

REGULAR MEETING OF THE NCOE Foundation

Wednesday, January 27, 2021

Members present

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

1. ORGANIZATION

A. CALL TO ORDER

Mr. Schultz called the meeting to order at 3:34 p.m.

B. VISITORS

Visitors were welcomed to the meeting.

C. PUBLIC PARTICIPATION

Mr. Schultz noted that no public was on the call, so the Public Participation instructions were not read.

D. APPROVAL OF THE AGENDA

At the request of Ms. McClure, the agenda was modified to remove Information Item 4.F. Foundation Funding for AmeriCorps VIP program and to include Foundation Funding for AmeriCorps VIP program in Consent Agenda Item 3.B. Grant Approval, California Wellness Foundation Grant. The Agenda modification was approved on a motion by Mr. Schultz and a second by Ms. McClure. *Ayes* - Ms. Silva, Ms. Wilson, Ms. Miller, Dr. Apolloni, Ms. Vaughan, Mr. Schultz, Ms. McClure, Ms. Sitch. *Noes* - None.

E. APPROVAL OF MINUTES

The Minutes of December 9, 2020 were approved on a motion by Ms. McClure and a second by Ms. Sitch. *Ayes* - Mr. Schultz, Dr. Apolloni, Ms. Wilson, Ms. Miller, Ms. Silva, Ms. Sitch, Ms. McClure, Lynne Vaughan. *Noes* - None.

F. COMMENTS BY THE PUBLIC

There were no comments from the public.

2. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS

- Ms. McClure reported that we anticipate Francesca Soriano-Hersh may join the next meeting to demonstrate the new software we purchased to track and source out grants.
- Mr. Schultz reported that he established a Vanguard brokerage account for the NCOE Foundation at the bequest of Barbara and Marty Nemko who made a donation of appreciated shares. The NCOE Foundation received 31.8108 shares of Amazon stock from the Nemko's. Mr. Schultz reported that he sold the shares for \$103,305.57. The funds are directed to the Superintendent's Fund, and Mr. Schultz is working on the details with our bank accounts so we can transfer the cash over. Mr. Schultz requested the February agenda include an Action Item to authorize signees on the account and an Information Item to discuss an investment policy for the NCOE Foundation. Mr. Schultz noted that Dr. Barbara Nemko should be a part of this conversation.

- Ms. McClure noted that her donation of \$100, that went to Community Programs, should have gone to AmeriCorps and requested this be noted for the record.

3. CONSENT AGENDA ITEMS

A. Gift Approval: 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)

On a motion by Ms. Sitch and a second by Ms. Miller, (Donation/Gift Approval) the Board approved the December financial report. *Ayes* - Mr. Schultz, Dr. Apolloni, Ms. Wilson, Ms. Miller, Ms. Silva, Ms. Sitch, Ms. McClure, Ms. Vaughan. *Noes* - None.

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)

- California Wellness Foundation Grant – Ms. Sitch reported that she submitted a letter of interest for the California Wellness Foundation Grant for some of the volunteer infrastructure work that they do. Ms. Sitch noted that they have not heard back as yet.

On a motion by Ms. Sitch and a second by Ms. Miller, (Grant Approval) the Board approved the California Wellness Foundation Grant. *Ayes* - Mr. Schultz, Dr. Apolloni, Ms. Wilson, Ms. Miller, Ms. Silva, Ms. Sitch, Ms. McClure, Ms. Vaughan. *Noes* – None.

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)

- Lamb Raffle – Ms. McClure reported that the College and Career Readiness Farm program is raffling off lamb to raise money for the farm.
- Ms. Miller noted that the sale of 100 tickets for \$10 each, will yield half of a lamb delivered to your door. Ms. Miller said the proceeds will go through the NCOE Foundation for the Farm.

On a motion by Ms. Sitch and a second by Ms. Miller, (Event Approval) the Board approved the California Wellness Foundation Grant. *Ayes* - Mr. Schultz, Dr. Apolloni, Ms. Wilson, Ms. Miller, Ms. Silva, Ms. Sitch, Ms. McClure, Ms. Vaughan. *Noes* – None.

D. No action was taken on Consent Agenda Item 3.D. (Fund Distribution).

4. INFORMATION ITEMS

A. NCOE Foundation Monthly Financial Statement

The NCOE Foundation Monthly Financial Report was accepted as presented.

B. Update Registry of Charitable Trust filing with the Attorney General's Office

Mr. Schultz reported that he sent the Board an email saying we received approval for the prior year 2019 Charitable Trust registration and we are now current. We still need to do the filing for November 2020. Mr. Schultz has received a letter from the IRS approving our extension on filing the 990 tax return. Once the tax return is filed, we will file the Registry of Charitable Trust with the Attorney General's office along with the tax return and the extension approval.

Ms. McClure reported that the monthly calendar on the NCOE Foundation website, which is used as a guide for all the required annual filings, will be part of the agenda each month for the board to review. Further, Ms. McClure noted that the Secretary of State filing will be added to the calendar.

C. Property Tax Exemption

Mr. Schultz reported that he has not had a chance to review the property tax exemption filing but will do so and report back at the next meeting.

D. Establishment of Vanguard Investment Account

Mr. Schultz noted that this item was reviewed in Item 2 Correspondence, Communications, and Reports.

E. Upcoming grants and opportunities

Ms. McClure reported that several local online events have become very successful and brought in more money than expected. This is a potential option to note for the future since the virtual events are producing strong monetary support for a lot less work than in-person events.

F. Foundation Funding for AmeriCorps VIP program

Ms. McClure noted that this item was reviewed in Consent Agenda Item 3.B. Grant Approval.

5. FUTURE AGENDA ITEMS: 1) Review investment policy, 2) Grant Fluxx presentation, 3) Donor acknowledgement letters update, and 4) Brokerage account signees and potential investment options.

6. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION

The next virtual meeting of the NCOE Foundation will be on Wednesday, February 24, 2021 at 3:30 p.m.

7. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:15 p.m.

Respectfully submitted,
Julie McClure, Secretary

Approved _____

Date _____