

MASTER GARDENER FOUNDATION OF KITSAP COUNTY POLICY REVIEW PERIODS

| POLICY | ADOPTED | LAST AMENDED | LAST REVIEW | NEXT REVIEW | 4 YEAR CYCLE REVIEW |
|--|----------------|---------------------|--------------------|--------------------|----------------------------|
| Communications | 01/03/2007 | 01/23/2016 | 01/23/2016 | 01/2020 | 01/2024 |
| Bylaws Review/Revision | 11/02/2005 | 01/18/2016 | 01/18/2016 | 02/2020 | 02/2024 |
| Record Retention | 03/02/2011 | 01/18/2016 | 01/18/2016 | 03/2020 | 03/2024 |
| Privacy | 01/03/2007 | 01/18/2016 | 01/18/2016 | 07/2020 | 07/2024 |
| Board Meeting Management | 01/04/2006 | 01/18/2016 | 01/18/2016 | 08/2020 | 08/2024 |
| | | | | | |
| Budget Creation and Maintenance | 11/02/2005 | 01/18/2016 | 01/18/2016 | 02/2017 | 02/2021 |
| Conflict of Interest | 11/02/2005 | 02/26/2016 | 02/26/2016 | 03/2017 | 03/2021 |
| Committees | 12/07/2005 | 02/26/2016 | 02/26/2016 | 07/2017 | 07/2021 |
| Resolution of Conflicts or Differences | 02/01/2006 | 02/26/2016 | 02/26/2016 | 08/2017 | 08/2021 |
| | | | | | |
| Reimbursement | 11/02/2005 | 02/26/2016 | 02/26/2016 | 02/2018 | 02/2022 |
| Disbursement | 07/15/2013 | 02/26/2016 | 02/26/2016 | 02/2018 | 02/2022 |
| Cash Handling | 02/05/2014 | 04/02/2016 | 04/02/2016 | 03/2018 | 03/2022 |
| Electronic Payment | 06/15/2013 | 02/26/2016 | 02/26/2016 | 03/2018 | 03/2022 |
| Donations and Grants | 08/07/2013 | 02/26/2016 | 02/26/2016 | 07/2018 | 07/2022 |
| | | | | | |
| Board Orientation | 02/01/2006 | 01/18/2016 | 01/18/2016 | 02/2019 | 02/2023 |
| | | | | | |
| OTHER: | | | | | |
| Bylaws | 11/02/2005 | 01/11/2016 | 01/2016 | 02/2019 | 02/2023 |
| Memorandum of Agreement / WSU Kitsap Extension | 02/04/2009 | 08/06/2014 | 08/2014 | 08/2019 | 08/2024 |

These Bylaws and Policies are to be reviewed by the Board and revised, if necessary, as listed, or when mandated by changes in existing Bylaws.