

# **REGULAR MEETING OF THE NCOE Foundation**

## **Wednesday, December 8, 2021**

### **Members present**

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

## **1. ORGANIZATION**

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

Ms. McClure called the meeting to order at 3:30 p.m.

### **B. VISITORS**

Visitors were welcomed to the meeting.

### **C. PUBLIC PARTICIPATION**

Ms. McClure read the instructions regarding Public Participation. There were no comments by the public.

### **D. APPROVAL OF THE AGENDA**

The Agenda was approved on a motion by Mr. Schultz and a second by Ms. Sitch. A roll call vote was taken: Ayes - Dr. Apolloni, Ms. Silva, Mr. Schultz, Ms. Wilson, Ms. Miller, Ms. McClure, Ms. Petithomme, Ms. Sitch. Noes – None. Ms. Vaughan was not present to vote.

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

The Minutes of October 27, 2021 were approved on a motion by Ms. Miller and a second by Ms. Petithomme. A roll call vote was taken: Ayes - Dr. Apolloni, Ms. Silva, Mr. Schultz, Ms. Wilson, Ms. Miller, Ms. McClure, Ms. Petithomme, Ms. Sitch. Noes – None. Ms. Vaughan was not present to vote.

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

There were no comments by the public.

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

There was no correspondence, communications, or reports.

## **3. CONSENT AGENDA ITEMS**

A. On a motion by Mr. Schultz and a second by Ms. Silva, the Board approved Consent Agenda Item 3.A. (Gift Approval): ***Refer to the Transaction List on the NCOE Foundation Monthly Financial Statement.*** A roll call vote was taken: Ayes - Dr. Apolloni, Ms. Silva, Mr. Schultz, Ms. Wilson, Ms. Miller, Ms. McClure, Ms. Petithomme, Ms. Sitch. Noes – None.

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. On a motion by Mr. Schultz and a second by Ms. Silva, the Board approved Consent Agenda Item 3.D. (Fund Distribution). A roll call vote was taken: Ayes - Dr. Apolloni, Ms. Silva, Mr. Schultz, Ms. Wilson, Ms. Miller, Ms. McClure, Ms. Petithomme, Ms. Sitch. Noes – None.

#### **4. ACTION ITEMS**

A. On a motion by Dr. Apolloni and a second by Ms. Wilson, the Board approved the NCOE Foundation 2020 Tax Return. A roll call vote was taken: Ayes - Dr. Apolloni, Ms. Silva, Mr. Schultz, Ms. Wilson, Ms. Miller, Ms. McClure, Ms. Petithomme, Ms. Sitch. Noes - None. Ms. Vaughan was not present to vote.

B. On a motion by Mr. Schultz and a second by Ms. Silva, the Board approved moving forward with the work called for in the NCOE Foundation Planning/Case for Support Proposal with amendments that the proposal be addressed to the NCOE Foundation, that the work will terminate June 30, 2022, and that an ad hoc committee of the Board be formed to work with the consultant, Kay Sprinkel, on this work. A roll call vote was taken: Ayes - Dr. Apolloni, Ms. Silva, Mr. Schultz, Ms. Wilson, Ms. Miller, Ms. McClure, Ms. Petithomme, Ms. Sitch. Noes - None. Ms. Vaughan was not present to vote.

#### **5. INFORMATION ITEMS**

##### **A. NCOE Foundation Monthly Financial Report**

The NCOE Foundation Monthly Financial Report was accepted as presented.

##### **B. Form RRF-1**

Mr. Schultz reported that the RRF-1 is the annual filing with the Attorney General's Office of the State of California that is required for nonprofits, and we submit the form along with the NCOE Foundation tax return.

##### **C. Upcoming grants and opportunities**

Ms. McClure reported that she and Ms. Vaughan discussed the approach to funding moving forward as there are more opportunities that are becoming available for community-based organizations. The plan is to meet regularly to decide if we want to do more in this area. There is a grant that addresses social isolation, and it's specific to community-based organizations which is an area we have identified as a strong need and could be additional support for our programs.

Ms. Vaughan joined the meeting.

##### **D. NCOE Foundation Compliance Calendar**

Ms. McClure reported that she and Ellen Sitter have discussed the process for getting the year-end donor letters out by the end of January.

##### **E. Update Year-End Donor Letters**

Ms. McClure noted that Item 5.E. *Update Year-End Donor Letters* was discussed in Item 5.D.

##### **F. Schedule Future Planning Time**

Ms. McClure noted that this item was covered in Item 4.B. *NCOE Foundation Planning/Case for Support Proposal*, and that we will work on the planning committee that the Board approved and also work on a time for that committee to get together.

**6. FUTURE AGENDA ITEMS:** 1) Update on the planning process; and, 2) Isolation grant.

#### **7. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION**

The next meeting of the NCOE Foundation will be on Wednesday, January 26, 2022 at 3:30 p.m.

**8. ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:10 p.m.

Respectfully submitted,  
Julie McClure, Secretary

Approved \_\_\_\_\_

Date\_\_\_\_\_