**Master Gardener Foundation of Spokane County**

**Annual Meeting**

**October 16, 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:**

Denise Eaton

Julie Moyer-Nesbitt

**I. Call to Order:**

President Tim Stiess called the annual meeting to order at 10:00 AM in the classroom 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 September 11, 2017 meeting minutes were reviewed and accepted as corrected.

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

* September revenue: $50
* September expenses: $15,587
* Closing bank balance as of 9/30/17 is $89,841.72.

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

**Vote:** passed unanimously

**VI. New Business:**

a) 2018 Budget: Connie presented the proposed 2018 Foundation budget verbally with paper copies. Each line item included the budgeted amount, the variance (+ or -) as compared to the FY17 budget, the percent of change and the person responsible for each line item. Specific details include:

* Revenue:
  + Fundraising: Line 7/Cabin Fever, Line 8/Fall Banquet, and Line 9/Garden Fair are pre-approved amounts per Board vote. The Fundraising Committee lead is responsible for this section except for the three fundraising events that fall under the responsibility of the event lead. As compared to the 2017 budget, the Cabin Fever budget is a $1,500 decrease, the Fall Banquet budget is an $8,744 increase, and the Garden Fair budget is an $8,650 increase.
  + New category: Line 14/Speaker revenue
* Expenses:
  + Line 28/Audit: Our accountant recommended that we do not need an audit, so that expense was removed.
  + Line 31/Contract Services: quarterly meeting with accountant.
  + Lines 41-43 show increases.
  + Line 50: increase in Membership expenses reflects anticipated efforts to attract more associate members.
  + Line 61/Speaker revenue to be paid to Program.

**Motion:** Sue moved, seconded to: “Accept proposed 2018 budget.” Following discussion prior to a vote, Sue amended her motion to read: “Accept amended budget with changes to: Line 6/add Fundraising Committee lead wording, Line 7/place brackets on variance, Line 40/add Fundraising Committee lead, Line 61/add Speaker revenue.”

**Discussion:** Line 20/why is there a zero amount? The amount in Line 19 reflects all expected revenue from membership dues. An account number will be added to the Chart of Accounts for Associate Members so that the numbers can be tracked accurately.

**Vote:** passed unanimously

**VII. Old Business:**

a) Election: the ballots were mailed out to all Foundation members. The by-laws currently require a paper ballot, however it was suggested that we consider voting electronically. That change would require a change in the by-laws.

**Motion:** Laren moved, seconded to: “change the by-laws to allow for electronic voting.”

**Discussion:** There are still some members who may not use computers. The program office can provide a list of people who prefer to be contacted via other means. Proposed By-law wording: “Electronic balloting will be the primary voting mechanism with paper ballots available upon request.” Tim S will explore online options for conducting votes electronically and report back to the board at a future meeting. The by-law changes will be presented at the February meeting during the By-law Committee Annual Report.

**Vote:** passed unanimously

b) Non-voting board member policy: A revised proposal to create this position was presented in writing and verbally.

Discussion: What is the timeline for the Program Board to include a non-voting member on that board? Answer: Tim K responded that that has not been decided yet, but that it would probably be the same as the Foundation Board timeline. The person selected would earn volunteer hours for their time once they achieve intern status. It was suggested that a board member mentor the intern member with the Board suggesting the mentor role be assigned to the duties of the Vice President. It was suggested that a potential candidate for the position could be invited to the January meeting. The Board discussed the possibility that no one could be interested in filling that position without making a decision about next steps. The policy will be developed to reflect the discussion and presented for a vote at the November meeting.

c) Strategic planning: Tim S presented on aligning Foundation goals with Program goals. He recommended the following:

* Assist building the new Program Board to be a productive and sustainable organization in a timely manner (Liaison Committee, Executive Committee)
* Unite with the new Program Board and Program staff to improve the communication structure within the MG volunteer community (Communication Committee, Liaison Committee, Executive Committee)
* Improve the promotion of the Program to the community (communication structure outward) – (Communication Committee, Liaison Committee, Executive Committee)

Tim S and Tim K have met to discuss implementing the ideas from the Strategic Planning Retreat in order to have an ongoing dialogue with the Program staff about taking appropriate actions.

A discussion about how to move forward included: the Program needs to be involved with focus and decisions. The role of the Liaison Committee was discussed to determine the best role for the committee. The committee should act as a conduit of information between the Program and the Foundation. Implementation will involve increasing awareness from both the Foundation and the Program about our common goals. Julie Moyer-Nesbitt stated that some interns felt disrespected by some experienced MGs. The issue was referred to the Program to address. The Board felt, in general, that we had made a good start with implementing strategic plan goals.

d) Board minutes to members: It was suggested that we create a members’ only portal on the Foundation website in order to share meeting minutes and any other pertinent information to all Foundation members. The Board agreed to proceed with this action as long as the password was changed every year. Cathi will communicate with Jan Shellenberger about implementing this request.

e) BECU Grant: Cathi updated the Board re timeline for hearing about the submitted BECU Grant and thanked the Board for their quick replies during the review period. The grant awards will be announced on or before October 31.

**VIII. Committee Reports:**

Liaison: The Program has requested assistance from the Liaison Committee in selecting the 2018 MG class. All three members agreed to participate.

Membership: The committee met last month and discussed purchasing ribbons for nametags and how to increase the number of associate members.

Fundraising: The committee is assisting with the Fall Banquet.

Communication: The marketing committee is working on the Fall Banquet and Cabin Fever.

Policy & Bylaws: no report

Finance: The committee met to prepare and then presented the 2018 budget at this meeting.

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

Monday, November 13, 10 AM, Extension office.

**X. Annual Meeting:**

Tim S led the Board and guests in a SWOT analysis.

(S)trengths: more organized with procedures and process, developed a budget, Chart of Accounts simplification, strategic planning

(W)eaknesses: perception of inadequate communication with Foundation members, poor attendance at annual meeting, disconnect between Treasurer and event leads requiring the need for additional financial policy, need better definition of event purposes

(O)pportunities: pace of growth – too fast or too slow?, write a Mission Statement, work toward sustainability (endowments, operational reserves, etc.), work on image, planned integration with Program, continued use of strategic plan, recruiting non-MG Board members, working with new Program Board

(T)hreats: danger of burnout, misperceptions/rumors, getting people to run for the Board, possibility of functioning as an “island”

**XI. Adjourn:**

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

**Vote:** passed unanimously