



Las Positas College Viticulture & Enology Foundation

Board of Directors Meeting

[X] Indicates present

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

September 9, 2025, 2:00pm

Location: Building 3600, Room 3601, Las Positas College

AGENDA

1. Welcome and Introductions

Dyrell Foster	Ex officio, College President	Current Terms
Brianna Lopez	Ex officio, VWT Faculty & Coordinator	
David Everett	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

3. Review and approval of Minutes from April 2025 meeting

4. Hiring Updates / Needs

5. Vineyard Updates

6. Winery Updates

- Recent bottlings:
 - Bottled 23 Syrah/Graciano – Labeled as 2023 Hawk Red Tail Blend in May 2025
 - Bottled 24 Albariño (from T1) in June 2025
 - Bottled 24 Albariño (from SS1) in June 2025
- Wine Wednesdays: 2nd and 4th Wednesdays of the month 3-6pm
- Wines available
- Wines in process
- 2025 Harvest plan

7. Stemware Loaner Program
8. LPC V&E Foundation Budget
 - a. 2024-25 Budget Final Year End Budget
 - i. VOTE: Board approval of Year End Budget
 - b. 2025-26 Proposed Budget
 - i. VOTE: Board approval of Proposed Budget
 - ii. VOTE: Board approval for expenditures greater than \$500.
9. Statewide Association of Community Colleges (SWACC) Auxiliary Organization Liability Insurance Policy
10. Winery Compliance
 - a. CA ABC License
 - i. CA ABC License for new premises was issued 3/19/25 – 6/30/25.
 - ii. Current 07/01/25 – 6/30/26
 - b. CA ABC Type 02 Winegrowers/Blenders Report
 - i. Due by October 15 for prior fiscal year
 - ii. 2024-2025 gallonage report filed 8/5/25; Reported 547 gallons produced.
 - c. CalRecycle
 - i. Beverage Manufacturer (BM) – tracking bottles filled; pay \$0.00576/bottle in 2024
 - ii. Beverage Distributor / Sales (DS) - tracking bottles sold and consumed off site; pay \$0.10/bottle in 2024
 - iii. Labeling requirement added to all wine labels
 - iv. DORIIS account for online reporting access
 - v. Eligibility for annual reporting BM and DS approved 2/28/25
 - vi. 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 through 11/2025.
 - 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; filed 7/27/25;
 - 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. Amended TTB Basic Permit for new location issued 2/26/25
 - l. TTB 5120 Winery Premises Operations for prior year due by January 16
 - i. 2024 Filed
 - m. TTB 5000.24 Excise Tax Return due by January 30
 - i. 2024 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; Next file October 2025.
 - FTB 199N must be filed each year by Nov 15 – Filed 10/5/24; Next file October 2025.
 - b. CA Attorney General Registry of Charitable Trusts
 - RRF-1 due by Nov 1 each year – Filed 10/5/24; Next file October 2025.
 - 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. LPC Commencement - Campus Hill Winery had a promo table outside the gym. Sold \$1300.
Received great feedback from graduates and families.
 - b. West Coast College and University Wine Festival and Competition was held June 13-14, 2025 at Allan Hancock College. Campus Hill Winery showed well.
 - c. Global Artisan Vintners Alliance wine industry & media networking social hour was held at Las Positas College - June 20, 3-5pm at the Campus Hill Winery. They event was hosted by Supervisor

Haubert's office and LVWA. David provided a tour of the winery to international winemakers.
Great exposure for the college, winery, and VWT program.

- d. Did not sell/pour wine at this summer's LPC Summer Theater of The Wizard of Oz in July. Family show; expensive to pull permits.

13. Other?

14. Next Meeting?

Las Positas College Viticulture and Enology Foundation
Campus Hill Winery

Budget 2024-2025 (July 1, 2024 - June 30, 2025)
FINAL YEAR END

CLOSED OUT

		<u>2024-2025</u> <u>Proposed</u>	<u>2024-25</u> <u>Actual</u> (6/30/25)
LPCVEF Heritage Bank Account			
Revenue			
	Grape Sales	\$ 2,000.00	
	Wine Sales DTC	\$ 10,000.00	\$ 14,598.00
	Wine Sales Wholesale	\$ -	
	Wine Sales On Premise (not Square)	\$ 500.00	
	Cash Donations	\$ -	\$ 200.00
Total Revenue		\$ 12,500.00	\$ 14,798.00
Transfers In from previous year - APPROXIMATE		\$ 27,000.00	\$ 35,650.00
Total Revenue and Transfers In		\$ 37,200.00	\$ 50,448.00
Expenditures			
Licenses	CA ABC License	\$ 145.00	\$ 1,465.00
	CA Processors License	\$ 255.00	\$ 255.00
	ABC Special Event Permits	\$ 800.00	
	CA Sec of State SOI	\$ 20.00	\$ 20.00
	CA DOJ AG CT-1	\$ -	
	CA DOJ AG RRF-1	\$ 25.00	\$ 25.00
	Alameda Co Clerk Recorders	\$ -	\$ 47.00
Federal Tax	Excise Tax	\$ 100.00	\$ 5.04
CA Tax	CDTFA Wine Grower Tax	\$ 200.00	\$ 14.00
	CDTFA Sales & Use Tax	\$ 2,000.00	\$ 1,339.00
	CDFA Crush Report	\$ 5.00	\$ 8.68
	CalRecycle - BM & DS		\$ 48.21
Square Transaction fees		\$ 500.00	\$ 331.01
Other			
	Insurance SWACC	\$ 214.00	
	Office Supplies & Mailing	\$ 400.00	\$ 382.25
	Packing - glass, corks, foils, labeling	\$ 3,700.00	\$ 1,403.18
	Wine Analysis	\$ 300.00	\$ 235.00
	Wine barrels & winery equipment	\$ 3,000.00	\$ 4,443.72
	Scholarships	\$ 3,000.00	
	Promo; shirts for students, harvest lunch		\$ 2,570.54
Total Expenditures		\$ 14,664.00	\$ 12,592.63
Fund Balance		\$ 22,536.00	\$ 37,855.37

Las Positas College Viticulture and Enology Foundation
Campus Hill Winery

Budget 2025-2026 (July 1, 2025 - June 30, 2026)
PROPOSED BUDGET

LPCVEF Heritage Bank Account		<u>2025-2026</u> <u>Proposed</u>	<u>2025-26</u> <u>Actual</u>
Revenue			
	Grape Sales		
	Wine Sales DTC	\$ 14,000.00	
	Wine Sales Wholesale	\$ -	
	Wine Sales On Premise (not Square)	\$ -	
	Cash Donations	\$ -	
Total Revenue		\$ 14,000.00	\$ -
Transfers In from previous year - APPROXIMATE		\$ 37,800.00	
Total Revenue and Transfers In		\$ 51,800.00	\$ -
Expenditures			
Licenses	CA ABC License	\$ 145.00	
	CA Processors License	\$ 255.00	
	ABC Special Event Permits	\$ 800.00	
	CA Sec of State SOI	\$ 20.00	
	CA DOJ AG CT-1	\$ -	
	CA DOJ AG RRF-1	\$ 25.00	
	Alameda Co Clerk Recorders	\$ -	
Federal Tax	Excise Tax	\$ 100.00	
CA Tax	CDTFA Wine Grower Tax	\$ 200.00	
	CDTFA Sales Tax	\$ 2,000.00	
	CDFA Crush Report	\$ 5.00	
	CalRecycle - BM & DS	\$ 100.00	
Square Transaction fees		\$ 500.00	
Other	Insurance SWACC	\$ 214.00	
	Supplies	\$ 400.00	
	Packing - glass, corks, foils, labeling	\$ 3,700.00	
	Wine Analysis	\$ 300.00	
	Wine barrels & winery equipment	\$ 6,000.00	
	Scholarships	\$ 3,000.00	
	Promotional	\$ 3,000.00	
Total Expenditures		\$ 20,764.00	\$ -
Fund Balance		\$ 31,036.00	\$ -