



## Las Positas College Viticulture & Enology Foundation

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### Board of Directors Meeting

[X] Indicates present

X	David Everett, President	X	Nan Ho
X	Meredith Saboraria, Vice President, Interim Secretary	X	Roanna Bennie
X	Norman Petermeier, Treasurer	X	Anette Raichbart
X	Neal Ely	X	Dyrell Foster
X	Beth Refsynder	X	Lisa Everett (guest)

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Annual Meeting: April 12, 2:00pm; Rescheduled to April 26, 2:00pm

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Location: Building 1800 Room 1814 Las Positas College

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### MINUTES

1. Board of Directors – moved to top of agenda so we can update terms
  - a. Purpose: “The specific purpose of this corporation is to support the Las Positas College’s educational and cultural programs in the areas of Agribusiness, Viticulture, and Enology, as well as operate certain facilities to such programs.”
  - b. Officer positions - Roles and responsibilities per our Bylaws
    - President is the general manager and CEO of the corporation and has, subject to control of the Board, general supervision, direction and control of the business and officers. The President shall preside at all meetings; has the general powers and duties of management.
    - Vice President shall perform all the duties of the President in the absence or disability of the President.
    - Secretary shall keep or cause to be kept minutes of all meetings including time and place and names of those present; copy of corporation’s Articles and Bylaws; and give notice of all meetings.
    - Treasurer is the chief financial officer and shall keep or cause to be kept adequate and correct accounts of transactions. Treasurer shall deposit all monies and disburse funds. Bank Resolution gives authority to execute checks to College President and Vice President of Business. So, CEO Everett, College President Foster, and VP Raichbart are authorized to sign checks.

c. Terms – 3 year staggered terms

Dyrell Foster	Ex officio	
David Everett	Ex officio as VWT Program Coordinator President	4/18/21 – 4/18/24
Meredith Saboraria	VP VP extended Interim Secretary VP	4/18/19 – 4/18/22 4/18/22 – 4/18/23 4/18/22 – 4/18/23 4/26/23 – 4/26/26
Norm Petermeier	Treasurer	4/18/20 – 4/18/23
Neal Ely		4/18/21 – 4/18/24
Nan Ho		4/18/21 – 4/18/24
Roanna Bennie		4/18/20 – 4/18/23 4/26/23 – 4/26/26
Anette Raichbart		4/18/20 - 4/18/23 4/26/23-4/26/26
Beth Refsnyder	Secretary	4/26/23 - 4/26/26

Motion for NEW Directors - M/Sc – Beth Refsnyder approved as new Board member.

Motion for Meredith to continue as Director – M/Sc – Meredith approved.

Motion for VP – M/Sc – Meredith approved to continue as VP.

Motion for Secretary – M/Sc – Beth approved as Secretary.

Motion for Norm to continue as Director M/Sc – Norm approved.

Motion for Treasurer – M/Sc – Norm approved to continue as Treasurer.

Motion for Roanna to continue as Director - M/Sc – Roanna approved.

Motion for Anette to continue as Director – M/Sc – Anette approved.

All new terms 4/26/23 – 4/26/24 are reflected on table above.

d. Succession Planning and recruitment of new board members.

- i. The Board can have 3-11 Directors. If anyone has suggestions for additional Board members, please bring them forward.
- ii. The Foundation would be better served if some of the operations of the Foundation were distributed out to the various Officers.
- iii. Roanna reminded Board that reassign time is given to VWT Program Coordinator for external accreditation responsibilities. David informed the Board that reassign time has not increased since founding of the program, despite the increase in responsibilities,

including the vineyard, the winery bond, 501(c)3 compliance, and winery compliance.

There are plenty of responsibilities to go around.

2. Review and Approval of Agenda – M/Sc – approved with following addition under agenda item #14 Other – potential opportunities with LVWGA.
3. Review and Approval of Minutes of April 12, 2022 - Sent out via email 4/7/23 – M/Sc and approved with following correction: #5 Quorum is “Majority,” which is 5 (not 4) if there are 8 Directors.
4. Teaching Winery Construction Update
  - a. Stem walls are in; foundation will be next. Discussions with construction management about FFE, power, water filtration, etc. are on-going.
  - b. Occupancy is scheduled for January 2024, but due to rain delays it may more like April 2024.
  - c. Damien Bramlett is our new VWT Lab Tech. Welcome Damien. He’s been a great addition to the program!
5. Vineyard Update
  - a. Lots of rain this winter causes lots of weeds. Vineyard floor cover crop grew really well and killed out invasive weeds. Mowing was able to start this past week because the vineyard is finally dry enough to safely operate the tractor.
  - b. Crew who does vineyard maintenance will come in to do vineyard vine rows once mowing is complete.
  - c. Vineyard floor of East slope of vineyard along Campus Hill Drive is done and looking good for graduation.
  - d. Bud break was mid April
  - e. Are pesticides being applied to help with weeds? Yes, but because of the wet winter, application did not occur as regularly as needed to control vine row weeds.
6. Wine Production
  - a. Fall 2022 harvest
    - i. Fruit was in great shape but due to all varietals ripening at the same time, only a portion of each fruit block was harvested.
  - b. Wines in process
    - i. 2022 Albarino and 2022 Tempranillo Rose are stable and in tank; these will be filtered and bottled toward end of the semester.
    - ii. A variety of reds 2021 and 2022 are in barrel. Next week students will bottle an inexpensive red blend called “The Hawk - Red Tail Blend” with the college’s Hawk logo on the label. This will be available for purchase almost immediately for \$10/bottle. It’s a 50/50 blend of 2020 Graciano/Grenache. College administration has given us the OK to sell this wine by the bottle at graduation. Table location TBD.

- iii. Plans to sell college by the glass at LPC Summer Theater production again.
- iv. Plans to pour college wine at upcoming Three Valleys Community Foundation event.
- c. Upcoming Fall 2023 harvest
  - i. Due to the upcoming move into the new facility we plan to “skip” a vintage. We will offer 2023 grapes up for sale.
  - ii. Board discussed whether the college would be able to harvest the grapes of if buyers would need to harvest themselves. Norm stated that the crew that harvests Trilogy changes \$350/ton to harvest. VP Raichbart says that a harvest crew can be hired as independent contractor. Have to insure that fruit is sold and paid for prior to harvest.
  - iii. Board recommends advertising early that fruit will be for sale, and be sure to explain why it is for sale (moving into new facility). Describe what varietals will be up for sale. Smaller blocks should be advertised to smaller commercial wineries and wine enthusiasts.

#### 7. LPCVEF Scholarships

- a. Discussion of the Foundation offering scholarships for reimbursement of \$150 materials fees to students who enroll in classes and provide verification of financial benefit.
- b. Discussion included number of scholarships, how financial need or financial benefit could be verified, process, whether students should be declared majors in VWT, etc.
- c. M/Sc to set aside \$3000 for 2023-2024 for scholarships for reimbursement of materials fee based on demonstrated interest in VWT. Motion approved. Note to be placed in course schedule. Application will be on Foundation website; perhaps an Adobe form that will automatically get emailed to David’s inbox. Keep form short.
- d. Scholarship for tasting set and case – Board will revisit this item at a later date.

#### 8. Campus Hill Winery Website

- a. Tour of website
- b. Request for link to Winery website to be no more than 2 clicks away from College home page.
  - i. Allan Hancock navigation: About > Winery
  - ii. Napa Valley: Community > Winery
  - iii. Santa Rosa: Shone Farm has its own website with 1 click to Winery
  - iv. VP Raichbart will take request for a Winery link from LPC homepage to executive administration.
  - v. Suggestion to create QR code for winery to be used on a variety of media.
  - vi. Internet/online wine sales discussed. To discuss further when there is a facility and hopefully more staff to assist with sales.

## 9. 501(c)(3) Compliance

### a. IRS

- 990N must be filed each year by Nov 15 (by the 15th day of the 5th month after the close of your tax year)
- 07/01/2021 – 06/30/2022 filed 10/19/2022; Reported \$12,009 revenue for fiscal year.

### b. FTB

- 199N must be filed each year by Nov 15
- 07/01/2021 – 06/30/2022 filed 11/15/2022

### c. CA Secretary of State

- CA SOS SI-100
- Nonprofits must file every other year by April 30 (4/2022, 4/2024...)
- Filed 4/15/22

### d. CA Attorney General Registry of Charitable Trusts

- RRF-1 due by 11/1 each year
- CT-TR-1 must accompany RRF-1
- IRS 990N must accompany RRF-1
- Filed 11/18/22

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

- i. CLPCCD last invoiced LPCVEF March 2020 for 7/1/19-7/1/20 policy.
- ii. VP Raichbart will follow up with District on policy coverage.

### f. Minutes must be publicly available

### g. Foundation Treasurer will take a more active role in 501(c)3 filings.

## 10. Winery Compliance

### a. Licenses: renewed, current and posted.

- CA ABC License valid 7/1/22 – 6/30/23.
- CA Processors License valid 12/1/22-11/30/23.

### b. Federal Winery Filings and Excise Taxes: current.

- TTB 5000.24am due by Jan 15 for prior calendar year
  - 1/1/2022 -12/31/22 Filed
- TTB 5120.17temp due by Jan 30 for prior calendar year
  - 1/1/2022 -12/31/22 Filed

### c. CA State Winery Filings and Taxes: current.

- CDTFA 501 Winegrower Tax Return (State Excise Tax)

- 2022 Qtr 1 filed
  - 2022 Qtr 2 filed
  - 2022 Qtr 3 filed
  - 2022 Qtr 4 filed
  - Change in Reporting Status: New reporting basis will cover January 1, 2023 – December 31, 2023 and is due by January 16, 2024. Finally, CDTFA is changing our reporting status for this report from quarterly to annual.
  - CDTFA Sales & Use Tax
    - 2022 Qtr 1 filed
    - 2022 Qtr 2 filed
    - 2022 Qtr 3 filed
    - 2022 Qtr 4 filed
    - 2023 Qtr 1 due April 30
- d. NEW compliance requirements:
- i. CA Department of Food and Agriculture (CDFA) Grape Crush and Purchase Inquiry Report due by Jan 10 for previous harvest.
    - Filed 12/9/22
  - ii. CDFA Pierce’s Disease, Grape Crush, and Grape Acreage Report and assessment due by Jan 10 for previous harvest.
    - Filed 12/9/22
  - iii. CA ABC Responsible Beverage Server (RBS) Training every 3 years is required as of August 2022 for servers and managers. 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.
    - David completed RBS July 2022.

## 11. Budget

- a. 2021-2022 Final Year End Budget presented to Board.
- b. 2022-2023 Proposed Budget and Revenues/Expenditures to date will be emailed to Board for review.
- c. 2023-2024 Proposed Budget will be emailed to Board for vote/approval. Email sent; 23-24 proposed budget approved by Board.

## 12. Business Plan

- a. New facility coming on board. Greater visibility of program. A business plan would give program opportunity to articulate needs of program, including additional staffing.

## 13. Community Outreach and Promotional Events since last annual meeting

- a. April 2022 – CLPCCD hosted **Chamber of Commerce Mixer** April 13, 2022 at the CLPCCD District Offices. Campus Hill Winery poured 2 cases of 2019 Abariño and 2 cases of 2019 Slopeside. Wines were sold to event organizers at case discount.
- b. May 2022 – **LPC Literary Arts Festival** was May 7, 2022. Campus Hill Winery donated 2 cases of wines for the session titled *Word of Mouth: Writing about Food and Wine*, which featured food and travel writers. David partnered with local cheesemonger and led the panelists and attendees through a wine and cheese pairing. The event was attended by about 40 people, and was well received.
- c. May 2022 – 3 cases donated to LPC President’s Office for **Commencement** dignitaries.
- d. June 2022 – **LPC Community Education Winery Tasting Room Certification** series. Each series runs over 2 weekends (2 Saturdays and 2 Sundays 8:30-11:30) at 4 different wineries and then includes a “job shadow” day at a local tasting room. Students report they “love it,” but they don’t seem to move over to credit classes.
- e. June 2022 – **Livermore Valley Wine Country Interwinery Tasting**. Campus Hill Winery shared several of its wines with local industry professionals. The college’s wines showed well.
- f. July 2022 – **LPC Theater Production of *Little Shop of Horrors***. Campus Hill Winery sold wines by the glass for the first time! David purchased CA ABC Special Event permit, Livermore Special Event permit and plastic stemless “O” glasses. Sold Rosé, Albariño, and Slopeside. Despite unusually cold weather for July and COVID cancelling the last night of the show, we sold 209 glasses of wine for \$1045 revenues.
- g. September 2022 – **LPC Music Department Steinway Gala**. Poured several Campus Hill wines at event.
- h. October 2022 – **Friends of Open Space and Vineyards Twilight Tasting**. FOV hosted a twilight tasting to support the VWT program and VWT student scholarships. Event was well attended by LPC students, alumni, and administrators (current and retired). Campus Hill Winery donated 1 mixed case to raffle.
- i. November 2022 – **Horticulture Facility Ribbon Cutting and Teaching Winery Ground Breaking**. Poured Campus Hill Winery Rosé, Albariño, Slopeside and RePort Card. Donated 3.5 cases to event. Event was very well attended by community.

- j. March 2023 – **LPC Community Education** *Winery Tasting Room Certification* series. Each series runs over 2 weekends (2 Saturdays and 2 Sundays 8:30-11:30). We have now offered this series 6 times training over 70 community members.
- k. March 2023 – **LPC Open House**. Tabling about VWT educational program including degrees, certificates, and transfer programs; Campus Hill Winery wines; and the future Teaching Winery facility.
- l. Upcoming events: **Santa Maria Wine Festival** and Intercollege Wine Competition will be held June 9-10, 2023 hosted by Allan Hancock College. So far Las Positas College, Mira Costa College, CSU Fresno, and Cal Poly San Luis Obispo have accepted invitation. UC Davis and Napa Valley College are still undecided. Santa Rosa Junior College has declined.

14. Other items

- a. Potential opportunities with LVWGA. Added to agenda; will be discussed at a later date.

15. Next Meetings

- a. Look for David's email regarding 23-24 proposed budget vote.
- b. Fall meeting – October 11, 2:00pm.
- c. Spring Annual meeting - April 17, 2:00pm