

REGULAR MEETING OF THE NCOE Foundation
Wednesday, December 9, 2020

Members present

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

Absent: Lynne Vaughan

1. ORGANIZATION

A. CALL TO ORDER

Mr. Schultz called the meeting to order at 4:08 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. Wilson and a second by Ms. McClure. Ayes - Ms. Silva, Ms. Wilson, Ms. Miller, Dr. Apolloni, Mr. Schultz, Ms. McClure, Ms. Sitch. Noes – None. Gillie Miller not present to vote

E. APPROVAL OF MINUTES

The Minutes of October 28, 2020 were approved on a motion by Ms. Sitch and a second by Ms. Silva. Ayes - Mr. Schultz, Dr. Apolloni, Ms. Wilson, Ms. Miller, Ms. Silva, Ms. Sitch, Ms. McClure. Noes – None. Gillie Miller not present to vote.

F. COMMENTS BY THE PUBLIC

There were no comments from the public.

2. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS

Mr. Schultz reported that we are required to file a registration with the Registry of Charitable Trusts with the Attorney General’s office, within a certain number of days after the end of our fiscal year, June 30. This filing requirement means the due date for the NCOE Foundation’s filing is November 15 of each year. We received a delinquency notice in October 2020 for a filing that was due November 15, 2019. We have since filed the registration under the delinquent filing process and followed up with an email as to the status. We are currently waiting to hear back from an analyst as to the status of the filing.

Mr. Schultz further reported that we have filed for an extension with the IRS through our accountants, Christy White Associates. We will file the notice for this year once we have the tax return, along with the approval of the extension, and that will ultimately be considered a timely filing.

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)

- Ms. McClure requested Board approval for expenditures listed on the November financial report which was sent to the Board under separate cover. The process of approving Donations/Gifts will continue in this manner.

Consent Agenda Item 3.A. (Donation/Gift Approval) was approved on a motion by Mr. Schultz and a second by Ms. Sitch. Ayes - Mr. Schultz, Dr. Apolloni, Ms. Wilson, Ms. Miller, Ms. Silva, Ms. Sitch, Ms. McClure. Noes - None. Gillie Miller not present to vote.

B. No action was taken on Consent Agenda Item 3.B. (Grant Approval).

C. No action was taken on Consent Agenda Item 3.C. (Event Approval).

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

4. INFORMATION ITEMS

A. NCOE Foundation Monthly Financial Statement

- Ms. McClure noted that Mr. Schultz is donating \$100/month to the NCOE Foundation. Ms. McClure is donating \$100/month to the AmeriCorps fund which was created to assist AmeriCorps members with dire financial matters.
- Ms. McClure reminded the Board that we also have the Superintendent's Fund that provides assistance to students and their families in need of dire financial assistance.

B. Foundation Tax Engagement Letter

Mr. Schultz reported that Christy White Associates will file a Form 990-EZ for the NCOE Foundation, and they have already filed the extension request.

C. Grant Database Management Tool

Ms. McClure reported that she, Ms. Sitch, and Francesca Soriano-Hersh reviewed several grant database management tools. The desired product is to have the ability to create grant projects, assign tasks, track the progress of the grants, and effective searching abilities. Our recommendation is the Grant Seeker program as it has an attractive interface, gives us an unlimited number of users, and is cost effective at \$480/year.

D. Etsy

Ms. Wilson reported that currently they are using Facebook Market which is working well. The donations go directly to the donation account and will not go into the Foundation account. Funds are being put back into the program and a fund tracking system is in place. The plan is to review Etsy at a future date.

E. Upcoming grants and opportunities

Ms. McClure reported that she and Ms. Sitch are working on foundation funding for the AmeriCorps VIP program. This topic will be on the agenda for the next meeting.

5. FUTURE AGENDA ITEMS: 1) Update Registration Filing with Registry of Charitable Trusts; 2) Process for End of Year Tax Letters for Donors; 3) Follow up Tax Return for information purposes; and, 4) Foundation funding for the AmeriCorps VIP program.

6. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION

The next virtual meeting of the NCOE Foundation will be on Wednesday, January 27, 2021 at 3:30 p.m.

7. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:05 p.m.

Respectfully submitted,
Julie McClure, Secretary

Approved _____

Date _____