



Las Positas College Viticulture & Enology Foundation

Board of Directors Meeting

[X] Indicates present

X	David Everett, President	X	Roanna Bennie (zoom)
X	Meredith Saboraria, Vice President (zoom)	X	Neal Ely
X	Norman Petermeier, Treasurer	X	Dyrell Foster
X	Beth Murray Mirassou, Secretary		Guests:
			Lisa Everett
			Sean Brooks
			Paula Checchi

October 9, 2024, 2:00pm

Location: Building 3600, Room 3601, Las Positas College

MINUTES

1. Welcome and Introductions

Dyrell Foster	Ex officio, College President	Current Terms
David Everett	Ex officio, VWT Faculty & Coordinator President	4/18/24 – 4/18/25
Meredith Saboraria	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		4/18/24 – 4/18/27
Roanna Bennie		4/26/23 – 4/26/26

2. Review and approval of Agenda

- Motion to approve/seconded/approved

3. Review and approval of Minutes from April 2024 meeting

- Motion approve/seconded/approved, one abstain (Sean)

4. Discussion about Board Directors

- 7 directors, quorum is 4, bylaws require between 3 and 11 directors.
- All directors must be named by full legal name (not position) for compliance filings. We are required to file with the ABC and CA Secretary of State every time there is a change in the directors (and this costs money each time). While going through the process of moving the license to the new building, we found out that it was not possible to file via position, it HAS to be full legal name.

Can we move forward with “associates”? This would apply to people associated with the board (people who are supportive and active in the organization) but are not VOTING members.

- c. Everything is clean and tidy with 7 members (directors) right now. We will move forward at this time with listing everyone additional to the 7 voting members as “associates” instead of “directors”. Just because they are not a director does not mean that they are not a valuable part of the organization - it just means that they are not one of the 7 voting members. Listing them as an associate instead of a director helps maintain currency with paperwork with the CA ABC and state of CA (and the cost and time associated with it updates). We can revisit as needed.
 - d. Question was raised: Does the district have an opinion on directors vs associates? Per Dr. Foster, no opinion.
 - e. Motion by David to invite Paula and Sean as associates on the board. Seconded, voted, approved.
 - f. We already have David on the board through April 2025; his term was extended at last meeting. He can continue to serve on the board after retirement, even during 180 mandatory “sit out” period, because the Foundation Board is not typical faculty work.
 - g. Motion to extend David’s current term as Board President through April 2026; seconded, voted, approved.
 - h. Discussion about Lisa serving as Faculty VWT Program Coordinator: David will be retiring in December 2024. Lisa is willing to serve as the VWT faculty coordinator through Spring 2025. Compliance, website, sales, etc. NEED someone to oversee. We need to have someone coordinating the program (until there are new hires, such as VWT Faculty and Winery Operations Manager) who can provide oversight of the program, schedule, part time faculty staffing, facility, winery compliance, RBS with students at events, equipment, etc. Lisa is on sabbatical during Spring 2025, but can help fill the gap between David’s retirement and any new hires. Lisa would serve as as Faculty Coordinator for college, and ex-officio guest on Board, so no paperwork would need to be filed regarding Board of Directors.
 - i. The foundation board recommends that Lisa Everett serve as the VWT Faculty Program Coordinator. Motion to recommend, seconded, passed.
 - j. Neal: At VWT Advisory Board meeting (yesterday) a recommendation was again made to strongly support the hiring of the Winery Operations Manager.
 - k. Our Foundation can also make a recommendation. A recommendation was again made to hire a Winery Operations Manager.
5. News
- a. West Coast College and University Wine Festival and Competition held June 7-8, 2024 at Allan Hancock College. Campus Hill Winery at Las Positas College won Gold and Best of Show Red for *2022 Return of the Hawk Red Tail Blend*.

- i. LPC VWT wines were judged against 9 other colleges and universities from Napa Valley College, UC Davis, Washington State University, etc.
 - ii. Allan Hancock does a great job. Would be awesome if it was a traveling/rotating event, but they do a fantastic job of hosting. Well attended. Campus Hill Winery's 2021 Return of the Hawks earned Gold and "Best of Show."
 - b. LPC Summer Theater Event – *Escape to Margaritaville* held 2 weekends in July, 2024. Fun event, great marketing for the program. *Great event, great marketing for the program. Volunteer pouring. All profits go into this foundation.*
 - i. Sold \$4950 in wine
 - ii. Fees paid for licenses/permits \$201 (LPD) + \$200 (CA ABC)
 - iii. Cost for supplies/glasses \$350
 - c. Campus Hill Winery Website – We have a link from the College Homepage ☺ Thank you!
 - i. Wonderful addition – should be helpful in having community wine sales and getting people to the program page. This has been hard to find for quite a while. Please thank Tim (LPC webmaster) for this!
 - ii. Looking forward to having new photos of the new facility to add to the website.
 - iii. Only a few wines available! All others are sold out.
 - iv. We do have a Foundation link on the left side as well. Explains scholarships, foundation members, and foundation documents are on this page (this is required to have, and now easier to find!).
6. Ribbon Cutting for Teaching Winery and new instructional facilities – Tuesday, November 19, 2024, 3:30pm.
- a. The foundation would like donate wine for this event. \$3,000 would be a ballpark number. Motion to approve that the foundation gives this donation of wine to the ribbon cutting ceremony. Seconded, approved.
 - b. Let's showcase wine hospitality, involving students (past and present), faculty, community.
 - c. Shirts for VWT students and alumni: Long sleeve, Campus Hill Winery logo on front, "Grand Crew". This would be a shirt for students and alumni to receive during the event and would recognize each student's participation. Would be a great opportunity to have a "sea of red" at the ribbon cutting. Students can take it with them and wear it around the community. Shirts would be about \$1500. Motion to approve this cost, seconded, approved.
 - d. Food for the event: Technically the college cannot buy food. David is assembling a group of qualified volunteers to put together a food and wine pairing experience. This would include small bites of foods, and the students who will be pouring wine will all be RBS certified (we have enough student volunteers to pour already). Campus safety will be on site. Event should end by 8 PM.

- e. What about music for the event? LPC Faculty band (contact Cindy R.) could play the event for \$1200. Board discussed a cheaper option.
 - f. The 6 speeches are scheduled from 3:30 – 4:15 PM and the band can play from 4:30 – 5:30.
- 7. Wine Production Update
 - a. Tempranillo Rosé is in tank
 - b. Albariño was fermented in concrete and is now in stainless steel
 - c. A little bit of red wine could be bottled later this year
 - d. Passito style Albariño is bottling (375ML) tonight in class, and will be featured during the ribbon cutting event
- 8. Budget Update
 - a. 2024-25 Budget to date (budget in separate document)
 - i. There was a question about Square and how that works. The foundation purchased the Square for Campus Hill Winery. We have tap and swipe options. It is more expensive to manually enter a card number compared to tap or swipe options with square.
 - ii. Can we sell our wines online? This is very complicated, especially when it comes to shipping, and is even more complicated with out-of-state shipping. Maybe someday, but shipping is not feasible now because we do not have the staffing to take orders, box, ship, and comply with shipping laws.
- 9. New Stemware Loaner Program:
 - a. Having all students use the same glasses in sensory wine classes is important. Up to this point, students were encouraged (but not required) to purchase specific Riedel stemware that David procured. It created an additional expense and potential barrier to students.
 - b. In an effort to reduce barriers and improve access for students, David created a new Stemware Loaner Program for students. David contacted the rep from Riedel Crystal of America, and obtained highly discounted quotes to purchase Riedel wine glasses through the RAC Instructional Equipment Request process. The carrying cases for the stemware, however, were very expensive. Ridel donated 70 wine glass carrying cases (a donation of \$17,500). This means we have enough stemware loaner sets to have 2 different sensory classes running during the same semester, with enough sets to be checked out to all enrolled students.
 - c. This foundation contributed \$350 for stemware cleaning brushes and towels (discounted 70%!) and spit cups for each student.
- 10. Statewide Association of Community Colleges (SWACC) Auxiliary Organization Liability Insurance Policy
 - a. \$35 per director. We build this cost into our budget every year but haven't ever been able to get the communication worked out to get this finished. Lisa has asked Sean to tackle this project and help us with this.

11. Hiring Needs

- a. Winery Operations Manager: David passed out a DRAFT Winery Operations Manager job description for review. This would be a NEW position. The draft job description was based off some of David's responsibilities, plus review of 3 similar positions at other California community colleges. Per Dr. Foster, this position would have to be funded out of general funds. The consensus is we should get this draft job description to HR ASAP so they can review position, salary, etc. Any feedback/input about draft job description can be provided to David Everett via email by 10/15/24. Position will be submitted to college Classified and Administrator request process by 10/31/24.
- b. Full Time Faculty: David will be retiring 12/31/24. Full Time Faculty Position Request to replace David was submitted to the Faculty Hiring Prioritization Committee back in September. We are awaiting position rankings and whether college will fill position.
- c. Part Time Faculty: We are always looking for part time faculty for Viticulture, Enology, and Wine Hospitality classes/
- d. Meredith Sarboraria will be teaching Spring Winery Operations in Spring 2025
- e. Josefina Bolufer Cervero will teach Wines of the Americas and Beyond in Spring 2025
- f. Zoe Calderon, a part-time Horticulture instructor, will teach Landscape and Vineyard Soils, Fertilizers, and Irrigation

12. Winery Compliance

- a. CA ABC License
 - i. Current 7/1/2024 – 6/30/25
 - ii. Renewed in May 2024
 - iii. Move to new building required a Premise to Premise Transfer. 18 forms, multiple trips to ABC Office in Concord, \$1315. Submitted 9/12/24. Assigned a Licensing Rep on 10/5/24, waiting notice poster, site visit, and approval for new premises.
- b. CA ABC Type 02 Winegrowers/Blenders Report
 - i. Current
 - ii. Due by October 15 for prior fiscal year.
 - iii. Filed 8/1/24
- c. 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.

- iii. David completed RBS July 2022. New faculty, staff, manager, students will require RBS training. Portal access will be required of new hires.
 - d. CDFA Processors License – current
 - i. Current
 - ii. Renewal submitted 10/1/24
 - e. CDFA Pierce’s Disease Assessment
 - i. Filed
 - f. CDFA Grape Crush and Grape Acreage Report
 - i. Filed
 - g. CDTFA Sales Tax
 - i. Current
 - ii. Filed and paid quarterly
 - h. CDTFA Wine Grower Tax Return
 - i. Current
 - i. Fictitious Business Name
 - i. Filed renewal with Alameda County Clerk 10/1/24 (expires every 4 years)
 - j. CalRecycle CA CRV – NEW reporting and fees
 - i. Tracking number of bottles produced/filled
 - ii. Tracking bottles sold
 - k. TTB Basic Permit / Wine Premises Registry
 - i. Move to new buildings requires Location Change to be filed with TTB.
 - l. TTB 5120 Winery Premises Operations for prior year due January 16
 - i. Filed.
 - m. TTB 5000.24 Excise Tax Return due January 30
 - i. Filed.
- 13. 501(c)(3) Compliance
 - a. IRS and FTB
 - IRS 990N must be filed each year by Nov 15 – Filed 10/5/24
 - FTB 199N must be filed each year by Nov 15 – Filed 10/5/24
 - b. CA Attorney General Registry of Charitable Trusts
 - RRF-1 due by Nov 1 each year – Filed 10/5/24
 - 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.

14. Other:

- a. Naming rights for the new building? The college foundation is looking for opportunities for naming right for these new buildings. Keep thinking about entities that might be interested in this. Maybe we can do something formal through the college foundation and this foundation that we can put out to local wineries. Is there a certain amount that is “normal” for this type of naming? Chabot just did naming rights for a building for \$5 million.
- b. We should have a takeaway card (or posters) for the Nov 19th event with donation opportunities. There’s a program called Chef that does a 50% match to donations (the opera just used it). Donations via a QR code could go directly to the foundation account.

15. Next Meeting?

- a. Wednesday, April 30th at 2 PM