

Minutes of WNPS SSC Executive Board Meeting on March 23, 2014

The meeting was called to order at 2:30 PM by Cyndy Dillon. Board members present were John Neorr, Lee Fellenberg, Bonnie Blessing-Earle, Jane Ostericher, Jane Ely, and Byrna Klavano. Absent was Bill Brookreson.

OLD BUSINESS

Minutes from November 3, 2013 were approved as had been previously emailed.

COMMITTEE REPORTS

1. Presentations at monthly meetings: Written report submitted by John. Car pooling from Olympia area to Tacoma and vice versa was discussed. Informal, verbal announcement will be made at meetings in April. Suggestion was made to have native plant exchanges at meetings.
2. Spring Plant Sale: Written report submitted by Bonnie. She will write a volunteer request for next update. Another meeting will be on a Sunday before April 15 in the afternoon at Bill's (once he has been contacted).
3. Volunteers report: Written report submitted by Cyndy. Reminder that Native Plant Appreciation Week is April 27 to May 4. Board members reminded to turn in volunteer hours.
4. Publicity: Written report submitted by Jane O. Cost of plant sale publicity will be a Plant sale budget item.
5. Website: Lee brought to the board's attention that WNPS documents are on a non-WNPS website. Plant Steward website has been created and maintained by John. It has a powerful feature to search for documents in the website. Presently it has policies, forms, handouts and budgets from both the state and SSC. It also has financial statements from SSC. Board members are asked to look at Plant Steward site. John will email procedure to open and use it. If board members find it useful, possibly it could be incorporated in our WNPS website. Board members are asked to email all members with their thoughts on the website by the end of May.
6. Grants: Written report submitted by John. Grants need more attention from the Grant Committee in terms of following up with the grantees and checking on the grant project progress. Two grants are completed, 1 grant will expire on 4-14-14 without any funds being used, and 3 grants are in progress.
7. Education: Written report submitted by Jane O. A lot of progress has been made on the resource kits, contacts with schools, and electronic list of books is available. Jane will distribute the electronic list of box contacts.

FINANCIAL REPORT

Two written reports submitted by Jane E.

{{ Secretary's note: the following 2 paragraphs were submitted by John as clarification on the following motion. Although the information wasn't presented in this form at the meeting, the secretary feels it will help the board to understand the proposed changes and the use for the 2 reports.

..The first report is the financial transaction report which is a detailed list of checks written and checking deposits made. Associated with each check written and deposit made is the account(s) to which the expense or income is attributed. Transactions (checks and deposits) are listed for the entire year and are ordered by date. The beginning of the transaction report shows the year-beginning balance and the end of the report shows the current bank balance. Basically this report is like a check ledger. Board members need to review this report to insure that income and expenses are being attributed to the proper accounts.

..The second report is the budget/actuals report that shows, by account, the current year's income and expense budgets as well as the year-to-date actual income and expense for those accounts. (The report also shows actuals for prior year' income and expenses). Board members need to review this report to insure that we are managing our finances as planned. When and where problems arise (actuals are not happening as planned in the budget) the Board can make decisions as to how to handle those problems.}}

The recommendation by the Board (and accepted by the treasurer) was to add to the budget/actual report: 1. Year--beginning checking account balance. 2. Current checking account balance. 3. Budgeted year end checking account balance. The financial report was accepted.

ADDITIONS:

1. Name tag buttons. Cyndy will order buttons for the regular members if they want them at a cost of 10 cents each that the Chair will donate. The buttons will be worn at meetings, plant sales, fair booth and other appropriate places.
2. Communication policies and procedures: Written report submitted by John. Due to shortness of time, Board members are requested to review and email out comments to all. This will be first on the agenda at the next meeting.
3. Beautiful poster by Tacoma Water has been laminated and can be used for plant sale, fair booth, presentations.....
4. Master Gardeners State wide conference on Aug 9. They may ask nonprofits to host a table there.

5. Burke Museum is updating *Flora of the Pacific Northwest* by Hitchcock and Cronquist. John made motion to add \$1000 to the Education budget and donate that \$1000 to the Burke Museum for this update. Motion 2nd by Jane O and passed unanimously.

6. The Society can get copies of *Trees Live Here* for a discount through the author, Susan McDougall. It was decided that the Society will not get into the business of buying and reselling copies but John will take pre-orders.

Next meeting will be August 3, 2014

Meeting adjourned at 5:15 PM

Respectfully submitted

Byrna Klavano