



**LAS POSITAS COLLEGE
VITICULTURE AND ENOLOGY FOUNDATION (LPCVEF)
MINUTES – ANNUAL MEETING**

April 14, 2020 | 2:00pm | Zoom

LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Board of Directors:

David Everett, President (President term expires 4/18/21; ex-officio Director)

Meredith Saboraria, Vice President (term expires 4/18/22)

Norman Petermeier, Treasurer (term expires 4/18/20)

Neal Ely, Secretary (term expires 4/18/21)

Nan Ho (term expires 4/18/21)

Diane Brady (term expires 4/18/20)

Vacant until elected, College President (ex-officio)

Call to order

Welcome and Introductions

Board Members in attendance: David Everett, Meredith Saboraria, Norm Petermeier, Neal Ely, Nan Ho, Diane Brady, Roanna Bennie, Dyrell Foster, Anette Raichbart.

Review and Approval of Agenda

Neal/Roanna. Agenda Approved.

Review and Approval of Feb 12, 2020 Minutes

Meredith/Nan. (2 abstentions). Minutes Approved.

Election of Directors & Officers

ACTION: President of Las Positas College, Dr. Dyrell Foster, approved to become ex-officio Director. (David/Nan). Approved.

ACTION: Vice President of Administrative Services, Anette Raichbart, approved to become Director for term 4/18/2020 – 4/18/2023. (David/Nan). Approved.

ACTION: Norm Petermeier nominated to continue as Treasurer for term 4/18/2020 – 4/18/2023. (Nan/Roanna). Approved.

David will assume some of the responsibilities of Treasurer; but Norm will hold title.

Board thanks Roanna Bennie for her service as College President. Roanna Bennie will continue on Board for term 4/18/2020 – 4/18/2023. Approved at Feb 12, 2020 meeting.

Board thanks Diane Brady for her service as College Vice President of Administrative Services and Board Director.

Report from Roanna, about Alan Hancock College Winery

Roanna does not have her notes with her right now because of Shelter in Place, but she will do her best to provide a recap of her recent visit.

President of Alan Hancock College is now serving as President of Foundation. This relieves some pressure off Faculty/Coordinator.

Alan Hancock recently hired a full time Winery Manager. They are very pleased with this position, hiring, and job description.

There are also several other job positions that assist in winery.

Who manages paperwork? Who pays the costs?

The President of Alan Hancock College sees the Winery as part of “the cost of doing business” at the College. The college’s business office handles all the auxiliary organizations at the college; and therefore handles all the paperwork for the winery. The College does not ask the Foundation to repay for these services. Again, this is the cost of doing business.

The College pays the fees.

Las Positas College should be thinking about how to set up our processes and our paperwork, so that we can follow this model.

Tax and auditing should be done by the Business Office.

Winery forms should be done by winery personnel.

David shared this is the same set up for Napa Valley College and Fresno State University, two other colleges with wine programs that he has had conversations with.

Promoting, advertising, and selling the College’s wine was a concern for Alan Hancock. These are some of the responsibilities that the Winery Manager position now addresses.

Core duties of a full time faculty member are teaching and curriculum. Alan Hancock wanted to preserve this. The VWT Program Coordinator at Alan Hancock, thinks he gets 3 CAH for coordinating the academic program. Alan Hancock wants to make sure that the faculty is in the classroom.

Nan mentioned that the Lab Tech position would also want to expand alongside with the Winery and with the Winery Manager position.

David added that he has visited the Alan Hancock Winery website and viewed their web purchasing options.

501(c)(3) Status

IRS Tax Exempt Status

- Form 1023EZ filed by David 3/3/2020. \$275 filing fee.
- Determination Letter Received – Tax Exempt Status granted effective April 13, 2018.
- IRS 990EZ Tax Return required annually.

FTB Tax Exempt Status

- Form 3500A Exemption Request filed 4/17/2020
- FTB 199N Tax Return “e-Postcard” required annually if \$50,000 or less in gross receipts, otherwise file FTB 199.

Winery Compliance

Licenses: all current and posted.

- CA ABC License 7/1/19 – 6/30/20.

- CA Processor License 12/1/19-11/30-20.
- Seller's Permit no expiration.

Federal Winery Filings and Taxes: all current.

- TTB 5000.24am: no tax due; no filing required.
- TTB 5120.17temp: mailed 3/5/20. Was due 1/15; may incur late fee.
- Pay.gov account requires signed authorization to be processed to allow TTB filings online. Authorization was mailed 3/4/20. Authorization has been received.
- Certificate of Label Approval (COLA) account to be setup.
 - Meredith says COLA not required if we plan to sell in CA only. We could label "For Sale in CA only."
 - Norm says it would be a good idea to get the COLA.

CA State Winery Filings and Taxes: all current.

- CDTFA 501 Wine Grower (State Excise Tax) 2020 Qtr 1 filed. All filings current.
- CDTFA Sales & Use Tax 2020 Qtr 1 filed. All filings current.
- CDTFA Sales & Use Tax 2019 Qtr 2 amended to reflect correct \$ of grape sales.

2020 Campus Hill Winery Compliance Due Dates Calendar

- Created calendar to track all known compliance due dates. See calendar.
- David will send out a copy of the calendar to the Board.

Budget

- 2019-20 Actual Revenue and Expenditures to date; and additional expected by June 30.
- Review 2020-21 Proposed budget
- ACTION: 2020-21 proposed budget approved. (Neal/Norm). Proposed budget approved.
- Dr. Foster and VP Raichbart need to complete paperwork with Heritage Bank to become co-signers on Foundation account.

Insurance

- SWACC liability coverage for Directors costs \$ 35.70 per Director x 6 Directors = \$214
 - David sent check through intercampus mail about 2 weeks to Dawn Nedeiffer. It could be in Roanna's mailbox. Roanna will follow up.
- Current coverage 7/1/2019-7/1/2020
- Will need to renew this summer

Review Draft Business Plan for Campus Hill Winery

- Due to time constraints, review of Draft Business Plan will be tabled. (Nan/Roanna). Tabling Business Plan approved.
- Board members will review the draft on their own.
- Please send any comments or suggestions to David.
- David will also try to get a copy of Alan Hancock's Business Plan.
- Board will look at Business Plan at Fall meeting.

Updates

- Lost vineyard contractor mid year. A new Vineyard labor contractor was found and hired. Nan informed VP Raichbart there there is a line item in the VWT budget for this. David informed Board that the new Vineyard Labor Contractor is working. Vineyard is pruned. Herbicide under discussion.
- David informed the Board that the winery analysis equipment was recently calibrated and is now functioning.
- David is performing all barrel and tank wine management due to Lab Tech vacancy.
- Lab Tech interviews are in process. We are hopeful that a new Hort/VWT Lab Tech will be hired soon to support the program.
- Winery Architectual meetings have been on hold due to Shelter in Place. Ann Kroll said there will be a meeting regarding the winery building by the end of the month of April.
- Thank you to Meredith for filling in for Lab Tech while Josefina was away.
- Meredith will send David info about Vineyard Labor contractor. When invoices are received, they need to be paid quickly because the contractor requires quick payment or they will stop work.
- Should we plan a release party?
 - i. We don't have an established brand for the label yet.
 - ii. It has to be labeled under the Campus Hill Winery label.
 - iii. Will put branding/label on agenda for the next meeting.
 - iv. Meredith suggested we talk to Art Department at LPC; David said he has had multiple meetings with the Art Department.
 - v. The Design Shop may be interested in a project. David will follow up with Peter.
 - vi. Norm said Trilogy just did a wine label and it took 2.5 months.
 - vii. Maybe we should think about a red wine release party, rather than a white wine release.

Good of the Order

Meeting adjourned 3:18pm.

Next Meetings:

- August 19, 2020 11:00am.
- November
- Jan/Feb
- April