

REGULAR MEETING OF THE NCOE Foundation

Wednesday, January 23, 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. Wilson 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 MINUTES

The Minutes of October 24, 2018 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. INFORMATION ITEMS

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

Mr. Schultz had nothing to present at this time. On our SharePoint site is a folder called Financial with bank statements. The expectation for the February meeting is that we submit a preliminary budget for the funds we have in there for the rest of the year. We currently have \$6,250 in the account and are looking into getting the \$25 monthly fee associate with the account waived. The plan moving forward will be to bring a report to every board meeting or say no change.

B. Fictitious License Filing for Fund Names

Ms. McClure reported that we filed our Fictitious Business Statement, and it will be in the paper today. Kelly Bucy and Mr. Schultz plan to meet with the bank on the Fictitious Business Statement and hope to resolve the matter of the extra \$25 monthly fee associate with the account.

C. Gift Acceptance Policy

Ms. McClure noted that the Gift Acceptance Policy was discussed at the November meeting. The Gift Acceptance Policy will be brought back as an action item at the February 27 meeting. Decisions to accept gifts will be made by the NCOE Foundation board.

Mr. Schultz noted that if a decision needs to be made quickly, we might consider assigning a point person to review the request, e.g., Ms. McClure. The board secretary will do initial review for incoming gifts. Approval could be in the form of a consent agenda item where all gifts are listed and then the board takes action to accept them. Items that the reviewer thinks might be controversial will be held for discussion or action. This will come back as an action item in March.

D. MOU for Fiscal Agent

Mr. Schultz will develop a draft of an MOU and will have a draft by the February meeting.

E. Financial Statement format

Mr. Schultz reported that we received an official minute book of all our documents from the attorneys. We will upload the book to SharePoint and will give Ms. McClure and Ellen Sitter the book to be the official record keepers. Account codes will be assigned to each pocket of funds.

F. Accepting cash/credit cards

Ms. Kelly Bucy reported that when we anticipate receiving cash or point of sale transactions, the person in charge must meet with Ms. Bucy to determine how they will collect and transfer the funds over to NCOE. It would flow into a PayPal account.

Mr. Schultz noted that we need to develop a policy on requirements for fundraisers that includes what to do when alcohol will be served. We will want to buy a separate insurance policy and meet all the ABC requirements for serving. This will need board approval. It's up to you and your program if you want to serve alcohol. Do what follows your mission.

G. Upcoming grants and opportunities

Ms. Wilson reported they have a wood construction and welding class un and running, and they have had people request that they want us to build things. She would like to sell things the kids make and take requests too. JSAC said these are run through foundations, so Ms. Wilson is presenting it to the board to look into.

Ms. Wilson noted that ETSY is a wonderful site for business and artisans. She wants a page where people can go and buy things. Ms. Wilson will find out if we can set them up for suggested donations. The idea is for the money to go back into the program to make it sustainable to buy metal and wood.

Ms. Bucy noted that you will not have to take sales tax if taken in as a donation. Mr. Schultz advised to stay away from sales tax as this is a whole other level of accounting complication. Donation is a much better way to do it. It would be good to know how Career Tech Ed does this. Perhaps Gillie Miller can direct us with regard to how they do this. Mr. Schultz likes ETSY because it works like Pay Pal and don't have to handle checks and cash and it's easily traceable. Mr. Schultz will do some research on liability issues.

Ms. Sitch has one grant that came to their attention. It's a creative work fund to fund art projects. Johana Guzman is really interested in have the Mariposa girls continue along the project they started last year, Folklorico. Letters of inquiry are

due March 1. The grant opportunity is between \$15,000 and \$45,000. In total they're giving away \$620,000 in grants to create new work. This might be a good way to get additional resources for that kind of project. The organization is based out of San Francisco, the William and Flora Hewlett Foundation and the Haas Foundation.

3. FUTURE AGENDA ACTION ITEMS (1) First Financial Report, (2) MOU for Fiscal Agent, 3) Gift Acceptance Policy, (4) Events Policy, and (5) Adopt a budget.

4. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION

The next meeting of the NCOE Foundation will be held February 27, 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
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Approved _____

Date _____