

REGULAR MEETING OF THE NCOE Foundation

Wednesday, February 27, 2019

Members present

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

1. ORGANIZATION

A. CALL TO ORDER

Mr. Schultz called the meeting to order at 3:00 p.m.

B. VISITORS

Visitors were welcomed to the meeting.

C. APPROVAL OF THE AGENDA

At the request of Mr. Schultz, Item 2.A. MOU for Fiscal Agent will be changed to Accounting Services Agreement. The Agenda was approved on a motion by Mr. Schultz and a second by Ms. Sitch. Ayes - Ms. Silva, Dr. Apolloni, Mr. Schultz, Ms. McClure, Ms. Wilson, and Ms. Sitch. Noes - None.

D. APPROVAL OF MINUTES

The Minutes of January 23, 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, and Ms. Sitch. Noes - None.

E. COMMENTS BY THE PUBLIC

There were no comments from the public.

2. ACTION ITEMS

A. MOU for Fiscal Agent

Mr. Schultz prepared and distributed the Accounting Services Agreement and noted that the Accounting Services Agreement is the appropriate term for the foundation's purpose and it replaces the MOU for Fiscal Agent. Mr. Schultz requested the Accounting Services Agreement approval be tabled to the March meeting where it will be on the agenda as an action item for approval.

B. Gift Acceptance Policy

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

Ms. McClure noted that she made additional changes to the Gift Acceptance Policy since the last meeting. The gift approval will go through Ms. McClure and will be on the agenda as a consent agenda items if potential gifts are non-controversial. Language was also added regarding seeking legal counsel when questions arise with regard to accepting certain types of gifts.

C. Adopt a Budget

On a motion by Mr. Schultz and a second by Ms. Wilson, the Board approved to adopt the budget. Ayes – Dr. Apolloni, Ms. McClure, Mr. Schultz, Ms. Wilson, Ms. Silva, and Ms. Sitch. Noes – None.

Mr. Schultz noted that a summary sheet and additional level of activity is forthcoming from Kelly, and a financial activity report will be presented in the future. Mr. Schultz thanked Kelly Bucy for providing the budget information.

D. Board Approval of Application to Department of Health and Human Services Grant

On a motion by Ms. McClure and a second by Ms. Wilson, the board approved, with the understanding that the final application will be reviewed prior to submitting the grant, the application to the Department of Health and Human Services Grant on Substance Abuse and Mental Health Services Administration and Strategic Prevention Framework – Partnerships for Success. Ayes – Dr. Apolloni, Ms. McClure, Mr. Schultz, Ms. Wilson, Ms. Silva, and Ms. Sitch. Noes – None

Ms. Sitch noted this grant would provide a continuum of prevention programs and mental health services for 5th grade students and students at NVUSD with a particular emphasis on use prevention for marijuana and vaping. The funding source appears to require a nonprofit entity.

3. INFORMATION ITEMS

A. Review First Financial Report

Mr. Schultz noted that the financial report was reviewed in item 2.A. above, and that these items are on the SharePoint site under Financial.

Mr. Schultz reported that he filed the 2017-2018 tax returns for both federal and state. We are waiting for the formal exemption letter and the exemption applies retroactive to our original formation of the foundation the end of June.

B. Events Policy

Ms. McClure provided a first reading and review of the Fundraising Events, Grant Application Policy and asked Ms. Wilson and Ms. Sitch to review the policy prior to approval at the March meeting.

Mr. Schultz stipulated that alcohol will not be served at any event under the foundation until insurance for the foundation is approved.

C. Camille Creek ETSY Discussion

Ms. Wilson requested the Camille Creek ETSY discussion be tabled to the March meeting.

D. Upcoming Grants and Opportunities

Ms. McClure asked that upcoming grants will be a standing item for discussion at each meeting. Ms. Sitch is planning to write a letter of inquiry with regard to the Creative Work Fund Grant and noted that this item will come back for approval at the March meeting.

Another grant opportunity is the Napa Valley Give!Guide. Ms. Sitch will learn more about the deadlines and will send a link to everyone for Give!Guide which is organized through Napa Valley CanDo. We will bring this item forward at the next meeting.

Ms. Wilson reported that she is aware of a grant offered by the Office of Juvenile Justice for mentoring. The deadline to apply is April 22. Ms. McClure offered to review the grant opportunity with Ms. Wilson.

E. Approval Process for Grants, Gifts, and Fundraisers

Ms. McClure noted that this item has been covered previously in item 2.B. Gift Acceptance Policy.

F. DUNS Number, SAM Registration, and Guidestar Registration

Ms. McClure reported that we now have a DUNS number and we are working on getting a SAM registration number which is for Ms. Sitch's grant and will be good for other federal grants we want to apply for. The Guidestar registration is being reviewed by Ms. McClure.

4. FUTURE AGENDA ACTION ITEMS: (1) Accounting Services Agreement.

5. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION

The next meeting of the NCOE Foundation will be held March 27, 2019 at 3:00 p.m. at the NCOE.

6. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Julie McClure, Secretary
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Approved _____

Date _____