

NCOE Foundation

The NCOE Foundation will hold a regular meeting on Wednesday, March 27, 2019, at 3:00 p.m. in **Josh Schultz's office** 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 – February 27, 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. 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: 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)

4. ACTION ITEMS

- A. Accounting Services Agreement (Josh Schultz, Treasurer)
- B. Fundraising Event Policy (Julie McClure, Secretary)
- C. Creative Work Fund Grant (Sara Sitch)

5. INFORMATION ITEMS

- A. Update on banking services (Josh Schultz, Treasurer)
- B. NCOE Foundation Monthly Statement (Josh Schultz, Treasurer)
- C. Health & Human Services Grant: Provide an update on this grant approved at the February meeting (Sara Sitch)
- D. *Give!Guide*: Discuss desired next steps in applying to be in the *Give!Guide* (Sara Sitch)
- E. Upcoming Grants and Opportunities (Julie McClure, Secretary)

6. FUTURE AGENDA ITEMS

7. NEXT MEETING OF THE NCOE FOUNDATION April 24, 2019

8. 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, March 22, 2019. Informational material is available for review at the NCOE.

Ellen Sitter, Recording Secretary
NCOE Foundation