

REGULAR MEETING OF THE NCOE Foundation
Wednesday, November 28, 2018

Members present

Josh Schultz, Julie McClure, Connie Silva, Sara Sitch, Caroline Wilson
Participated via Zoom: Tony Apolloni

1. ORGANIZATION

A. CALL TO ORDER

Dr. Apolloni called the meeting to order at 3:15 p.m.

B. VISITORS

Visitors were welcomed to the meeting.

C. APPROVAL OF THE MINUTES

The Agenda was approved on a motion by Ms. Sitch and a second by Ms. McClure.
Ayes - Ms. Silva, Dr. Apolloni, Mr. Schultz, Ms. McClure, Ms. Wilson, and Ms. Sitch.
Noes - None.

D. APPROVAL OF AGENDA

The Minutes of October 24, 2018 were approved on a motion by Mr. Schultz and a second by Ms. Sitch. Ayes - Ms. McClure, Mr. Schultz, Ms. Wilson, Dr. Apolloni, Ms. Silva, and Ms. Sitch. Noes - None.

E. COMMENTS BY THE PUBLIC

There were no comments from the public.

2. INFORMATION ITEMS

A. Review Financial Statement for Budget and How Often to Distribute

Review financial statement for budget and how often to distribute was tabled to the January 23, 2019 meeting.

B. Review Policy Recommendations for Accepting Gifts/Fundraising Activities

Ms. McClure reported that she, along with Ms. Sitch, Ms. Bucy, and Seana Wagner are working on a policy. Sample policies and an approval form were shared. A final policy will be presented in a future meeting for approval.

C. Upcoming Grants and Opportunities

Ms. McClure reported that Seana Wagner is working on getting donations for the upcoming science fair. Members of the science fair committee are collecting donations and need a place for the donations to be stored. It was agreed that the science fair committee should pursue other options for receiving and distributing the donations for this year. We will revisit it next year if the same need arises.

D. Update on Fictitious Business Filing

Ms. McClure reported that the Fictitious Business filing is ready to be sent to the Napa County Clerk's office for processing.

E. Tax Exemption Filing Update

Mr. Schultz reported that the Tax Exemption Filing has been done. We have the full package in the packet, and we will be notified when approved.

Ms. McClure requested an update on fund names be added to the next meeting agenda.

F. Possible Foundation Role in Giving Tree and Related Events

Possible foundation role in Giving Tree and related events has been tabled to the January meeting.

3. FUTURE AGENDA ITEMS (1) Gift acceptance policy, (2) MOU for fiscal agent, (3) Financial statement format, (4) Information Item on accepting cash/credit cards, and (5) Fictitious Business filing for fund names.

4. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION

The next meeting of the NCOE Foundation will be held January 23, 2019 at 3:00 p.m. at the NCOE.

5. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Julie McClure, Secretary
es

Approved _____

Date_____