

Minutes of July 9, 2013 Meeting of San Juan County Master Gardeners Foundation Board

If your name appears in red below, you have agreed to take follow-up action.

The meeting was held at Nancy Forker's home on Orcas Island. Present were Nancy Forker, Jody Burns, Dolly Salazar, Kris Bayas, Pegi Groundwater, Dot Vandaveer, Sylvia McKenney and Julia Turney. Meeting coordinator Jody Burns began the meeting at approximately 9:30. The Secretary, Mary Carlson, was not able to attend the meeting, so Pegi Groundwater volunteered to take the minutes.

There were no amendments to the minutes from the previous meeting, which had been previously circulated to all Board members, so they were unanimously approved as read.

Jody and Kris reported that the amended Bylaws had been approved. 24 of the Foundation's members voted in favor of the amendments and no one opposed the amendments. Passage is by a majority of the votes actually cast, so the measure was unanimously approved. The Board decided not to address the suggestions for further amendment of the Bylaws at this time as new Bylaws will have to be adopted in connection with the pending incorporation as a nonprofit organization.

We currently have 48 members of the Foundation (persons who have completed membership forms and are active in the Master Gardener Program). Several more membership forms were given to Kris and Jody at the meeting. Jody reiterated that the role of the MGF is as a fundraising organization for the WSU MG Program, and the activities and programs should be left of the WSU MG Program.

Pegi passed around a copy of the current Islanders Bank statement gave the Treasurer's report and the following financial statements as of July 8, 2013: Balance Sheet, Profit & Loss with comparison to prior year, Profit & Loss by Class, and Budget with Actual Spending. As of July 8, the Foundation has \$23,678.95 in assets, of which \$4686.10 is held in the General Fund, \$2000.22 is in the Lopez Island Fund, \$2522.86 is in the Orcas Fund, \$10179.70 is in the San Juan Island Fund and \$4290.07 is Net Income for the current year. Pegi explained that the funds shown in the island accounts only changes once a year when the books are closed and expenses and profits are moved by journal entries to the individual funds. During the course of the year, to determine the monies actually available in an equity account, it is necessary to look at the Profit & Loss by Class statement, which shows year to date spending for each island and reduce the amount shown on the Balance Sheet by the spending shown on the Profit & Loss by Class statement.

Next, Pegi distributed a proposed revision of the Financial Policies for the Foundation. There were a few corrections to the revision, but there was a general discussion of whether the policies really reflected where we wanted to be as an organization. The first question raised was who is a member. Foundation members are people who have completed and returned a membership certificate and are active Master Gardeners. Active MGs are people who complete 25 volunteer hours a year. Questions were raised as to whether we monitor the 25 hours. Kris explained that not everyone reports their hours, so she adjusts the list to reflect the people who she has seen who are active in MG activities but do not report their hours. In response to questions, Kris reported that failing to report hours does not affect the MG program financially, but that people are not covered by the WSU liability policy when they do not report their hours, so we want to encourage people to report. Pegi suggested that it might help to include a short module on how to fill out the online report form in future MG training programs. The group agreed that the SJI MGs should designate a co-ordinator, who will serve much like Nancy does on Orcas, to free up Kris' time to handle County-wide matters. Kris will work with the SJI group to designate someone.

The next question raised was whether we should reserve part of the profits from each year for the General Fund, so we have flexibility to increase the funding for events, such as scholarships to the state MG convention, or the SJC Fair booth, from the General Fund. The consensus was that the General Fund should have more funds available, but this can be determined at the time of allocations.

Then we discussed whether we should continue the proportional allocation to the islands with individual island fund raisers and projects or and whether we would promote more of a County-wide feeling in the MG program if most activities were treated as general MG activities and smaller, equal distributions were made to each island. The consensus of the group was that we should explore that approach further. The following activities might be treated as general MG activities in the future:

- Diagnostic Clinic
- Farmers Markets
- SJC Fair
- Statewide MG Program Scholarships
- MG Office Operations
- Native Plant Sale
- Spring Workshop
- Spring Plant Sale
- Newsletter & Blog

There was some discussion about the MG island accounts and what purposes the funds were used for .

Pegi agreed to prepare an explanation of the MGF's finances, and budget for the next newsletter.

Jody turned the discussion to the MGF's application for incorporation as a non-profit organization and its 501(C)(3) application. The goal is to be incorporated, have Bylaws in place and have the 501(C)(3) application on file by November 1st. It was moved, seconded and approved that **Jody** would prepare and file Articles using the Spokane MGF Articles of Incorporation as a template.

Jody asked for help in preparing the Bylaws and 501(C)(3) application and it was agreed that we should have a committee of Board and general members to work on the project. Jody, Pegi, Julia and Sylvia volunteered to be on the meeting. **Jody** will draft an e-mail to the general membership seeking volunteers. Nancy recommended attaching an MGF membership form to the e-mail so persons who had not joined the Foundation could do so to work on the committee. The next Board meeting is October 17th and the Committee will work to have Bylaws ready for adoption at that meeting.

The discussion turned next to the Spring Workshop. The tentative date is April 26, but Jody will check to confirm that it does not conflict with Spring Break on SJI. We need to begin looking now for a Keynote speaker as they get booked up pretty far in advance. There was a general discussion and the Ann Lovejoy, Marty Wingate and Marianne Binetti were proposed as possible keynote speakers. **Kris** and **Jody** will follow up with letters to each of them. The Board agreed that they wanted the planning for the workshop to involve the general MGF membership. There are at least 5 committees that will need chairs and committee members: Publicity, Raffle, Workshops, Technical support and Registration. An e-mail asking for volunteers to lead and serve on the committees will be prepared and circulated by **Jody** and **Kris**. It was suggested that we try to get people from all 3 islands leading and participating in committees, if possible.

Next Board meeting is October 17 in FH, with the time to be determined when the fall Ferry schedule becomes available.