

**REGULAR MEETING OF THE NCOE Foundation**  
**Wednesday, March 27, 2019**

**Members present**

Josh Schultz, Julie McClure, Caroline Wilson

Participated via Zoom: Tony Apolloni, Connie Silva, Sara Sitch

**1. ORGANIZATION**

**A. CALL TO ORDER**

Mr. Schultz called the meeting to order at 3:00 p.m.

**B. VISITORS**

Visitors were welcomed to the meeting.

**C. APPROVAL OF THE AGENDA**

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

**D. APPROVAL OF MINUTES**

The Minutes of February 27, 2019 were approved on a motion by Ms. McClure and a second by Ms. Wilson. *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. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS**

Nothing to report.

**3. CONSENT AGENDA ITEM**

A. No action was taken on Consent Agenda Item 4.A. (Gift Approval).

Mr. Schultz requested that Event Approval be listed as a Consent Agenda Item on future agendas.

**4. ACTION ITEMS**

**A. Accounting Services Agreement**

On a motion by Ms. McClure and a second by Ms. Wilson, the Board approved the Accounting Services Agreement. *Ayes* - Ms. McClure, Mr. Schultz, Ms. Wilson, Dr. Apolloni, Ms. Silva, and Ms. Sitch. *Noes* - None.

Mr. Schultz noted that the revised Accounting Services Agreement is included in the March 27 agenda packet for Board approval based on a discussion at the February meeting. The changes include adding more language to the statement of purpose as well as an additional provision noting we are providing services at no fee for now, and this will be revisited on an annual basis. Mr. Shultz noted that we will ask Barbara Nemko to sign on behalf of the Napa County Office of Education and Ms. McClure to sign on behalf of the NCOE Foundation.

## **B. Fundraising Event Policy**

On a motion by Ms. Sitch and a second by Ms. Silva, the Board approved the Fundraising Event Policy. *Ayes* – Ms. Wilson, Ms. McClure, Ms. Sitch, Dr. Apolloni, Mr. Schultz, and Ms. Silva. *Noes* – None.

Ms. McClure noted that Ms. Wilson and Ms. Sitch reviewed the Fundraising Event Policy and suggested the edits and strikeouts noted in the policy. Ms. McClure also noted that we took out the provision that no one under 21 could be present at an NCOE event. The reason for this is that we may have events where students and underage staff/AmeriCorps members are showcased. The policy assures that all alcohol servers have taken the alcohol server certification course.

Ms. Wilson asked to reconsider an element of the Gift/Donation policy, and the Board agreed to review the policy at the April 24 meeting.

## **C. Creative Work Fund**

On a motion by Mr. Schultz and a second by Ms. McClure, the Board approved the Creative Work Fund Grant application. *Ayes* – Ms. Wilson, Ms. McClure, Ms. Sitch, Dr. Apolloni, Mr. Schultz, and Ms. Silva. *Noes* – None.

Ms. Sitch reminded the Board of the discussion last month about the Creative Work Fund Grant and that a letter of inquiry was requested by March 1. Ms. Sitch submitted the letter and noted that we may not hear back. The grant is focused more on the performing artist more than the program itself. If they do not request further information, it is the end of it. If they ask us to move forward, Ms. Sitch will update the Board.

## **5. INFORMATION ITEMS**

### **A. Update on Banking Services**

Mr. Schultz reported that he and Kelly Bucy visited the U.S. Bank branch recently. They confirmed the registration of the five DBA's (fictitious business statements), so we can now accept checks for those five DBA's, is done. Mr. Schultz also noted that the bank will cancel the \$25 monthly service fee and will credit us back three months of these charges. Ms. Bucy ordered checks and they will be available soon. Mr. Schultz noted that he has online access to the account, and Ms. Bucy has view only access. There is an ATM card associated with the account, and it is being kept in a safe in fiscal services

### **B. NCOE Foundation Monthly Statement**

Mr. Schultz reported that Ms. Bucy prepared the NCOE Foundation Monthly Statement. Ms. Bucy added a running transaction record for the Board to see as that was one of the requests from the previous meeting. Mr. Schultz asked that the Board let him or Ms. Bucy know if they have other requests.

### **C. Health and Human Services Grant**

Ms. Sitch reported that we are eligible to apply for this grant through the NCOE and do not need to be a foundation. We are moving forward and will submit the application tomorrow morning.

Mr. Schultz noted that we have not received our exemption letter as yet, and he will try to contact the IRS tomorrow regarding the status.

**D. Give!Guide**

Ms. Sitch reported that she submitted a question to the Give!Guide to find out more information about how we register and what that process entails. They're planning their seventh edition right now. There is a mandatory 90 minute orientation in May. Ms. Sitch is working with CanDo, the group that organizes the Give!Guide. The plan is to connect with them directly to find out if we should apply as the foundation as a whole; or should there be a delineation between programs, e.g., would Caroline need to be registered separately for the Camille Creek Fund. Ms. Sitch noted that the training is in early May and the selection committee is in late June. That is how they select the organizations included in the Give!Guide for next year. She will have more information after her meeting with them.

**E. Upcoming Grants and Opportunities**

Ms. McClure asked the board if they have anything they want to talk about regarding upcoming grants and opportunities. Ms. McClure reported she is working on the SAM registration as well as a couple others. We are waiting for the exemption and are on hold until then.

Ms. Sitch reported that because we don't have the letter yet, we will apply to the Olympic foundation through the Napa Valley Education Foundation.

Ms. Wilson reported that she has been notified by the Napa Valley Community Foundation to apply for more funding for welding and construction program. She has a meeting to talk about how that will happen.

**6. FUTURE AGENDA ITEMS** (1) Give!Guide update, and (2) Address change to the gift policy.

**7. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION**

The next meeting of the NCOE Foundation will be held April 24, 2019 at 3:00 p.m. at the NCOE.

**8. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:41 p.m.

Respectfully submitted,

Julie McClure, Secretary  
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Approved \_\_\_\_\_

Date \_\_\_\_\_