



## Meeting Agenda

**Friday, April 26, 2024**

**3:00 PM**

### **Yountville Community Foundation**

*Carol Shirmang, Chair*

*Sandy Fagan, Vice Chair*

*Scott Owens, Director*

*Cynthia Kapjian, Director*

*Pamela Zeidell, Director*

*Carol Fink, Director*

*Majel Arnold, Director*

*Brad Raulston, Treasurer*

*Samantha Holland, Secretary*

The Town of Yountville is committed to complying with the Americans with Disabilities Act (ADA) and other similar federal and state laws in all respects. If, as an attendee or participant in this meeting, or in meetings on a regular basis, you will need special assistance beyond what is provided, the Town will provide reasonable accommodations for you. Individuals who need auxiliary aids or services for effective communication or participation in programs and services of the Town of Yountville are invited to make their needs and preferences known by contacting the Town Clerk at (707) 944-8851 at least 72 hours prior to the meeting. This notice is available in accessible alternate formats from the ADA Coordinator.



- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ADOPTION OF AGENDA**
- 4. APPROVAL OF MINUTES**
- 5. ADMINISTRATIVE**
  - A. Appoint New Chair and Vice Chair (1-Year Term)**
- 6. FINANCIAL REPORT**
  - A. Financial Report ending March 2024**
- 7. NEW FUND/FUNDING REQUESTS**  
NONE
- 8. BOARD MEMBER UPDATES**
  - A. Small Project Grant Program Update (Subcommittee)**
- 9. ADJOURNMENT**  
Adjourn to the Yountville Community Foundation Meeting  
Friday, July 26, 2024 at 3 PM at the Yountville Community  
Center Founders Room



## Meeting MINUTES

**Friday, January 26, 2024**

**3:00 PM**

### **Yountville Community Foundation**

*Carol Shirmang, Chair*

*Sandy Fagan, Vice Chair*

*Scott Owens, Director*

*Cynthia Kapjian, Director*

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**1. CALL TO ORDER**

Chair Shirmang called the meeting to order at 3:05 PM.

**2. ROLL CALL**

All members were in attendance.

**3. ADOPTION OF AGENDA**

Motion made by Fagan, Seconded by Zeidell. All Votes in Favor.

**4. FINANCIAL REPORT**

- A** Financial Report ending December 2023
- Received and Filed

**5. NEW FUND/FUNDING REQUESTS**

- A** Yountville Small Project Grant Program Fund Request

Board discussed the proposal. Voted to approve the request and appoint a subcommittee of Members Fink, Arnold and Fagan, to work on the program with feedback from the Town Council.

**6. BOARD MEMBER UPDATES**

We will appoint a new chair at the next meeting.

**7. ADJOURNMENT**

Adjourn to the Yountville Community Foundation Meeting Friday, April 26, 2024 at 3 PM at the Yountville Community Center Founders Room

Meeting adjourned at 3:45 PM.

**TOWN OF YOUNTVILLE COMMUNITY FOUNDATION**

**Fund 85 - Department 8000 - 8007**

**Financial Statement as of March 31, 2024**

|   |  | 2023-24<br>ADOPTED BUDGET | 2023-24<br>ACTUALS   | 2023-24<br>REMAINING BUDGET |
|---|--|---------------------------|--|-----------------------------|
| <b>Department 8000 - Youth Subsidy</b>    |  |                           |  |                             |
| ■ BEGINNING FUND BALANCE                  |  | \$ 21,200                 |  |                             |
| <b>REVENUE</b>                            |  |                           |  |                             |
| 3803 Contributions*                       |  | \$ -                      | \$ -   | \$ -                        |
| <b>Total Revenue</b>                      |  | <b>\$ -</b>               | <b>\$ -</b>  | <b>\$ -</b>                 |
| <b>EXPENDITURES</b>                       |  |                           |  |                             |
| 4120 Other Supplies & Materials           |  | \$ -                      | \$ -   | \$ -                        |
| 4210 Contract Services                    |  | \$ -                      | \$ -   | \$ -                        |
| 4990 Other Community Support              |  | \$ -                      | \$ -   | \$ -                        |
| <b>Total Expenditures</b>                 |  | <b>\$ -</b>               | <b>\$ -</b>  | <b>\$ -</b>                 |
| ■ ENDING FUND BALANCE                     |  | \$ 21,200                 |  |                             |
| <b>Department 8001 - Senior Subsidy</b>   |  |                           |  |                             |
| ■ BEGINNING FUND BALANCE                  |  | \$ 6,242                  |  |                             |
| <b>REVENUE</b>                            |  |                           |  |                             |
| 3803 Senior Subsidy Donations*            |  | \$ -                      | \$ -   | \$ -                        |
| <b>Total Revenue</b>                      |  | <b>\$ -</b>               | <b>\$ -</b>  | <b>\$ -</b>                 |
| <b>EXPENDITURES</b>                       |  |                           |  |                             |
| 4120 Other Supplies & Materials           |  | \$ -                      | \$ -   | \$ -                        |
| 4210 Contract Services                    |  | \$ -                      | \$ -   | \$ -                        |
| 4990 Other Community Support              |  | \$ -                      | \$ -   | \$ -                        |
| <b>Total Expenditures</b>                 |  | <b>\$ -</b>               | <b>\$ -</b>  | <b>\$ -</b>                 |
| ■ ENDING FUND BALANCE                     |  | \$ 6,242                  |  |                             |
| <b>Department 8002 - Yountville Arts</b>  |  |                           |  |                             |
| ■ BEGINNING FUND BALANCE                  |  | \$ 62,619                 | <i>beg. balance includes the<br/>\$1,215.34 FY22/23 Transfer</i> |                             |
| <b>REVENUE</b>                            |  |                           |  |                             |
| 3803 Art Fund Donations & Contributions** |  | \$ -                      | \$ -   | \$ -                        |
| 3900 Yountville Transfers & Contributions |  | \$ -                      | \$ -   | \$ -                        |
| <b>Total Revenue</b>                      |  | <b>\$ -</b>               | <b>\$ -</b>  | <b>\$ -</b>                 |
| <b>EXPENDITURES</b>                       |  |                           |  |                             |
| 4120 Other Supplies & Materials           |  | \$ -                      | \$ -   | \$ -                        |
| 4210 Contract Services                    |  | \$ -                      | \$ 10,000  | \$ 10,000                   |
| 4990 Other Community Support              |  | \$ -                      | \$ -   | \$ -                        |
| <b>Total Expenditures</b>                 |  | <b>\$ -</b>               | <b>\$ 10,000</b>   | <b>\$ 10,000</b>            |
| ■ ENDING FUND BALANCE                     |  | \$ 52,619                 |  |                             |

**Department 8003 - Community Fund**

|                                      |           |  |
|--------------------------------------|-----------|--|
| ■ BEGINNING FUND BALANCE             | \$        | 2,359                                      |
| <b>REVENUE</b>                       |           |  |
| 3803      Donations/Contributions    | \$        | -      \$      25      \$      25          |
| 3899      Town Sponsorship           | \$        | -      \$      -      \$      -            |
| <b>Total Revenue</b>                 | <b>\$</b> | <b>-      \$      25      \$      25</b>   |
| <b>EXPENDITURES</b>                  |           |  |
| 4120      Other Supplies & Materials | \$        | -      \$      -      \$      -            |
| 4210      Contract Services          | \$        | -      \$      -      \$      -            |
| 4225      Bank & Fiscal Agent Fees   | \$        | -      \$      210      \$      210        |
| 4210      Contract Services          | \$        | -      \$      -      \$      -            |
| <b>Total Expenditures</b>            | <b>\$</b> | <b>-      \$      210      \$      210</b> |
| ■ ENDING FUND BALANCE                |           | \$ 2,174                                   |

**Department 8004 - Bocce Club Improvements**

|                                      |           |  |
|--------------------------------------|-----------|--|
| ■ BEGINNING FUND BALANCE             | \$        | 3,020  |
| <b>REVENUE</b>                       |           |  |
| 3803      Donations/Contributions    | \$        | -      \$      -      \$      -                |
| 3899      Town Sponsorship           | \$        | -      \$      -      \$      -                |
| <b>Total Revenue</b>                 | <b>\$</b> | <b>-      \$      -      \$      -</b>         |
| <b>EXPENDITURES</b>                  |           |  |
| 4120      Other Supplies & Materials | \$        | -      \$      3,000      \$      3,000        |
| 4210      Contract Services          | \$        | -      \$      -      \$      -                |
| 4225      Bank & Fiscal Agent Fees   | \$        | -      \$      -      \$      -                |
| 4210      Contract Services          | \$        | -      \$      -      \$      -                |
| <b>Total Expenditures</b>            | <b>\$</b> | <b>-      \$      3,000      \$      3,000</b> |
| ■ ENDING FUND BALANCE                |           | \$ 20  |

**Department 8005 - Community Thanksgiving Fund**

|                                      |           |  |
|--------------------------------------|-----------|--|
| ■ BEGINNING FUND BALANCE             | \$        | 1,881  |
| <b>REVENUE</b>                       |           |  |
| 3803      Donations/Contributions    | \$        | -      \$      2,285      \$      2,285        |
| 3899      Town Sponsorship           | \$        | -      \$      -      \$      -                |
| <b>Total Revenue</b>                 | <b>\$</b> | <b>-      \$      2,285      \$      2,285</b> |
| <b>EXPENDITURES</b>                  |           |  |
| 4120      Other Supplies & Materials | \$        | -      \$      3,801      \$      3,801        |
| 4210      Contract Services          | \$        | -      \$      -      \$      -                |
| 4225      Bank & Fiscal Agent Fees   | \$        | -      \$      -      \$      -                |
| 4210      Contract Services          | \$        | -      \$      -      \$      -                |
| <b>Total Expenditures</b>            | <b>\$</b> | <b>-      \$      3,801      \$      3,801</b> |
| ■ ENDING FUND BALANCE                |           | \$ 364   |

**Department 8006 - Friends of the Yountville Library**

|                                   |                                      |    |               |    |               |  |  |  |
|-----------------------------------|--------------------------------------|----|---------------|----|---------------|--|--|--|
| <b>■ BEGINNING FUND BALANCE</b>   |                                      | \$ | <b>35,740</b> |    |               |  |  |  |
| <b>REVENUE</b>                    |                                      |    |               |    |               |  |  |  |
| 3803      Donations/Contributions |                                      |    |               |    |               |  |  |  |
|                                   |                                      | \$ | -             | \$ | 5,188         |  |  |  |
| 3808                              | Book Sales                           | \$ | -             | \$ | 1,057         |  |  |  |
| 3809                              | Friends of the YV Library Membership | \$ | -             | \$ | 200           |  |  |  |
| 3900                              | Yountville Transfers & Contributions | \$ | -             | \$ | -             |  |  |  |
| <b>Total Revenue</b>              |                                      | \$ | -             | \$ | <b>6,445</b>  |  |  |  |
|                                   |                                      |    |               |    | <b>6,445</b>  |  |  |  |
| <b>EXPENDITURES</b>               |                                      |    |               |    |               |  |  |  |
| 4120                              | Other Supplies & Materials           | \$ | -             | \$ | 8,904         |  |  |  |
| <b>Total Expenditures</b>         |                                      | \$ | -             | \$ | <b>8,904</b>  |  |  |  |
|                                   |                                      |    |               |    | <b>8,904</b>  |  |  |  |
| <b>■ ENDING FUND BALANCE</b>      |                                      |    |               | \$ | <b>33,281</b> |  |  |  |

**Department 8007 - Small Projects Grant\*\*\***

|                                   |                                      |    |          |    |               |  |  |  |
|-----------------------------------|--------------------------------------|----|----------|----|---------------|--|--|--|
| <b>■ BEGINNING FUND BALANCE</b>   |                                      | \$ | <b>-</b> |    |               |  |  |  |
| <b>REVENUE</b>                    |                                      |    |          |    |               |  |  |  |
| 3803      Donations/Contributions |                                      |    |          |    |               |  |  |  |
|                                   |                                      | \$ | -        | \$ | -             |  |  |  |
| 3900                              | Yountville Transfers & Contributions | \$ | -        | \$ | 50,000        |  |  |  |
| <b>Total Revenue</b>              |                                      | \$ | -        | \$ | <b>50,000</b> |  |  |  |
|                                   |                                      |    |          |    | <b>50,000</b> |  |  |  |
| <b>EXPENDITURES</b>               |                                      |    |          |    |               |  |  |  |
| 4985                              | Small Projects Grant Program         | \$ | -        | \$ | -             |  |  |  |
| <b>Total Expenditures</b>         |                                      | \$ | -        | \$ | -             |  |  |  |
|                                   |                                      |    |          |    | -             |  |  |  |
| <b>■ ENDING FUND BALANCE</b>      |                                      |    |          | \$ | <b>50,000</b> |  |  |  |

\* Moved from Youth Subsidy Program (Fund 80) FY 18/19.

\$ 165,900

\*\* Moved from General Fund, Assigned for Arts Allocation, (01) FY 18/19.

\*\*\* New Small Projects Grant Department 8007 Established in FY 23/24 via Resolution #24-4256

## Small Projects Grant Program Notes

Meeting 4/9/24

### Meeting Goals

To brainstorm:

1. Definition of Public Benefit for this purpose.
2. Who and What will be Eligible to apply/funding?
3. What information will we need and how we will decide on the projects to be funded? (Application/Proposal)
4. What requirements will we ask from those awarded? (Reporting/Checks & Balances)

### Notes

#### 1. Public Benefit Definition

- Accessible & Available to all
- Could be free? Must be free? Priority to residents.
- Has to improve the quality of life for residents.
- Does not benefit a specific person or entity.
- Potential categories: Food Access, Recreation, Health, Community Building, Art.
- Not income generating.
- Not a fundraiser.

***Draft: The TOYCF Small Projects Grant Program will fund projects that are accessible to and benefit the public at large with the goal of improving the quality of life for Yountville Residents. Funds cannot be used to benefit a specific person or for-profit entity.***

#### 2. Who and What will be Eligible to apply/funding?

- Not limited to 501c3
- Non-Profits, Neighborhood Groups, Homeowners Associations, Service Clubs, Community Groups or Organizations.
- Applicants do not have to have an established organization to apply.
- Public and Community Improvements – public art, benches, park improvements, clean ups, tree planting, community group or school service project, neighborhood projects.
- Community Practices & Programs– activities to create or enhance the sense of community among Yountville Residents.

Examples: Community Garden/Clean Up, Community Clean Up Days, Art Projects, Memorial Projects, Youth-Led Projects, Neighborhood group development.

3. What information will we need and how we will decide on the projects to be funded? (Application/Proposal)

- Letters of support
- Scope and feasibility
- The need being met
- Implementation Plan
- How is it accessible to all?
- Budget
- Technical capacity and expertise
- Timeline and Milestones
- Consistency with state and local regulations
- Prove financial need
- Mission and Vision of the organization if applicable
- Partner List

4. What requirements will we ask from those awarded? (Reporting/Checks & Balances)

- Milestone Reports
- Final outcome reports.
- Annual report to council by TOYCF

#### Next Steps

- Draft program outline and application to TOYCF Board, then to Council.