Kraft adjourned the meeting at 7:13 p.m.

Future Meetings:

11/2/17, 2/1/18, 5/3/18