

Pacific Region Garden Clubs, Inc.
Board of Directors Meeting
Wednesday, April 19, 2017 – Embassy Suites – Seattle Washington

Call to Order

The meeting was called to order at 8:16 a.m. by Pacific Region Director Kristie Livreri. Recording Secretary was not present. Without objection, the Director appointed Sherry Cossey as Secretary Pro Tem.

Inspiration

Terry Critchlow, President, Washington State Federation of Garden Clubs presented the inspiration.

Quorum

The Director declared a quorum was present.

Introductions

Executive Committee members seated at the head table were presented. Former Region Directors were also introduced.

Appointment of the Committee to Approve the Minutes

Without objection, the Director appointed the following committee to approve the minutes of this meeting:

Greg Pokorski, Parliamentarian, as Chairman
Robin Pokorski, WACONIAH editor
Vicki Yuen, Alternate Director

Approval of Minutes

Greg Pokorski reported the minutes of the Board of Directors Meeting of April 6, 2016 in Henderson, Nevada were reviewed and approved by the committee, distributed on June 13, 2016 and are posted on the website. Without objection, they were adopted as distributed

Executive Committee Reports

The Executive Committee, with the exception of the Treasurer, deferred their reports to the convention.

Treasurer's Report

Treasurer Becky Hassebroek presented the Treasurer's Report with total assets of \$10,573.96 as of April 15, 2017. A copy is attached to these minutes.

Budget

Becky Hassebroek, Treasurer, presented and moved to adopt the 2017-2018 budget as approved by the Budget and Executive Committees. Motion adopted. A copy is attached to these minutes.

The Director asked for ratification of the following appointments approved by the Executive Committee at its September meeting in Portland, Maine:

Nancy Lee Loesch as Awards Committee Chairman with Dorlene Waite as Co-Chairman
Linda Nelson Bentson as Fundraising Co-Chairman
Jeanette Pruin and Peggy Olin as Budget Committee members
Special Committee Members: Jeanette Pruin, Robin Pokorski, Carol Norquist, Gaye Stewart-OSFGC President-elect, Judy Tolbert-AFGC President, Janet Peterson-GCII President, Ann Swider-HFGCI President, and Vicki Yuen-Alternate Director.

Motion adopted.

Convention Budget

Becky Hassebroek, Treasurer, presented and moved to adopt the budget for the April 6-9, 2018 region convention in Fairbanks, Alaska as approved by the Executive Committee. Motion adopted. A copy is attached to these minutes.

Report of Special Committee to Move Forward as Pacific Region Garden Clubs, Inc.

Chairman Jeanette Pruin reported Carol Norquist, co-chairman completed the forms for us to get our own EIN number, the letters of incorporation, and filed for 501(c)(3) status. We were incorporated in Nevada and have our own bank account not affiliated with NGC. Jeanette and committee developed our own Bylaws and Standing Rules (taken from our former Policy and

Announcements

The Pacific Region breakfast at the NGC Convention in Richmond, Virginia will be at 7:30 a.m. on Saturday, May 20, 2017. Without objection, Gaye Stewart, OSFGC President-elect was appointed to be the speaker.

The next Executive Committee Meeting will be held on April 6, 2018 at 3:00 p.m. in Fairbanks, Alaska (Chena Hot Springs).

Adjournment

The meeting was adjourned at 8:51 a.m.

Submitted,

A handwritten signature in cursive script that reads "Sherry Cossey". The signature is written in black ink and is positioned above the typed name.

Sherry Cossey, Recording Secretary Pro Tem

PACIFIC REGION FINANCIAL REPORT 6/01/15 – 5/31/16

Item	Budget	Actual
CHECKING:		
Beginning Balance 6/01/15		\$ 10,464.32
REVENUE:		
Checking Contribution to Balance	\$ 380.00	---
NGC National Convention Program Allowance	50.00	50.00
NGC PR Convention Program Allowance	200.00	200.00
Oregon 2015 Convention Proceeds	2,000.00	---
Pacific Region Boosters	200.00	520.00
Scholarship		
Life Membership / Book of Recognition	650.00	720.00
Scholarship Savings A/C Transfer	2,000.00	1,000.00
State Garden Club Dues (due 6/01/15)	1,020.00	1,050.00
Ways and Means		
2015 PR Convention Tour – OR	---	---
2016 PR Convention Tour – NV	750.00	---
2015 – 2017 Fundraiser	1,000.00	---
WACONIAH	<u>500.00</u>	<u>50.00</u>
REVENUE EXCLUDING 2016 HENDERSON CONV.	\$ 8,750.00	\$ 3,590.00
2016 Henderson Convention		\$ 27,509.00
Registrations		2,895.00
Opportunity Drawing / Auction		500.00
Donations		<u>170.00</u>
Vender Fee		<u>\$ 31,074.00</u>
Total 2016 Henderson Convention		
REVENUE INCLUDING 2016 HENDERSON CONVENTION		\$ 34,664.00
EXPENSES:		
Awards – Adult	\$ 1,000.00	\$ 750.00
Youth	310.00	110.00
Award Printing, Postage, and Seals	250.00	---
Awards – Director’s Project (two year)	500.00	---
Chairman / Officer Expense	100.00	76.32
Director’s Allowance	3,200.00	3,162.20
Director’s Pin	---	---
Life Membership / Book of Recognition Transfer Schol.	75.00	600.00
NGC National Convention Program Expense	50.00	---
NGC PR Convention Program Expense	200.00	200.00
NGC President Gift	75.00	---
Scholarship	2,000.00	1,000.00
WACONIAH Circulation: Printing and Postage	400.00	91.44
Ways & Means Expense – ‘14-’15 Fundraiser	500.00	776.11
Website	<u>90.00</u>	<u>70.89</u>

PACIFIC REGION OF NATIONAL GARDEN CLUBS, INC.
 FINANCIAL REPORT 2016 - 2017
 (6/01/16 - 4/15/17)

	A	B	C	D	E
1	Budget	Description	Revenue	Expenses	Balances
2		PR/NGC SAVINGS ACCOUNT:			
3					
4		BEGINNING BALANCE PR/NGC SAVINGS			\$17,840.22
5		Interest Income	0.27		
6		Peggy Olin Scholarship Fund Donations	285.00		
7		Transfer Scholarship Fund to Checking		13,531.09	
8		Transfer General Fund in Savings to Checking		4,309.13	
9		TOTAL REVENUE / EXPENSES IN SAVINGS ACCOUNT	285.27	17,840.22	
10		ENDING BALANCE PR/NGC SAVINGS ACCOUNT			\$285.27
11					
12		PR/NGC CHECKING ACCOUNT:			
13					
14		BEGINNING BALANCE PR/NGC CHECKING			\$23,783.24
15		Transfer from Savings (excluding scholarships pending)	15,840.22		
16					
17		CONVENTION 2016 HENDERSON:			
18		Host State's Portion of Convention Loss	1,974.69		
19		Convention Fundraiser	3,694.65		
20		Paid to Convention Venue		39,510.71	
21		Tour Refunds		52.00	
22		Convention Tote Bags, Favors, Flowers		585.71	
23		TOTAL CONVENTION REVENUE / EXPENSE	5,669.34	40,148.42	
24					
25		ALLOCATED:			
26		NGC 2017 Program Allowance:			
27	50.00	National Convention	50.00		
28	50.00	National Convention Program			
29	200.00	Pacific Region Convention	200.00		
30	200.00	Pacific Region Convention Program			
31	2000.00	Scholarship - Savings Account Transfer	2,000.00		
32	2000.00	Scholarships Awarded		2,000.00	
33	500.00	Ways and Means 2015 - 2017 Director's Project	500.00		
34	500.00	2015 - 2017 Director's Project Award		500.00	
35					
36		TOTAL ALLOCATED REVENUE / EXPENSE	2,750.00	2,500.00	
37					
38		UNALLOCATED:			
39	100.00	Award Printing, Postage and Seals		10.95	
40		Awards Timed Out and Replaced		60.00	
41		Bank Charge: Checks		19.00	
42		Book of Recognition (Previously to Scholarships)	75.00		
43	50.00	Chairman / Officer Expenses			
44		Convention Profit - Seattle			
45		Corporation Fees for PRGC, INC.		100.00	
46		Director's Pin (odd numbered years)			

PACIFIC REGION OF NATIONAL GARDEN CLUBS, INC.
 FINANCIAL REPORT 2016 - 2017
 (6/01/16 - 4/15/17)

	A	B	C	D	E
47	Budget	Description	Revenue	Expenses	Balances
48	1030.00	Director's Travel Allowance		-	
49	1050.00	Dues from State Garden Clubs (due 6/01/17)	1,050.00		
50	450.00	Life Memberships	290.00		
51	450.00	Transfer Life Memberships/Book of Recog. to Savings			
52	200.00	Pacific Region Boosters	20.00		
53		Transfer to PR Checking to Open New Accounts		200.00	
54	120.00	WACONIAH Circulation Printing and Postage		91.92	
55	100.00	WACONIAH Gems	315.00		
56		WACONIAH Subscriptions	65.00		
57		Ways & Means 2017 Tea Fundraiser	3,597.00		
58		2017 Tea Expenses		212.82	
59	50.00	Website		-	
60					
61		TOTAL UNALLOCATED REVENUE / EXPENSE	5,412.00	694.69	
62					
63		TOTAL ALL REVENUE / EXPENSE	29,671.56	43,343.11	
64					
65		ENDING BALANCE PR/NGC CHECKING			\$10,111.69
66					
67		PR CHECKING ACCOUNT:			
68		Transfer from PR/NGC Checking to Open Accounts	200.00		
69		Transfer to PR Savings to Open		100.00	
70		Bank Charge Checks		23.00	
71		ENDING BALANCE PR CHECKING			\$77.00
72					
73		PR SAVINGS ACCOUNT:			
74		Transfer from PR Checking to Open	100.00		
75		ENDING BALANCE PR SAVINGS			\$100.00
76					
77		PACIFIC REGION OF NATIONAL GARDEN CLUBS, INC.			
78		BALANCE SHEET AS OF 4/09/2017			
79					
80		ASSETS:			
81		PR/NGC Checking Account			\$10,111.69
82		PR Checking Account			\$77.00
83		PR/NGC Savings Account			\$285.27
84		PR Savings Account			\$100.00
85					
86		TOTAL CURRENT ASSETS			\$10,573.96
87					
88		LIABILITIES AND EQUITY:			
89		Unrestricted Net Assets			\$10,323.96
90		Distribution of Program Allowance			\$250.00
91					
92		TOTAL LIABILITIES AND EQUITY			\$10,573.96

PACIFIC REGION GARDEN CLUBS, INC.

BUDGET 2017 - 2018

(6/01/17 - 5/31/18)

	A	B	C	D	E
1	2016 - 2017	Description	Revenue	Expenses	Balances
2	Actual				
3		Beginning Balance PR Checking			
4		Beginning Balance PR Savings for Scholarship			\$77.00
5					\$100.00
6		Transfer from PR/NGC Checking	10,111.69		
7		Transfer from PR/NGC Savings for Scholarship	285.27		
8					
9		ALLOCATED:			
10		NGC Program Allowance:			
11	50.00	National Convention	50.00		
12	50.00	National Convention Program		50.00	
13	200.00	Pacific Region Convention	200.00		
14	200.00	Pacific Region Convention Program		200.00	
15	3,384.18	Ways and Means: Fundraiser	3,384.18		
16		2017 - 2019 Director's Project Award in 2019 (\$500)			
17		2017 - 2019 Director's Travel Expense		2,384.18	
18		2017 - 2018 Scholarship Award		1,000.00	
19					
20		TOTAL ALLOCATED REVENUE / EXPENSE	3,634.18	3,634.18	
21					
22		UNALLOCATED:			
23	10.95	Award Printing, Postage and Seals		100.00	
24	60.00	Awards Timed Out and Replaced		---	
25	42.00	Bank Charge: Checks		---	
26	75.00	Book of Recognition	50.00		
27	-	Chairman / Officer Expenses		50.00	
28	-	Convention Profit - Seattle		---	
29	100.00	Corporation Fees for PRGC, INC.		100.00	
30	-	Director's Pin (odd numbered years)		---	
31		Director's Travel Allowance (\$3200 - \$2,384.18 alloc)		815.82	
32		Director's Travel Allowance to be held for 2018-2019		384.18	
33	1,050.00	Dues from State Garden Clubs Dues (due 6/01/17)	1,050.00		
34	290.00	Life Memberships	200.00		
35	20.00	Pacific Region Boosters	200.00		
36	91.92	WACONIAH Circulation Printing and Postage		100.00	
37	315.00	WACONIAH Gems	100.00		
38	65.00	WACONIAH Subscriptions		---	
39	-	Website		50.00	
40					
41		TOTAL UNALLOCATED REVENUE / EXPENSE	1,600.00	1,600.00	
42					
43		TOTAL ALLOCATED & UNALLOCATED REVENUE / EXP	5,234.18	5,234.18	
44					
45		Ending Balance PR Checking			\$10,188.69
46		Ending Balance PR Scholarship			\$385.27



*PACIFIC REGION
2018 CONVENTION*

*Whoopin' it Up At The
Hot Springs
Fairbanks, Alaska*

**PROPOSED BUDGET
April 6 – 9, 2018**

REVENUE:

Registration 60 @\$45	\$ 2,700
NGC Program Allowance	200
Donations / Fundraisers	<u>500</u>
TOTAL REVENUE	<u>\$ 3,400</u>

EXPENSES:

Audio Visual	\$ 500
Hors d'oeuvres	450
Centerpieces / Flowers	400
Director's Room (1/2) and Meals	550
Printing / Supplies / Folders	600
Programs (1 speaker + workshop needs)	400
Meeting Rooms / Beverages	<u>500</u>
TOTAL EXPENSES	<u>\$ 3,400</u>

There is no minimum requirement for meals or lodging; however, reservations should be made early to ensure that you get the best room.