**Master Gardener Foundation of Spokane County**

**Regular Board Meeting**

**May 8, 2017**

**Approved**

**President:** Tim Stiess

**Vice President:** Laren Sunde

**Treasurer:** Pam Graham

**Secretary:** Cathi Lamoreux

**Present:**

Connie Curtin, Pam Graham, Cathi Lamoreux, Sue Malm, Susan Purdom, Tim Stiess, Laren Sunde, Matt Velasco

**Excused:**

Jill Ferguson, Linda Racicot

**Program Staff:**

Tim Kohlhauff

**Guests:**

Julie Nesbitt

**Call to Order:**

President Tim Stiess called a regular meeting to order at 10:00 AM in the Conference room of the WSU Extension Building, 222 N Havana, Spokane, WA. Tim read the rules in regards to guests speaking at the meeting prior to commencing with the agenda.

**Minutes:** The April 10, 2017 meeting minutes were approved as corrected. The following items were corrected:

* Treasurer’s Report: ADD third option re erroneous check from Brown Paper Tickets to include asking Brown Paper Tickets to re-issue the check to the Foundation.
* Committee Reports/Fundraising: Cabin Fever had a 19% ROI.

Note re Treasurer’s Report correction: The Brown Paper Ticket check has already been re-issued and deposited in the bank.

**Treasurer’s Report:**

Pam presented an abridged version of the Treasurer’s Report due to difficulties with QuickBooks. An updated version of QuickBooks will be purchased and installed allowing a full Treasurer’s Report to be presented at the next meeting that will include any pertinent details for April that were not presented at this meeting.

Pam reported that the accountant has filed an extension for submitting the 2016 Exempt Organization Return.

**Old Business:**

1. Garden Fair: The final report will be available after the follow-up Garden Fair Committee meeting, tentatively scheduled for May 18, 5 PM. The actual profit/revenue/expense amounts at this time are: gross income $27,565.47 with $9,379.67 in expenses for a net profit of $18,185,80. Most of the booths generated either the same or slightly less revenue as last year. In 2017, we eliminated two areas that generated revenue (3R and yard sale). The committee will discuss whether to continue holding the raffle as the profit has decreased each year. Tim S announced that we would no longer be selling potatoes at this and other events.
2. Membership Committee Annual Report: postponed to June
3. Strategic Planning Retreat: The date has been confirmed as June 5, 10 AM-3PM. There was no proposed date at which all the Board members could attend, but this date was available for 8/10 members. The location has not been confirmed. Tim S will explore options at libraries, the Community Building, churches/businesses, college campuses, KSPS, and others. The Board felt that meeting at one of the local libraries would be preferable. Connie will provide coffee and baked goods for the beginning of the meeting and Cathi will arrange for lunch.

In preparation for the retreat, Tim asked for suggestions re areas to be addressed and how to best prepare for the retreat. The following list was generated:

* What are our preconceived notions about what will be achieved?
* What is the role of the Foundation
* Fundraising ideas
* Define Foundation activities
* Short-term goals (1-2 years); Long-term goals (5-10 years)
* What is our purpose (more than just handing over a check to the Program every year)
* Check out other Foundation websites prior to retreat
* Tim K will provide useful planning information prior to the retreat

**New Business:**

1. Foundation Cloud: Tim S provided a demonstration of what was available on the Foundation Cloud account.
* There are two ways to access the account – either open in a web browser or click on the email link.
* There are folders for all of the Foundation business.
* Access to the files are read only. If a change is needs to be made to a document, open the document and download it, make the changes, save the document and email it to Tim.
* Tim will email access info again to the Board
* We should include all meeting minutes, pertinent documents, Board committee notes & minutes.
* This account is currently on Tim’s Cloud account, but at some time in the future it will need to be moved to a separate Foundation Cloud account.

**Committee Reports:**

Liaison: Information re the Program Advisory Committee:

* They are finalizing their new By-laws.
* This month’s Advisory Committee meeting, originally scheduled for May 9, has been cancelled.
* They are going to establish a process for requesting money for funds.
* They are going to also establish an Intern position on their Board, but will wait to write the rules until the Foundation has written the rules for the Foundation Board.
* Anna’s salary is no longer a part of the MG Program budget.

Membership:

* The number of associate members has increased this year to 22 (as compared to 3 last year).
* The committee will be emailing all MG who are not Foundation members encouraging them to join the Foundation.
* Foundation memberships are currently renewed each year in January or February (depending on the date of the Winter Meeting.) It was suggested that the memberships could be renewed at the Fall Banquet or at least sometime during the fall so that the cards were ready to start using by Jan. 1 each year. The committee will check the By-laws language to see if a change needs to be made if we change the renewal date.
* The Membership Committee has organized four garden tours this year with Julie Nesbitt as lead. The first tour will be to Secret Garden Nursery on May 11, 6-8 PM. An email reminder will be sent to all those people indicating they would attend. Julie will be out of town on that date, so Tim S will be the lead at the event.
* The Membership Committee has created a Membership database.

Fundraising:

* The results of the Cabin Fever online survey are available. The Board briefly reviewed the information. Overall, 80% of the attendees were very satisfied/satisfied with the event. Thirty-five percent of the attendees were non-Master Gardeners and 35% were new attendees this year.
* Tim S queried the Board as to what would be appropriate to be included in event reports to the Board. The Board determined that there should be two categories in the report – “Report In” to include: proposed budget submitted for approval and “Report Out” to include details such as: lessons learned, how to recruit new attendees, how to use the survey responses to improve for the following year, recap of the survey, budget accountability, goals for succeeding years.
* The Board determined that the following schedule would apply for fundraising event reports:
	+ Fall Banquet – February
	+ Cabin Fever – May
	+ Garden Fair & Plant Sale – July

The Fundraising Committee will communicate with the event leads re reporting details and dates.

Communication: No report

Financial: A question was asked if events should be able to spend money for next year’s event prior to Board approval of the event budget for that year (eg. Spending in 2017 prior to 2018 budget approval.) It was noted that the Executive committee could approve expenses up to $500 at any time. The new annual budget being developed for the Board will allow spending per budget line item. Connie presented the Board with a written report re a proposed draft budget. In order to be more accurate with the costs of copying materials, a new tracking system has been implemented that will be used to track all Foundation copying completed at the Extension office. Events will still be required to present an event-specific budget each year for approval. The Board will be asked to approve a 2017 budget in at the June meeting.

Policy/By-laws: No report

**Other Business:**

a) Connie reported that she has attempted to contact other MG Foundations and will be placing follow-up calls. She requested input re questions to ask other Foundations with the Board generating the following list:

* How do they track volunteer hours
* Fundraising tidbits – good and bad
* How closely are they tied to their Program
* Are their Board members all Master Gardeners
* Do the Board members pay to be on the Board
* Can we review their policies

 b) Tim referred the Board to the list of upcoming meeting included on the agenda

**Next Meeting:**

Monday, June 12, 2017, 10 AM, Extension office

**Adjourn:**

Moved: Sue moved to adjourn at 11:45 AM.

Vote: Passed unanimously

Cathi Lamoreux

Secretary