



## Las Positas College Viticulture & Enology Foundation

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### Board of Directors Meeting

[X] Indicates present

|   |                                     |   |                      |
|---|-------------------------------------|---|----------------------|
| X | David Everett, President            | X | Roanna Bennie (zoom) |
|   | Meredith Sarboraria, Vice President |   | Anette Raichbart     |
| X | Norman Petermeier, Treasurer (zoom) | X | Dyrell Foster        |
| X | Beth Murray, Secretary              |   | Guests:              |
| X | Neal Ely                            | X | Lisa Everett (zoom)  |
|   | Nan Ho                              |   |                      |

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April 17, 2024, 2 PM

Location: Building 1600, Room 1681B, Las Positas College

Zoom: <https://us06web.zoom.us/j/88370039299>

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### MINUTES

#### 1. Welcome and Introductions

|                    |                         |                   |
|--------------------|-------------------------|-------------------|
| Dyrell Foster      | Ex officio              |                   |
| David Everett      | Ex officio<br>President | 4/18/21 - 4/18/24 |
| Meredith Saboraria | VP                      | 4/26/23 - 4/26/26 |
| Norm Petermeier    | Treasurer               | 4/26/23 - 4/26/26 |
| Beth Murray        | Secretary               | 4/26/23 - 4/26/26 |
| Neal Ely           |                         | 4/18/21 - 4/18/24 |
| Nan Ho             |                         | 4/18/21 - 4/18/24 |
| Roanna Bennie      |                         | 4/26/23 - 4/26/26 |
| Anette Raichbart   |                         | 4/26/23-4/26/26   |

#### 2. Review and approval of Agenda

- Motion to approve agenda, seconded/voted/approved

#### 3. Board Officers – Nominations and Voting

- Regarding David's term ending - could he agree to a single year extension instead of a 3-year extension? Considerations:

- i. Possible retirement from LPC, not written in stone yet but is likely.
- ii. Intention to finish out fall 2024 to help with transition to new building and ensure at least one class in the new facility.
- iii. Bylaws say that a full-time faculty member will always be on board (at least ex officio), but it will likely take time to hire the next full-time faculty member.

Motion to keep David on for a single year extension, second/voted/approved.

- Neal – Terms are normally 3 years. This would make him a member until 2027.

Motion to have Neal on the board for another term, seconded/voted/approved.

- Nan – Not here today. We are not sure if she will continue to serve on the board, or if the new dean of STEM (starting July 1) will want to join?

- i. We will need to wait to hear from Nan and wait for board approval of the new hire. Nan's term expires tomorrow, so she can rejoin if she would like at the next meeting.

- ii. This would bring the board down to 7. Does Dr. Foster want a dean to be involved, which would mean the dean of STEM would need to be a board member?

- iii. David will approach Nan to see if she would like to stay on the board of director, ALONG with the new dean of STEM.

- Anette – No longer in her position

- i. From Dr. Foster: It might be good for us to discuss potential board members whose position at the college (dean of STEM, VP of administrative services, etc.) should always have a place on the board.

- ii. New VP of Administrative Services (Sean Brooks starts 6/27) – can he/will he join?

Motion to remove Anette from the board (since she still has a standing term), seconded/voted/approved.

- Recruit new members! Please think of people who might want to join the board.

#### 4. Review and approval of Minutes from October 11, 2023 meeting

- Reviewed via e-mail. Motion to approve Oct 11, 2023 minutes, seconded/voted/ approved

#### 5. Teaching Winery Construction Update

- Advisory board meeting yesterday with an initial tour of the new facility. They were not able to see everything because of construction activity but got a good idea of the progress.
- The new teaching winery is enclosed so weather doesn't impact work schedule anymore.
- David is happy with the progress. The new winery facility is going to be great and is large and safe enough for production and instruction. The only negative is that the classroom is very small and he's unsure how many desks will actually fit in the room. He's looking forward to moving into that space over the summer and potentially moving in for instruction in the fall (that's the target!). He is fairly confident it will be ready for instruction in the fall.
- Neal expressed that it can be done and ready by fall term if everyone is staying on top of contractors and schedule.
- All the big things (electricity, plumbing, drains, IT) are done. The remaining work is finishing work. Concrete for the patio and crush pad, and landscaping areas are the biggest projects remaining.
- From Lisa, per Ines, they're looking at early June to move all the large winery equipment. Barring any major issues, it should be a slow and incremental movement over the summer with the hope to have approval to move in completely and hold classes in the new facility in the fall.
- David is keeping in mind that there is an Enology II class on the schedule this fall and we will need to have all of the equipment moved and working in order to hold this class. There is a plan to have one vineyard class over the summer (not sure if it will happen or not).

## 6. Wine Production Update

- Current inventory – some cased goods still remain for sale. Looking forward to offering wine sales out of the new facility.
- Proposed 2024 vintage – most likely going to scale the harvest down and not put too much pressure on the new facility.
  - i. The current plan is to be smart about how much the new facility can handle during move-in transition.

## 7. Hiring Needs

- Yesterday at the CTE VWT board meeting the board approved and made a recommendation to proceed with hiring a full-time winery manager. This is a (lower level) management position overseeing numerous responsibilities and would be a liaison to the instructors (adjuncts) on the enology and viticulture sides of the program. Details:
  - i. After the tour of the building, David expressed the need for a winery manager for the new space, for safety reasons especially, but also for compliance with federal/state licensing, managing wine production and sales, overseeing equipment and facilities, supporting instructors, and providing direction regarding vineyard and wine making to instructors teaching labs. This person will be on premise full-time to oversee everything.
  - ii. To have an instructor teach classes AND manage the new winery up to its full potential would be overwhelming.
  - iii. Who do we make a motion to? Should we make a recommendation as an advisory board to the college president? If this new position is hired, David's full-time faculty position would not be immediately replaced.
  - iv. The next step is researching and writing a job description for this position. From Lisa, we can pull from other colleges (Napa Valley, Allan Hancock, etc).
  - v. This person will also oversee winery software, wine sales, etc.

- vi. Spring 2025 would be ideal hiring time with position to start Summer 2025. We need to get to get this moving as early as possible.
  - vii. From Dr. Foster - we need to try our best to make David's retirement and the new hire as seamless as possible. Perhaps David could stay as adjunct part time in spring 2025 to help with the transition? David must sit out for 180 days from CalSTRS creditable service (adjunct faculty). Dr. Foster welcomes any recommendations from the board for helping with the job description and filling the winery manager position.
  - viii. From Roanna - We might need to amend the bylaws to make sure the winery manager also serves on the board, maybe in a specific position.
  - ix. From Norm - Motion for the board to make a recommendation to the college president to hire new Winery Manager position and for Board to assist with drafting job description. Seconded/voted/approved.
- We continue to advocate for increasing the Lab Tech classified position from 20 to 40 hours a week. It makes sense to have a person in the lab full-time.

#### 8. Vineyard Update

- Vineyard mowing will be happening soon. All work in the vineyard is on its normal schedule. We will need to keep up with the vineyard work so that it helps with grape sales.

#### 9. Budget Update from Lisa:

- 2023-24 Budget for Board review (enclosed in packet)
  - i. VWT program acquired Daily Event Permits to pour wine at College Summer Theater event. Event was fantastic and all fees and costs on our end were paid for by sales on the first evening.
  - ii. Lisa reviewed Expenditures.
  - iii. The winery does not have to apply for and pay for licensing if we are having an event AT our licensed premises. We are required to pay several hundred

dollars in licensing fees to Livermore PD and CA ABC for any events outside of licensed premises. Once we transfer the license premises to the new buildings, we will be able to have events at our winery without going through all the licensing daily permits/special event permits.

- 2024-25 Proposed Budget for Board approval (enclosed in packet)
  - i. Budget reviewed, motion to approve, seconded/voted/approved.

#### 10. Campus Hill Winery Website

- Update on link directly to VWT program from LPC Homepage?
  - i. Still in limbo. Dr. Foster will look into it. David is currently looking into/moving forward with QR codes on all the back labels. The only way you can find the VWT program homepage right now is if you search in the search bar for the Campus Hill Winery/VWT program. Are there potential options to put Campus Hill Winery on the main page next to Athletics and Performing Arts (one click!), or two clicks by having the Campus Hill Winery under “Discover LPC”? Dr. Foster will look into these options.
  - ii. Norm motioned to request to Dr. Foster that we have a connection from the main website to the Campus Hill Winery. Seconded/ voted/approved.
  - iii. David: What is the process if someone requests to rent the winery patio?
    - From Dr. Foster – LPC has a streamlined process for anyone to rent anything on campus (athletics fields, etc.), and we would do the winery rental in the same way.
    - Would someone from the VWT program need to be on site during the event? Per Dr. Foster, when the theater has events at their facility, they always have a theater representative on site, which means the winery facility would need to do the same.

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

- We need to update policy coverage.

## 12. 501(c)(3) Compliance

- IRS and FTB
  - IRS 990N must be filed each year by Nov 15 – Filed.
  - FTB 199N must be filed each year by Nov 15 – Filed.
- CA Attorney General Registry of Charitable Trusts
  - RRF-1 due by Nov 1 each year – Filed.
  - CT-TR-1 must accompany RRF-1 – enclosed.
  - IRS 990N must accompany RRF-1 – enclosed.
- CA Secretary of State
  - CA SOS SI-100 due April 30, 2024

## 13. Winery Compliance

- Licenses: renewed, current and posted.
  - i. CA ABC License
  - ii. CA Processors License
  - iii. CA Sellers Permit
- Federal filings: current.
  - TTB 5120 Winery Premises Operations for prior year due January 30 – Filed.
  - TTB 5000 Excise Tax Return due January 30 – Filed.
- California filings: current.
  - CDTFA 501 Winegrower Tax Return (State Excise Tax) due annually by January 16 – Filed.
  - CDTFA Sales & Use Tax due Quarterly - Filed

- CA Department of Food and Agriculture (CDFA) Grape Crush and Purchase Inquiry Report due by Jan 10 for previous harvest – Filed.
- CDFA Pierce’s Disease, Grape Crush, and Grape Acreage Report and assessment due by Jan 10 for previous harvest – Filed.
- 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.

#### 14. Community Outreach and Promotional Events since April 2023 Annual Meeting

- Inter College and University wine Invitational held June 9-10, 2023 at Allan Hancock College. Las Positas placed well (Per David, “CRUSHED IT”) in wine judging. LPC wines placed better than Allan Hancock and Napa Valley wines.
- LPC Summer Theater Event – *Footloose* held 2 weekends in July, 2023. We sold \$4400 in wine. Cost for supplies/glasses/permits totaled \$674. Excellent exposure for the VWT program.
- Tri Valley Educational Collaborative (TEC) Career Tech Mixer held at LPC Horticulture Facility September 2023. VWT program donated 1 case of wine.
- October 20, 2023 CARE – Chabot Las Positas Association of Retired Employees Luncheon. Campus Hill Winery wines tasted and David was a guest speaker/presenter. VWT donated 2 cases of wine.
- November 2023 – Academic Support Building Ribbon Cutting Event – Wines showcased and tasted.
- March 2024 – donated 2 cases of wine to LPC Women Veterans Event.
- March 2024 – donated 4 bottles of wine to thank speakers for Women Winemakers event.
- June 7-8, 2024 Allan Hancock Inter College and University Wine Festival to be held.



#### 15. Next Meeting?

- Advisory board meeting is in October. We would like to meet in September or October with the anticipation of the new facility ribbon cutting in October.
  - i. Wednesday, October 9<sup>th</sup> at 2 PM for the next foundation meeting.
  - ii. Rough estimate for ribbon cutting is October 15<sup>th</sup>.
- Motion to adjourn, seconded/voted/approved.