



Las Positas College Viticulture & Enology Foundation

Board of Directors Meeting

[X] Indicates present

	VOTING		NON VOTING
X	Dyrell Foster, College President	X	Paula Checchi, Associate
X	David Everett, Board President	X	Sean Brooks, Associate
X	Meredith Saboraria, Board Vice President		Guests:
X	Norman Petermeier, Board Treasurer	X	Lisa Everett, Interim VWT Coordinator
X	Beth Murray Mirassou, Board Secretary		
X	Roanna Bennie, Director		
	Neal Ely, Director		

April 30, 2025, 2:00pm

Location: Building 3300 – **Horticulture, Room 3302**, Las Positas College

MINUTES

1. Welcome and Introductions

Dyrell Foster	Ex officio, College President	Current Terms
David Everett	Ex officio, VWT Faculty & Coordinator President	4/18/24 – 4/18/26
Meredith Sarboraria	VP	4/26/23 – 4/26/26
Norm Petermeier	Treasurer	4/26/23 – 4/26/26
Beth Murray Mirassou	Secretary	4/26/23 - 4/26/26
Neal Ely	Director	4/18/24 – 4/18/27
Roanna Bennie	Director	4/26/23 – 4/26/26

2. Review and approval of Agenda

- a. Motion to approve, voted, approved

3. Review and approval of Minutes from October 2024 meeting

- a. Motion to approve, voted, approved

4. Hiring Updates / Needs

- a. Full Time Tenure Track VWT Faculty

- i. The full-time position was posted at the end of March and the position closed on Monday (April 28, 2025). A selection committee will review the applications through May and June. The hiring committee includes administrators, faculty, classified staff, and industry representatives. This is a confidential process therefore neither the applicants nor the selection committee can be discussed at this meeting. Hopefully the new hire will start mid-August. Thanks to Dr. Foster and Paula for all their help.

- ii. Winery Operations Manager position (discussed below) will help with everyday logistics to allow the new full-time tenure position to focus on teaching.

b. Winery Operations Manager

- i. The draft job description that was approved by this Board and the CTE Advisory Board last year is being vetted by College and District personnel. College can potentially bring in an independent contractor until the new position is officially approved and hired. This would be a gigantic help for the new full-time faculty person because the full-time position is definitely FULL-TIME; and the logistics behind the vineyard and winery make doing everything more than a full-time job. The Manager position is needed especially for help with all the government filings and compliance.

5. Vineyard Update

- The vineyard was pruned in early February.
- Cover crop between rows were mowed down last week. Metal fatigue caused a failure in the driveshaft and the process had to be paused while it was fixed. A replacement part was located in Stockton and installed. The original shaft has been repaired and will serve as an emergency backup.
 - The VWT Foundation paid for the new drive line because it was needed immediately (almost \$900 part). Repair of the old driveshaft was \$400+ and also paid for by the Foundation.
- Vine rows are in the process of being cleared and will undergo a more thorough manual clearing within the next month.
 - Damien is working right now on weed whacking the East Slope so that it looks nice for commencement.
- It has always been the program's preference to lay down as little herbicide as possible to pursue sustainable practices
 - This makes weed growth aggressive in the spring but can be mowed down by the support crew. Support crew is here 3x per year – pruning, shoot thinning/leaf pulling, vine row management. This is supported by the college. They are professionals and are very quick!
- Irrigation will be turned on as soon as the vineyard floor management is done and any seasonal irrigation repairs have taken place.
- Who is responsible for the olive trees?
 - Horticulture
 - Laura works as hard as she can but is only one person
 - Lisa will check in with Laura to see what can be done to prune the olive trees.
- HOA for neighborhood adjacent to vineyard:
 - Residents of Montage continue to walk through the vineyard (and with their dogs)
 - This is a safety issue.
 - Montage HOA was contacted; and information about unauthorized access was communicated to residents.
 - Can signs be posted? Yes. Let's find locations to post signs so as not to interfere with tractor and ATV turn arounds.

6. Wine Production Update

- Our TTB and ABC licenses for our new premises – Building 3600, Building 3700, Wine Hospitality Patio, and enclosed crush pad yard – were finally approved at the end of March and early April, respectively.
 - We can now resume wine sales
 - Spring Wine Week at Campus Hill Winery – May 13-15, 2-6pm. Wine tasting, wine sales and live music. Flyer available to get the word out. Program students will do the service and sales, and an RBS Manager will be onsite.

- Wines available: 2022 Albariño (40 cases remaining); 2024 Rosé (20 cases). See Tech Sheets. All other wines are sold out.
- Wines in process:
 - 22 Port Style Touriga in barrel; coming along nicely
 - 23 Port Style Touriga in barrel; needs more time in barrel
 - 23 Syrah/Graciano in barrel; Plan to bottle soon since we are sold out of all red wines.
 - 24 Albariño in SS tank; Plan to bottle with Winery Operations students in 2 weeks.
 - 24 Malbec in barrel
 - 24 Syrah/Grenache in barrel
 - 24 Grenache/Syrah/Malbec (our very own “GSM”) in barrel
- Other updates/thoughts:
 - Tom has been a huge help in keeping the cellar in good shape
 - How can we keep graduating students involved in the program if they’re willing to stay and help?
 - We rely on faculty/staff for sales but are looking forward to reaching out to a broader market. One option is working on getting a Montage community day flier out to every homeowner/renter to let them know about “their” winery and incentivize them to come and hang out and buy wine.
 - Fliers are being passed out for Spring Wine Week as well
 - We will also have bottle sales at a table at graduation (complete with graduation caps for the bottles!). Sales were good last year and it was great exposure for the program.

7. Stemware Loaner Program

- a. Riedel stemware sets and cases, cleaning cloth, brushes have been very successful. They are checked out for the sensory classes and eliminate the need for students to buy expensive glassware and cases. This includes \$8k of donations in cases by Riedel.

8. 2024-2025 LPC V&E Foundation Budget

- a. 2024-25 Budget to date (see attached budget)
 - i. CA ABC Licensing - 02 License Premise to Premise transfer cost is reflected in actual budget.
 - ii. Still no takers on materials fees scholarships for VWT declared students (it is listed on class paperwork/syllabus).

9. Statewide Association of Community Colleges (SWACC) Auxiliary Organization Liability Insurance Policy

- i. Still need Sean’s help with SWACC insurance

10. Winery Compliance

- a. CA ABC License
 - i. Current 3/19/25 – 6/30/25
 - ii. Move from Building 800 to Buildings 3600-3700 required a Premise-to-Premise Transfer. Application for premise change was submitted 9/12/24. CA ABC License for new premises was issued 3/19/25.
- b. CA ABC Type 02 Winegrowers/Blenders Report
 - i. Current
 - ii. Due by October 15 for prior fiscal year

- iii. Filed 8/1/24
- c. CalRecycle
 - i. NEW reporting and fees started in 2024
 - Requires anyone who fills a container to pay a tax
 - ii. Beverage Manufacturer (BM) – tracking bottles filled; pay \$0.00576/bottle in 2024
 - iii. Beverage Distributor / Sales (DS) - tracking bottles sold and consumed off site; pay \$0.10/bottle in 2024
 - We pay CRV for any bottle that is sold and leaves the premise
 - Filed 26 reports for CalRecycle just in Jan. They have now granted us yearly reporting instead of monthly reporting.
 - iv. Labeling requirement added to all wine labels
 - v. DORIIS account for online reporting access approved; Reporting manual/training reviewed.
 - vi. Filed 13 BM reports and 13 DS reports for 2024 in January 2025. Paid \$48.21 total
 - vii. Demonstrated eligibility for annual reporting
 - viii. Eligibility for annual reporting BM and DS approved 2/28/25
 - ix. Next CalRecycle BM report, DS report, and fees for 2025 due by 2/1/26
- d. CA ABC Responsible Beverage Server (RBS) Training
 - i. Current
 - ii. Required every 3 years for managers and servers. Any on-premises alcohol server or manager must register in the RBS Portal, take training from an authorized RBS Training Provider, and pass the ABC Alcohol Server Certification examination within 30 days of completing the training. Servers and managers must be certified within 60 days of their first date of employment.
- e. CDFA Processors License – current
 - i. Current
 - ii. Renewal submitted 10/1/24
- f. CDFA Pierce's Disease Assessment
 - i. 2024 Report filed 11/24/24
- g. CDFA Grape Crush and Grape Acreage Report
 - i. 2024 Report filed 11/24/24
- h. CDTFA Sales Tax
 - i. Current
 - ii. Filed quarterly; paid quarterly; filed 1/14/25; filed 4/ 23/25.
- i. CDTFA Wine Grower Tax Return
 - i. Current

- ii. 2024 Report filed 1/14/25
 - j. Fictitious Business Name – “Campus Hill Winery”; “Campus Hill Vineyards”
 - i. Current 10/18/24 – 10/17/2029
 - ii. Renewal required every 5 years; Filed renewal with Alameda County Clerk 10/1/24.
 - k. TTB Basic Permit / Wine Premises Registry
 - i. Move from Building 800 to Buildings 3600-3700 required Location Change to be filed with TTB.
 - ii. Amended TTB Basic Permit for new location issued 2/26/25
 - l. TTB 5120 Winery Premises Operations for prior year due January 16
 - i. Filed
 - m. TTB 5000.24 Excise Tax Return due January 30
 - i. Filed and paid
11. 501(c)(3) Compliance
- a. IRS and FTB
 - IRS 990N must be filed each year by Nov 15 – Filed 10/5/24
 - FTB 199N must be filed each year by Nov 15 – Filed 10/5/24
 - b. CA Attorney General Registry of Charitable Trusts
 - RRF-1 due by Nov 1 each year – Filed 10/5/24
 - CT-TR-1 must accompany RRF-1 – enclosed with RRF-1
 - IRS 990N must accompany RRF-1 – enclosed with RRF-1
 - c. CA Secretary of State
 - CA SOS SI-100 – Filed renewal 8/1/24
12. News and Upcoming Events
- a. The Ribbon Cutting Ceremony for the new winery and instructional facility was held November 19, 2024. The event was well attended with several hundred community members, students, and VWT alumni braving the cold and wind. Thank you to all who helped with the event planning and execution.
 - b. Thank you to the Foundation for the purchase of the “Grand Crew” shirts for students and alumni of the VWT program; the students seemed very proud to sport their new shirts.
 - c. Spring Wine Week – Campus Hill Winery will be open for wine tasting and wine sales Tuesday, May 13 - Thursday May 15, 2-6pm, with live music Thursday 4-6pm.
 - d. LPC Commencement is May 30. Campus Hill Winery will have a presence outside the gym.
 - e. CabFranc-A-Palooza will be held Sunday June 8. The festival organizers would like to partner with LPC VWT program to recruit student volunteers for the event in exchange for VWT recruitment/info table. (Beth will speak at the beginning of tonight’s 5 PM class and will send a blurb to Lisa/Josefina to post on the VWT Facebook page).
 - f. West Coast College and University Wine Festival and Competition will be held June 13-14, 2025 at Allan Hancock College. Campus Hill Winery at Las Positas College won Gold and Best of Show Red last year and looks forward to another showing.
 - g. Global Artisan Vintners Alliance wine industry & media networking social hour will be held at Las Positas College - June 20, 3-5pm at the Campus Hill Winery. The event is hosted by Supervisor

Haubert's office and the LVWA. The event will have both local and international winemakers, and college VWT faculty, staff, and students are invited to attend. *RSVP to lindsey.knight@acgov.org by June 11, 2025.*

- h. How can we help our wine community connect with potential interns and students from the VWT program? Can we create a job fair at LPC where winemakers/tasting room managers can come TO the college to recruit students based on what they need (instead of everyone emailing David with their needs)?
 - i. LPC is also working on study abroad programs, which could be a potential help.
- i. LVWA Industry Tasting?
 - i. This is possible, but only if we can get students/alumni to staff (issues include: timing (middle of June), school's not in session, we have many other events in June, etc.)

13. Other?

- a. From Paula, we have CMC approval to have 2 extra classes for the program (requested by David through Discipline Plan), which creates more FTEF for classes to be re-offered/taught. This will help students finish their certificates/degrees and move FASTER to get their certificates/degrees. Vineyard Management, Winery Management, and Wine Sales and Marketing Management courses all had to be removed from the requirements for certificates because we couldn't offer them often enough. More FTEF will be a huge benefit to the program - VWT 31 and 47 are both approved (Vineyard Ops and Wines of California).
- b. Community Education – the short Wine Service and Sales classes were very well received and attended by community member. But, these community ed class participants didn't end up converting into for credit students enrolled in other VWT classes.
- c. Maybe we can think about doing shorter classes (Break down Wines of Europe into individual countries, for example; or Intro to Wine Tasting)?

14. Next Meeting?

- a. Tuesday, September 9th 2 PM