

NCOE Foundation

The NCOE Foundation will hold a regular meeting on Wednesday, December 9, 2020, at 4:00 p.m.

1. ORGANIZATION

A. Call to Order

B. Welcome to Visitors

C. **Public Participation:**

Members of the public are invited to join by computer, tablet, smartphone, or telephone. Members of the public wishing to provide public comment must request to be called upon by:

1. Using the chat feature on the web conference to send a request to meeting host Julie McClure, or
2. Using the hand raising feature in the participant panel on the web conference, or
3. Emailing a request to jmcclure@napacoe.org. Requests to provide public comments should include the name of the commenter, the phone number or username of the commenter used to join the conference, and an indication if the comment is regarding items that ARE or ARE NOT on the Board's December 9, 2020 agenda.
4. Join from PC, Mac, Linux, iOS or Android:
or iPhone one-tap: +1(773)2319226,,1489534387#
or telephone+1(773)2319226
Meeting ID: 148 953 4387

D. Approval of Agenda

E. Approval of Minutes – October 28, 2020

F. 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. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS

The Board Chair and/or Board members may report miscellaneous items for information purposes.

3. CONSENT AGENDA ITEMS

Background information on these items is provided to the Board prior to the meeting. Action is taken by a common motion without discussion unless discussion of an item(s) is requested by a Board member(s).

A. Gift Approval: Approve all contributions, gifts, and transactions. Refer to Transaction List on NCOE Foundation Monthly Financial Statement.

All donation/gift acceptance requests will be submitted to the Board Secretary for approval. Approval will take the form of a consent agenda item where all gifts are listed and then the board takes action to accept them. Items that the Board Secretary thinks might be controversial will be held for discussion or action. (Julie McClure, Secretary)

B. Grant Approval: All grant submission requests will be submitted to the Board Secretary for approval. Approval will take the form of a consent agenda item where all grant requests are listed and then the board takes action to accept them. Items that the Board

Secretary thinks might be controversial will be held for discussion or action. (Julie McClure, Secretary)

C. Event Approval: All event approval requests will be submitted to the Board Secretary for approval. Approval will take the form of a consent agenda item where all event requests are listed and then the board takes action to accept them. Items that the Board Secretary thinks might need further discussion will be held for discussion or action. (Julie McClure, Secretary)

D. Fund Distribution: Funds received through grants or donations to support a particular department, individual or organization will be transferred upon acceptance of NCOE Foundation terms. Approval of distribution of funds from the NCOE Foundation will take the form of a consent agenda item. (Julie McClure, Secretary)

4. INFORMATION ITEMS

A. NCOE Foundation Monthly Financial Statement (Josh Schultz, Treasurer)

B. NCOE Foundation Tax Eng Letter 2020 (Josh Schultz, Treasurer)

C. Grant Database/Management Tools Update (Julie McClure, Secretary)

D. Etsy Store Update (Caroline Wilson, Board Member)

E. Upcoming grants and opportunities (Julie McClure, Secretary)

5. FUTURE AGENDA ITEMS

6. NEXT MEETING OF THE NCOE FOUNDATION

The next regular meeting of the NCOE Foundation will be on Wednesday, January 27, 2021.

7. 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, December 4, 2020. Informational material is available for review at the NCOE.

Ellen Sitter, Recording Secretary
NCOE Foundation