**Master Gardener Foundation of Spokane County**

**Regular Board Meeting**

**April 10, 2017**

**Corrected**

**President:** Tim Stiess

**Vice President:** Laren Sunde

**Treasurer:** Pam Graham

**Secretary:** Cathi Lamoreux

**Present:**

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

**Excused:**

Jill Ferguson, Pam Graham, 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** from the March 13, 2017 meeting were approved as written.

**Treasurer’s Report**

Connie Curtin presented the Treasurer’s Report due to the absence of Pam Graham.

* Profit & Loss for Q1 was handed out. There is an issue with the check issued for Cabin Fever registration fees as the company that handled the online registrations made the check out to WSU Extension.
	+ Discussion: Suggestions were made how to rectify the error. It was suggested that, a) the check be applied to the MOA amount the Foundation owes to the Program and include a copy of the check and a letter from the Program re receipt of the amount as applied to the MOA; b) ask the Program to cut the Foundation a check for the amount paid; c) ask Brown Paper Tickets to re-issue a corrected check. Tim S. will discuss options with Jeremy and report back at the next meeting.
* The Finance Committee has met and is working on developing a different format for the Treasurer’s Report to the Board.

**Old Business:**

a) Financial Accountings Report:

* P & L for 2016 was handed out at the February 2017 meeting. It was re-presented at this time with changes.
* The report is being reorganized to correctly categorize P&L for each event.

b) Fundraising Committee Annual Report

* Presented by Tim S
* A hard copy was provided at the meeting
* Question re report: How will this report and fundraising expectations be communicated to each fundraising event? Tim responded that it would be shared with each event committee at one of their meetings.
* Motion: Moved by Connie to purchase plants for MG/Foundation members from Walla Walla Nursery in addition to the plants purchased for the Plant Sale.
	+ Discussion: 1) This would be a fundraiser for the Foundation. All MG and Foundation members would be eligible to purchase plants. A catalogue would be developed with a list of plants for purchase. A decision will be made as to how much to mark up the plants prior to the special sale. 2) Would we be undercutting our vendors by holding a special sale? The Board felt that our purchases would be small enough to not affect the vendor sales. 3) Can MGs go to WW Nursery as individuals to purchase plants? The answer is “no.”
	+ Vote: passed unanimously

c) Strategic Planning

* Tim S reported that he had contacted a professor at Whitworth, Dawn Keig, Asst. Professor of Strategic Management, who is interested in facilitating our planned Strategic Planning Retreat. She is available during the day in the summer. She also provided a draft agenda and recommended that the retreat last at least 4 hours. Tim recommended that the retreat occur before June 14 and he will send out a Doodle survey in order to select the best date. Tim will secure a location, determine a date & time and send out preliminary information about the facilitator prior to the retreat.

**New Business:**

a) Program Financials:

* Presented by Tim Kohlhauff verbally with PowerPoint visuals. Tim will provide a copy of the report to be included with the minutes that explains the budget details.
	+ Discussion: Tim explained how Program revenue is generated and how the Program is supported by the county and WSU. He also explained how the Program deals with overspending in one line item and that income in one year is not spent until the following year. The budgeting process starts in July with forecasts submitted in August. Between August and October, budgets are finalized and submitted for approval.
	+ Questions:
		- What is the DUFBY? The Program account currently has around $50,000 in it, but it is being spent down to cover budget expenses.
		- Is there enough money to support the Program? Tim explained that the Program is a “bare bones” operation. The county does charge for some of the services provided, but it is a minimal amount. WSU Extension is on a new financial path and is realigning the financial planning due to a $1.7 M budget shortfall over the next two years.

b) Budget approvals

* Administrative: a budget was presented by Tim S to cover Foundation administrative expenses.
* Motion: Moved by Susan P to accept the submitted budget.
* Discussion: A budget of $3000 was presented. That amount is based on expenses from prior year. Changes will be made to the new Chart of Accounts to reflect specific expenses. The Board approves all administrative expenses.
* Vote: passed unanimously
* Marketing: there needs to be an “other” line in the marketing budget to cover miscellaneous expenses.
* Motion: Connie moved to approve “other” line item
* Discussion:
* Vote: passed unanimously

c) Intern on the Board

* Presented by Tim S
* The concept of having a non-voting Intern Board member was presented. This person would serve for one year and represent the new class each year. This would not need a change to the By-Laws, as the position would be non-voting.
* Motion: Connie moved that the Board consider having an Intern serve as a non-voting member
* Discussion: It was felt that this would be a good way for the new class to learn about the Foundation. We would need a position description/policy. When would this position be in place? We need to delegate the responsibility for formalizing this new position to an ad hoc Board committee (Tim S, Sue M, Cathi, Julie Nesbitt) to determine the specifics for the position and report back to the Board. Tim S will investigate if there are other MG Foundations that already have this position and research existing policies. The target date for reporting back to the Board is at the October meeting.
* Vote: passed unanimously

d) Financial Responsibility of the Board

* Presented by Connie
* Connie passed out a document to be reviewed prior to the May meeting

e) State Foundation

* We have not had any contact with the State Foundation in 2017.

**Committee Reports:**

Membership: There are currently 133 Foundation members (12 are associate members). That numbers represents 133/192 Master Gardeners in Spokane County. The committee will be targeting the remaining 71 MGs to invite them to become members. The committee is also looking into whether to continue to purchase Foundation ribbons for name badges.

Financial: Provided a brief, written report. We need to upgrade QuickBooks.

Communication: working on Garden Fair/Plant Sale marketing

Bylaws: no report

Liaison: Program Advisory Committee met on March 13. They are still working on writing Bylaws and have not voted on a Board yet. The next meeting is April 11, 4 PM.

Fundraising: Provided a Cabin Fever report. It was determined that we had 19% ROI for Cabin Fever.

**Next Meeting:**

Monday, May 8, 2017, 10 AM, Extension office

**Adjourn:**

Moved: Sue moved to adjourn at 11:57 AM.

Vote: Passed unanimously

Cathi Lamoreux

Secretary