

NCOE Foundation

The NCOE Foundation will hold a regular meeting on Wednesday, February 27, 2019, at 3:00 p.m. in **Room B** 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 – January 23, 2019
- 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. ACTION ITEMS

- A. MOU for fiscal agent (Josh Schultz, Treasurer)
- B. Gift Acceptance Policy (Julie McClure, Secretary)
- C. Adopt a Budget (Josh Schultz, Treasurer)
- D. Board approval of application to Department of Health and Human Services grant on Substance Abuse and Mental Health Services Administration and Strategic Prevention Framework – Partnerships for Success (Sara Sitch, Board member)

3. INFORMATION ITEMS

- A. Review first Financial Report (Josh Schultz, Treasurer)
- B. Events Policy (Julie McClure, Secretary)
- C. Camille Creek ETSY Discussion (Caroline Wilson)
- D. Upcoming Grants and Opportunities (Julie McClure, Secretary)
- E. Approval process for Grants, Gifts, and Fundraisers (Julie McClure, Secretary)
- F. DUNS Number, SAM Registration, and Guidestar Registration (Julie McClure, Secretary)

4. FUTURE AGENDA ITEMS

- (1) Signature Approval for Josh and Julie and (2) Consent Item for Gift Approval

5. NEXT MEETING OF THE NCOE FOUNDATION March 27, 2019

6. 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, Thursday, February 21, 2019. Informational material is available for review at the NCOE.

Ellen Sitter, Recording Secretary
NCOE Foundation