

The meeting was called to order by President Prescott at 6:42 p.m. in the Nursery of the Trinity Lutheran Church annex. Other council trustees present were Pete Little, Edward Hueneke and Fred Rouge; member J.C. May also attended. Michael Seraphinoff is unable to attend. Jeanne Celeste our bookkeeper is here to answer some bookkeeping questions. Judy Kaplan and Dorcas Young did not appear.

## ANNOUNCEMENTS

**Tilth Holiday Party**, Sunday, December 11 at 4:30 p.m. at Maha Farm, 4328 Glendale in Clinton, potluck followed by white elephant gift exchange

**Myrna Liddell** left houseplant donations to distribute

**MINUTES:** The October 20 minutes were approved as written.

## COMMITTEE REPORTS

### FINANCE REPORT:

**Bookkeeping questions for Jeanne** (33 minutes):

1. Edward asked about Market manager til, which is still with Angie.
2. Unearned income on the balance sheet comparison: relates to grants: It is unearned income until it is spent under the terms of the grant. When the money is spent it is claimed as both income and expense. Money that hasn't been spent should theoretically be returned to the grantor. That is why it is considered a liability. Jeanne asks how strict are the dedication, are the funds for specific items? Answer is "yes" for the irrigation project. The 2016 Garden Tour funds were incorrectly listed as income, as well as being a dedicated fund.
3. The Intern fund is low, because money pledged to it is coming in from an additional donor who was not able to make the payments until the school year began.
4. Edward pointed out the Goosefoot fund for matching SNAP (food stamps) benefits is not listed. Jeanne will include it as unearned income, but had not understood it originally. It will carry over into next year.
5. Jeanne explained her reports show funds available for the operating budget and do not include funds in dedicated funds.
6. On the Budget and Actual sheet Edward asked why community garden income had gone from \$598 last month to \$520. Jeanne responded it represents the Lesedi Lease and Calyx and often she doesn't know what categories to use. This month there is \$68 somewhere.
7. In expenses she has been putting sales from Tilth-raised produce sold via the Farmers' Market under Land: Demo-Farm/Farm Stand. It also shows up under income in the Land category. Edward suggested a separate line item might be created.
8. Why does \$604 show under Administrative variables, Licenses, service fees, other? It includes membership to Tilth, the Whidbey Telecom internet, etc. fees. Jeanne records the entire bill for internet/webhosting and voicemail in the expense, even though we pay much less because of its donation, She records the balance under General Donations. This way we know what it really costs in case the grant is not renewed.
9. Why the \$700 expense for Education expenses? It includes the website hosting Whidbey Telecom. \$130 for the composting poster used at the Whidbey Fair should come out of the 2016 Garden Tour grant and will be adjusted.
10. Edward questioned what the \$4,128 for Grant expenses represents. It is Intern costs and other grant funds. He requested a clearer line-item delineating the payroll taxes and stipend paid.
11. Edward asked that utilities be separated from Community Garden expenses. Pete asked for more specifics about utility breakdown. These requests may not all fit on one sheet. Jeanne can generate detailed reports on any category upon request. Her monthly reports are based on the budget she is given each year. He also recommend Utilities be placed under Variable Administrative expenses.
12. The recent payment of the propane bill should appear under Utilities rather than Facilities Maintenance.

## South Whidbey Tilth Business Meeting Minutes, November 17, 2016

13. Pete will get specific PSE bills from Edward for analysis. He can provide the account number for Pete to access the records online.
14. Jeanne's goal is to be consistent and she wants all the information we need in order to run our business.
15. Edwards asked about Depreciation not reflected on Budget sheet. Jeanne says it would take a lot of bookkeeping and prefers to do it at the end of the year. However she pointed out on the Balance sheet it shows under Fixed Assets.

**Internal Audit Status:** Jeanne will contact the volunteer. Edward will be available if needed.

**Budget:** The budget Edward had prepared and emailed to the council members was distributed. Jeanne questioned why fixed administrative expenses was lower than last year. He discovered the alignment and numbers were incorrect. He will send out an updated version. Prescott noted \$300 is needed for a new market banner.

Jeanne took her leave at this time.

**Fundraising Letter:** Pete said he and Angie hadn't gotten together yet. He asked if the internship fundraising letter could be separate from the regular letter. It was generally agreed it could be separate. We want to target a few people to put out a sum that could be matched. Michael has prepared a draft, which he mailed to the council this evening. We'll work on a draft before the first of December and email it to everyone for input. Mail it by mid December. Once we finalize the draft the production is pretty well established and usually takes a half a day. The letter is a promotional piece too, telling people what we have accomplished. Specific needs can be included in the budget. Pete is dreaming about a vehicle.

### MEMBERSHIP, PUBLIC RELATIONS AND DEVELOPMENT

**Newsletter:** Prescott hopes to do a newsletter in conjunction with the fundraising appeal.

**Annual Meeting:** Prescott will contact Trinity Lutheran to reserve Grigware Hall or the chapel for some weekend at the end of January. This time Anza's program will go first, followed by a short business meeting. The super bowl is in February.

**Nominations:** Needed to fill two-year terms for positions 3, 5, 7 and 8. Currently Edward is position 3, Dorcas holds position 5, Michael is position 7 and 8 is vacant. Angie has offered to run and fill the education duties. Pete would like to move to Land Stewardship duties. Incumbents may be invited to continue. Several other names were thrown out. We need specific talents to fill some of the officer duties, such as secretary; membership, development and public relations. Noone volunteered. Pete said he'd think about asking someone. The president is not allowed to be on nominating committee. Prescott may ask Louise, Annapoorne or Marc Wilson to help with nominations.

### LAND STEWARDSHIP

**Selling Holiday Trees:** J.C. suggested targeting the trees on the highway as the Washington State Department of Transportation has objected to some of the larger trees, which are beginning to block line-of-sight. Secondly, some trees in the forest could be thinned as a forest management practice. The plan is to offer trees as u-cut for a donation in December as a fundraising activity.

J.C. needed to leave at this point.

**DR weed whacker arrived and is secured:** We intended to buy a weed wacker through the Whidbey Island Garden Tour Grant. However after discussion we found we needed a more powerful machine. We decided to use the \$200 itemized in the grant plus some of Albert's donation to buy a good machine. Prescott requested input to purchase a machine on an end-of-the-season discount. Pete, Michael, Fred and Angie participated in the decision. Pete assembled it and Prescott used it to prepare the ground for the walnut planting this coming weekend in memory of Marlene and Eric Will. She reported it works very well. For such uneven ground, she

## South Whidbey Tilth Business Meeting Minutes, November 17, 2016

would set the trimmer cord at the four-inch level rather than two-inch in the future. Pete reinforced the garden storage shed so it can be stored there securely.

**Prewinter cleanup:** Upper meadow line is still on and needs to be drained. The kitchen still hasn't been cleaned. The grease trap has been cleaned. Pete will monitor the outside temperature and drain the line. Should the temperature drop below freezing for an extended time the water will be turned off and buckets of water left for toilet flushing and the propane is turned off.

**Caretaker duties:** Tabled

**Permission to rent classroom:** Austin from up the road is often at Tilth and asked to rent the classroom to work online on his projects. Prescott asked him to join as a member. He will be offered a work/trade arrangement in lieu of rent. All agreed to this arrangement.

### MARKET

#### State of the market:

Judy and Angie held a debriefing with some vendors at the October 30 prewinter clean up work party. A report is anticipated. Prescott noted we are beginning to get requests from organizations and agencies for 2017 dates.

### EDUCATION

**Education Display at Tilth Conference:** Michael sent a written report that the merged Tilth is now Tilth Alliance, formerly Tilth Producers, Seattle Tilth and Cascade Harvest Coalition. We did create a new display and were allowed to rent only half a table for \$75. We showcased Whidbey Farms as well as South Whidbey Tilth. Prescott elaborated on the excitement among younger farmers about the possibility there may be regional offices around the state. It's unclear what role South Whidbey Tilth will have. We are our own nonprofit tax-exempt organization and historically a part of the good food and agriculture movement that spawned Tilth.

### OTHER BUSINESS

#### Internship for 2017

J.C., Pete and Prescott will meet with Angie at Tilth, November 21 at 2 p.m. to both evaluate Angie and the internship program. We plan to clarify more about the future internship at that meeting. Angie is going to finish her nine and a half months through December 10. Prescott distributed both the original job description and the evaluation form the Community Garden Leadership Training Program uses to Pete and J.C. for a guide.

We are planning a party to thank Angie and to make Giving Tree Ornaments on Sunday, November 27 at the Freeland Library. Angie has taken the initiative of orchestrating the ornament making.

Angie is excited to revive the Sensory Garden planned around the children's playhouse and has already started.

**Vice President:** Prescott announced she will be unavailable due to surgery November 28 and recuperating until December 3. Fred is legally in charge. He knows where the bylaws are and can call the others for support.

**Plaques & Refreshments Honoring Marlene and Eric Will:** Daughters Diana Hubner and Penny Brennen are flying in to the area. The event is Saturday, November 19 beginning with the walnut tree planting at noon at Tilth. Prescott distributed a copy of Eric's obituary in the Tilth newsletter of 2007 so current trustees are more familiar. She has researched memorial plaques and found a place in Oak Harbor that could do the job. She distributed a draft of the plaques and asked for suggestions. None were offered and no one objected to proceeding. Temporary markers will be used Saturday.

**Planning the year and tracking events:** Prescott reported attending a workshop at the Tilth Conference "Building good relationships with employees and interns." She learned useful information about times sheets, providing better oversight to all. She will attempt to create a year-long plan for Tilth with weekly details. The presenters offered to email their PowerPoint presentation. Edward asked for better volunteer hour tracking too.

**South Whidbey Garden Club Grant application due January 6:** Pete suggested funds be requested to screen

## South Whidbey Tilth Business Meeting Minutes, November 17, 2016

the new the compost facility. Prescott suggested the help funding the fencing around the lower garden. Perhaps funds to develop the native plant facility. The proposal needs to align with the club's guidelines: environmental stewardship, horticultural education and community beautification. The topic can be reviewed at the December meeting.

**Call for Adjournment:** All agreed at 8:34 p.m. The next business meeting is Thursday, December 15, 2016 at 6:30 p.m. Trustees are reminded to do their committee work before the meetings so that business meetings are no longer than an hour and a half long.

*The meeting was audio recorded and Prescott compiled this account.*