

# **REGULAR MEETING OF THE NCOE Foundation**

## **Wednesday, August 28, 2019**

### **Members present**

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

## **1. ORGANIZATION**

### **A. CALL TO ORDER**

Mr. Schultz called the meeting to order at 3:14 p.m.

### **B. VISITORS**

Kelly Bucy was welcomed to the meeting.

### **C. APPROVAL OF THE AGENDA**

At the request of Ms. McClure agenda Item 4.A. was changed from "*Board approval of Donations/Gift Policy to include grants*" to "*Board approval Grant Submission Policy*". The agenda was approved on a motion by Ms. McClure and a second by Ms. Wilson. Ayes - Ms. Silva, Dr. Apolloni, Ms. Vaughan, Ms. Wilson, Mr. Schultz, Ms. Miller, Ms. McClure, and Ms. Sitch. Noes - None.

### **D. APPROVAL OF MINUTES**

The Minutes of July 31, 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, Ms. Vaughan, Ms. Miller, and Ms. Sitch. Noes - None.

### **E. COMMENTS BY THE PUBLIC**

There were no comments from the public.

## **2. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS**

The Board had nothing to report at this time.

## **3. CONSENT AGENDA ITEMS**

**A.** On a motion by Ms. McClure and a second by Ms. Sitch, the Board approved Consent Agenda Item 3.A. (Gift Approval - \$1,000 from Dr. Apolloni to benefit Community Programs). Ayes - Ms. McClure, Mr. Schultz, Ms. Wilson, Dr. Apolloni, Ms. Silva, Ms. Miller, Ms. Vaughan, and Ms. Sitch. Noes - None.

**B.** No action was taken on Consent Agenda Item 3.B. (Grant Approval).

**C.** No action was taken on Consent Agenda Item 3.C. (Event Approval).

## **4. ACTION ITEM**

### **A. Board Approval of Grant Submission Policy**

On a motion by Ms. McClure and a second by Ms. Sitch, the Board approved the Grant Submission Policy. Ayes - Ms. McClure, Mr. Schultz, Ms. Wilson, Dr. Apolloni, Ms. Silva, Ms. Vaughan, Ms. Miller, and Ms. Sitch. Noes - None.

Ms. McClure noted that all approved policies are on the team site on SharePoint.

## **B. Adopt 2019-20 Budget**

On a motion by Ms. Miller and a second by Mr. Schultz, the Board approved the 2019-20 Budget. *Ayes* – Ms. McClure, Mr. Schultz, Ms. Wilson, Dr. Apolloni, Ms. Silva, Ms. Vaughan, Ms. Miller, and Ms. Sitch. *Noes* – None.

Mr. Schultz requested that funds donated to specific programs be dispersed to the departments running the programs to use as they see fit within the guidelines of permissible use. Mr. Schultz requested to have the matter of reporting at the end of the year how the grant was spent as an item on the September agenda.

Dr. Apolloni suggested that the language reflect how the funds will be spent.

## **5. INFORMATION ITEMS**

### **A. NCOE Foundation Monthly Financial Statement**

Mr. Schultz noted that NCOE Foundation monthly financial matters were incorporated in Item 4.B. Adopt 2019-20 Budget. Mr. Schultz had nothing further to report.

### **B. Liability Insurance Update**

Mr. Schultz reported that he submitted applications for liability insurance for both directors and officers and is waiting to hear back from the insurance authority to discuss in more detail.

### **C. Upcoming Grants and Opportunities**

Ms. McClure noted that the Napa Valley Vintners recently awarded their grants to community organizations. We qualify as a 501C3 and this will be an ongoing information item on the agenda for updating purposes. The grant applications are available March 1, and the deadline to apply is April 16. Grantees will be notified the end of June. Ms. McClure will send the board more information on this grant.

Ms. McClure reported that she has been in discussion with Dr. Nemko and Ms. Sitch regarding the possibility of hosting the upcoming Bill Dodd fundraiser.

Ms. McClure reported that Amazon Smile is ready for use. We sent a notice to staff in the recent NCOE newsletter. The proceeds are a small percentage of sales, so we hope to have a lot of people participate.

## **6. FUTURE AGENDA ITEMS**

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

The next meeting of the NCOE Foundation will be held September 25, 2019 at 3:30 p.m. at the NCOE.

### **8. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Julie McClure, Secretary

Approved \_\_\_\_\_

Date \_\_\_\_\_

APPROVED