



**NAPA VALLEY COALITION OF NONPROFIT AGENCIES  
BOARD OF DIRECTORS MEETING MINUTES  
December 2, 2014**

**Present:** Suzanne Shiff, Kathleen Dreessen, Becky Barlow, Margaret Farman, Linda Gibson, Cynthia Gregory, Heli Karkkainen and Kristin Miller. Nick Challed and Drene Johnson were absent. Becky Barlow recorded minutes.

The meeting was called to order at 10:07. Kathleen moved to accept the October 7, 2014 meeting minutes, Linda seconded the motion and it passed unanimously.

Suzanne's report:

- Her term on the Chamber board has ended. Seems their emphasis is on small businesses.
- HHS has offered us their cafeteria beginning January and eventually into a meeting room.
- December meeting will include lunch, Mechanics may sponsor
- St. Helena Hospital paid dues.
- Kaiser has joined and the check is in the mail.
- She is looking into the possibility of gaining access to the Online Grant Library for Coalition members.
- She stepped down from her role on the MSA Board.
- She will be working reduce hours in December and January.
- The succession plan is under development.

MSA process and criteria will be the same for the next two grant cycles. See attached.

Sara Cakebread joined the meeting and reported on behalf of the Advocacy Committee on the progress of the economic study. A draft Partnership Agreement between CVNL and the Coalition was distributed and discussed. The Board requested a guiding statement and that each organization be the fiscal agent for equal portions. Kathleen moved to accept the draft with amendments as stated. The motion was seconded by Cynthia and unanimously approved.

The Employee Handbook was recently updated.

The Board submitted a letter to the Register, indirectly in response to a disparaging letter written by Bruce Burtch about the Partnership Prize event. This was inadvertently published under Sara Cakebread's name. Separately, Suzanne spoke with North Bay Business, the host of this event.

We discussed Board leadership and will review in conjunction with the ByLaws.

The next Board meeting will be held on February 3, 2015. We will discuss strategic marketing and review the ByLaws.

The meeting adjourned at 11:35 a.m.

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