

Allan Hancock College

Viticulture & Enology Foundation



AGENDA

Board of Directors

Quarterly Meeting

June 19, 2019

3:30 PM

Captain's Room
Building B
Room 102



Allan Hancock College Viticulture & Enology Foundation



AGENDA

Board of Directors

Quarterly Meeting

Wednesday, June 19, 2019 – 3:30 PM

Captain's Room 102, Building B

	<u>Page</u>	<u>Est. Time</u>
1. Call to Order		3:30 PM
2. Public Comment		
<p>The section of the agenda is intended for members of the public to address the board on items involving the foundation. Public comment not pertaining to specific agenda items is welcome under public comment. <i>Please note that board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.</i> Testimony on specific agenda items will be welcome during consideration of the item by the board. When public testimony is completed regarding a specific agenda item, discussion is then confined to board members only. This practice is in accordance with laws governing board of directors public meetings.</p>		
3. Action Items		3:30 PM
3.A. Approval of March 27, 2019 Meeting Minutes	3	
		A recommendation that the board approve the minutes from the March 27, 2019 meeting.
3.B. Acceptance of Donations	5	
		A recommendation that the board accept the donations received.
4. Information Items		3:45 PM
4.A. Winery Planning	6	
		A report on the winery's updated timetable of events.
4.B. Staffing Update	7	
		An update on the winery's staffing.
4.C. Viticulture & Enology Foundation Board Meeting Schedule	8	
		A schedule of board meeting dates for 2019-2020 academic year.

	<u>Page</u>	<u>Est. Time</u>
4.D. Winery Inventory Report	9	
A report on inventory as of May 31, 2019.		
4.E. Financial Report	11	
A report on year-to-date financial data ending May 31, 2019.		
5. New Business/Oral Reports		4:20 PM
6. Adjournment		4:30 PM

The next regular meeting of the board of directors will be held on September 18, 2019.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the associate superintendent/vice president of finance and administration's office at (805) 922-6966 ext. 3939. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.

Kevin G. Walthers, Ph.D.
Foundation President

ALLAN HANCOCK COMMUNITY COLLEGE
Viticulture & Enology Foundation



Minutes
Board of Directors
Quarterly Meeting
Wednesday, March 27, 2019
3:30 p.m.

Kevin G. Walthers, Ph.D., Board President
 Larry Lahr, Vice President
 Eric D. Smith, Treasurer
 Richard Mahon, Ph.D., Secretary
 Alfredo Koch, Ph.D., Board Member

Allan Hancock College
 Captain's Room 102, Building B
 800 South College Drive, Santa Maria, CA 93454

1. Call to Order

Dr. Walthers called the meeting to order at 3:38p.m. with the following directors present: Alfredo Koch., Richard Mahon, Eric D. Smith, and Kevin Walthers.

Absent: Larry Lahr

Guests present: David Corey, Keli Seyfert

Note taker: Espie Valenzuela

2. Public Comment

No public comment was made.

3. Action Items

3.A. Approval of December 12, 2018 Meeting Minutes

On a motion by Dr. Walthers seconded by Dr. Mahon, the board approved the minutes from the December 12, 2018 board meeting.

(Ayes: Koch, Mahon, Smith, Walthers; Noes: None; Abstentions: None; Absent: Lahr)

3.B. Presque'ile Winery Benefit Label

A recommendation that the board select the label for a fundraiser at Presque'ile Winery.

On a motion by Alfredo Koch seconded by Dr. Mahon, the board approved the recommended label for the Presque'ile Winery Benefit.

(Ayes: Koch, Mahon, Smith, Walthers; Noes: None; Abstentions: None; Absent: Lahr)

3.C. Acceptance of Donations

The Brander Family Foundation donated \$36,576 to support the viticulture program.

On a motion by Eric D. Smith seconded by Dr. Mahon, the board accepted the donations received.

(Ayes: Koch, Mahon, Smith, Walthers; Noes: None; Abstentions: None; Absent: Lahr)

4. Information Items

4.A. Winery Planning

There was a discussion and review of the updated annual planning document. The planning document will be posted for students as a visual aid.

4.B. Vineyard and Winery Division of Labor

Dr. Mahon discussed the responsibility chart of staff roles. Dr. Walthers requested that the organization of classes be included in the chart (pages 16-18). The responsible person needs to be included next to each coordinator task on the chart.

4.C. Wine Sales Report and Projections

An update was presented on the history of wine sales, current inventory levels, base inventory levels, and sales projections to bring inventory to the desired level.

4.D. Winery Outreach Plan

Dr. Mahon discussed the preparation to establish a schedule for regular outreach to local high schools and wine industry employers. The goal is to make sure both students and local employees are aware that Allan Hancock College offers a variety of educational pathways in the viticulture and enology industry.

4.E. Winery Inventory Report

A report on inventory as of February 28, 2019 was reviewed.

4.F. Financial Report

Keli Seyfert discussed a report on year-to-date financial data ending February 28, 2019. Dr. Walthers suggested the cost of each bottle should be in the capture row.

5. New Business/Oral reports

None

6. Adjournment

The next regular meeting of the board of directors will be held on June 19, 2019 at 3:30 p.m.

adjourned 4:34

Richard Mahon
Foundation Secretary



AHC Viticulture & Enology Foundation



To: Board of Directors	ACTION ITEM
From: Richard Mahon, Ph.D., Secretary	Date: June 19, 2019
Subject: Acceptance of Donations	Item Number: 3.B.
	Enclosure(s): Page 1 of 1

BACKGROUND

The donations below are in support of the Allan Hancock College Viticulture & Enology Program. All products donated will be used in the winery and the agribusiness program.

- On April 1, 2019, the Law Office of Brian F. Simas donated the preparation of corporate update correspondence to the California Department of Alcoholic Beverage Control.
- On April 2, 2019, Wonderful Nurseries LLC donated 20 Touriga Nacional 05 Cert/110Green.
- On April 22, 2019, M.A. Silva USA donated 3000 UF15 MSN40 (24 x 45 MM) Corks and 1300 Champagne B 29.5 x 48 Discount Corks.
- On April 25, 2019, Nutrien Ag Solutions donated 2.5 Gallons of Bayer Rely 280 2x2.5GA, 4 Quarts of Nichino America Venue 8X1QT, 1 Gallon of Loveland Products Freeway 4X1GA, and 50 lbs of MPX Max Cover Crop 50#/LB.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the board accept the donations received.



AHC Viticulture & Enology Foundation



To: Board of Directors	INFORMATION ITEM
From: Richard Mahon, Ph.D., Secretary	Date: June 19, 2019
Subject: Winery Planning	Item Number: 4.A.
	Enclosure(s): Page 1 of 1

BACKGROUND

The board reviewed a gantt chart/calendar of winery activities. The staff have continued to refine the document and an updated iteration will be shared at the meeting.



AHC Viticulture & Enology Foundation



To: Board of Directors	INFORMATION ITEM
From: Richard Mahon, Ph.D., Secretary	Date: June 19, 2019
Subject: Staffing Update	Item Number: 4.B.
	Enclosure(s): Page 1 of 1

BACKGROUND

Dave Corey, coordinator, winery operations, resigned April 23, 2019. Staff are currently reviewing the job description and duties of the coordinator position. Ruben Ramirez, director of Human Resources met with CSEA and there is mutual agreement to revise the position. In particular, there is agreement to decrease the level of responsibility focused on the vineyard, reduce the minimum qualifications for the position, along with reviewing the salary range.

A revised job description will be submitted to College Council for review on August 19, 2019, and subsequently reviewed by the Board of Trustees on September 10. This would place the recruitment period late September and early October, with a potential for final board action on November 12. Therefore, this position will be without a permanent employee for most of the fall harvest and the autumn holiday sales cycle.

In the meantime, the district has hired James Lang and Yaser Shleel as temporary employees for the period of June through August 2019. Both are experienced alumni's of the program.

Alfredo Koch, program coordinator, continues to be actively engaged in program oversight. Chris Brown, faculty alumni, has been guiding the bottling of wines deferred from spring 2019.



AHC Viticulture & Enology Foundation



To: Board of Directors	INFORMATION ITEM
From: Richard Mahon, Ph.D., Secretary	Date: June 19, 2019
Subject: Viticulture & Enology Foundation Board Meeting Schedule	Item Number: 4.C.
	Enclosure(s): Page 1 of 1

BACKGROUND

The Viticulture and Enology Foundation supports the educational and cultural programs in the areas of agribusiness/viticulture and enology, as well as operates certain facilities related to the programs. The board members meet on a quarterly basis to discuss issues related to the college vineyard and winery. Listed below are the board meeting dates for 2019-2020 academic year.

AHC Viticulture & Enology Foundation Board Meeting Schedule 2019-2020

Board Meeting Date	Agenda Topics due to Espie by Noon	All Items due by 4:00 p.m.
September 18, 2019	Friday, September 5	Wednesday, September 11
December 18, 2019	Friday, December 6	Wednesday, December 11
March 25, 2020	Friday, March 13	Wednesday, March 18
June 17, 2020	Friday, June 5	Wednesday, June 10



AHC Viticulture & Enology Foundation



To: Board of Directors	INFORMATION ITEM
From: Eric D. Smith, Treasurer	Date: June 19, 2019
Subject: Winery Inventory Report	Item Number: 4.D.
	Enclosure(s): Page 1 of 2

BACKGROUND

Attached is the wine inventory report for the AHC Viticulture and Enology Foundation as of May 31, 2019.

Allan Hancock College Viticulture & Enology Foundation
Board Inventory Report (as of May 31, 2019)

Vintage/Varietal	Case Wines								Bulk Wines							
	FY19 Beginning Inventory (Bottles)	Minus: YTD Sales	Minus: YTD Donations	Minus: YTD Tasting /Damaged	Plus/Minus: YTD Adjustments	Plus: Inventory Additions	YTD	FY19 Ending Inventory (Bottles)	Cost per Bottle	FY19 Ending Inventory Cost Value	Retail Cost per Bottle	FY19 Ending Retail Cost Value	FY19 Bulk Wine (gallons)	FY19 Ending Inventory Cost Value	FY19 Ending Inventory Cost/Gallon	FY19 Ending Inventory Cost Value (Case Equivalent)
2012 White Wine	347	-295	-15	-9	-20		0	8	\$ 1.53	\$ 12.24	\$ 7.00	\$ 56.00	-	\$ -	\$ -	\$ -
2014 Pinot Noir AHC (Estate SBC)	672	-312	-21	-24	38		0	353	3.38	1,193.14	18.00	6,354.00	-	-	-	-
2014 Red Wine Paso Robles(Bordeaux)	56	-49	-2	0	-5		0	0	3.00	0.00	15.00	-	-	-	-	-
2014 Syrah SBC	106	-42	-9	-9	-1		0	45	3.38	152.10	18.00	810.00	-	-	-	-
2015 Albarino	58	-48	-2	-1	-7		0	0	1.81	0.00	14.00	-	-	-	-	-
2015 Chardonnay	241	-105	-35	-9	-26		0	66	1.76	115.94	14.00	924.00	-	-	-	-
2015 Pinot Noir	1,645	-98	-105	-38	3		0	1407	1.76	2,477.73	18.00	25,326.00	-	-	-	-
2015 Pinot Noir Rose	521	-103	-5	-16	15		0	412	2.93	1,207.16	14.00	5,768.00	-	-	-	-
2015 Syrah	287	-72	-17	-12	3		0	189	1.78	337.05	18.00	3,402.00	-	-	-	-
2015 Tarrantes	490	-33	-18	-11	3		0	431	2.29	986.26	14.00	6,034.00	-	-	-	-
2016 Albarino	120	-148	-4	-6	38		0	0	4.50	0.00	14.00	-	-	-	-	-
2016 Cabernet Sauvignon #1	331	-261	-14	-5	-51		0	0	4.26	0.00	15.00	-	-	-	-	-
2016 Cabernet Sauvignon #2	99	-106	-2	-2	11		0	0	4.32	0.00	15.00	-	-	-	-	-
2016 Chardonnay	667	-378	-100	-17	-1		0	171	4.44	759.51	14.00	2,394.00	-	-	-	-
2016 Malbec	384	-357	-18	-17	8		0	0	4.25	0.00	15.00	-	-	-	-	-
2016 Pinot Noir	2,110	-1763	-66	-44	161		0	398	4.35	1,729.46	18.00	7,164.00	-	-	-	-
2016 Pinot Noir Rose	782	-166	-31	-22	-33		0	530	4.83	2,557.49	14.00	7,420.00	-	-	-	-
2016 Syrah	997	-732	-65	-49	-27		0	124	4.62	573.16	18.00	2,232.00	-	-	-	-
2016 Tarrantes	316	-107	-25	-20	-6		0	158	4.19	661.62	14.00	2,212.00	-	-	-	-
2016 Petit Verdot	0	0	0	0	0		0	0	0.00	0.00	0.00	-	8	150.61	18.83	44.81
2016 Bordeaux Mix	0	0	0	0	0		0	0	0.00	0.00	0.00	-	163	3,206.20	19.67	46.81
2016 Pinot Noir Blanc de Noir (Sparkling)	0	-67	-18	-27	-44		610	454	4.34	1,971.27	30.00	13,620.00	-	-	-	0.00
2017 Albarino	0	-132	-11	-23	-52		660	442	5.93	2,622.98	14.00	6,188.00	-	-	-	0.00
2017 Cabernet Sauvignon (Paso Robles)	0	0	0	0	0		0	0	0.00	0.00	15.00	-	118	2,578.68	21.85	52.01
2017 Cabernet Sauvignon (Rancho Sisquoc)	0	0	0	0	0		0	0	0.00	0.00	15.00	-	80	1,901.23	23.77	56.56
2017 Chardonnay	0	0	0	0	0		0	0	0.00	0.00	14.00	-	5	129.75	25.95	61.76
2017 Pinot Noir	0	0	0	0	0		0	0	0.00	0.00	18.00	-	182	4,195.83	23.05	54.87
2017 Pinot Noir Rose	0	-3	-2	-2	-14		915	894	6.19	5,537.20	14.00	12,516.00	-	-	-	-
2017 Pinot Noir Blanc de Noir (Sparkling)	0	0	0	0	0		0	0	0.00	0.00	0.00	-	206	5,004.40	24.29	57.82
2017 Syrah	0	0	0	0	0		0	0	0.00	0.00	18.00	-	81	1,879.38	23.20	55.22
2017 Tarrantes	0	-6	0	0	-29		731	696	5.11	3,553.15	14.00	9,744.00	-	-	-	0.00
2018 Albarino	0	0	0	0	0		0	0	0.00	0.00	14.00	-	60	1,138.92	18.98	45.18
2018 Blanc de Noir (Sparkling)	0	0	0	0	0		0	0	0.00	0.00	0.00	-	261	4,128.59	15.82	37.65
2018 Bordeaux (Blend)	0	0	0	0	0		0	0	0.00	0.00	15.00	-	59	901.65	15.28	36.37
2018 Cabernet Sauvignon (J. Lohr-PR)	0	0	0	0	0		0	0	0.00	0.00	15.00	-	68	1,075.64	15.82	37.65
2018 Cabernet Sauvignon (RSQ)	0	0	0	0	0		0	0	0.00	0.00	15.00	-	74	1,170.56	15.82	37.65
2018 Chardonnay (Steel)	0	0	0	0	0		0	0	0.00	0.00	14.00	-	149	2,810.46	18.86	44.89
2018 Chardonnay (Oak)	0	0	0	0	0		0	0	0.00	0.00	14.00	-	109	2,171.61	19.92	47.42
2018 Pinot Noir 667	0	0	0	0	0		0	0	0.00	0.00	18.00	-	177	2,689.12	15.19	36.16
2018 Pinot Noir 777	0	0	0	0	0		0	0	0.00	0.00	18.00	-	118	1,613.47	13.67	32.54
2018 Pinot Noir 91 Cane Prune	0	0	0	0	0		0	0	0.00	0.00	18.00	-	59	933.28	15.82	37.65
2018 Pinot Noir 91 Cordon Prune	0	0	0	0	0		0	0	0.00	0.00	18.00	-	59	933.28	15.82	37.65
2018 Pinot Noir Rose CC (Central Coast)	0	0	0	0	0		0	0	0.00	0.00	14.00	-	55	1,091.47	19.84	47.23
2018 Pinot Noir Rose	0	0	0	0	0		0	0	0.00	0.00	14.00	-	50	790.92	15.82	37.65
2018 Malbec	0	0	0	0	0		0	0	0.00	0.00	15.00	-	67	1,059.83	15.82	37.65
2018 Merlot	0	0	0	0	0		0	0	0.00	0.00	0.00	-	59	933.28	15.82	37.65
2018 Red Wine (Field Blend)	0	0	0	0	0		0	0	0.00	0.00	0.00	-	57	790.92	13.88	33.02
2018 Syrah (RSQ)	0	0	0	0	0		0	0	0.00	0.00	18.00	-	118	1,724.20	14.61	34.78
2018 Syrah (AHC-S)	0	0	0	0	0		0	0	0.00	0.00	18.00	-	-	-	-	0.00
2018 Syrah (Donated RSQ)	0	0	0	0	0		0	0	0.00	0.00	18.00	-	129	1,977.29	15.33	36.48
2018 Tarrantes (AHC) (Old)	0	0	0	0	0		0	0	0.00	0.00	14.00	-	250	4,392.73	17.57	41.82
2018 Tarrantes (AHC) (New)	0	0	0	0	0		0	0	0.00	0.00	14.00	-	102	1,792.24	17.57	41.82
2018 White Wine (Field Blend)	0	0	0	0	0		0	0	0.00	0.00	0.00	-	53	933.28	17.61	41.91
Total number of Gallons													2,976			
Total Number of Bottles	10,229	-5,383	-585	-363	-36		2,916	6,778								
Cost Value Totals	\$ 35,760.53	\$ (21,594.23)	\$ (2,070.85)	\$ (1,381.75)	\$ (230.67)		\$ 15,964.38	\$ 26,447.47		\$ 26,447.42		\$ 112,164.00		\$ 54,098.81	\$ 18.18	\$ 43.26



AHC Viticulture & Enology Foundation



To: Board of Directors	INFORMATION ITEM
From: Eric D. Smith, Treasurer	Date: June 19, 2019
Subject: Financial Report	Item Number: 4.E.
	Enclosure(s): Page 1 of 3

BACKGROUND

Attached are the income statement and balance sheets for the AHC Viticulture and Enology Foundation as of May 31, 2019.

AHC Viticulture & Enology Foundation
Statement of Financial Position
For The Period Ending 05/31/2019

Assets

Claim on Cash	104,285
Cash on Hand	100
Accounts Receivable	1,086
OS Accounts Receivable	142
Cash/Checks Clearing	(393)
Inventory-Bulk Wine	54,099
Inventory-Bottled Wine	26,447
Deferred Crop Costs	4,002
Total Assets:	<u>189,769</u>

Liabilities

Sales Tax Payable	617
Vendor Overpayment	207
Total Liabilities:	<u>823</u>

Fund Balance

Fund Balance, July 1	143,350
Current Income (Loss)	45,597
Total Fund Balance:	<u>188,946</u>
Total Liabilities and Fund Balance:	<u>189,769</u>

AHC Viticulture & Enology Foundation
Statement of Operations
For The Period Ending 05/31/2019

Revenue

Contributions, Gifts, Grants & Endwmnts	37,873
Non Cash Contribution	7,052
Net Revenue	44,925

Wine Operations

Sales and Commission	86,290
Sales Discounts	(29,867)
Net Sales	56,423

Cost of Goods Sold	(25,262)
Gross Profit	31,161

Total Revenues	76,086
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Expenditures

Office/Operational Supplies	11,570
In Kind Supply Expense	6,911
Inventory Allocation Expense	(22,204)
Non Instr Printing	2,281
Food - Business Meetings/Events	2,497
Indep Contractor (Individuals)	1,600
Service Contracts (Businesses)	10,276
Travel - All Travel Costs	2,250
Foundation Community Activities	1,000
Non-Tech Licenses, Permits, Fees	1,365
Insurance	235
Waste Disposal	484
Facility Leases	100
Land Lease	400
Repairs (Labor-Diagnostic)	1,567
Technology Hosting Services	118
Equipment Rental	455
Legal Fees	63
In Kind-Legal Fees	142
Sales Tax Expense	272
Misc Operating Expenses	260
Postage/Express Services	164
Advertising	1,764
Merchant Fees	755
Cash Over and Short	(27)
Equipment	3,692
Scholarships	2,500
Total Expenditures	30,489
Net Income (Loss)	45,597

Fund Balance

Fund Balance, July 1	143,350
Current Balance	<u>\$188,946</u>