

Allan Hancock College

Viticulture & Enology Foundation



AGENDA

Board of Directors

Quarterly Meeting

December 12, 2018

3:30 PM

Captain's Room
Building B
Room 102



Allan Hancock College Viticulture & Enology Foundation



AGENDA

Board of Directors

Quarterly Meeting

Wednesday, December 12, 2018 – 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 September 19, 2018 Meeting Minutes	4	
<p>A recommendation that the board approve the minutes from the September 19, 2018 meeting.</p>		
3.B. Appointment of Board Member	7	
<p>A recommendation that the board appoint Eric D. Smith as a member and treasurer to the Viticulture and Enology Foundation board of directors.</p>		
3.C. Wine Club Pricing	8	
<p>A recommendation that the board approve a pricing structure specific to the wine club.</p>		
3.D. Signage for Vineyard/Winery	9	
<p>A recommendation that the board approve funding to improve signage for the winery.</p>		

	<u>Page</u>	<u>Est. Time</u>
3.E. Damaged Wine Press	10	
A recommendation that the board ratify the expenditure of \$4,100 for repairs and approve \$5,800 for additional repairs and shipping costs.		
3.F. Purchase of Wine Titration Equipment	11	
A recommendation that the board approve the purchase of wine titration equipment.		
3.G. Co-funding Greenhouse Repairs	12	
A recommendation that the board approve the use of \$3,000 from the Viticulture and Enology Foundation funds to support repairs for the greenhouse.		
3.H. Acceptance of Donations	13	
A recommendation that the board accept the donations received.		
4. Information Items		4:00 PM
4.A. Santa Maria Sun Winery Article	14	
A report on the Santa Maria Sun's winery article.		
4.B. Winery Planning	15	
A report on the winery's timetable of events in the wine sales program and outreach schedule.		
4.C. Winery Division of Labor	21	
An update on the winery's division of labor.		
4.D. Storage Container Purchase	25	
An update on the storage container purchase.		
4.E. Winery Space Rental	26	
An update on the progress of renting out the winery for private events.		
4.F. Financial Report	27	
A report on year-to-date financial data ending October 31, 2018.		
4.G. Winery Inventory Report	30	
A report on inventory as of October 31, 2018.		
4.H. Recent or Upcoming Events	32	
A report on recent or upcoming events.		

	<u>Page</u>	<u>Est. Time</u>
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 March 27, 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



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

Minutes
 Board of Directors
 Quarterly Meeting
 Wednesday, September 19, 2018
 3:30 p.m.

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 3:32 p.m. with the following directors present: Alfredo Koch., Larry Lahr, Richard Mahon, and Kevin Walthers

Absent: none

Guests present: Gordon Rivera, Matt Macpherson, Keli Seyfert, Robert Adames

Note taker: Aimee Camacho

2. Public Comment

No public comment was made.

3. Action Items

3.A. Approval of June 13, 2018 Meeting Minutes

On a motion by Dr. Mahon seconded by Alfredo Koch, the board approved the minutes from the June 13, 2018 board meeting as submitted.

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

3.B. Signage for AHC Vineyard Winery

David Corey discussed the challenge of locating the winery on campus. Campus Graphics presented draft drawings of permanent signage for the winery.

Dr. Walthers mentioned there needs to be a process for consideration if a winery logo is to be created.

Purchasing a large banner with script that is easily readable from the street was discussed. Gordon Rivera confirmed that the banner will include the college logo.

On a motion by Dr. Walthers seconded by Mr. Lahr, the board approved funding to improve signage for the winery and consider a dedicated AHC Winery logo.

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

3.C. Sparkling Wine Label

The board reviewed labels created by students and Nancy Jo-Ward. The label with the Spanish dancers painted by Nancy Jo-Ward was chosen. How best to identify a price for the sparkling wine was discussed. Staff will work on obtaining an estimated cost for the sparkling wine.

On a motion by Mr. Lahr seconded by Alfredo Koch, the board selected a label for the 2018-19 production of sparkling wine.

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

3.D. Rental of Winery Space for Private Events

Staff will contact other wineries to inquire how they've generated a fee structure for renting out winery space for events. Alfredo Koch mentioned that the revenue will assist with the winery's expenses. A proposal will be presented at the next meeting.

On a motion by Dr. Mahon seconded by Mr. Lahr, the board authorized staff to develop a proposal for the rental of the winery for public and private agencies.

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

3.E. Wine by the Glass

Keli Seyfert mentioned it is difficult to track inventory from wine sold by the glass. The winery will need to separate bottles of wine purely for wine by the glass sales. Customers will be charged a tax on wine sold by the glass.

Staff will present a list of guidelines that the district must implement to begin selling wine by the glass.

On a motion by Dr. Walthers seconded by Dr. Mahon, the board approved \$5.00 wine by the glass sales consistent with all existing regulations and practices related to wine sales.

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

3.F. Acceptance of Donations

On a motion by Dr. Mahon seconded by Mr. Lahr, the board accepted the donations received.

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

4. Information Items

4.A. Vineyard & Winery Division of Labor

At the next meeting, staff will present a matrix of responsibilities for the winery coordinator and winery supervisor. Dr. Walthers suggested creating a chart that provides the primary location of the winery staff.

Dr. Walthers would like an email for the winery to be created. It was mentioned that instructors who've made award-winning wine need to be recognized. It was suggested to develop a plan for sending out campus wide emails for events and tasting reminders. David Corey confirmed he attends every wine tasting event.

4.B. Wine Sales Update

David Corey mentioned that the Wine Enthusiast chose the 2014 Captain's Reserve Pinot Noir as the editor's choice.

The district does not take credit card information over the phone. The winery is not able to ensure the purchaser is over 21. Staff will find a solution and give an update at the next meeting.

Alfredo Koch presented the winery's production plan for next season.

4.C. Financial Report

Keli Seyfert discussed the financial report for the winery. The fund balance has increased.

4.D. Winery Inventory Report

The wine inventory report was reviewed.

4.E. Winery Courtyard

Robert Adames discussed design layout options for the courtyard. The metal storage container in the courtyard needs to be removed. The winery needs a cold storage container to store wine. Keli Seyfert requested that the storage container have the ability to make counting inventory easier. It was suggested to keep the space open for easy readjustment. Dr. Walthers mentioned that heaters should be included in the courtyard design.

Staff will present a proposal that includes the courtyard design and timeline for implementation.

4.F. Recent or Upcoming Events

Alfredo Koch discussed events he'd like the winery to host in Spring of 2019.

5. New Business/Oral reports

There was a discussion about the value of discounted prices based on the amount of wine purchased. Staff will discuss discounted prices in further detail with Keli Seyfert and Dr. Walthers.

Staff members need to discuss wine donations with Dr. Walthers before they take place.

6. Adjournment

The next regular meeting of the board of directors will be held on December 12, 2018 at 3:30 p.m.

Richard Mahon
Foundation Secretary



AHC Viticulture & Enology Foundation



To: Board of Directors	ACTION ITEM
From: Kevin G. Walthers, President	Date: December 12, 2018
Subject: Appointment of Board Member	Item Number: 3.B.
	Enclosure(s): Page 1 of 1

BACKGROUND

With Eric D. Smith as the new associate superintendent/vice president, finance and administration, it is recommended that the board appoint him as a member and treasurer to the foundation.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board appoint Eric D. Smith as a member and treasurer to the Viticulture and Enology Foundation board of directors.



AHC Viticulture & Enology Foundation



To: Board of Directors	ACTION ITEM
From: Richard Mahon, Dean, Academic Affairs	Date: December 12, 2018
Subject: Wine Club Pricing	Item Number: 3.C.
	Enclosure(s): Page 1 of 1

BACKGROUND

The board has approved a pricing structure for wine sales, but not a specific pricing structure for the wine club. Currently we are using the six-bottle discount for wine club sales, but it would be easier to promote the wine club if there was a special pricing structure for wine club members. Staff recommend the following price structure for wine club members.

6 bottles of red	\$75
3 bottles of red and 3 white/rosé	\$66
6 bottles of whites	\$60

In all cases, the variety of wine may be chosen by the member.

FISCAL IMPACT

Unknown at this time, but anticipated to increase sales.

RECOMMENDATION

Staff recommends that the board approve a pricing structure specific to the wine club.



AHC Viticulture & Enology Foundation



To: Board of Directors	ACTION ITEM
From: Richard Mahon, Dean, Academic Affairs	Date: December 12, 2018
Subject: Signage for Vineyard/Winery	Item Number: 3.D.
	Enclosure(s): Page 1 of 1

BACKGROUND

The board discussed modifications to signage at the September 19 foundation meeting. Campus facilities will allow signs to be posted at campus entrances, but only for a limited duration. Further discussion is necessary to establish clear and permanent signs making it easier to locate the winery.

FISCAL IMPACT

Dependent on board action.

RECOMMENDATION

Staff recommend that the board approve funding to improve signage for the winery.



To: Board of Directors	ACTION ITEM
From: Alfredo Koch, Board Member	Date: December 12, 2018
Subject: Damaged Wine Press	Item Number: 3.E.
	Enclosure(s): Page 1 of 1

BACKGROUND

A Bucher 8HL wine press was purchased for the winery in 2014. On November 18, David Corey found that the press was not functioning properly. After several unsuccessful attempts to repair the press, the manufacture recommended sending the press to their head office in Santa Rosa for further inspection. The cost incurred so far is \$4,100 and it is estimated that the total repairs cost will be \$5,800, plus tax and shipping to send the press to Santa Rosa.

The cost of a new X15 Bucher press is estimated at \$38,651 and a new Pellenc SPC 20 press is estimated at \$48,200. Staff have also discussed exploring the cost of purchasing a used press from a local winery.



FISCAL IMPACT

The fiscal impact is \$9,900 from the Viticulture and Enology Foundation funds.

RECOMMENDATION

Staff recommends that the board ratify the expenditure of \$4,100 for repairs and approve \$5,800 for additional repairs and shipping costs.



AHC Viticulture & Enology Foundation



To: Board of Directors	ACTION ITEM
From: Richard Mahon, Dean, Academic Affairs	Date: December 12, 2018
Subject: Purchase of Wine Titration Equipment	Item Number: 3.F.
	Enclosure(s): Page 1 of 1

BACKGROUND

Staff have identified the need to purchase wine titration equipment. Wine titration involves measuring acidity in wine using a pH meter. Currently the program pays an external lab to perform wine titration analysis. Wine titration is covered in viticulture and enology courses 308, 309, 310, 311, 321, and 322. While the initial cost is high, the purchase of this equipment enables the process to be included in the academic program, making it more transparent to students and reducing future expenses.

FISCAL IMPACT

The purchase of wine titration equipment is \$5,088.96 from the Viticulture and Enology Foundation funds.

RECOMMENDATION

Staff recommends that the board approve the purchase of wine titration equipment.



AHC Viticulture & Enology Foundation



To: Board of Directors	ACTION ITEM
From: Richard Mahon, Dean, Academic Affairs	Date: December 12, 2018
Subject: Co-funding Greenhouse Repairs	Item Number: 3.G.
	Enclosure(s): Page 1 of 1

BACKGROUND

The greenhouse adjacent to the softball field is used by the college's agriculture program and viticulture and enology program. The winery program uses the greenhouse for vine propagation. Due to its poor condition, the college has obtained a bid of \$15,000 for repairs to the greenhouse. The Strong Workforce Augmentation Grant will contribute \$5,000, the LEAF Grant will provide \$7,000, and the Viticulture and Enology Foundation will contribute \$3,000 to the cost of repairs.

FISCAL IMPACT

The fiscal impact is \$3,000 from the Viticulture and Enology Foundation funds.

RECOMMENDATION

Staff recommends the board approve the use of \$3,000 from the Viticulture and Enology Foundation funds to support repairs for the greenhouse.



AHC Viticulture & Enology Foundation



To: Board of Directors	ACTION ITEM
From: Eric D. Smith	Date: December 12, 2018
Subject: Acceptance of Donations	Item Number: 3.H.
	Enclosure(s): Page 1 of 1

BACKGROUND

Leroi Barrels and Charlois Cooperage donated one empty barrel to the winery program. The barrel will be used to store wine.

Seguin Moreau Napa Cooperage donated a 225 L French oak barrel. Instructors will use this donation to show students the differences between old and new barrels.

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, Dean, Academic Affairs	Date: December 12, 2018
Subject: Santa Maria Sun Winery Article	Item Number: 4.A.
	Enclosure(s): Page 1 of 1

BACKGROUND

The college's viticulture & enology program was the subject of a cover article in the Santa Maria Sun November 8 – 15, 2018 issue. Staff met with the author to provide information on the vineyard, winery, faculty members, staff, and students. Copies of the article will be available to review at the foundation board meeting.



AHC Viticulture & Enology Foundation



To: Board of Directors	INFORMATION ITEM
From: Richard Mahon, Dean, Academic Affairs	Date: December 12, 2018
Subject: Winery Planning	Item Number: 4.B.
	Enclosure(s): Page 1 of 6

BACKGROUND

Board members will review an initial timetable of events pertaining to the vineyard, winery, wine sales program, and outreach schedule.

Alfredo Koch will be visiting high schools, vineyards, wineries, and other colleges to promote the district's wine program. Mr. Koch anticipates visiting 16-20 wineries and high schools per month, with the goal to showcase the program to prospective students, discuss internship opportunities, identify needs, and improve relationships within the industry. As a part of this outreach, three short courses have been successfully taught in response to a request by the Santa Barbara Vintners Association.

The attached schedule contains several events from the previous calendar year that staff anticipate will become annual events. The document is subject to ongoing updating.

Viticulture and Enology Annual Schedule

January

February

<p>Manage cover crops</p> <p>Pruning analysis</p> <p>Ravaz index</p> <p>Trellis repairs</p> <p>Vineyard Prune experiments in Pinot, Cab & Syrah</p> <p>Check on new vine orders</p> <p>Some Pruning</p> <p>Move wires down</p> <p>Vineyard repairs</p> <p>Compost application</p> <p>Unified Symposium</p>	<p>Intensive pruning</p> <p>Invite HS & AHC students to prune</p> <p>Prepare fungicide paste for pruning wounds</p> <p>Irrigation repairs</p> <p>Compost applications</p> <p>Trellis repairs</p> <p>Speedo cultivation</p> <p>Cut to 2 buds young vines</p>
<p>Racking</p> <p>Barrels top and SO2</p> <p>Winery Bottle experiments</p> <p>SO2 controls for individual wines</p> <p>Fining trials</p> <p>Establish winemaking plan for Spring</p> <p>Teach Sanitation</p> <p>Unified Symposium</p>	<p>Teach Sanitation</p> <p>White bottling</p> <p>Barrels top and SO2</p> <p>Tartrate stability in white wines</p> <p>Filtration</p> <p>Bentonite filtration</p> <p>Start Sparkling wine production</p>
<p>Prepare sales plan and marketing materials</p> <p>Sales contacts with wholesalers</p> <p>HS Ag & Vit instructors to Winery (1/11)</p> <p>Sales Santa Barbara Winter Wine Classic (1/19)</p> <p>Unified Symposium</p>	<p>Send samples for Orange County wine fair</p> <p>Industry event at the winery</p> <p>Open House prior to Valentine's Day (2/8)</p>
<p>Review student worker status</p> <p>File winery returns and permits</p> <p>TTB & ABC</p> <p>Koch Order new vines</p> <p>Advertise with students for Ravaz Index</p> <p>Visit High Schools</p> <p>Label Approvals</p> <p>Survey monkey online</p> <p>Secure fruit for wines in August</p>	<p>Visit High Schools</p> <p>Hancock Wine Festival preparation</p> <p>Get confirmations</p>

March		April	
Vineyard	Irrigation More compost applications First Spray for Powdery Mildew and Botrytis Care of Fruit trees Compost tea preparation		Mildew Sprays from now on Conventional- 1 # Nordox 75 WG/ 2 qt Stylet Oil (4/4) Organic - Stylet Oil Conventional- 1 # Nordox 75 WG/ 2 qt Stylet Oil (4/14) Organic - Stylet Oil Conventional- 1 # Nordox 75 WG/ 2 qt Stylet Oil (4/25) Organic - Stylet Oil
Winery	Sparkling continuation SO2 controls with analysis for individual wine Rose bottling Oak additions to red wines		Sparkling Blending possibilities Chemical analysis
Sales	Local Business focused events Wine Club Release Party -Winter (3/8) & (3/13)		SB Vintners Association Festival (4/21) Sales to local accounts Spring Open House with Makerspace and Culinary
Koch			Reorder vineyard signs
May		June	
Vineyard	Consider Zinc & Boron foliar as needed Spray (5/2) 1 qt Coastal Calmax (Boron) in Syrah 1 qt Calmax Zinc in Syrah 23 oz Pristion 2 qt Stylet Oil Organic - Stylet Oil and Serenade Herbicide application Weeding with Spedo Shoot training Bloom: get petiole samples Spray (5/23) 1# Elevate 1 qt Coastal Calmax 1 qt Calmax Zinc 6 oz Quintec 2 qt Stylet Oil Pull shoots and leaves early Get canopy reduced earlier Look at first 16 rows from 4 to 20.		Wires Leaf pulling (Students) Leaf pulling Maverick and/or student Control bud numbers in experiments Spray (6/13) 5# Keep (0-51-33) 20 oz Inspire Super 2 qt Stylet Oil Organic- Stylet oil and Sonata

May (cont.)**June (cont.)**

<p>Fining Agent trials Blending decisions</p> <p>Additions and adjustments Bottling reds preparation</p> <p>Winery All chemical analysis prior to bottling Filtration trials</p> <p>Bottle white wines Bottle Rose wines Equipment cleaning and maintenance Check workorders completion Potluck and movie with students</p>	<p>Bottle Whites and Rose Labeling</p> <p>Bottle reds</p> <p>Labeling Finalize harvest plan</p> <p>Contact donors and suppliers Top barrels, Adjust SO2 SO2 controls with analysis for individual wines</p>
<p>Wine Classic Avila Beach (5/5) Paso Robles Vintners (5/17) Sales to local accounts</p> <p>Sales Industry dinner</p> <p>Santa Barbara Wine Zoo Roar and pour Orange County Wine Competition Club pick up event</p>	<p>Mac & cheese Festival (6/9) Jazz & Olives (6/9) PCPA Solvang, Under the lights (6/16)</p> <p>St Joseph Nights & Brews (6/23)</p> <p>SB Natural History Museum (6/29) Finalize Sales Outlook</p>
<p>Koch Ship wines to OC Wine Competition Students, alumni follow up</p>	<p>Label Approval</p>
July	August
<p>Vineyard Spray (7/4) 5# Keep (0-51-33) 23 oz Pristine 2 qt Stylet Oil Spray (7/25) 5# Keep (0-51-33) 1# Elevate 6 oz Quintec 2 qt Stylet Oil Weeding Put up bird nets as needed</p>	<p>Pull mildew out of Chardonnay Put up bird nets Weeding 5# keep (0-51-33) (8/12) 20 oz Inspire Super 2 qt Stylet Oil Control & follow up ripeness Lower bird nets Harvest Pinot noir for sparkling - 19 Brix Harvest Pinot noir for Rose - 20 Brix Irrigate young vines</p>
<p>Top barrels- Adjust SO2 Order yeasts Barrel Racking</p> <p>Winery Order materials for wine analysis Bottle more Reds Labeling</p>	<p>Winery clean up & sanitation Confirm harvest supplies are at the winery Clean all equipment ready for teaching Recount hydrometers, thermometers Get final supplies for all wine analysis Control and follow up ripeness</p>

July (cont.)**August (cont.)**

<p>Equipment maintenance</p> <p>Get ready for Harvest</p> <p>Buy supplies & reagents for winemaking</p> <p>Buy supplies & reagents for wine analysis</p>	<p>Press Pinot noir for Sparkling base</p> <p>Press Pinot noir for rose</p>
<p>Sales Bottling party</p> <p>Visit Retail Stores</p> <p>Cal Wine Festival SB (7/20)</p> <p>Cal Wine Festival SB (7/21)</p>	<p>Ship wines to SF Wine Competition</p> <p>Gala Dinner benefit for V&E, Presqu'ile</p> <p>Central Coast Wine Classic</p> <p>Family Winemakers in SFO (8/26)</p>
<p>Koch Ag Commissioner permit</p>	<p>Start & review Student worker status</p> <p>Visit High Schools</p> <p>Contact Angela Soleno for Website</p> <p>Biodynamic: students</p>
September	October
<p>Vineyard Harvest Chardonnay</p> <p>Lower bird nets</p> <p>Weeding</p> <p>Control and follow up ripeness</p> <p>Harvest Pinot noir still - 23-24 Brix</p> <p>Harvest Chardonnay - 23 brix</p> <p>Harvest Albarino - 22 Brix</p> <p>Irrigate young vines</p> <p>Harvest Albarino</p>	<p>Harvest Syrah</p> <p>Irrigation</p> <p>Lower bird nets</p> <p>Harvest Torrontes 23 Brix</p>
<p>Winery Control of fermentations (9/1)</p> <p>Control and follow up ripeness</p> <p>De-stem Pinot</p> <p>Press Chardonnay</p> <p>Racking & SO2 additions</p>	<p>Control of fermentations</p> <p>Racking and SO2 additions</p> <p>Use enzymes for Torrontes pressing</p>
<p>Sales Tour and Taste of the Valley, Orcutt</p> <p>Boys & Girls Festival</p> <p>Open House Harvest</p> <p>Industry event at the Winery</p>	<p>Wine Club Pouring Vandenberg (10/5)</p> <p>Hancock Wine Festival (10/7)</p> <p>Wine Club Release Party, Fall (10/12)</p> <p>Winemaker Wine Dinner Pairing (10/26)</p> <p>(Industry dinner)</p>
<p>Koch Label Approvals</p>	

November**December**

<p>Weeding with Spedo</p> <p>Put bird nets down</p> <p>Harvest last Torrontes</p> <p>Vineyard Manual weeding young vines</p> <p>Repair irrigation</p>	<p>Return all bins from donations</p> <p>Weeding</p> <p>Care of new vines</p> <p>Cut to two buds in January</p> <p>Prepare pots for vine propagation</p> <p>Cover crops as needed</p> <p>Soil fertilization, compost</p> <p>Flush irrigation</p> <p>Bring cover crops</p>
<p>Control of fermentations</p> <p>Bottle wine form experiments</p> <p>Winery</p>	<p>Inoculate for malolactic as needed</p> <p>Bottle Experiments</p> <p>Check work orders completion</p> <p>Potluck and movie with students</p> <p>Equipment cleaning and maintenance</p>
<p>Cal Wine Festival, Huntington Beach (11/19)</p> <p>Sales Thanksgiving Opening (11/20)</p> <p>Local Business focused events</p> <p>Together with Arts & Ceramics</p> <p>Pinot party Old Orcutt Market 3rd Saturday</p>	<p>Invite to the Industry (12/4)</p> <p>Christmas Sale (12/6-7)</p> <p>Wine Club pick up event</p>
<p>Koch</p>	<p>Check Winemakers Database information</p> <p>Get cover crops</p> <p>Students, alumni follow up</p>



AHC Viticulture & Enology Foundation



To: Board of Directors	INFORMATION ITEM
From: Richard Mahon, Dean, Academic Affairs	Date: December 12, 2018
Subject: Winery Division of Labor	Item Number: 4.C.
	Enclosure(s): Page 1 of 4

BACKGROUND

With the hiring of Dave Corey as winery supervisor in April 2018, the college now has two full-time staff members devoted to the college's viticulture & enology program. Alfredo Koch continues as the sole full-time faculty member and coordinator of the program with the focus on academic programs.

The board will be provided an update on how the division of labor has developed in the first full semester of this new staffing arrangement.

Viticulture & Enology: Staff Roles & Focus

Faculty/Instructional (from recruitment document used to hire Alfredo Koch)	Shared Responsibilities	Winery Operations (from job description used to hire Dave Corey)
Viticulture & Enology Academic Program (primarily the responsibility of Alfredo Koch)		
Provide instruction with a primary emphasis in enology and/or viticulture	Alfredo is the primary instructor in the V&E program; as the sole full-time faculty member, he is responsible for all curricula, both individual courses as well as program requirements	
Plan and organize instructional materials		
Participate in program review and curriculum development		
Review and revise courses(s) content as may be necessary		
Hiring of part-time agribusiness faculty	Subject to AHC HR policies and procedures, Alfredo Koch makes the primary recommendation to hire and schedule part-time faculty	
Vineyard (Alfredo acts to coordinate; Dave responsible for execution)		
Coordinate care and maintenance of four acre vineyard	Oversight of the vineyard is a shared responsibility; the program coordinator (Alfredo Koch) is responsible for coordination, though much of the actual work is the responsibility of winery operations (Dave Corey)	Assists faculty in prepping for and developing upcoming vineyard activities which can include readying equipment for student and staff use and inviting guest speakers
		Assists faculty in supervising students during group/team activities and in class-related vineyard operations and procedures
		Helps to coordinate year-round maintenance of vineyards including plowing, spraying, maintaining and repairing irrigations systems, servicing tractors, and implements
		Accurately reports and posts all pesticides and herbicides in use [in the vineyard] to program coordinator
		Provides walking tours of the vineyard

		Gathers data from vineyard physiology and winemaking operations including experiments in viticulture and wine business
Winery		
		Helps to coordinate maintenance for and servicing all winery equipment including barrels
		Maintains inventory of all chemicals and equipment in the winery and lab and the storage of empty wine bottles
		Pulls wine samples monthly for lab analysis, adds sulfur dioxide additions or tops off wines as needed. Runs wine sample analysis as needed
		Maintains computer software database
Wine Sales		
The program did not have a winery when Alfredo was hired and thus his hiring document is silent on the subject; several elements in Dave's job description refer to responsibilities related to the winery and wine sales.		
		Oversee winery operations and supervises wine sales
		Coordinates monthly wine events including weekly college wine sales
		Reconcile daily sales and monthly inventory for accounting department
		Identifies, pursues, and maintains accounts with all retail markets, wine shops, and restaurants; hosts weekend wine tastings
		Coordinates with Auxiliary Accounting and AHC staff as necessary for the planning and development of sales and outreach activities
		Schedules and supervises wine production operations including but not limited to wine fermentation, blending, stabilization, bottling, and storage
		Helps prevent problems with wines and communicates potential issues

		promptly to program coordinator and faculty
		Prepares and participates in sensory evaluation trials
Misc. duties		
Evaluate and counsel students	All faculty and staff have some expertise and all share that expertise with students as appropriate	Recruits, interviews, hires, schedules, and trains classified exempt and student worker employees
promote the program in the community and with industry	Alfredo and Dave both work regularly with student workers.	Serves as liaison at mandatory Continuing Education seminars for PAC and in monthly wine and agricultural business symposiums and seminars
	Alfredo is primarily responsible for outreach, both to local high schools and local wineries, both to recruit new students and to secure internship and employment opportunities for current students.	



AHC Viticulture & Enology Foundation



To: Board of Directors	INFORMATION ITEM
From: Richard Mahon, Dean, Academic Affairs	Date: December 12, 2018
Subject: Storage Container Purchase	Item Number: 4.D.
	Enclosure(s): Page 1 of 1

BACKGROUND

After considerable review of options, staff has selected the option of a refrigerated container to (1) expand storage space, (2) provide improved inventory control, and (3) free up space within the winery. While a refrigerated container was the initial preferred option, staff also pursued a recommendation for campus facilities to consider an insulated storage structure; the cost on this was too high for the intended use. Staff have consulted with Interim Facilities Director Jim Harvey about the steps for removal of the current container and installation of the new one. No major problems with installation or utilities are anticipated, and staff hope to have the container in place before the start of the Spring semester.

Funding will be provided from the strong workforce program.



AHC Viticulture & Enology Foundation



To: Board of Directors	INFORMATION ITEM
From: Richard Mahon, Dean, Academic Affairs	Date: December 12, 2018
Subject: Winery Space Rental	Item Number: 4.E.
	Enclosure(s): Page 1 of 1

BACKGROUND

Staff proposed at the September board meeting that the board consider rental of the winery for private events. Staff followed up with several wine college programs and received responses from Santa Rosa Junior College and Walla Walla Community College in Washington. Santa Rosa includes information for facility rentals on their college website. Walla Walla makes their facility available on an ad hoc basis. Staff will continue to research this matter before making a recommendation to the board.



AHC Viticulture & Enology Foundation



To: Board of Directors	INFORMATION ITEM
From: Eric D. Smith	Date: December 12, 2018
Subject: Financial Report	Item Number: 4.F.
	Enclosure(s): Page 1 of 3

BACKGROUND

Attached is the balance sheet and income statement for the AHC Viticulture and Enology Foundation as of October 31, 2018.

**Other Agency Fund
Balance Sheet
For The Period Ending 10/31/2018**

Assets

Claim on Cash	56,770
Cash on Hand	100
Accounts Receivable	590
OS Accounts Receivable	142
Due From Other Funds	(11)
Inventory-Bulk Wine	55,178
Inventory-Bottled Wine	37,783
Total Assets:	<u>150,553</u>

Liabilities

Accounts Payable	2,320
Sales Tax Payable	275
Unapplied Payments	99
Total Liabilities:	<u>2,694</u>

Fund Balance

Fund Balance, July 1	143,350
Current Income (Loss)	4,509
Total Fund Balance:	<u>147,859</u>
Total Liabilities and Fund Balance:	<u>150,553</u>

**Other Agency Fund
Income Statement by Fund Type
For Period Ending 10/31/18**

REVENUES

Contributions, Gifts, Grants & Endw mnts	60
Non Cash Contribution	820
Sales Discounts	(4,213)
Sales and Commission	16,062
Total REVENUES	12,729

EXPENDITURES

Advertising	0
Bank Service Charges	20
Cash Over and Short	(43)
Cost of Goods Sold	1,430
Equipment	0
Facility Leases	0
Food - Business Meetings/Events	79
Food - Student Activities	0
Freight	0
In Kind Supply Expense	820
Indep Contractor (Individuals)	1,200
Insurance	0
Inventory Allocation Expense	(10,788)
Land Lease	0
Merchant Fees	194
Misc Operating Expenses	0
Non Instr Printing	1,023
Non-Tech Licenses, Permits, Fees	70
Office/Operational Supplies	5,901
Postage/Express Services	30
Repairs (Labor-Diagnostic)	1,567
Sales Tax Expense	35
Service Contracts (Businesses)	4,431
Technology Hosting Services	0
Technology Services	0
Travel - All Travel Costs	2,250
Total EXPENDITURES	8,220

**Excess of Revenues Over
(Under) Expenditures** 4,509

OTHER FINANCING SOURCES (USES)

	0
Total OTHER FINANCING	0

OPERATING TRANSFERS OUT

Scholarships	0
Total OPERATING TRANSFERS OUT	0

Excess of Revenues and Other

Financing Sources Over/(Under) **4,509**

FUND BALANCE:

Fund Balance, July 1	143,350
Current Balance	147,859



AHC Viticulture & Enology Foundation



To: Board of Directors	INFORMATION ITEM
From: Eric D. Smith	Date: December 12, 2018
Subject: Winery Inventory Report	Item Number: 4.G.
	Enclosure(s): Page 1 of 2

BACKGROUND

Attached is the wine inventory report for the AHC Viticulture and Enology Foundation as of October 31, 2018.

Allan Hancock College Viticulture & Enology Foundation
Board Inventory Report
As of October 31, 2018

Vintage/Varietal	Case Wines										Bulk Wines				
	FY19 Beginning Inventory (Bottles)	Minus: YTD Sales	Minus: YTD Donations	Minus: YTD Tasting	Plus/Minus: YTD Adjustments	Plus: YTD Inventory Additions	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	-2	-12	-1	-20	0	312	\$ 1.53	\$ 477.37	\$ 6.94	\$ 2,165.28	-	\$ -	-	\$ -
2014 Pinot Noir AHC (Estate SBC)	672	-89	-9	-10	21	0	585	3.38	1,977.31	16.67	9,751.95	-	-	-	-
2014 Red Wine Paso Robles(Bordeaux)	56	-12	0	0	-2	0	42	3.00	126.00	14.81	622.02	-	-	-	-
2014 Syrah SBC	106	-5	-2	-2	0	0	97	3.38	327.86	16.67	1,616.99	-	-	-	-
2015 Albarino	58	-24	-2	-1	-7	0	24	1.81	43.44	14.81	355.44	-	-	-	-
2015 Chardonnay	241	-23	-22	-1	-40	0	1571	1.76	272.28	13.89	2,152.95	-	-	-	-
2015 Pinot Noir	1,645	-17	-48	-9	0	0	1571	1.76	272.28	16.67	26,188.57	-	-	-	-
2015 Pinot Noir Rose	521	-32	-5	-5	-10	0	469	2.93	1,374.18	13.89	6,514.41	-	-	-	-
2015 Syrah	287	-27	-7	-4	0	0	249	1.78	444.05	16.67	4,150.83	-	-	-	-
2015 Torrontes	490	-2	-5	-2	12	0	493	2.29	1,128.15	13.89	6,847.77	-	-	-	-
2016 Albarino	120	-73	-4	-4	-3	0	36	4.50	161.96	14.81	533.16	-	-	-	-
2016 Cabernet Sauvignon #1	331	-62	-8	-3	-13	0	245	4.26	1,044.07	14.81	3,628.45	-	-	-	-
2016 Cabernet Sauvignon #2	99	0	0	0	0	0	99	4.32	427.23	14.81	1,466.19	-	-	-	-
2016 Cabernet Sauvignon #3	0	0	0	0	0	0	0	0	0	0	0	-	-	-	-
2016 Chardonnay	667	-123	-59	-6	24	0	503	4.44	2,234.10	13.89	6,986.67	-	-	-	-
2016 Malbec	384	-146	-11	-10	-2	0	215	4.25	914.40	13.89	2,986.35	-	-	-	-
2016 Pinot Noir	2,110	-157	-36	-12	10	0	1,915	4.35	8,321.29	16.67	31,923.05	-	-	-	-
2016 Pinot Noir Rose	782	-20	-23	-9	-37	0	693	4.83	3,344.05	13.89	9,625.77	-	-	-	-
2016 Syrah	997	-115	-25	-11	-26	0	820	4.62	3,790.32	16.67	13,669.40	-	-	-	-
2016 Torrontes	316	-32	-15	-7	-10	0	252	4.19	1,055.17	13.89	3,500.28	-	-	-	-
2016 Pinot Noir Verdot	0	0	0	0	0	0	0	0	0.00	0.00	0.00	11	202.21	18.38	43.75
2016 Bordeaux Mix	0	0	0	0	0	0	0	0	0.00	0.00	0.00	161	3,173.42	19.71	46.91
2016 Pinot Noir Blanc de Noir (Sparkling)	0	-2	0	0	0	0	0	0	0.00	0.00	0.00	121	1,814.15	14.99	35.68
2017 Albarino	0	0	0	0	0	0	0	0	0.00	0.00	0.00	131	3,015.75	23.02	54.79
2017 Cabernet Sauvignon (J. Lohr)	0	0	0	0	0	0	0	0	0.00	0.00	0.00	118	2,578.68	21.85	52.01
2017 Cabernet Sauvignon (Rancho Sisquoc)	0	0	0	0	0	0	0	0	0.00	0.00	0.00	80	1,901.23	23.77	56.56
2017 Chardonnay	0	0	0	0	0	0	0	0	0.00	0.00	0.00	14	363.31	25.95	61.76
2017 Pinot Noir	0	0	0	0	0	0	0	0	0.00	0.00	0.00	184	4,195.83	22.80	54.27
2017 Pinot Noir Rose	0	0	0	0	0	0	0	0	0.00	0.00	0.00	187	4,400.70	23.53	56.01
2017 Pinot Noir Blanc de Noir (Sparkling)	0	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	0.00	0.00	0.00	85	1,879.38	22.11	52.62
2017 Torrontes	0	0	0	0	0	0	0	0	0.00	0.00	0.00	145	2,731.66	18.84	44.84
2018 Blanc de Noir	0	0	0	0	0	0	0	0	0.00	0.00	0.00	284	12,347.67	43.48	103.48
2018 Pinot Noir Rose	0	0	0	0	0	0	0	0	0.00	0.00	0.00	78	3,391.26	43.48	103.48
Total number of Gallons												1,805			
Total Number of Bottles	10,229	-963	-293	-97	-103	0	8,775								
Cost Value Totals	\$ 35,760.48	\$ (3,821.22)	\$ (1,110.88)	\$ (363.55)	\$ (318.34)	\$ -	\$ 30,229.77		\$ 30,229.74		\$ 134,685.53		\$ 46,999.65	\$ 26.04	\$ 61.97



AHC Viticulture & Enology Foundation



To: Board of Directors	INFORMATION ITEM
From: Alfredo Koch, Board Member	Date: December 12, 2018
Subject: Recent or Upcoming Events	Item Number: 4.H.
	Enclosure(s): Page 1 of 1

BACKGROUND

Unified Symposium is the largest wine industry event in the United States. For the 2019 calendar year, the event will be held on January 30-31 at the Convention Center in Sacramento. The college has previously participated in the event, but was unable to attend the past couple of years due to a high participation fee. We're happy to announce that the college will have a dedicated booth at next month's event. This occasion provides a great opportunity to hear about new products, learn about trends and opportunities for our students, identify future guest speakers, and obtain donations. More information on this event can be found on the following URL; <https://www.unifiedsymposium.org>