

NCOE Foundation

The NCOE Foundation will hold a regular meeting on Wednesday, January 23, 2019, at 3:00 p.m. in **Room D** at the NCOE, **2121 Imola Avenue, Napa, CA.**

1. ORGANIZATION

- A. Call to Order
- B. Welcome to Visitors
- C. Approval of the Agenda
- D. Approval of Minutes – November 28, 2018
- E. Comments by the Public: Suggestions, comments, and requests may be presented to the Board on those subjects over which the Board has jurisdiction. Normally, the Board will take no action at this time. Individuals may be limited to three minutes for their presentations.

2. INFORMATION ITEMS

- A. Review financial statement for budget and how often to distribute (Josh Schultz, Treasurer)
- B. Fictitious License Filing for Fund Names (Julie McClure, Secretary)
- C. Gift Acceptance Policy (Julie McClure, Secretary)
- D. MOU for fiscal agent (Josh Schultz, Treasurer)
- E. Financial Statement format (Josh Schultz, Treasurer)
- F. Accepting cash/credit cards (Josh Schultz, Treasurer)
- G. Upcoming grants and opportunities (Julie McClure, Secretary)

3. FUTURE AGENDA ITEMS

4. NEXT MEETING OF THE NCOE FOUNDATION February 27, 2019

5. ADJOURNMENT

In compliance with the American with Disabilities Act, if special assistance is needed to participate in this meeting, contact the NCOE Foundation at 253-6810. Notification forty-eight hours prior to the meeting will enable the NCOE to make reasonable arrangements to ensure accessibility to this meeting. I HEREBY CERTIFY THE AGENDA FOR THE STATED MEETING WAS POSTED ON THE NCOE WEBSITE AND IN NCOE'S DISPLAY CASE AT 2121 IMOLA AVENUE, NAPA, CA 94559, Friday, January 18, 2019. Informational material is available for review at the NCOE.

Ellen Sitter, Recording Secretary
NCOE Foundation