



Master Gardener Foundation of Kitsap County

Promoting long term environmental health through sound and sustainable horticultural practices.

The purposes of this non-profit Foundation are solely educational and charitable to enhance and supplement the effort of the WSU Master Gardener Program and thereby provide education and information to the citizens of Kitsap County.

November 3, 2010 Board Meeting Minutes

CALL TO ORDER

President, Mary-Cathern Edwards called the regular monthly Master Gardener Foundation board meeting to order at 1:15 PM on Wednesday, November 3, 2010 at the Eagles Nest, Kitsap County Fairgrounds in Bremerton, WA.

Board members in attendance were: Mary-Cathern Edwards, President; Judith Martin, Vice President; Fred Abrahamson, Treasurer; Jane Dower, Secretary; Directors at Large Martha Alexander, Monica Goldsberry and Jim Rodman. Also in attendance was Horticulture Advisor Peg Tillery.

Members in attendance were Donna Hamilton, Judy Morgan, Arlene West, Joyia Rubens, Sharron Etheredge, and Ray Etheredge.

President Mary-Cathern Edwards welcomed the guests to the meeting.

REPORTS AND ANNOUNCEMENTS

Secretary's Report - Jane Dower:

Fred moved that the minutes of the October Board meeting be accepted as written. The motion was seconded by Martha Alexander. Motion Carried.

Treasurer's Report – Fred Abrahamson

Through 10/31/2010:

1. The checking balance \$1106.37
2. The savings balance is \$500.72
3. The Money Market balance at Kitsap Credit Union is \$8345.88
4. The combined CD balance is \$33,151.33
5. Our overall cash resource is \$43,104.30

Breakdown of CD's

Kitsap Credit Union (70) 2/12/12 \$5,056.77 1.8% interest

Kitsap Credit Union (71) 4/7/11 \$10,053.17 1.3% interest

Kitsap Credit Union (72) 7/6/13 \$10,035.13 1.5% interest

Kitsap Credit Union (01) 9/14/15 \$8,006.26 1.8% interest

**Budget vs. Actual 10/31/2010
for
Calendar year 2010**

Through October, we have an income of \$16,663.06 and expense of \$14,433.93 for a positive \$2,229.13.

Martha Alexander moved that the Treasurer's Report be accepted as written. Judith Martin seconded the motion. Motion carried.

Horticulture Report - Peg Tillery

Peg announced that the 2010 Master Gardener Graduation will be held on Sunday, November 7th at 2:00 at the Norm Dicks Convention Center.

Peg announced that her replacement as Horticulture Coordinator, Colleen Miko, will report in January.

Gala Committee Report - Submitted by Arlene West:

"The Gala team met on Monday, October 18th and discussed options for the Gala venue. A fieldtrip was scheduled for Wednesday, October 20th, to check out two locations, the Son's of Norway in Poulsbo and Islandwood on Bainbridge Island. Everyone took notes about each location and at our next meeting we will decide on a firm location based on the information collected.

Our next meeting is on Wednesday, November 17th at 1:00 PM. This meeting will be held at Fire Station # 41 on Military Road. The December meeting will be held on Wednesday, December 15th at 1:00 PM at Fire Station # 51 on Silverdale Way. Anyone wishing to join the team is encouraged to attend these meetings.

Funding may be needed before the end of the year for deposits to secure a location rental, catering or speaker fees. I am requesting \$2,000 for possible expenses through the end of the year.

Once again, the team is wonderful and we are looking forward to a great Gala in the spring."

Discussion:

Arlene stated that the venue for the Gala will most likely be either Islandwood, the Norm Dicks building or the Sons of Norway. Arlene requested a commitment of \$2000 before year end for venue reservation, speaker contract and caterer contract. Fred noted that there was nothing forecast in this year's budget for Gala expenditures. Martha moved that we establish a budget line for 2010 for the Gala. Jim seconded the motion. Further discussion followed. Fred said that we are now currently about \$2200 on the positive side; however, we have more expenditures for this year. Fred expressed concern about the lack of a budget plan and projected outcome for the Gala. Arlene said that last year's costs were about \$7600 and proceeds were about \$14,000 for a profit of about \$7000. The Gala committee is in the process of getting estimates for food, venue, and speakers. Judith suggested including annual budget in the future for all Foundation events. A motion to provide \$2,000 for the Gala in 2010 was carried. Arlene agreed to provide a Gala budget at the December board meeting.

Gift Wrap Committee Report - Judy Morgan

Judy reported that the Foundation's usual Christmas gift-wrapping site, Barnes and Noble, does not have any time slots available for us. Judy is working with the Marketing Manager at the Kitsap Mall to coordinate gift-wrapping at another site within the mall.

Discussion: Judy noted that there are no expenses related to the gift-wrap effort. Fred noted that the effort yielded \$75 last year. However, Donna Hamilton stated that she thought the profit was about \$200. (Development of a cash-handling procedure for fund raising events will be discussed at the December Board meeting.) Martha moved to approve the new mall venue. Judith seconded the motion. Motion carried.

Reports, General:

Martha moved that we accept all reports submitted at the November Board meeting as written. Monica Goldsberry seconded. Motion carried.

UNFINISHED BUSINESS:

Insurance:

Fred was asked at the October meeting to inquire about liability insurance for the Board from the Non-Profit Center in Tacoma, but was unable to obtain this information. This type of insurance is also known as 'Errors and Omissions' insurance. Mary-Cathern asked Judith, VP, to take on the task of investigating the insurance.

Jim asked if our general liability insurance for MGF events had been renewed. Fred confirmed that the Traveler's Insurance premium of \$250 was paid.

NEW BUSINESS:

Conflict of Interest (COI) Policy Review:

There was much discussion about inconsistencies between our COI Policy and our COI Disclosure statement. It was agreed that inclusion of COI examples in the policy would be helpful. Monica offered COI insight based upon her experience as an IRS employee. It was agreed that the Disclosure statement should be submitted annually. Jim agreed to provide drafts of revisions to the policy and the statement via email with the goal of a quick approval of changes during our next Board meeting.

MGFKC Archives/Record Retention Review: Jane presented findings of a review of the Foundation archives at the Extension office, on-line, and on CD's. After general discussion, Jane agreed to draft a new policy to address archiving of Foundation documents and management of living documents like By-laws and policies. The policy will include the location, storage media and retention requirement by document type. The source of the retention requirement will be included. The policy will identify the Board officers responsible for maintaining the archive and living documents. An archive backup plan will be included. The general consensus was that our Foundation Minutes are archival 'jewels' and retention of a hard-copy as well as electronic copies was desired. Jim noted that the WSU Extension/MGFKC Memorandum of Agreement (MOA) requires retention of Foundation records for 6 years after creation.

2009 Audit Committee Report Recommendations Review: Discussion of the 6 Audit Committee recommendations from the Audit performed in August of 2010 for 2009 was begun.

The recommendations from the Audit report and the Board's action are as follows:

1. *The proper mechanism for submitting and approving requests for reimbursement be reiterated to the entire MGFKC membership, especially regarding approval for reimbursement. **Garden Leaders will be asked to share this information after the Reimbursement Form is updated. (See Recommendation #2.)***
2. *When no receipt for reimbursement is provided with a Reimbursement Request, written documentation/explanation must be attached to the Reimbursement Request prior to presentation to the Treasurer for reimbursement. In such cases if the dollar amount exceeds \$50, then two (2) approval signatures must be obtained with at least one signature being a MGFKC Foundation Board member (excluding the Treasurer.) **It was noted that the Foundation address is incorrect on form. After discussion, Martha made a motion that if no receipt is available, regardless of dollar amount, 2 signatures are required and that fact should be included in instructions on the form. Judith seconded the motion. Motion carried. A motion to also include the proper submission process on the form carried. Jane agreed to update the form and route it for review.***

Tabled for December Board meeting as Unfinished Business:

3. *Change (currency and coins) for special sales/fund-raising events must be drawn from the savings account or money market account (not the checking account). When the event is concluded, the change must be re-deposited into the respective account, with clear documentation of withdrawal and re-deposit being kept.*
4. *Prior to the next sales/fund-raising events, the Board should develop written procedures for cash-handling and depositing of proceeds from such event.*
5. *The Treasurer should provide a quarterly back-up of computerized financial records to the Board Secretary for safe-keeping.*

Completed:

6. *In the "Policy for Committees" the section on Audit Committee should be changed to reflect the new audit period (calendar year). The sentence, "The Audit Committee shall begin its examination of the Treasurer's accounts two months prior to the annual membership meeting." should be changed to read "The Audit Committee shall begin its examination of the Treasurer's accounts in April or May, after the MGFKC's income tax reports have been filed." **This recommendation was incorporated in September by Becky Croston while preparing Board Manuals for the new Board.***

OTHER:

Farewell Potluck for Peg Tillery: Mary-Cathern will send an invitation to all MG's and Foundation members to a farewell potluck for Peg via Constant Contact . The potluck will be held at the Eagle's Nest on December 1st.

GRANTS:

Jim distributed Grant information that included resources, due dates, possible grantors, etc.. This document will be very helpful to those who volunteer to pursue Grant activity.

Meeting was adjourned at 3:10 PM