

NAPA VALLEY COLLEGE FOUNDATION
QUARTERLY MEETING
NVC Classified Staff Lounge (Room 1340)
Tuesday, May 20, 2008, 12:00 noon

MINUTES

I. CALL TO ORDER: 12:05 p.m.

a. Roll Call

Present: Bruce Cakebread, Mark Coleman, Mel Engle, Anne Matlack Evans, Dolores Fischer, Gary Garaventa, Reuben Katz, Brian Kearney, Kathleen Lucier, Ed Matovcik, Kathi Metro, Dennis Pedisich, Armond Phillips, Verna Steinhauer, Ed Shenk, Jim Terry, Bill Blanckenburg, Howard Walker, Julian Weidler

Absent: Fred Caspersen, Mark Cordeiro, John Heflebower, Tom LeMasters, Dave Meyers, Michael Murphy, Cio Perez, Bob Pestoni, Nancy Pridmore, Jenny Sercu

Representatives: Bruce Ketron, Chris McCarthy, Judie Walter-Burke, Roberto Gonzalez, Sonia Wright, Kathy Baird

b. Approval of Minutes: **M/S/C to approve the February 19, 2008 minutes.**

II. STATE OF THE COLLEGE – Chris McCarthy reported that since the February meeting:

- 2 wonderful Salon events
- Met with Michael Mondavi to partner
- Distinguished Teachers awarded
- Grand Jury report had a positive outcome after 8 months of research
- Performing Arts Center groundbreaking ceremony scheduled on May 22nd at 5:15 (prior to the Scholarship Ceremony)
- New Library groundbreaking will occur this summer
- Life Science Building will open next week
- Renovation of the old Physics-Science building will start
- Transit Mall and Bus Stop will be completed
- American Canyon High School groundbreaking will occur; NVC will have 3 classrooms on site.
- A new field house is coming
- Chris is serving as 1 of 2 community college presidents on a national accreditation team that also oversees 4-year institutions; the accreditation team is based in Washington DC.
- PTK students Amy Breshears and Katelyn McLeod (valedictorian speaker this year) from NVC were honored as All California winner in Sacramento – our students are putting us on the map. Both will transfer to a UC campus. Amy and Katelyn described the various outreach projects they participate in as members of PTK.

III. EXECUTIVE DIRECTOR'S REPORT

Sonia thanked Chris and the Executive Committee Team for approaching NVC about the projected \$25,000 deficit. The college agreed to reduce our payment to them by \$10,000 and it is reflected in the proposed 2008/09 budget. This in combination with adding a 10% fee on college events we assist will offset the deficit.

The house donation we received through the Community Foundation of Napa Valley is being rented while on the market. We have an agreement in writing, and will receive an annual rental income check. The auditors required the document.

- a. Donation Activity Report – refer to handout. The \$90,000 of unrestricted income come from the following:
 - \$59,000 Friends of NVC
 - \$4,000 In honor of efforts around Bond Measure L Campaign to support NVC facilities improvements
 - \$1,700 Annual Giving
 - \$1,100 unsolicited
 - \$1,000 employee payroll contribution campaign
 - \$7,100 Silent Auction at the March 8th dinner
 - \$3,100 Dinner sponsorships
 - \$10,000 Napa Valley Register
 - \$3,300 interest earnings
- b. Fiscal Year 2006-07 Audit: refer to handout. We have a clean audit.
- c. Naming Opportunities: Sonia encouraged the board to put their name on a brick. The naming opportunity form was distributed. The deadlines are as follows:
 - Tiles/Bricks, \$125 ea., December 31, 2008
 - Rooms, June 30, 2009
 - Tiles/Bricks, \$250 ea., December 31, 2009
 - Theater Seats, June 30, 2009
 - Piano Keys, \$1,000, June 30, 2009 – we sold half of them; names will be included on a sign in the lobby

IV. PRESIDENT'S COMMENTS – Dennis Pedisich

- a. **Board Member Expectations:** Dennis talked about expectations of board membership, referencing the Board Member Handbook – page 8. He will be calling each board member for their input and to find out their willingness to support the Foundation, as well as the best way to serve. In particular, he'd like board members to commit to the following:
 1. Attend committee meetings
 2. Tell your friends and colleagues about your role with NVCF and invite them to meet Chris and learn about the college; 3 contacts per year will help
 3. Contact prior donors to renew their support
 4. Board members – we need them
 5. Attend College and especially Foundation events – fill a table at our fundraiser
 6. Continue your financial supportConsider your role on the board and how to support it. We need to find people to support the college and be active, especially if the college goes for another bond measure.

- b. Fall fundraising event honoring Frank Humpert:** Kathleen Lucier reported that the Executive Committee discussed how to overcome the projected 2008/09 \$25,000 deficit. She will be chairing a fundraiser in honor of emeritus NVCF Board Member, educator and coach, Frank Humpert, and is putting a committee together to include committee members. Currently Mark Coleman, Tom LeMasters, Barbara Murphy and Coleen Pedisich will help. The committee will initially focus on getting event sponsors and determine the date (no later than the beginning of October), venue and style of the event. All money raised will be unrestricted funds and support additional fundraising efforts.

V. COMMITTEE REPORTS AND RECOMMENDATIONS TO BOARD

- a. Exploratory:** no report. Will add Alumni Program to their committee agenda on May 29th.
- b. Salon** – Anne would like more board membership. We made \$1,000 more this year than last, and will continue next year, adding a special focus on naming opportunities for visual arts related to the ceramic arts building that will be constructed, as well as an on-campus art gallery. The most recent Salon event on May 9th at the NVC Art Gallery was successful.
- c. Planned Giving** – no report.
- d. Scholarship** -- Gary reported:
- We will be awarding \$8,000 to high school students coming to NVC in the Fall, and at least \$162,000 to current NVC students
 - We raised over \$173,000 in scholarships since July 1, 2007, including 2 new endowments and significant increases to 10 old endowments
 - The NV Register is publishing our PR pieces
 - Gary would like new board members to join this committee
- e. Finance/Treasurer’s Report**
- i. Income Statement** – Thank you Bruce Cakebread for sponsoring the Scholarship Ceremony for \$3,750. Total Surplus of Unrestricted Income is (\$13,997)...better than the \$25,000 deficit that was predicted.
- ii. MONTION A** – Special Event Fee: the board was assured that there are no deductibility issues with taking a fee. **M/S/C Adopt a “10% of gross proceeds” administrative fee on special events assistance provided to college programs after July 1, 2008.**
- iii. MOTION B** – Gifts-In-Kind **M/S/C to accept:**

Donor	Item	Department supported
Downtown Joe's	Gift Certificate, \$50.00	Storm Golf Tournament
Bourassa Vineyards	Private Barrel Tasting, 8 people	Storm Golf Tournament
Vasser	Hole-in-One Car Sponsor	Storm Golf Tournament
Laird Family Estate	One bottle each: 2002 Diamond Mountain Cabernet, 2005 "Jillian's Blend" Cabernet/Syrah, 2004 Dyer Ranch Syrah	Storm Golf Tournament

Donor	Item	Department supported
Mary's Pizza Shack	Gift Certificate, \$40.00	Storm Golf Tournament
Silverado Country Club & Resort	Foursome of Golf with Cart	Storm Golf Tournament
Jeff Shaffer	2-Canon EOS AZ 35mm Camera Bodies Serial #1141823 & #1104255, 28mm- 105mm zoom lens Serial #093325G	Photography Department

f. Ad Hoc Committee

i. Fiscal Year 2008/09 Budget – Sonia noted that next year's Administrative Fee has been reduced by \$10,000 for a total of \$61,000, and the Administrative Assessment is based on a 9.00% expected rate of return as follows:

- 1.00% Administrative Fee
- 3.00% Inflation
- 4.00% Distribution
- 1.00% Investment Management Fee

The board reviewed at length the proposed budget and noted an error in the 2007-08 forecast, and recommended changes for the 2008-09 presentation of Gain on Sale – Securities and calculating the Increase in Market Value Securities. After much discussion: **M/S/C to approve the budget as presented, ask the NVC Foundation Investment & Finance Committee to review it for changes.**

g. Board Governance: Ed Matovcik reported that David Aten resigned his board position due to obligations related to his new job with Auberge du Soleil. We have 10 board members coming up for renewal. The Committee will meet to review vacancies, and to consider the quality of board prospects and their ability to support the expectations outlined by Dennis. Our by-laws allows for a range of 15 – 35 board members. Also noted, some committees have not had a quorum, so the Board Governance Committee will review an on-line/e-mail voting policy to present to the next Quarterly Meeting.

VI. DIRECTOR'S COMMENTS (Open Forum)

- **Alumni Association:** The board discussed at length the merits of renewing an alumni outreach effort. Anne Evans noted that our efforts have been to reach community members who have not used NVC. How do we reach alumni, current students and their families? Ed Shenk and Dolores Fischer described the staff support issues as well as new confidentiality regulations in place. After much discussion, the topic will be referred to the Exploratory Committee for development.

VII. ANNOUNCEMENTS:

1. NVC Graduation, May 30, 2008, 6 p.m.
2. 3rd Annual Storm Golf Tournament, June 6

VIII. ADJOURNMENT – 1:15 p.m.