

Allan Hancock College

Viticulture & Enology Foundation



AGENDA

Board of Directors

Quarterly Meeting

March 16, 2016

3:30 PM

Captain's Room

Building B

Room—B-102

Allan Hancock College Viticulture & Enology Foundation


AGENDA

 Board of Directors

 Quarterly Meeting

 Wednesday, March 16, 2016 – 3:30 PM

 Captain's Room, 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 December 15, 2015 Meeting Minutes	3	
<p>A recommendation to approve the minutes of the December 15, 2015 meeting.</p>		
3.B. Decision on Disposition of Files Currently Retained at Kirk & Simas	6	
<p>A recommendation to approve either transferring all files to the new firm, Simas Taylor LLP, or retaining in the office of Kirk & Simas.</p>		
4. Information Items		3:45 PM
4.A. Financial Report	8	
<p>A report on year-to-date financial data ending January 31, 2016.</p>		
4.B. Budget Discussion	11	
<p>A discussion on budget development for the 2016-17 fiscal year.</p>		
4.C. Donation Report	12	
<p>A report on donations.</p>		

	<u>Page</u>	<u>Est. Time</u>
4.D. Winery Inventory Report A report on inventory as of March 8, 2016.	13	
4.E. Upcoming Events A report on upcoming events.	15	
4.F. <i>Name That Winery</i> Contest An update on the <i>Name That Winery</i> contest.	16	
5. New Business		
6. Adjournment		4:30 PM

The next regular meeting of the Board of Directors will be held in June 2016.
Time and location to be determined.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the President's Office at (805) 922-6966 ext. 3245. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.

Alfredo Koch
Foundation President

ALLAN HANCOCK COMMUNITY COLLEGE
Viticulture & Enology Foundation



Alfredo Koch, President
 Larry Lahr, Vice President
 Michael Black, Treasurer
 Kevin G. Walthers, Ph.D., Board Member

Minutes
 Quarterly Meeting
 Tuesday, December 15, 2015

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

1. Call to Order

Alfredo Koch called the meeting to order at 4:05 p.m. with the following present: Alfredo Koch, Michael Black, Kevin G. Walthers

Absent: Larry Lahr

2. Public Comment

No public comment was made.

3. Action Items

3.A. Approval of May 21, 2015 Meeting Minutes

On a motion by Kevin Walthers, seconded by Michael Black, the Foundation board voted to approve the minutes for the May 21, 2015 board meeting as submitted. (Ayes: Black, Koch, Walthers; Noes: None; Absent: Lahr)

3.B. Vineyard Lease Agreement

On a motion by Kevin Walthers, seconded by Michael Black, the Foundation board approved a four-acre vineyard ground lease agreement between the Allan Hancock College Joint Community College District and the Allan Hancock College Viticulture and Enology Foundation for a nominal fee. (Ayes: Black, Koch, Walthers; Noes: None; Absent: Lahr)

3.C. Wholesale Wine

On a motion by Kevin Walthers, seconded by Michael Black, the Foundation board set wholesale wine pricing at 60 percent of price list. (Ayes: Black, Koch, Walthers; Noes: None; Absent: Lahr)

3.D. Amended Master Operating Agreement

On a motion by Kevin Walthers, seconded by Michael Black, the Foundation board amended the Master Operating Agreement as submitted. (Ayes: Black, Koch, Walthers; Noes: None; Absent: Lahr)

3.E. CoastHills Credit Union Agribusiness Student Scholarships

On a motion by Kevin Walthers, seconded by Michael Black, the Foundation board established two agribusiness scholarships in the amount of \$1,250 each for 2015-2016 and two agribusiness scholarships in the amount of \$1,250 each for 2016-2017. (Ayes: Black, Koch, Walthers; Noes: None; Absent: Lahr)

3.F. Board Member Election

The Foundation board acknowledged Dominic Dal Bello, interim dean of academic affairs, as a member and secretary to the Foundation Board of Directors. (Ayes: Black, Koch, Walthers; Noes: None; Absent: Lahr)

4. Information Items

4. A. Financial Report

Michael Black reviewed the balance sheet and the income statement for the Allan Hancock College Viticulture and Enology Foundation for the period ending October 31, 2015.

4. B. Winery Name

Alfredo Koch shared the reasons he feels it's necessary to give the Allan Hancock College winery a name. He said the Foundation has discussed various names that could serve as a brand name. The brand name could be used for logos, and promotional items such as t-shirts, hats, and stickers. Dr. Walthers suggested working with Public Affairs to solicit suggestions for the winery to be forwarded to the Foundation for consideration.

4. C. Donation Report

Alfredo Koch reported the Viticulture and Enology Foundation received a donation of \$55,000 from CoastHills Credit Union. In addition, Dr. Walthers reported CoastHills has agreed to make the college the recipient of next year's Rancho Vino fundraising event.

4. D. Credit Card Authorization

Alfredo Koch explained the Viticulture and Enology Foundation is in need of a credit card. He explained the wine industry deals with live plants and due to this there are time is limited and in some circumstances emergency materials are needed. He noted staff has had to buy materials with their own money and be reimbursed later. He explained a credit card would make this process easier.

4. E. Insurance Coverage for the AHC Viticulture & Enology Foundation

Michael Black explained the foundation's insurance coverage in the event of robbery or disaster. He said the foundation's insurance liability deductible is \$10,000 and would insure up to \$250,000.

5. New Business

Carmen Camacho mentioned the conflict of interest policy recently approved requires follow up.

Dr. Walthers suggested providing a report on the winery inventory for the next meeting.

Alfredo Koch explained a consultant from Australia is arriving on January 12, 2016. He noted the consultant is a world famous speaker on viticulture.

7. Adjournment

Alfredo Koch adjourned the meeting at 4:51 p.m.

8. Next Viticulture & Enology Foundation meeting will be held in March 2016.

Alfredo Koch
Foundation President



AHC Viticulture & Enology Foundation



To: Board of Directors	ACTION ITEM
From: Alfredo Koch, President	Date: March 16, 2016
Subject: Decision on Disposition of Files Currently Retained at Kirk & Simas	Item Number: 3.B.
	Enclosure(s): Page 1 of 2

BACKGROUND

Brian Simas of the law firm, Kirk & Simas, was retained as the foundation's attorney to assist with establishing the foundation as a 501(c)(3) nonprofit corporation and obtaining the bonded winery permit. Many of the foundation's files are retained at Kirk & Simas' office in Santa Maria. Brian Simas and Courtney Taylor will be leaving Kirk & Simas effective April 1, 2016 and opening for business under the name Simas Taylor LLP at their new offices in Los Olivos and San Luis Obispo on April 4, 2016.

At this time, the board must decide whether to transfer all files to the new firm, Simas Taylor LLP, or to retain the files at Kirk & Simas, per the attached letter.

FISCAL IMPACT

None.

RECOMMENDATION

A recommendation that the board of directors approve either transferring all files to the new firm, Simas Taylor LLP, or retaining all files in the office of Kirk & Simas.

Alexander F. Simas
Karen A. O'Neil

Brian F. Simas
Nathaniel G. Hannaford (also licensed in NV)
Courtney E. Taylor
Tiffany M. Carrari
Lindsay K. Francis

KIRK & SIMAS

— A Professional Law Corporation —

Daniel J. Kirk
Retired

Paula VanGallo
Office Administrator

VIA EMAIL

terrileeccoleman@verizon.net

February 18, 2016

Terri Lee Coleman
Allan Hancock College Viticulture & Enology Foundation
800 So. College Drive, V-11
Santa Maria, CA 93454

RE: Brian Simas and Courtney Taylor's Departure from KIRK & SIMAS
Client File #: 13172

Dear Terri Lee:


It is with both excitement and sadness that we write to you to announce the planned departure of both Brian and Courtney from Kirk & Simas. They have been valuable members of our team for the past few years so there is some sadness, but we also are excited for them on their new venture and everyone wishes them the best of success. They will be leaving the firm effective April 1, 2016 and will be open for business under the name "Simas Taylor LLP" at their new offices and with the contact information as noted below on the morning of April 4, 2016.

2928 San Marcos Ave. #204 Los Olivos, CA 93441 brian@simastaylor.com	6465 Nursery Way San Luis Obispo, CA 93405 courtney@simastaylor.com
Phone/Fax (805) 779-4040 www.simastaylor.com	

Because of the applicable State Bar Rules and our engagement agreement terms, we are writing to you to determine what you wish to have happen with your files. Enclosed with this letter you will find a form to complete indicating your wishes. Please complete it and electronically sign by clicking the signature block, typing in your full name, and clicking the blue "Apply" button. To complete the signing process, click the blue "Click to sign" button at the bottom of your screen. The program will automatically return the signed letter to you and our office via email. Please call our office if you have any difficulties electronically signing. Your desired arrangements for the file will be completed before April 4, or if received after that date, within a few days after receipt.

Regardless your choice, we all appreciate the work you have allowed us to perform for you and look forward to many years of friendship in the future.

Sincerely,


Alexander F. Simas

Karen A. O'Neil


Brian F. Simas

Courtney E. Taylor



AHC Viticulture & Enology Foundation



To: Board of Directors	INFORMATION ITEM
From: Michael Black, Treasurer	Date: March 16, 2016
Subject: Financial Report for AHC Viticulture and Enology Foundation	Item Number: 4.A.
	Enclosure(s): Page 1 of 3

BACKGROUND

Attached are the balance and income sheets for the AHC Viticulture and Enology Foundation.

**AHC Viticulture & Enology Fdtn
Balance Sheet
As of January 31, 2016**

Assets:

Accounts Receivable	1,148.68
Rabobank Checking	66,499.12
Total Assets:	67,647.80

Liabilities:

Sales Tax Payable	82.85
Total Liabilities:	82.85

Fund Balance:

Fund Balance, July 1	3,636.53
Current Income(Loss)	63,928.42
Total Fund Balance:	67,564.95
Total Liabilities and Fund Balance:	\$67,647.80

**AHC Viticulture & Enology Fdtn
Income Statement
As of January 31, 2016**

Revenue:

Contributed Gifts/Grants/Endw	56,350.00
Non-Cash Contribution	9,454.58
Sales & Commissions	15,807.90
Total Revenues:	81,612.48

Expentitures:

Bank Service Charges	20.00
Cash Over and Short	-9.15
Equipment Rental	219.25
Fngrprnt/Bckgrnd/Psy Tst/Poly	35.00
Indep Contractor (Individuals)	600.00
Legal Fees	462.51
Merchant Fees	316.51
Misc Operating Expenses	281.53
Non-Tech Licenses,Permits,Fees	1,689.44
Office/Operational Supplies	12,262.35
Postage/Express Services	0.47
Printing	1,806.15
Total Expentitures:	17,684.06
Net Income(Loss)	63,928.42

Fund Balance:

Fund Balance, July 1	3,636.53
Current Balance:	\$67,564.95


AHC Viticulture & Enology Foundation


To: Board of Directors	INFORMATION ITEM
From: Michael Black, Treasurer	Date: March 16, 2016
Subject: Budget Discussion	Item Number: 4.B.
	Enclosure(s): Page 1 of 1

BACKGROUND

Michael Black will discuss budget development for the 2016-17 fiscal year. A tentative budget for the foundation will be submitted to his office by May 1, 2016 and will be included the district's tentative budget that will be presented to the board of trustees at its June 14, 2016 board meeting.



AHC Viticulture & Enology Foundation



To: Board of Directors	INFORMATION ITEM
From: Alfredo Koch, President	Date: March 16, 2016
Subject: Donation Report	Item Number: 4.C.
	Enclosure(s): Page 1 of 1

BACKGROUND

The foundation has received the following donations since the last quarterly board meeting.

- The California Strawberry Commission donated \$500 on January 14, 2016 in support of the agribusiness/viticulture and enology program.
- The Santa Barbara Vintners Foundation donated \$2,000 on January 29, 2016 to be used for supplies and equipment in the viticulture and enology program.
- The Santa Maria Club donated \$200 on February 6, 2016.
- California Women for Agriculture awarded a \$1,000 School Garden Grant on February 8, 2016.



AHC Viticulture & Enology Foundation



To: Board of Directors	INFORMATION ITEM
From: Alfredo Koch, President	Date: March 16, 2016
Subject: Winery Inventory Report	Item Number: 4.D.
	Enclosure(s): Page 1 of 2

BACKGROUND

Attached is an inventory report as of March 8, 2016, as suggested by Dr. Walthers at the December board meeting.

AHC Viticulture & Enology Foundation
Wine Inventory
Physical Count as of 3/08/2016

	<u>Cases</u>	<u>Bottles</u>	<u>Price per bottle</u>
Cabernet Sauvignon Paso Robles 2014	14	168	\$ 18.48
Chardonnay Barrels 2014	39	468	\$ 16.63
Chardonnay Stainless Steel 2014	25	300	\$ 13.86
Pinot noir AHC (Magnum)	2	24	\$ 36.95
Pinot noir AHC 2014	190	2280	\$ 16.63
Pinot noir Rose 2014	25	300	\$ 13.86
Pinot noir Santa Rita Hills 2014	15	180	\$ 18.48
Red Wine 2014	42	504	\$ 14.78
Syrah AHC 2014	7	84	\$ 18.48
Syrah SBC 2014	83	996	\$ 16.63
Torrontes Rose 2014	9	108	\$ 13.86
Torrontes 12	<u>38</u>	<u>816</u>	Price not set
Totals	489	6228	



AHC Viticulture & Enology Foundation



To: Board of Directors	INFORMATION ITEM
From: Alfredo Koch, President	Date: March 16, 2016
Subject: Upcoming Events	Item Number: 4.E.
	Enclosure(s): Page 1 of 1

BACKGROUND

Save the date for the following upcoming events:

Spring Wine Sale on Saturday, May 7, 2016, from noon to 5 PM at the AHC winery;

CoastHills Community Foundation Rancho Vino fundraiser on Saturday, September 10, 2016, from 6 to 8 PM at Presqui'le Winery in Santa Maria.



To: Board of Directors	INFORMATION ITEM
From: Alfredo Koch, President	Date: March 16, 2016
Subject: <i>Name That Winery</i> Contest	Item Number: 4.F.
	Enclosure(s): Page 1 of 2

BACKGROUND

The Allan Hancock College Public Affairs office provided the following contest update.

- The Public Affairs office uncorked a campus-wide contest on February 19 to name Allan Hancock College's winery and wine label.
- All faculty and staff, as well as a select number of students, were invited to come up with creative names.
- They were encouraged to think of names that reflect the college, its history, and our community.
- They were given a deadline of March 30 and informed that all suggestions will be forwarded to the AHC Viticulture and Enology Foundation for review and consideration.
- Public Affairs will issue a reminder about the deadline in mid-March.
- So far, about 12 faculty and staff have submitted suggestions.
 - Examples of winery suggestions: Coastal Valley, Hancock Harvest House, Airfield Wine Company, Han-cork Winery, Agoston & Allan Winery and Tasting Room, Valero Winery
 - Examples of wine label ideas: Spike'd Wines, Hancock Harvest, Hancock Hangar, Velero, Diamond Vines, Chalcedony, Dizzy Bulldog



From: Allan Hancock College Public Affairs
Sent: Friday, February 19, 2016 2:21 PM
Subject: Announcing the NAME THAT WINERY Contest



It's time to uncork the campus-wide contest to name Allan Hancock College's winery and wine label.

Hancock students are experiencing the entire winemaking process from vines to wines. As one of only three community colleges with a bonded winery, AHC is producing, bottling, and selling 11 varietals that were created in our state-of-the-art facility.

The college is seeking your most creative ideas to name the winery located in building O on the Santa Maria campus, as well as a name for our wine label to be used in addition to *Captain's Reserve*.

We are looking for your best ideas for names that will reflect the college, its history, and our community.

Submissions will be forwarded to the AHC Viticulture and Enology Foundation for consideration. (Keep in mind the name will need to be approved by a federal agency, and we need to have sole ownership of the name, so we have to do some research to ensure no other businesses or products have the same name.)

Please submit your ideas to publicaffairs@hancockcollege.edu by March 30.

The AHC Viticulture and Enology Foundation will review the suggestions for final consideration. All

entrants will be entered into a drawing for AHC wine, and the person whose suggestion is chosen will receive an assortment of Hancock wine and/or prizes.

Cheers!

Allan Hancock College Public Affairs

