



Las Positas College Viticulture & Enology Foundation

Board of Directors Meeting

[X] Indicates present

	David Everett, President		Roanna Bennie
	Meredith Saboraria, Vice President		Neal Ely
	Norman Petermeier, Treasurer		Dyrell Foster
	Beth Murray Mirassou, Secretary		Guests:

October 9, 2024, 2:00pm

Location: Building 3600, Room 3601, Las Positas College

<https://us06web.zoom.us/j/85469313174>

AGENDA

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	Director	4/18/24 – 4/18/27
Roanna Bennie	Director	4/26/23 – 4/26/26

2. Review and approval of Agenda

3. Review and approval of Minutes from April 2024 meeting

4. Discussion about Board Directors

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*.
- b. LPC Summer Theater Event – *Escape to Margaritaville* held 2 weekends in July, 2024. Fun event, great marketing for the program.
- c. Campus Hill Winery Website – We have a link from the College Homepage ☺ Thank you!

6. Ribbon Cutting for Teaching Winery and new instructional facilities – Tuesday, November 19, 2024, 3:30pm.
 - a. Donation of wine to the event
 - b. Shirts for VWT students and alumni
 - c. Food for the event
7. Wine Production Update
8. Budget Update
 - a. 2024-25 Budget to date
9. New Stemware Loaner Program rolled out for students enrolled in sensory wine classes
 - a. Riedel Crystal of America donated \$17,500 in carrying cases
 - b. LPCVEF contributed \$350 for stemware cleaning brushes and towels
10. Statewide Association of Community Colleges (SWACC) Auxiliary Organization Liability Insurance Policy
11. Hiring Needs
 - a. Winery Operations Manager
 - b. Full Time Faculty
 - c. Part Time Faculty
12. Winery Compliance
 - a. CA ABC License
 - i. Current 7/1/2024 – 6/30/25
 - ii. Renewed in May 2024
 - iii. Move to new buildings required a Premise to Premise Transfer. 18 forms, multiple trips to ABC Office in Concord, \$1315. Submitted 9/12/24. Awaiting notice poster and site visit.
 - 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 manager will require training and Portal access.
 - d. CDFA Processors License

- 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
 - 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?
- 15. Next Meeting?