

Minutes of WNPS SSC Executive Board meeting on Nov 11, 2012

The meeting was called to order at 3:30 PM by Cyndy. Board members present were John Neorr, Bill Brookreson, Lee Fellenberg, Cyndy Dillon, Byrna Klavano, Jane Ostericher, and Bonnie Blessing-Earle.

OLD BUSINESS updates from review of Aug Board meeting:

1. Gift membership to Lin Livingston has not been presented to her yet.
2. Old financial records from Kevin Head do not need to be kept by Sue.
3. Volunteers hours still need to be turned in to Cyndy. Stewardship hours seem to be sent to Anna Thurston and need to go to Cyndy.

Minutes to the Aug 26, 2012 meeting were approved as had been emailed previously.

COMMITTEE REPORTS:

1. Monthly Presentations: John submitted his report. He encouraged us to join meetup.com. Lee suggested putting photos of speakers/books on the email updates.
2. Fair Report: Report had been previously emailed to all by John. A big change next year will be that WNPS will provide plants for our own booth. The OutDoor building committee will provide the common area plants. John will organize the volunteers for the booth again next year. Byrna will remind volunteers by email and visit the booth daily for upkeep.
3. Grant Committee: John reported that no applications had been received by the Oct deadline. There are several potential applications in progress. The deadline has been extended to Nov 30. We need to do more advertizing of our grant program. John suggested adding like-minded groups to our 'interested' list for email. John will contact these groups to see if they want to be added to the list. Those names and email address should be given to Byrna to add to the master list.
4. Plant sale: Good changes this last sale were using vests, name tags and plant lists for volunteers. Changes and suggestions are renting the Coach House all day on Fri for set up, having a cash line and a credit card line, and more volunteers learning to do the tally. These will be considered by the Plant committee. The next plant sale will be at the Coach House and has been reserved for Apr 19 and 20. Bill will see if May 3 and 4 is available and will change if possible. Bill will check to see when Central Puget Sound Chapter will have their plant sale so there will be no conflict with Richard Tinsley selling his books in Olympia.
5. Volunteer opportunites:
 - April 28 to May 4 is Native Plant Appreciation week. Our chapter will have a library booth and lead hikes like last year.
 - Plant walks: monthly walks by SSC members are encouraged. If someone wants to lead a walk, submit form to Bill. He will get it into the update emails.
 - Work Parties continue at Nature Center and Capitol Museum.
 - Volunteer hours need to be turned in. Cyndy will send the excel spread sheets to board members.
6. PR report by Jane: She explained the process to get advertising for plant sale into the newspapers. Bonnie suggested Craigslist updates frequently and almost hourly on the day of the sale. Bill suggested 'yard' sale sized signs. John questioned the need for more advertising. The plant committee will consider these things.

FINANCIAL REPORT:

Budget: change the wording under INCOME from Plant Sale Revenue to 'Plant sale' only

Budget for 2013 under Expenses:

Increase Education to \$1,500

Increase Marketing/Outreach to \$600

Increase Newsletter/Website to \$500

Plant Sale (drop the word 'inventory') and increase to \$4,500

Increase Chapter programs to \$1,200

Line item 'Misc Expenses YTD'...ask Sue what the money was spent on. Board requests that Sue add another column on the SSC WNPS – YTD spending sheet. After the 'Activity' column, add the account the expenditure was applied to, having it match the line items in our budget. Thanks

Each budget increase was moved, seconded, and voted on. The amended budget was approved by the board.

Plant Sales Financial report was reviewed. The difference between the 2 years was the 'supplies' expenses. This was mostly the vests and name tags which will be used other sales.

A big thanks to Sue for the reports.

ADDITIONS TO THE AGENDA:

1. 2012 Study weekend. Bill presented updates detailing the costs to attendees for meals, lodging and registration. Fifteen field trips have already been planned. More leaders needed for the hikes. Bill will waive the registration fees for those leading 2 hikes. Bill has done amazing organizing on this project. Pat and Dan Montague will handle the registrations.
2. Report from the Oct 20 State meeting will be emailed by Cyndy.
3. Elections: Lee submitted a report on the number of ballots sent out and the number returned. Although the number of returned ballots is small, Bill reports that we got more returns than the State election and most chapters. All offices remain the same and were uncontested.
4. Board minutes and attachments on Website: Lee suggested the minutes be in one file and the attachments be in another. Suggestion of having a file for Policy and Procedures be created. The Board needs to think about how to improve finding the budget and policies on the website. This discussion will be continued by emails.
5. Education Committee will consist of Bonnie, John and Jane. Volunteers and ideas will be solicited at meetings. The Ed committee approach/initiatives will be proposed/discussed by committee members via email.

Next meeting will be decided via email. Possible dates are April 21 or May 5.

Meeting adjourned at 6:15 PM

Respectfully submitted,

Byrna Klavano

ADDENDUM:

On Nov 27, 2012 it was decided by Cyndy to have our next Board meeting on March 24, 2013 starting at 3 PM. The plant sale date has also been changed to May 3, 2013 for set up and May 4 for sale.