



Las Positas College Viticulture & Enology Foundation

Board of Directors Meeting

[X] Indicates present

	VOTING		NON VOTING
X	Dyrell Foster, College President	X	Paula Checchi, Associate
X	David Everett, Board President	X	Sean Brooks, Associate
X	Meredith Saboraria, Board Vice President (Zoom)	X	Lisa Everett
X	Norman Petermeier, Board Treasurer		Guests:
X	Beth Murray Mirassou, Board Secretary		
X	Roanna Bennie, Director (Zoom)		
X	Neal Ely, Director		

September 9, 2025, 2:00pm

Location: Building 3600, Room 3601, Las Positas College

MINUTES

1. Welcome and Introductions, meeting called to session at 2:03 PM

Dyrell Foster	Ex officio, College President	Current Terms
Brianna Lopez	Ex officio, VWT Faculty & Coordinator	
David Everett	President	4/18/24 – 4/18/26
Meredith Sarboraria	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: Motion to approve, seconded, voted, approved.
3. Review and approval of Minutes from April 2025 meeting: Motion to approve, seconded, voted, approved.
4. Hiring Updates / Needs
 - a. Full Time Tenure Track VWT Faculty – Brianna Lopez (not in attendance)
 - Brianna, as VWT faculty will serve as ex-officio Director on the board.
 - b. Winery Operations Manager – Position modified to Vineyard and Winery Manager
 - Paula has met with Aurora and a consultant to look into where this position will fall on the salary scale. After that is settled it will go to the legal team.
 - This will still take time to get approved. In the meantime, David was hired as a contractor to help keep the winery/vineyard running (estimated around 30 hours a

week). However, David has decided to take a step back to make things more streamlined for Brianna. David will be stepping away from daily operations, but is willing to be around to help with equipment, compliance, licensing/fees/taxes, providing support in the background, serving as the President of the board until April, and generally being around if needed.

- Questions from the board:
 - With David stepping back, who will be helping with the daily operations, equipment, and paperwork? Is there a timeframe for when Brianna will be taking over additional elements of the program? How do we as a board help with ensuring these important things do not slip through the cracks?
 - a. David will be there to help when asked. He had his last day in the vineyard yesterday and will be there to help for the last time with Wine Wednesday tomorrow. Moving forward, Brianna will be in charge of the vineyard, Wine Wednesday, etc., and David will be around to help with compliance tasks and anything else if requested.
- From the members of the board - Thank you to David for all of his help with this transition. Collectively, the Board will support Brianna as she transitions into this big role. As discussed previously, one person is not enough for this role so David's help with the transition while there still isn't a Vineyard and Winery Manager position will be helpful.
- David will stay on as President through the next board meeting (April) and will make sure compliance is taken care of through then. The idea was never for the full-time faculty position to take over all of compliance – it should fall under the new Vineyard and Winery Manager position (once position is finalized and hired).
- As a reminder, the foundation board is in charge of all of the licensing. Directors and Officers and named by Name on all licenses, permits, and Foundation docs. Only those approved by TTB, ABC and on file as CEO/Agent/Signing Authority with all licenses and permits can access/file compliance reports.
- To add and/or remove Directors/Officers takes a large amount of paperwork and time. David will follow up after this meeting with inquiries to current Directors/Officers/College Admins about moving forward with Board transition.
- Adding/removing Directors/Officers should all happen at the time. Ideally, this would happen when the new Vineyard and Winery Manager position is finalized and filled.
 - Is there anything we can do to fast-track the Vineyard and Winery Manager position?
 - a. From Paula (the person spearheading this position): Everything has been sent to HR and the consultant. Once the salary is approved, it will go to board of trustees for approval, and at THAT point we can look into posting the position. The realistic goal for all of this is next fall. The challenge is going to be that this new position has to go back to RAC again. The fact that this is a new position makes it take longer. It will be late spring before we will even know what positions will be

funded. Paula anticipates that it will go to the RAC Fall 2025. It's a good sign that HR already has a consultant working on this.

- With the knowledge that we are realistically looking at a year until this new position will be available, we need to make sure we are offering our support for current VWT staff/faculty. David will continue to be a lifeline and resource while we wait out this new position to be hired.

5. Vineyard Update (since our last meeting)

- Between row cover crop was mowed in April.
- Vine rows were cleared in May.
- Irrigation was turned on June 1.
- Leaf thinning and bird netting completed in August.
- Pest management needed. Mealy bugs and ants will need to be addressed after harvest (vineyard is in a little bit of rough shape right now. We will need to spend the next year recovering and getting it back into shape).
- Harvest plan: Albariño, SYR, GRE, MAL.
 - Goal is a smaller manageable Fall 2025 harvest so it's not overwhelming for new faculty.
 - ALB was picked yesterday and is in cold room
 - SYR, GRE, MAL will be later.
 - TEMP was totally destroyed by birds

6. Wine Production Update (since our last meeting)

- Bottled 23 Syrah/Graciano – Labeled as 2023 Hawk Red Tail Blend in May 2025 with Meredith's winery ops class (25 cases)
- Bottled 24 Albariño (from T1) in June (51 cases)
- Bottled 24 Albariño (from SS1 student recovery project) (12 cases) - not labeled; will be used for analysis only.
- Wine Wednesdays
 - 2nd and 4th Wednesdays of the month 3-6pm. See flyer. The one a few weeks ago was well received. Next one is tomorrow. Every other Wednesday seems to be working.
 - Discussion started about possibly expanding the hospitality certificate (Napa Valley College is majorly focusing on hospitality and it would be good for us to do the same. Maybe someday we can look into adding a degree in this?)
 - Program students will help with service and sales; RBS Manager will need to be onsite.
- Wines available
 - 2024 Albariño
 - 2024 Rosé
 - 2023 Hawk Red Tail Blend
- Wines in process:
 - 22 Port Style Touriga in barrel; coming along nicely
 - 23 Port Style Touriga in barrel; needs more time in barrel
 - 24 Malbec in barrel
 - 24 Syrah/Grenache in barrel
 - 24 Grenache/Syrah/Malbec (our very own "GSM") in barrel
- 2025 Harvest plan
 - TBD - awaiting Brianna's guidance

7. Stemware Loaner Program – Thank you to LPC V&E Foundation for replacement supplies to supplement IER procured stemware.

- a. Only one set not returned from last year. Can that student's number be flagged so they can't sign up for more classes? Lisa reached out many times over the summer and the set still hasn't been returned. They all signed paperwork that said it would be returned (\$360 value). Paula will talk to A/R about placing a hold on the student's account.
8. LPC V&E Foundation Budget
 - a. 2024-25 Budget Final Year End Budget
 - Budget reviewed, motion to approve/seconded/voted/approved.
 - b. 2025-26 Proposed Budget
 - Budget reviewed, motion to approve/seconded/voted/approved.
 - c. VOTE: Board approval for expenditures greater than \$500, (capsules, barrels, etc.)
 - Motion to approve/seconded/voted/approved.
 9. Statewide Association of Community Colleges (SWACC) Auxiliary Organization Liability Insurance Policy
 - a. Automatically renewed each year through District. Thank you Sean for following up on this.
 10. Winery Compliance
 - a. Board reviewed Wine & Service Sales handout, going through multiple scenarios of wine pouring and wine events. CHW licenses include ONLY the following licensed premises: building 3600, 3700, the Wine Hospitality Patio, and the crush pad yard; and there are legal requirements regarding access and usage of these facilities. When groups ask about using/renting Campus Hill Winery and/or having wine at on premises or off premise events, we need to make sure everyone understands the scenarios, the rules for each scenario, and any additional licenses/permits/fees required. There is a lot of confusion about wine at events both on winery premises and off, and Lisa is fielding a lot of questions. Some people are asking about renting out the VWT facility for parties. This is in discussion. If it's on this site, there MUST be a LPC CHW RBS server on site the entire time, etc. College needs to look at incorporating VWT facilities, staffing, and services into look College Facilities Use & Rentals Fee Schedule and Guidelines.
 - b. CA ABC License
 - CA ABC License for new premises was issued 3/19/25 – 6/30/25.
 - Current 07/01/25 – 6/30/26
 - c. CA ABC Type 02 Winegrowers/Blenders Report
 - Due by October 15 for prior fiscal year
 - 2024-2025 gallonage report filed 8/5/25; Reported 547 gallons produced.
 - d. CalRecycle
 - Beverage Manufacturer (BM) – tracking bottles filled; pay \$0.00576/bottle in 2024
 - Beverage Distributor / Sales (DS) - tracking bottles sold and consumed off site; pay \$0.10/bottle in 2024
 - Labeling requirement added to all wine labels
 - DORIIS account for online reporting access
 - Eligibility for annual reporting BM and DS approved 2/28/25
 - Next CalRecycle BM report, DS report, and fees for 2025 due by 2/1/26
 - e. CA ABC Responsible Beverage Server (RBS) Training

- Current
 - 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.
- f. CDFA Processors License – current
- Current through 11/2025.
- g. CDFA Pierce’s Disease Assessment
- 2024 Report filed 11/24/24
- h. CDFA Grape Crush and Grape Acreage Report
- 2024 Report filed 11/24/24
- i. CDTFA Sales Tax
- Current
 - Filed quarterly; paid quarterly; filed 1/14/25; filed 4/23/25; filed 7/27/25;
- j. CDTFA Wine Grower Tax Return
- Current
 - 2024 Report filed 1/14/25
- k. Fictitious Business Name – “Campus Hill Winery”; “Campus Hill Vineyards”
- Current 10/18/24 – 10/17/2029
 - Renewal required every 5 years; Filed renewal with Alameda County Clerk 10/1/24.
- l. TTB Basic Permit / Wine Premises Registry
- Amended TTB Basic Permit for new location issued 2/26/25
- m. TTB 5120 Winery Premises Operations for prior year due by January 16
- 2024 Filed
- n. TTB 5000.24 Excise Tax Return due by January 30
- 2024 Filed and paid
11. 501(c)(3) Compliance
- a. IRS and FTB
- IRS 990N must be filed each year by Nov 15 – Filed 10/5/24; Next file October 2025.
 - FTB 199N must be filed each year by Nov 15 – Filed 10/5/24; Next file October 2025.
- b. CA Attorney General Registry of Charitable Trusts
- RRF-1 due by Nov 1 each year – Filed 10/5/24; Next file October 2025.
 - 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

12. News and Upcoming Events

- a. LPC Commencement - Campus Hill Winery had a promo table outside the gym. Sold \$1300. Received great feedback from graduates and families.
- b. West Coast College and University Wine Festival and Competition was held June 13-14, 2025 at Allan Hancock College. Campus Hill Winery at Las Positas College showed well. Great feedback from community members.
- c. Global Artisan Vintners Alliance wine industry & media networking social hour was held at Las Positas College - June 20, 3-5pm at the Campus Hill Winery. The event was hosted by Supervisor Haubert's office and LVWA. David provided a tour of the winery to international winemakers. Great exposure for the college, winery, and VWT program.
- d. Chose not to sell/pour wine at LPC Summer Theater event of The Wizard of Oz. Family show; expensive to pull permits.

13. Other?

14. Next Meeting:

- a. Typically in April. Via the bylaws, we are required to have a meeting in April. We have 5 directors terming out. We will need to extend terms or reach out to new potential directors. We also need to look into staggering the terms again so we don't have this issue again.
- b. Spring break is March 30 – April 4th
- c. Decision to meet Tuesday, April 14th at 2 PM

15. Motion to adjourn/seconded/approved

Las Positas College Viticulture and Enology Foundation
Campus Hill Winery

Budget 2025-2026 (July 1, 2025 - June 30, 2026)			
		<i>2025-2026</i>	2025-26
LPCVEF Heritage Bank Account		<i>Proposed</i>	<u>Actual to date</u>
Revenue			
	Grape Sales		
	Wine Sales DTC	\$ 14,000.00	
	Wine Sales Wholesale	\$ -	
	Wine Sales On Premise (not Square)	\$ -	
	Cash Donations	\$ -	
Total Revenue		\$ 14,000.00	
Transfers In from previous year - APPROXIMATE		\$ 37,800.00	
Total Revenue and Transfers In		\$ 51,800.00	
Expenditures			
Licenses	CA ABC License	\$ 145.00	
	CA Processors License	\$ 255.00	
	ABC Special Permits	\$ 800.00	
	CA Sec of State SOI	\$ 20.00	
	CA DOJ AG CT-1	\$ -	
	CA DOJ AG RRF-1	\$ 25.00	
	Alameda Co Clerk Recorders	\$ -	
Federal Tax	Excise Tax	\$ 100.00	
CA Tax	CDTFA Wine Grower Report/Tax	\$ 200.00	
	CDTFA Sales Tax	\$ 2,000.00	
	CDFA Crush Report	\$ 5.00	
	CalRecycle - BM & DS	\$ 100.00	
Square Transaction fees		\$ 500.00	
Other	Insurance SWACC	\$ 214.00	
	Supplies	\$ 400.00	
	Packing - glass, corks, foils, labeling	\$ 3,700.00	
	Wine Analysis	\$ 300.00	
	Wine barrels & winery equipment	\$ 6,000.00	
	Scholarships	\$ 3,000.00	
	Promotional	\$ 3,000.00	
Total Expenditures		\$ 20,764.00	
Fund Balance		\$ 31,036.00	