**Master Gardener Foundation of Spokane County**

**Regular Meeting**

**November 13, 2017**

**Corrected**

**President:** Tim Stiess

**Vice President:** Laren Sunde

**Treasurer:** Pam Graham

**Secretary:** Cathi Lamoreux

**Present:**

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

**Program Staff:**

Tim Kohlhauff

**Guests:**

Julie Moyer

Nancy Sazama

**I. Call to Order:**

President Tim Stiess called the regular meeting to order at 10:00 AM in the conference room of the WSU Extension Building, 222 N Havana, Spokane, WA.

**II. Address to guests**: Tim read the rules in regards to guests speaking at the meeting prior to commencing with the agenda.

**III. Agenda:** No requests to amend the agenda.

**IV. Minutes:** The October 16, 2017 meeting minutes were reviewed and accepted as corrected.

**V. Treasurer’s Report:** Pam presented the Treasurer’s Report in writing and verbally.

* October revenue: $1925. Fall Banquet/$1765 ($1500 corporate support, $265 fundraising); 2017 Garden Fair/$60; other/$100.
* October expenses: $374. Contract services/$365; Other/$9.
* Closing bank balance as of 10/31/17 is $90,133.88.

**Motion**: Connie moved, seconded: “To accept the Treasurer’s Report.”

**Discussion:** Connie noted that we are on target with our expenses and revenue at approximately 80% of budget.

**Vote:** passed unanimously

**VI. New Business:**

a) New Directors: Julie Moyer and Nancy Sazama were welcomed to the meeting as guests and congratulated on their election to the Foundation Board with their terms beginning on January 1, 2018. Matt Velasco was congratulated on being re-elected to the Board. All will serve a three-year term.

b) Board Officer elections for 2018: Tim presented a slate of candidates who have agreed to stand for election to Officer positions for 2018.

President: Cathi Lamoreux

Vice President: Susan Purdom

Treasurer: Tim Stiess

Secretary: open

Tim asked for additional nominations for all positions. Julie Moyer agreed to stand for election to the Secretary position.

**Motion:** Jill moved, seconded to: “Accept the proposed slate of Officers for 2018.”

**Discussion:** none

**Vote:** passed unanimously

c) Formation of 2018 Foundation Board Committees:

Liaison: Tim Stiess (lead), Cathi Lamoreux, Sue Malm, Jill Ferguson

Communication: Cathi Lamoreux (lead), Julie Moyer, Nancy Sazama

Membership: Matt Velasco (lead), Linda Racicot, Connie Curtin, Tim Stiess

Finance: Connie Curtin (lead), Tim Stiess, Linda Racicot, Nancy Sazama

Policy & ByLaws: Tim Stiess (lead), Sue Malm, Matt Velasco, Susan Purdom

Fundraising: Tim Stiess (lead), Jill Ferguson, Susan Purdom

**VII. Old Business:**

a) Non-voting board member policy: Sue presented a revised proposal to create this position. Sue explained that language was amended so that the policy would apply to any year rather than a specific year. The word “Foundation” was added to “Intern Foundation Board Member” to differentiate from the Program Board. There are now three positions addressed in the policy: Master Gardener Program Coordinator, a representative from the Master Gardener Program Board of Directors, and an Intern Foundation Board Member.

**Motion:** Jill moved, seconded to: “Accept the position of Master Gardener Program Coordinator as a non-voting member of the Foundation Board.”

**Discussion:** None.

**Vote:** passed unanimously

**Motion:** Jill moved, seconded to: “Accept the position of representative of the Master Gardener Program Board of Directors as a non-voting member of the Foundation Board.”

**Discussion:** A clarification of the position was requested. It was explained that both boards would have reciprocal positions. It would be up to each board to select their representative to fill the position. The Program Board has not written their policy as they were waiting for the Foundation Board to write this policy. It is expected that the Program Board’s policy will be similar.

**Vote:** passed unanimously

**Motion:** Laren moved, seconded to: “Accept the position of Intern Foundation Board Member as a non-voting member of the Foundation Board.”

**Discussion:** Question: should specific language about which meeting the Intern would attend be included? Answer: Yes. Discussion re policy specific resulted in the following recommended modifications: 1) The position will be renamed, “Trainee/Intern Foundation Board Member” as the person filling the position will initially attend Foundation Board meetings as a trainee.

2) The mentor wording will be changed to read, “New Intern will have a mentor from the Foundation Board to be available to answer questions, offer guidance, and receive feedback from the Trainee/Intern Foundation Board member.”

The board discussed how to evaluate the experience for the board and the Trainee/Intern member. The board agreed that the mentor’s role could include evaluation of the experience but that task would not be included in the policy document. The board agreed to place review of the position on the November 2018 meeting agenda.

**Vote:** defeated unanimously

**Motion:** Sue moved, seconded to: “Accept the policy with modifications as discussed.”

**Discussion:** none

**Vote:** passed unanimously

b) BECU Grant Update: Cathi confirmed that the Foundation had been awarded a BECU People Helping People Grant for $15,000. All awardees are in the running for the People’s Choice Award that would double the grant amount. The voting for the People’s Choice Award ends on Nov. 17 and the Foundation/Program and other related entities have been working hard to get the word out about the voting. There are three other grants that would double the amount that will be awarded to the original grant recipients. All doubling grant awards will be announced at the Award Ceremony to be held in Seattle on December 5. Cathi Lamoreux and Karen Parks will attend to accept the award. Tim S asked that the travel expenses for the two attendees be covered in full by the Foundation as he felt that we had an obligation to attend the December 5 event to show our gratitude to BECU. There will be a meeting on Nov. 15, called by Tim K, to discuss implementation details.

**Motion:** Sue moved, seconded: “The Foundation will pay travel expenses for two people to attend the December 5 event in Seattle to not exceed $400.”

**Discussion:** none

**Vote:** passed unanimously

**VIII. Committee Reports:**

Liaison: The Program Advisory Committee will meet Tuesday, November 14, 4 PM. Tim S will attend. The Program Advisory Committee will become the Program Board on January 1, 2018. The Program Board Executive Committee will be: Muriel Ramerman/President, Eva Lusk/Vice President, Carol McKenny/Secretary. KD Thompson will serve in the position of Trainee/Intern Program Board member although she is a newly graduated MG. There is no date yet for the Winter Meeting although the Program staff intends to hold the meeting sometime in February.

Communication: Jan Shellenberger is working on the member-only page for the website.

Membership: The committee distributed “Foundation” and “Board” ribbons to the 2017 and 2018 board members. We have purchased enough “Foundation” ribbons for all 2018 members. The next meeting will be held in December or January.

Finance: Nov/Dec expenses will be approved in January 2018. The next meeting will be held in January.

Policy & By-laws: Changes to the By-laws in regards to electronic voting will occur in February.

Fundraising: We did not receive a grant from the Kalispell tribe that we applied for requesting sponsorship of 2018 Cabin Fever and Fall Banquet. We will apply again next year. The Fall Banquet team will meet on November 30 to discuss the 2017 banquet, so final expenses/revenue amounts are not available, but the event did make money.

**IX. Goal Setting for 2018**

Tim S led the board in an exercise to revisit strategic planning goals and start thinking about 2018. The themes from the Strategic Planning Retreat included: financial support (highest priority), enhance the Program and support Program successes, and provide PR for Program activities. The board agreed that another retreat led by Dawn Keig, possibly in March, would be beneficial.

2018 Focus:

* Mission Statement (draft by March): Cathi, Matt, Julie, Tim S
* Policy Development: the Policy & By-laws Committee to continue to develop a Policy Book with a progress report to the board by June
* Working closer with the Program: schedule meetings with Tim K and the Liaison Committee
* Financial stability: Two focus areas were discussed. Are there other sources of income we have not explored? How to establish a reserve fund/investments.

The board discussed our public relations efforts. The Communication Committee will submit their annual report at the January meeting. The board requested that this committee address how to better facilitate PR efforts and to define the purpose of the committee. We also discussed how we are treating our members and whether we could offer more membership benefits such as scholarships, grants and/or special activities. Julie suggested that we contact Gonzaga University about obtaining student help with developing/writing policies.

Tim S stated that all committees should address defining the purpose of the committee in their annual reports.

Partnerships: partnerships with community groups and businesses, with the Program and with the State Foundation were discussed. Consulting with the new Program Board to determine their priorities will assist with the Foundation’s focus on supporting the Program. We need to improve our internal/external communication systems. Eventually, the board would like to recruit non-MG members to the Board.

* A detailed discussion about offering scholarships to the incoming 2018 trainee class ensued with suggestion that the board establish a Foundation Scholarship Fund. Tim S will discuss this proposal with Tim K and report back to the board via email. We also discussed the possibly offering scholarships to Program staff to attend continuing education and/or meetings.

New Board member orientation will be scheduled for sometime in December to be attended by the Executive Committee and the newly elected board members.

**X. Acknowledgment of retiring board members:** Tim S thanked Laren Sunde and Pam Graham for their service on the Foundation Board with all Board members joining Tim in acknowledging their service to the Foundation.

**XI.** **Next Meeting:**

Monday, January 8, 2018, 10 AM, Extension office.

**XII. Adjourn:**

**Moved**: Sue moved, seconded, to adjourn at noon.

**Vote:** passed unanimously