



Las Positas College Viticulture & Enology Foundation

Board of Directors

Present

X	David Everett, President	X	Nan Ho
X	Meredith Saboraria, Vice President	X	Roanna Bennie
X	Norman Petermeier, Treasurer		Anette Raichbart
X	Neal Ely, Secretary		Dyrell Foster

Quarterly Meeting

August 19, 2020, 11:00am
Zoom Meeting

MINUTES

1. Call to Order: David called the meeting to order at 11:00am.
2. Welcome: Board members present indicated with [X] above. No guests present.
3. Review and Approval of Agenda
 - a. Neal/Nan: Agenda approved.
4. Review and Approval of Minutes of April 14, 2020 Minutes
 - a. Neal/Meredith: Minutes approved.
5. 501(c)3 Status
 - a. IRS
 - No Change: IRS Tax exempt status granted effective April 13, 2018
 - IRS 990EZ Tax Return required annually
 - a. CA FTB
 - Tax exempt status request filed April 17, 2020. Received postcard stating request was received.
 - FTB 199N Tax Return “e-postcard” required annually if \$50,000 or less in gross receipts, otherwise file FTB 199.

6. Winery Compliance

- a. Licenses: all current and posted.
 - CA ABC License 7/1/20 – 6/30/21.
 - CA Processor License 12/1/19-11/30-20.
 - Seller's Permit no expiration.
- b. Federal Winery Filings and Excise Taxes: all current
 - TTB 5000.24am
 - follows calendar year.
 - If no tax due; no filing required.
 - If less than \$1000 in wine tax due, then must file within 30 days of close.
 - TTB 5120.17temp
 - due by Jan 15.
 - Pay.gov account established. TTB filings now done through pay.gov.
- c. Certificate of Label Approval (COLA) account established.
- d. CA State Winery Filings and Taxes: all current.
 - CDTFA 501 Wine Grower (State Excise Tax) 2020 Qtr 2 filed. All filings current.
 - CDTFA Sales & Use Tax 2020 Qtr 2 filed. All filings current.

7. Budget

- a. Signature authorization on the Foundation account with Heritage bank has been updated to include Dr. Foster, Anette Raichbart, and David Everett. Thanks to Anette for stepping up to get the fees waived for the cancelled SWACC check to District.
- b. 2019-20 Year End Budget reviewed. (See attached)
- c. 2020-2021 Proposed Budget reviewed. (See attached)
 - Clarifying questions about were asked and answered.
 - Proposed wine sales for 2020-21 are based on selling about half of the white wine we have in inventory (150 gallons of the 250 gallons of white). This equates to selling about 750 bottles at \$15/bottle.

- d. Selling grapes can raise tax free revenue!
 - David has been reaching out to local wineries to sell fruit. Wood Family is interested in Albarino.
 - e. Discussion about bottle price point. \$18-\$20 recommended for whites.
 - f. Need for Point of Sale system discussed.
8. Insurance
- a. SWACC 7/1/2019-7/1/2020 paid
 - b. SWACC 7/1/2020-7/1/2021 paid
9. Staffing Update
- a. Laura Cornett was hired as the Lab Tech for Hort/Vit. She has been providing support in the vineyard, alongside David Everett, even during the high temperatures. She does not have wine experience, but is showing perseverance in the vineyard.
10. Vineyard Update
- a. Tres Valles Vineyard Labor contract expired June 30, 2020. They were paid \$7000 for services provided. Tres Valles is not returning phone calls or texts. Looking for new labor contractor. Norm will look into who does vineyard labor at Trilogy.
 - b. Vineyard is Netted.
 - c. New Bladder installed in Press.
 - d. David and Laura have been maintaining the vineyard this summer. David has spent more than 220 hours in the vineyard and winery this summer.
 - e. Harvest is happening around the valley. Heritage block Sauv Blanc was harvested August 18. 621 pounds from these head trained vines. 22 Brix, pH 3.25, TA 9. Eight current students showed up to help harvest.
11. Teaching Winery Construction Update
- a. Project is in schematic design phase. \$6.6M total budget, with approximately \$2.5M of it needed for infrastructure to site. There were discussions about moving the site due to unforeseen cost of infrastructure including ground work and utilities; decision was made to stay at Campus Hill site. Neal stated that keeping the winery at Campus Hill site is the right decision.

- b. Current design is 2 separate buildings – winery building and separate classroom building – as a cost savings measure. Looking at additional cost savings such as removing prep room and office space; removing these items from the classroom building would be problematic.
- c. Neal reminds the Board that Measure B had left over funds after “cost savings” was applied to projects. We only get to do this project once; so we need to do it right.
- d. David agreed with Neal that this project needs to be done right. We only get one chance. David believes that if we can’t afford to build both buildings correctly now, then we should build only the winery building now, and the classroom building later when additional funding is available.
- e. Neal motioned/ Norm seconded that the Foundation Board write a letter to the College President to encourage support of the project as originally conceived at hill top site. This building will help showcase college, program, and wines.
- f. Discussion ensued. Roanna suggested that taking a solution approach by asking for more utility funding from the Bond measure may be more helpful.
- g. The motion was withdrawn. Contact will be made between Nan, Dr. Foster, and David. Roanna will reach out to Ann Kroll.

12. Wine Label and White Wine Release

- a. David bottled 75 cases of albarino and 25 cases of white blend.
- b. David worked on a prototype label. Feedback on prototype labels: “Simple, elegant, it works, it’s nice, looks great, love the font, very clean, thumbs up.” Definitely keep Livermore Valley, and Campus Hill Vineyard on front label.
- c. Normally we want to pay alcohol/excise taxes ahead of time. But we can’t because we don’t have the funds. We need a POS system ASAP.
- d. There will be an email blast to LPC to sell White Wine. It won’t be a big release, especially because of COVID.
- e. Suggestion to send a press release to Laura Ness at Independent.
- f. Suggestion to contact District Guiselle Nunez.
- g. Photo op for press release, maybe?

- h. Wine will be released as soon as COLA approved.
- i. Reminder that bond number needs to on case boxes.
- j. David has been working with InnoVint, and InnoVint data is current.

13. Good of the Order

- a. Neal wants to publically commend David. He has done an outstanding job with the program.

14. Next Meetings:

- a. November - week of November 18. Ask College President's office what day/time works for President Foster and VP Raichbart. Their attendance and participation is needed.
- b. Jan/Feb
- c. April

15. Meeting adjourned 12:14pm.

Las Positas College Viticulture and Enology Foundation
Campus Hill Winery

Budget 2019-2020 FINAL 9/6/2020

	2019-20 <u>Year End</u>
LPCVEF Heritage Bank Account	
Revenue	
Grape Sales	\$ 897.50
Credit from Demptos	\$ 244.00
Total Revenue	\$ 1,141.50
Transfers In from previous account	<u>\$ 1,312.85</u>
Total Revenue and Transfers In	\$ 2,454.35
Expenditures	
Licenses	
CA ABC License	\$ 208.00
CA Processors License	\$ 255.00
late fee	\$ 25.00
CA Sellers Permit	\$ -
CA Sec of State SOI	\$ 20.00
CA DOJ AG CT-1	\$ 25.00
CA DOJ AG RRF-1	
Livermore Business Lic	
Federal Tax	
File fee 1023EZ	\$ 275.00
Excise Tax Return	\$ -
TTB 5120	\$ -
CA Tax	
CDTFA Wine Grower Tax	\$ -
late filing fees	\$ 100.00
Sales & Use Tax	\$ -
late filing fes	\$ 100.00
Other	
Insurance SWACC	\$ -
Supplies Office Max	\$ 89.49
Mailing	\$ 23.25
Bottles-Encore White	\$ 556.00
MidValley Ag -Herbicide	\$ 359.66
Total Expenditures	\$ 2,036.40
Transfers Out	<u>\$ -</u>
Total Expenditures and Transfers Out	\$ 2,036.40
Fund Balance	\$ 417.95

Las Positas College Viticulture and Enology Foundation
Campus Hill Winery

Budget 2020-2021
Dated 8/15/2020

	<i>2020-21 Proposed</i>	<i>20-21 Actuals to date</i>
LPCVEF Heritage Bank Account		
Revenue		
Grape Sales	\$ 1,000.00	
Wine Sales DTC 150/250 gal white	\$ 11,250.00	
Wine Sales Wholesale		
Cash Donations		
Total Revenue	\$ 12,250.00	
Transfers In from previous year	\$ 417.95	
Total Revenue and Transfers In	\$ 12,667.95	
Expenditures		
Licenses		
CA ABC License	\$ 125.00	
CA Processors License	\$ 255.00	
CA Sellers Permit		
CA Sec of State SOI		
CA DOJ AG CT-1		
CA DOJ AG RRF-1	\$ -	
Livermore Business Lic	\$ 30.00	
Federal Tax		
File fee 1023EZ		
Excise Tax Return	\$ 17.50	
TTB 5120		
CA Tax		
CDTFA Wine Grower Tax	\$ 50.00	
Sales & Use Tax	\$ 1,040.63	
Other		
Insurance SWACC	\$ 214.00	
Office Supplies	\$ 100.00	
Mailing	\$ 100.00	
Wine glass, corks, foils	\$ 2,100.00	
Wine labels	\$ 700.00	
Wine Analysis	\$ -	
Total Expenditures	\$ 4,732.13	
Transfers Out	\$ -	
Total Expenditures and Transfers Out	\$ 4,732.13	
Fund Balance	\$ 7,935.83	