

# **REGULAR MEETING OF THE NCOE Foundation**

## **Wednesday, February 24, 2021**

### **Members present**

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

Absent: Tony Apolloni, Caroline Wilson, Kelsey Petithomme

## **1. ORGANIZATION**

### **A. CALL TO ORDER**

Mr. Schultz called the meeting to order at 3:32 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**

The Agenda was approved on a motion by Ms. McClure and a second by Ms. Miller. Ayes - Ms. Silva, Ms. Miller, Ms. Vaughan, Mr. Schultz, Ms. McClure, Ms. Sitch. Noes - None.

### **E. APPROVAL OF MINUTES**

The Minutes of January 27, 2021 were approved on a motion by Ms. Vaughan and a second by Ms. Silva. Ayes - Mr. Schultz, Ms. Miller, Ms. Silva, Ms. Sitch, Ms. McClure, Ms. Vaughan. Noes - None.

### **F. COMMENTS BY THE PUBLIC**

- Dr. Nemko reported that a question was recently posed with regard to moving funds, designated for the Calistoga Preschool, from NapaLearns to the NCOE Foundation. After speaking with Chuck McMinn, Napa Valley Vintners, he suggested we keep the money where it is since the Napa Valley Vintners fundraiser was cancelled, and it may affect their ability to get donations. Dr. Nemko noted that it is up to the NCOE Foundation how they want to proceed.
- Mr. Schultz noted the NCOE Foundation has no concerns about the funds remaining with NapaLearns as long as we know that the donations intended for the Calistoga Preschool will continue to flow. Mr. Schultz further noted that if it becomes practical in some way for the funds to move to the NCOE Foundation instead of to NapaLearns, it makes sense that we would be prepared to act in that role.

## **2. PRESENTATION**

Francesca Soriano-Hersh provided a demonstration on the Grant Fluxx grants management search tool and the components it offers for grant tracking. Ms. Soriano-Hersh provided login information to all Board members so they can begin using the service.

### **3. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS**

There were no comments.

### **4. CONSENT AGENDA ITEMS**

A. On a motion by Mr. Schultz and a second by Ms. Sitch, the Board approved Consent Agenda Item 3.A. (Gift Approval): the Transaction List on the NCOE Foundation Monthly Financial Statement. *Ayes* - Mr. Schultz, Ms. Miller, Ms. Silva, Ms. Sitch, Ms. McClure, Ms. Vaughan. *Noes* - None.

Mr. Schultz noted that we will have Barbara and Marty Nemko's donation to the NCOE Foundation appear on the March financial statement for approval.

B. No action was taken on consent Agenda Item 4.B. (Grant Approval).

C. No action was taken on Consent Agenda Item 4.C. (Event Approval).

D. No action was taken on Consent Agenda Item 4.D. (Fund Distribution).

### **5. ACTION ITEM**

A. On a motion by Ms. Sitch and a second by Ms. Silva, the Board approved Ms. McClure as an Authorized Signer on the Vanguard Brokerage Account. *Ayes* - Mr. Schultz, Ms. Miller, Ms. Silva, Ms. Sitch, Ms. Vaughan. *Abstained* - Ms. McClure. *Noes* - None.

### **6. INFORMATION ITEMS**

A. The NCOE Foundation Monthly Financial Report was accepted as presented.

#### **B. Review Investment Policy**

Mr. Schultz reported that he will bring to the next meeting some samples for the Board to consider on what outside nonprofit investment policies look like.

#### **C. Update on Letter to Donors**

Ms. McClure reported that we have a process in place for acknowledging donors and letting them know about the tax exempt status. Ms. McClure referred the Board to a sample thank you letter that we will customize for each donor. Further, Ms. McClure referred the Board to notes on the thank you letter process that Ms. McClure and Ellen Sitter worked on. The plan is that we will send out the letter acknowledging the donation. For one-time donations a letter will be sent shortly after that donation occurs. We will also, depending on who the donation is from, attach a personal note from Barbara Nemko or Ms. McClure, as appropriate. Additionally, if it's a donation specific to a department or program, Ms. McClure encouraged each department to send a thank you note and follow up with pictures, so our donors know how their funds were used. For the regular donors we will send a thank you letter with tax exempt information at the end of the year.

#### **D. Upcoming grants and opportunities**

Ms. Sitch reported that she is working with Francesca Soriano-Hersh on the Olympic Club Foundation grant that has funded sporting equipment for the ACE program

previously, and the plan is to move forward with an application for the grant, due March 24.

Ms. Sitch also reported that they are looking into the Sonoma County Vintners Foundation, and that grant is for the Expanded Learning programs working mainly on scholarships for students. Specifically, they are looking to apply for support to help students to receive scholarships.

**7. FUTURE AGENDA ITEMS:** Investment Policy Samples

**8. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION**

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

**9. ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:14 p.m.

Respectfully submitted,  
Julie McClure, Secretary

Approved \_\_\_\_\_

Date \_\_\_\_\_