



Las Positas College Viticulture & Enology Foundation

Board of Directors Meeting

[X] Indicates present

X	David Everett, President		Roanna Bennie
	Meredith Saboraria, Vice President	X	Anette Raichbart
X	Norman Petermeier, Treasurer	X	Dyrell Foster
X	Beth Murray, Secretary	X	Thomas Orf
X	Neal Ely (Zoom)	X	Damien Bramlett
	Nan Ho		

Semi-Annual Meeting: October 11, 2023, 2:00 PM

Location: Building 1800 Room 1814 Las Positas College

MINUTES

1. Welcome and Introductions

Dyrell Foster	Ex officio	
David Everett	Ex officio; 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 – M/Sc - approved

3. Review and approval of Minutes from April 2023 meeting – M/Sc - approved

4. Teaching Winery Construction Update

- a. Drone footage shown of the construction on the new Teaching Winery
- b. Update from David: David was able to get into the new site recently. Exciting to see it after working to get this new site going for the last 15 years. Not a dream winery and some issues due to funding, but it will be perfect for a community college wine program. Safe, provides proper setting for instruction and has all main needs for instruction, etc. Big thanks to administrative

team for moving forward. "If you build it, they will come." We hope to see a bump in students and want to make sure ribbon cutting is a big community event with media.

- c. Per David, earliest ribbon cutting would be summer of 2024. Darrel says fall of 2024 is more realistic. Hoping that they can keep things moving before the winter rains starts.

5. Vineyard Update

- a. Dialed back on vineyard due to upcoming move
- b. Sold some Albarino to Longevity
- c. Donated some fruit to student teams
- d. Picking some fruit on Friday (Syrah, possible Grenache as well) for a small batch of Syrah (maybe 2 30-gallon barrels)

6. Wine Production Update

- a. Still have 126 gallons of Albariño in tank that needs to be bottled
- b. Tempranillo Rose from this 2023 already bottled
- c. Little bit of Graciano aging nicely
- d. Longevity didn't pick all of the Albariño. Maybe we could wait for higher Brix and do a late harvest Albariño?

7. Budget Update

- a. 2022-23 Year End Budget enclosed for Board approval
 - i. Year End Budget – M/Sc - approved
- b. 2023-24 Budget to Date enclosed for review
 - i. Already approved, just reviewing.

8. Campus Hill Winery Website

- a. Update on link from LPC Homepage?
 - i. It would be nice to have a link to the VWT program on the home page of the website. Very challenging to find program from home page of college. Anette will look into this option.
 - ii. David is asking for assistance with wine sales up at the new location. Sales are not consistent (sometimes 3 cases, sometimes 10+), but will be more difficult at the new place since we won't be at the center of campus anymore. Thoughts to try and get wine by the glass at Beebs or something similar? By the glass here?
 - Biggest thing that would help: Wine sales and wine "club" online!!! David might be able to find someone to donate their services to help us get a wine sales service set up online. Wine club would help with online sales. People shop online and then have to come pick up at the new location. Need to figure out

what club details would be and then have cards to fill out so that people can take it with them.

- From Anette: Who built the current VWT website? In order to have wine sales, we might need to have a VWT Foundation page. Wine sales cannot be directly linked to the college website. We can LINK from the VWT website/campus Hill Winery website to the foundation/wine sales page.

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

- a. Update on policy coverage?
- b. David asked for an update on SWACC – are we paid up? Anette will look into it. She has not seen a bill and will look to see if the district received and paid the bill. We have not had anyone ask for payment.

10. Livermore Valley Wine Growers Association opportunities

- a. Goal is better relationship with the LV association
- b. From Norm: LVWC recently went through major changes. Executive director is gone, new director hired internally. Usually didn't have much money to help support local wineries, but just added the 2% tax to help increase funds.
- c. They now have a scholarship fund "Genius Grows scholarship program". \$5k scholarship for 4 students. "Intended" major. Does not list Viticulture or Enology major as a requirement. Very vague and student can be from anywhere or attending college anywhere. Why is all this money collected from local wineries going toward a scholarship where the student doesn't go to a local program? Why are they not awarded a scholarship to LPC? David is planning to chat with Brandi to get more information.

11. 501(c)(3) Compliance

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

12. Winery Compliance

- a. Licenses: renewed, current and posted.
- b. Federal Winery Filings and Excise Taxes: current.

- c. CA State Winery Filings and Taxes: current.
 - CDTFA 501 Winegrower Tax Return (State Excise Tax) due by January 2024
 - CDTFA Sales & Use Tax current
- d. CA Department of Food and Agriculture (CDFA) Grape Crush and Purchase Inquiry Report due by Jan 10 for previous harvest.
- e. CDFA Pierce's Disease, Grape Crush, and Grape Acreage Report and assessment due by Jan 10 for previous harvest.
- f. 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.
 - i. Damien will need to get certified as a "Manager". He or David will be required to be present when anyone is pouring Campus Hill Wine on campus.

13. Community Outreach and Promotional Events since last meeting

- a. Intercollege Wine Invitational held June 9-10, 2023 at Allan Hancock College. Las Positas placed well in wine judging.
 - i. David was not able to attend but sent two students to attend. Students did a great job setting up the tables. The wines placed very well in the competition – LPC wines beat out Napa Valley college and Allan Hancock College's wines.
 - ii. Allan Hancock was very generous in putting up all students who poured AND paying for their dinners.
 - iii. David would like for this event to move locations each year to different local colleges
- b. LPC Summer Theater Event – *Footloose* held 2 weekends in July, 2003. Sold \$4400 in wine. Cost for supplies/glasses/permits totaled \$674.
 - i. Licensing was difficult to get and cost a little bit of money. But the event was successful overall. Stemless plastic cups were purchased. The play was fun, no one got hurt, and sales were successful. Great to sell over \$4k in wine.
- c. Tri Valley Educational Collaborative (TEC) Career Tech Mixer held at LPC Horticulture Facility September 2023. Donated 1 case of wine.
- d. October 20 CARE – Chabot Las Positas Association of Retired Employees Luncheon. Campus Hill Winery wines will be tasted and David is a guest presenter.
 - i. David will be talking about the new building. A case of wine will be purchased as well for raffle prizes.

- e. Donating wine for the ribbon cutting of the 2100 building (Academic Support). Inside the lobby of the 2100 building on November 17th - great opportunity to showcase the wines.
 - i. Darrel - Looking for glasses for this event. Should the stemware be purchased? Problem with purchasing is washing the glasses and also have to be hand polished. Renting glasses is an option – pro: don't have to worry about washing glasses, con: glasses might walk away. Govinos are another option: pro: recyclable, don't have to wash, people can take with them, con: not as nice as glass.

14. Next Meeting

- a. Spring Annual meeting - April 17, 2:00pm

Las Positas College Viticulture and Enology Foundation
Campus Hill Winery

Budget 2022-2023 (July 1, 2022 - June 30, 2023)
YEAR END

LPCVEF Heritage Bank Account		<u>2022-2023 Proposed</u>	<u>2022-23 YEAR END</u>
Revenue			
	Grape Sales	\$ 1,000.00	\$ -
	Wine Sales DTC	\$ 15,000.00	\$ 14,593.57
	Wine Sales Wholesale	\$ 1,000.00	
	Cash Donations	\$ 200.00	
Total Revenue		\$ 17,200.00	\$ 14,593.57
Transfers In from previous year		\$ 23,647.57	\$ 23,647.57
Total Revenue and Transfers In		\$ 40,847.57	\$ 38,241.14
Expenditures			
Licenses	CA ABC License	\$ 125.00	\$ 322.00
	CA Processors License	\$ 255.00	\$ 255.00
	ABC Special Event Permits	\$ -	\$ 264.65
	CA Sec of State SOI	\$ 20.00	
	CA DOJ AG CT-1	\$ -	
	CA DOJ AG RRF-1	\$ 25.00	\$ 25.00
Federal Tax	Excise Tax	\$ 100.00	\$ 32.32
CA Tax	CDTFA Wine Grower Tax	\$ 200.00	\$ 105.06
	CDTFA Sales & Use Tax	\$ 2,000.00	\$ 1,481.85
	CDFA Crush Report	\$ -	\$ 3.53
Square Transaction fees		\$ 500.00	\$ 361.06
Other			
	Insurance SWACC	\$ 214.00	
	Office Supplies	\$ 200.00	\$ 10.30
	Mailing	\$ 200.00	
	Wine glass, corks, foils	\$ 3,000.00	\$ 2,547.66
	Wine labels	\$ 700.00	\$ 759.45
	Wine Analysis	\$ 300.00	\$ 267.52
	Wine barrels & other equipment	\$ 3,000.00	\$ 992.90
	Special plastic glasses		\$ 521.82
Total Expenditures		\$ 10,839.00	\$ 7,950.12
Fund Balance		\$ 30,008.57	\$ 30,291.02

Expenditures

Date	Description	Payment method	Amount
		Money Order; reimbursement to David Everett Check	
7/22/22	LPC Summer Theater Special Event Wine Permit to CA ABC	#1033	\$ 201.65
7/22/22	LPC Summer Theater Special Event Fee to City of Livermore	Check #1032	\$ 63.00
	LPC Summer Theater Special Event plastic wine glasses from	Reimbursement to David Everett Check	
7/24/22	Amazon	#1033 (\$525.59)	\$ 260.94
7/1/22-9/30/22	CDTFA Winegrower	Electronic	\$ 50.00
7/1/22-9/30/22	CDTFA Sales and Use Tax	Electronic	\$ 165.00
7/1/22-9/30/22	Square Transaction Fees	Automatic deduction	\$ 40.25
8/28/22	CA ABC Alcoholic Beverage License	Check #1036	\$ 187.00
	CA Department of Food and Agriculture Processors License		
10/17/22	Renewal	Check #1039	\$ 255.00
10/14/22	Spirited - glass	Check #1037	\$ 784.95
10/14/22	Lodi Wine Labs	Check #1038	\$ 167.52
	Glass Racks - East Bay Restaurant Supply	Reimbursement to David Everett Check	
11/18/22	CA AG Registry of Charitable Trusts Renewal Fee RRF-1	#1040	\$ 1,202.71
11/18/22	CDFA Crush Report	Electronic	\$ 25.00
12/8/22	CDTFA Winegrower	#1041	\$ 3.53
10/1/22-12/31/22	CDTFA Sales and Use Tax	Electronic	\$ 55.06
10/1/22-12/31/22	Square Transaction Fees	Electronic	\$ 672.85
10/1/22-12/31/22	2022-2 Federal Excise Tax		\$ 161.46
2/24/23	BR Printers dba Epic Labeling -	Electronic	\$ 32.32
2/27/23	Label paper	#1042	\$ 482.31
2/27/23	Spirited - glass	#1043	\$ 560.00
4/12/23	BWS - CO2 monitor calibration	#1045	\$ 992.90
1/1/223-3/31/23	CDTFA Sales and Use Tax	Electronic	\$ 7.00
1/1/223-3/31/23	Square Transaction Fees		\$ 1.40
5/1/23	Lodi Wine Labs	#1047	\$ 100.00
	Label printer head and ink	Reimbursement to David Everett Check	
4/27/23	CA ABC License Renewal	#1046	\$ 277.14
6/29/23	LPC Summer Theater Special Event plastic wine glasses from	electronic	\$ 135.00
	Amazon	Reimbursement to David Everett Check	
6/29/23	CDTFA Sales and Use Tax	#1048	\$ 260.88
4/1/23-6/30/23	Square Transaction Fees		\$ 637.00
4/1/23-6/30/23			\$ 157.95
TOTAL EXPENDITURES			\$ 7,939.82

Revenues

	Date	Amount
Grapes Sales		
	SALES	\$ -
Wine Sales Wholesale		
	WINE SALES WHOLESALE	\$ -
Wine Sales DTC: Net Sales		
	7/1/22 - 9/30/22	\$ 1,776.00
	12/31/22	\$ 6,535.54
	1/1/23-3/31/23	\$ 68.03
	4/1/23-6/30/23	\$ 6,214.00
	WINE SALES DTC	\$ 14,593.57
	TAXABLE WINE SALES	\$ 13,236.80
Donations		
		\$ -
	DONATIONS	\$ -
Total Revenue		\$ 14,593.57

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Campus Hill Winery

Budget 2023-2024 (July 1, 2023 - June 30, 2024)

LPCVEF Heritage Bank Account		<i>2023-2024 Proposed</i>	<i>2023-24 Actual to date</i>
Revenue			
	Grape Sales	\$ 5,000.00	
	Wine Sales DTC	\$ 10,000.00	
	Wine Sales Wholesale	\$ -	
	Cash Donations	\$ -	
Total Revenue		\$ 15,000.00	
Transfers In from previous year - APPROXIMATE		\$ 27,000.00	
Total Revenue and Transfers In		\$ 42,000.00	
Expenditures			
Licenses	CA ABC License	\$ 125.00	
	CA Processors License	\$ 255.00	
	ABC Special Event Permits	\$ 300.00	
	CA Sec of State SOI	\$ 20.00	
	CA DOJ AG CT-1	\$ -	
	CA DOJ AG RRF-1	\$ 25.00	
Federal Tax	Excise Tax	\$ 100.00	
CA Tax	CDTFA Wine Grower Tax	\$ 200.00	
	CDTFA Sales & Use Tax	\$ 2,000.00	
	CDFA Crush Report	\$ 5.00	
Square Transaction fees		\$ 500.00	
Other	Insurance SWACC	\$ 214.00	
	Office Supplies	\$ 200.00	
	Mailing	\$ 200.00	
	Wine glass, corks, foils	\$ 3,000.00	
	Wine labels	\$ 700.00	
	Wine Analysis	\$ 300.00	
	Wine barrels & other equipment	\$ 3,000.00	
	Scholarships	\$ 3,000.00	
Total Expenditures		\$ 14,144.00	
Fund Balance		\$ 27,856.00	