

## **Minutes – South Whidbey Tilth Business Meeting – October 16, 2014**

**Present:** Prescott, Edward Hueneke, Marc Wilson, Jean Nelson and Kirsten Clauson (Tom White called to say he was unable to attend.) Also present: Michael Seraphinoff, Jeanne Celeste, and guest Jenny Grisewood.

### **Call to Order**

The meeting was called to order by President Prescott at 6:37 p.m. The meeting was held at the Community Building at Trinity Lutheran Church in Freeland.

### **Announcements/Introductions**

United Way is offering a Volunteer Solutions event on Tuesday, October 28 at the Freeland library from 4:15 to 5:15. They are offering a database that will list volunteer opportunities for nonprofits and a means for tracking data such as hours served, and more. The council members were urged to complete the form available at the market or on the Tilth website to list their hours dedicated to Tilth work. All volunteers should be completing this form as a way to track all the volunteer hours given to Tilth as well as hours being documented for some grant applications for matching funds.

**Action Item #1 - Prescott will attend the October 28 meeting.**

### **Minutes**

Motion was made and seconded to accept the September minutes with corrections. Motion carried.

### **Email Votes and Record of Approval**

#### **Treasurer's Report**

Profit and Loss: After discussion and clarification concerning the category placement of the \$4,000 currently listed under Fundraising in Dedicated Funds, Jeanne will move it to General Donations. Tilth has received the re-issued \$890 grant check from the Whidbey Island Garden Tour for materials and education covering water conservation and the drip irrigation project. Approximately \$600 remains to be expensed.

Balance Sheet: Edward reported that the current checking account balance is \$9,829.56. There was a question concerning the difference in the Sustainability balance showing on the Balance Sheet and the totals pulled by Edward from the accounts.

**Action Item #2 - Jeanne will investigate and make a journal entry if necessary.**

Moving CDs: Edward indicated that the \$9,000 CD and a smaller \$1,000 CD currently with Beneficial Bank will be maturing in November. They are currently earning 1% and .5% respectively. Options were discussed by the Council and it was decided that Edward move the money into savings upon maturity. Motion was made and seconded to roll the money from the maturing CDs into a 3 year CD at Coastal Bank. Discussion followed and motion did not carry. Motion was then made and seconded to roll the money from the maturing CDs into the savings at Beneficial Bank for now. Motion carried. Council will research options and make a decision at a future meeting.

Fixed Assets: Edward distributed an up-to-date listing of what physical structures, equipment and installations are included in the \$91,689.55 Fixed Assets amount. Along with a list of what items are insured, Council proceeded through each item determining action such as depreciation, deletion, or transfer to another account. Jeanne Celeste, bookkeeper, was present and made the adjustments adding a Land Improvement category.

**Action Item #3 - Jeanne will provide a new up-to-date listing.**

## **Market Report**

A donation of kindling/firewood was made for use at the last Sunday market on October 26. It was decided that an additional \$25 be paid to Drews List for the weekly Tilth advertisement posting. Prescott shared copies of the market monthly income comparison sheet for 2012, 2013, 2014 she has compiled. The spreadsheet shows that market income for the 24 weeks in 2014 is approximately \$4,000 over the whole 27 week period in 2013. The spreadsheet also shows weather, vendor count and visitor count.

## **Land Stewardship**

Linda Good has offered to serve on the Land Stewardship committee to act as a liaison with community gardeners.

Mower/Tiller: Jenny Grisewood would like to enter into an agreement with S.W. Tilth for permission to post for sale and to store a tiller, a mower and several trees she is selling. Prescott distributed for discussion and approval a written understanding she and Jenny have written up. Discussion followed and it was decided that Jenny would be allowed to store the mower and tiller if unsold on the Tilth campus until April 1, 2015. In addition Jenny can store any leftover unsold trees in a designated area in the community garden clearly marking them with her name and contact.

Mower: Kirsten revisited the possibility of Tilth purchasing the mower Jenny is offering for sale if it can be shown to be in working order.

**Action Item #4 – Kirsten will make a final decision.**

## **Education**

Michael Seraphinoff reported that the movie night presentations will be the second Thursday of the month. Prescott noted that the deadline for newsletter entries is closing in and is hoping to be completed by next week.

## **Membership/Community Relations**

Marc Wilson commented that the membership base is quite good and is hoping to somehow have members more engaged. Several good ideas were given.

## **Old Business:**

### **Last Market**

Kirsten reported that planning of activities for the last market is moving right along. She will create a follow-up email to members about the activities planned for the last market and a call for volunteers. Marc will assist with content and emailing.

**Action Item #5 – Kirsten to contact vendors by email concerning activities and call for volunteers.**

Advertisement: Prescott indicated that the Whidbey Weekly is offering ad space for sale in their Halloween section. It was decided not to participate.

### **Fundraising letter**

Michael Seraphinoff presented a draft of the fundraising letter he is writing. He welcomed suggestions from the council with any changes/additions, etc. After some discussion Michael invited the council members to re-work the letter with their suggestions and to get it back to him. The final draft needs to be completed by the first of November. Marc and Prescott will take a look at and revamp the mailing list if necessary. Some new ideas for recognizing those that donate to Tilth were discussed and will be looked into.

**Action Item #6 – Council to rewrite the fundraising letter with any suggestions and return to Michael by early November.**

### **Nominating committee appointment**

Prescott presented a comprehensive listing of Council positions that will expire in 2015 and called for volunteers to be on the nominating committee. The duties of the committee members was reviewed and it was decided that each council member take on the responsibility of providing names of potential candidates to Prescott and Marc Wilson by the November business meeting. Prescott and Marc will be charged with coming up with a skill set and seeing if the candidates qualify as well as contacting the potential members to explain duties and responsibilities. It was suggested that if possible candidates attend a Council business meeting to get a feel for the various responsibilities.

### **ECO Network board**

Edward Hueneke has been attending the ECO network meetings representing Tilth for the last 3 or 4 years. Edward is stepping down thus opening up that position. ECO network meets 4 times a year.

### **New Business -**

#### **Internal Audit**

Prescott called for any names of Tilth members that are somewhat knowledgeable in bookkeeping to perform an informal non-federal internal audit of the Tilth books to make sure the bookkeeping practices are in order. The audit needs to be completed after the first 6 months and before the end of the year. It was decided to approach last year's volunteer with possibility of having a 2<sup>nd</sup> person training to take over in the future.

#### **Campus Winterizing**

Prescott proposed that the campus winterizing begin on November 1<sup>st</sup> from 10am to 2pm with any finish work to be completed the following weeks until finished. This includes general clean-up, storage and winterizing buildings, furniture, water hoses, etc. Kirsten will email the vendors to remind them.

**Action Item #7 - Kirsten will email vendors concerning schedule for winterizing.**

#### **Dedicated Offering**

South Whidbey Tilth is being awarded the dedicated offering from the 10-26 service of the Unitarian congregation. A representative is needed to make a three-minute presentation about Tilth.

**Action Item #8 - Linda Good will be asked to make the presentation.**

#### **Holiday Party**

The Council holiday party will be held at Marc Wilson's home. With busy schedules, it will either be Dec. 19, 20 or 21. Final date will be decided at the November meeting.

#### **Annual Meeting**

Tentative date for the annual meeting will be either January 17<sup>th</sup>, or January 18<sup>th</sup>.

With no further business, meeting was adjourned at 8:55 pm

Respectively submitted  
Jean Nelson, Secretary