



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

**Minutes**

**AGENDA**

**1.0 Call to Order**

Board Chair Ronald Kraft called the meeting to order at 5:10 p.m.

**2.0 Roll Call**

Present: Ronald Kraft, Chair, Kyle Iverson, Vice Chair, Robert Parker, Treasurer, Molly Hodgins, Pat Burke, Paul Gospodarczyk, Bill Hardy

Absent:

Deborah Leal

**3.0 Adoption of Agenda**

The agenda was adopted with revisions to remove several policies from consideration. M/S/C (Pat Burke, Paul Wagner) by unanimous vote.

**4.0 Public Comment**

None

**5.0 Approval of Minutes – 8/24/17**

The minutes were approved with revisions. M/S/C (Kyle Iverson, Bob Parker) by unanimous vote.

**6.0 Managing Director's Report**

Update on Upper Valley Campus and main campus licensing.

**7.1 INFORMATION AND DISCUSSION ITEMS**

**7.2 NVC Foundation Campaign Update**

Dianna Chiabotti, Dean of Career Technical Education & Workforce Development, NVC Foundation Board President Bill Hardy updated the Board with the plan for a campaign to improve VWT facilities.

### **7.3 Vineyard Management**

Molly Hodgins, VWT instructor reiterated her recommendation to remove the vines at the Upper Valley Campus and reported on the need for pump at the main campus.

### **7.4 Wine Production**

Paul Gospodarczyk, VWT Instructor, shared that his team is in rebuilding phase and that wine production and the vineyard is in solid shape.

### **7.5 Marketing Plan Ad Hoc Committee**

Paul Wagner, VWT Instructor, reported on behalf of the Marketing Plan Committee that they are working on the Outline guideline, flyers, brochures and were also thinking of launching Wine Clubs. A marketing plan is also in progress. Vice Chair Kyle Iverson requested that he would like to see the marketing plan first before presenting to the vintners, a draft will be shared with the board.

## **8.1 ACTION ITEMS**

### **8.2 VWTF Master Agreement**

A Master Agreement newly adopted by the District Board of Trustees at its September 14, 2017, Regular Meeting was presented to Board of Directors. Changes to the agreement were discussed by staff and the board:

- All sales and revenue should be under the VWT foundation
- Operationally nothing will change
- Revisions to some minor language
- The agreement needs to be revised, possibly with addendums addressing specifics provided by VWTF - for Feb 2018 meeting.

(M/S/C Pat Burke, Kyle Iverson) by unanimous vote.

### **8.3 Treasurer's Report**

- 8.3.1 Review and acceptance of 2016/2017 Audit Report  
M/S/C (Pat Burke, Paul Gospodarczyk) by unanimous vote.
- 8.3.2 Review and approval of Quarterly Financial Reports  
M/S/C (Pat Burke, Bill Hardy) by unanimous vote.

### **8.4 2017/2018 Final Budget**

- 8.4.1 Review and approval of the 2017/2018 Final Budget  
This item was deferred until completion of the Marketing Plan.

### **8.5 NVC Viticulture and Winery Technology Foundation Policy Manual**

- 8.5.1 Governance

VWTF 3900 – Promotional Use of District Wine – Deferred until completion of the Marketing Plan.

#### 8.5.2 Finance

VWTF 6310 – Expenditures

M/S/C (Kyle Iverson, Pat Burke) by unanimous vote.

Approved with edits:

Item III. Policy, 1) insert and rephrase

“Business expenses include the ordinary and necessary expenditures directly connected with or pertaining to VWTF’s programs.”

Change to:

“Business expenses include the ordinary and necessary expenditures directly connected with or pertaining to supported activities of the VWTF’s programs.”

VWTF 6340 – Source and Use of Public Relations Funds – Deferred during adoption of the agenda

VWTF 6420 – Annual Audit

VWTF 6530 – Insurance

M/S/C (Pat Burke, Kyle Iverson)

#### 8.5.3 Human Resources

VWTF 8000 – Employee Handbook – Deferred during adoption of the agenda.

#### 8.5.4 General Auxiliary

### **9.0 Adjournment**

The meeting was adjourned at 7:05 p.m.

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