

**REGULAR MEETING OF THE NCOE Foundation**  
**Wednesday, October 24, 2018**

**Members present**

Tony Apolloni, Josh Schultz, Julie McClure, Connie Silva, Sara Sitch, Caroline Wilson

**1. ORGANIZATION**

**A. CALL TO ORDER**

Dr. Apolloni 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. Silva and a second by Mr. Schultz.  
*Ayes* - Ms. Silva, Dr. Apolloni, Mr. Schultz, Ms. McClure, Ms. Wilson, and Ms. Sitch.  
*Noes* - None.

**D. APPROVAL OF MINUTES**

The Minutes of September 20, 2018 were approved on a motion by Ms. McClure and a second by Mr. Schultz. *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. ACTION ITEMS**

**A. Board approval of the NCOE Foundation indirect cost policy.**

On a motion by Ms. Sitch and a second by Ms. Silva, the Board approved the NCOE Foundation indirect cost application policy with changes. The rate agreed upon for the NCOE Foundation is 5 percent with the possibility of exceptions on a case by case basis. *Ayes* - Ms. Wilson, Ms. Silva, Dr. Apolloni, Ms. McClure, Ms. Sitch, and Mr. Schultz. *Noes* - None.

**3. INFORMATION ITEMS**

**A. Upcoming Grant opportunities**

Ms. McClure asked the Board if they have ideas on grants, scholarships, and funding opportunities.

Mr. Schultz noted that Adam Anderson has a foundation to disburse funds to different agencies to aid underrepresented students who want a UC or JC education. We will be receiving a check and will need to discuss the limits once we receive it.

Mr. Schultz reported that we are in the process of filling our exemption with the IRS. Once granted it will be retroactive to June 2018. We still need bios on each board member to complete our filing.

Ms. McClure suggested we file a Fictitious Business statement with the Napa County Clerk for the agreed upon funds.

**B. Allowable activities of the Foundation**

Mr. Schultz asked the Board to advise on allowable activities of the foundation. Ms. McClure will set up a committee meeting with Seana Wagner on fundraising policy to include rules and guidelines regarding sponsors and cash handling procedures.

Ms. McClure noted that other allowable items will be discussed at the next meeting.

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

**4. FUTURE AGENDA ITEMS** (1) Fictitious Business Statement with NCOE Foundation and Camille Creek on check.

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

The next meeting of the NCOE Foundation will be held November 28, 2018 at 3:00 p.m. at the NCOE.

**6. 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\_\_\_\_\_