**Master Gardener Foundation of Spokane County**

**Regular Board Meeting**

**September 11, 2017**

**Corrected**

**President:** Tim Stiess

**Vice President:** Laren Sunde

**Treasurer:** Pam Graham

**Secretary:** Cathi Lamoreux

**Present:**

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

**Excused:**

Jill Ferguson

Laren Sunde

**Program Staff:**

Tim Kohlhauff

**Guests:**

Lynn Meyers

**I. 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.

**II. Address to guests**: Tim read the rules in regards to guests speaking at the meeting prior to commencing with the agenda. The rules were read out of agenda order as the guest had not arrived at the start of the meeting.

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

**IV. Minutes:** The June 12, 2017 meeting minutes were reviewed and accepted as corrected. The July 7, 2017 meeting minutes were reviewed and accepted as corrected.

**V. Treasurer’s Report:**

Pam presented the Treasurer’s Report.

July: Revenue was mostly from Fall Banquet. Other revenue was attributed to receipt of speaker fees.

August: Revenue was from Fall Banquet.

The Charitable Organization registration is pending with the State of Washington.

Closing bank balance as of 8/31/17 is $105,488.73.

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

**Vote:** passed unanimously

**VI. New Business:**

a) 2018 Budget: postponed to October

b) Financial Committee Annual Report: Connie distributed the report in writing. A copy of the report will be placed in the September meeting file. Items to be completed by the committee include reviewing the Nonprofit Assistance Fund Guidelines and anything in the report with an \*. The date in the report will be corrected from January 2017 to January 2018.

c) Fall Banquet 2018 Proposal was presented by Lynn Meyers, lead. The proposal, including a proposed budget, was presented in writing. The report will be placed in the September meeting file.

The 2018 budget request was brought to the BOD earlier than planned as the committees for both the 2018 Fall Banquet and 2018 Cabin Fever are planning on requesting funding. The Tribe requires a single request to be submitted from an organization and the deadline for application for 2018 events is October 1, 2017. The Kalispell Tribe has committed to providing an auction item for the 2017 Fall Banquet.

2016 Recap: Speaker was Dan Hinkley, the silent auction raised $5442, the Dessert Dash was held for the first time, the 50/50 raffle raised $415 and attendance was up by 35 as compared to 2015. The number of non-MG attendees was up and the committee felt that the Double Fun promotion contributed to that increase.

2017: Some minor changes have been made to the event. So far, $4000 has been received in business sponsorships, including the City of Spokane and the Spokane Parks Board. This will be the last year the event will be held at The Lincoln Center as it is closing as a public event space at the end of the year.

2018: The focus will be on promoting greater visibility for the Program, the Foundation and the event. The speaker invited, pending Board approval, is an international author, speaker and historian. The event is moving to CenterPlace (same location as Cabin Fever) after a RFP was received from 5 or 6 event venues. The rental and food costs will increase due to the venue change. The ticket price will be raised to $45/person. The committee recommends that the Foundation continue to contract with Brown Paper Tickets as they provide exemplar service and contribute a percentage of their profits to the community. The committee contacted “Spokane is Reading” to explore partnership with them to host Andrea Wulf, proposed speaker. The committee decided to not partner with “Spokane is Reading” due to concern that the free event “Spokane is Reading” always sponsors might cut into our paid attendance. Andrea Wulf books will be for sale at the banquet. Profit on books sales will be $12/book over cost.

**Motion:** Connie moved, seconded: “Move to approve 2018 banquet budget.”

**Discussion:** 1) How much will the ticket price be? Answer: $45. 2) This is a good opportunity to tie into the strategic plan to increase our profile within the community. 3) The speaker will make her own travel arrangements, but has agreed to a fixed amount for travel. The speaker also agreed to a significantly reduced speaker fee due to Lynn’s negotiating skills. 4) What is “ancillary fundraising” in the budget? Answer: MG sponsored mini workshops that charge a fee

to participate in an activity.

 **Vote:** passed unanimously

d) Nominees for Board Director positions: There are 3 nominees: Julie Moyer-Nesbitt, Nancy Sazama and Matt Velasco. The nominating committee had hoped to bring at least 4 names to the Board as we had previously decided to try to increase the number of positions to 12. The terms for Matt Velasco and Laren Sunde are expiring at the end of 2017. Matt will run again for a Director position. The Board tabled the discussion of whether to recruit BOD members from outside the MG program. That discussion will be addressed prior to the nomination period for the next election.

e) Check to Program: This is the month that we write a check to the Program for the amount stipulated in the MOA. The MOA agreement for this year is for $12,000. In-kind donations to current date total $185.06 leaving a balance payable to the Program of $11,814.94. The Program reserves are being depleted and consideration is being given to increasing the amount agreed to in the MOA by $3000, which the Program would place in a reserve fund.

**Motion:** Matt moved, seconded, “To make an increased payment of $3000 to the Program.”

**Discussion:** 1) What happens if the Program requests an increased amount every year? Answer: Nothing. The amount paid to the Program will be discussed each year. The MOA contains wording that states that either parties can request a change in the amount agreed to in the MOA. The current MOA runs through 2018. 2) Why has the Program requested additional money? Answer: to increase the amount in their reserve fund. 3) In the strategic planning process, the BOD needs to look at the percentage of our funds that we are giving to the Program. What is our long-term goal? Should we agree to meet the Program’s request without a long-term goal? Answer: Pam reported that we currently are giving 12% of our total expenses to the Program. 4) Tim K was asked to comment. He stated that the additional money in the reserve fund helps the Program look better to the County. He stated that the Program is financially stable for the upcoming year. He was asked if the County might reduce the Program budget if the Foundation increased the amount. He responded that they would not do that as the additional funds indicate a partnership exists between the Foundation and the Program.

**Vote:** passed unanimously

f) Prospective Grant: Cathi submitted the Grant Application Form for a BECU Grant called, People Helping People. Karen Parks, a BECU member, proposed the grant. BECU notified the Foundation that we met the criteria for the grant. Cathi & Karen, with input from the Program and other MG volunteers, will write the grant that is due on September 30. The final version will be sent to the Board for review and approval prior to the application deadline. Notification of award will be done on or near October 31. The grant amount is $15,000 for the first round of awards. If we are selected in the first round, there is the potential the grant could be increased to $30,000 in the second round of awards. The Board verbally agreed to proceed with completion of the grant application.

g) Honorary Members: It was proposed that we select Dan & Kay Loibl as honorary members for their many years of service to the MG Program that meets the criteria for honorary membership.

**Motion:** Matt moved, seconded, “To offer Honorary Membership in the Foundation to Dan & Kay Loibl.”

**Discussion:** 1) How will they be notified? Answer: There is a planned gathering at their house on Thursday, Sept. 14. They will be presented with the membership at that time.

**Vote:** passed unanimously

**VII. Old Business:**

a) Intern Board Member Policy: A written proposed policy was distributed at the meeting.

**Motion:** Matt moved, seconded, “To accept the draft of the Intern Member Policy”

**Discussion**: 1) The policy needs to be revised to read in the second paragraph, “Selection of the Intern Board Member will be made by ***a vote of*** the Board of Directors,” and to include notification information stating that the President, or the President’s designee, will be responsible to notify the Intern of their selection to join the Board. 3) The Intern will receive volunteer hours for time spent at Board meetings and on Board business. If the Intern is still a trainee at the time of appointment, there will be no earned volunteer hours. 4) The Board discussed a timeline for this appointment with consensus that the Foundation will be introduced to the trainees in January, ask for applications for the position, consider and vote on all applications at the February meeting with notification to the selected person with the position starting at the March meeting. The Board came to the conclusion that the policy will need to be revised and presented again at the next meeting.

**Vote:** 1 yea, 6 nay. Motion defeated.

b) Strategic Planning: tabled

c) Board Minutes to Members: tabled

**VIII. Committee Reports:**

Liaison: 1) Tim K has requested two, $50 gift cards be purchased to be given to the non-MG volunteers who installed the pavers around the raised beds. The Program cannot pay them due to WSU/County regulations. This would be considered an in-kind payment to the Program in the 2017/2018 Budget. Arrangements will be made to provide the gift cards.

2) The Program Advisory Board will meet on September 12, 4 PM.

Membership: The committee will meet on September 26, 10 AM in the Atrium.

Fundraising: No report.

Communication: The Inlander will be used for promotion for the Fall Banquet. The silent auction catalog is being compiled. We now have Foundation business cards and thank you notes. Jan Shellenberger currently has them at her house and is asking for Board direction about where to put them so that they can be accessed as needed.

Bylaws: no report

Financial: the committee met to write the Annual Report. The committee is starting to work on the 2018 budget that will be sent out via email prior to the October meeting.

**IX.** **Next Meeting:**

Monday, October 16, 10 AM, Extension office. NOTE DATE CHANGE. This meeting will be our Annual Meeting as required in the Bylaws.

Proposed October agenda items: Annual Meeting, Nominees invited, Budget Presentation

**X. Adjourn:**

**Moved**: Sue moved, seconded, to adjourn at 11:58 AM.

**Vote:** passed unanimously