

Pacific Region Garden Clubs, Inc.
Executive Committee Meeting
Tuesday, April 18, 2017 – Embassy Suites, Seattle, Washington

Call to Order

The meeting was called to order at 4:00 p.m. by Pacific Region Director Kristie Livreri. Recording Secretary was not present. Without objection, the Director appointed Sherry Cossey as Secretary Pro Tem.

Inspiration

Vicki Yuen, Alternate Director, presented the inspiration.

Quorum

The Director declared a quorum was present. Advisor Elaine Gunderson, Recording Secretary Sheila Parcel and AFGC President Judy Tolbert were absent. Director-elect Peggy Olin and Presidents-elect Chris Wood (Alaska), Krystal Migliore (California), Gaye Stewart (Oregon) and Joyce Lounsberry (Washington) were permitted to attend.

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 the Minutes

Greg Pokorski reported that the minutes of the September 23, 2016 Special Executive Committee Meeting in Portland, Maine were reviewed and approved by the committee

Executive Committee Reports

The Executive Committee, (with the exception of the Alternate Director, Treasurer and Historian) deferred their reports to the convention. NGC.

Treasurer's Report

Becky Hassebroek presented the Treasurer's Report with total assets of \$10,573.96 (before convention expense) as of April 9, 2017. A copy is attached to these minutes. She explained how our assets are currently split between our old checking and savings accounts as Pacific Region of NGC, Inc. through April 15, 2017 and our new accounts as Pacific Region Garden Clubs, Inc. through, May 31, 2017. The May date is when all assets will be in the new account and the old account through NGC will disappear.

2017-2018 Budget

Becky Hassebroek presented the 2017-2018 budget as approved by the Budget Committee, and moved its adoption. Motion passed. Copy attached.

2018 Convention Budget

Becky Hassebroek presented the budget for the 2018 Region Convention in Fairbanks, Alaska and moved its adoption. Motion passed. Copy attached.

Report of Special Committee to Move Forward as new Entity

Carol Norquist, Co-Chairman, reported that Jeanette Pruin drafted the Bylaws for our new organization, Carol filed the forms for 501(c)(3) status online and received approval, and the organization was incorporated in Nevada.

Jeanette Pruin, Co-Chairman presented the new Pacific Region Bylaws with four recommended changes since Executive Committee approval at the September 23, 2016 meeting and moved recommending the Bylaws as amended to the convention body. Motion passed. Copy attached. Jeanette then presented the draft Standing Rules. The Executive Committee made numerous changes. Jeanette moved that they be recommended to the convention body as amended. Motion passed. Copy attached.

Announcements

The Board of Directors meeting will be held on Wednesday, April 19, 2017 at 8:15 a.m.

The Pacific Region breakfast at the NGC Convention in Richmond, VA will be at 7:30 a.m. on Saturday, May 20, 2017.

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 5:59 p.m.

Submitted,

A handwritten signature in cursive script that reads "Sherry Cossey". The signature is written in black ink and is positioned above the printed 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 Scholarship	200.00	520.00
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		
Registrations		\$ 27,509.00
Opportunity Drawing / Auction		2,895.00
Donations		500.00
Vender Fee		<u>170.00</u>
Total 2016 Henderson Convention		<u>\$ 31,074.00</u>
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>

Item	Budget	Actual
EXPENSES EXCLUDING 2016 HENDERSON CONV. 2016 Henderson Convention	\$ 8,750.00	\$ 6,836.96 <u>\$ 14,508.12</u>
EXPENSES INCLUDING 2016 HENDERSON CONVENTION		<u>\$ 21,345.08</u>
Ending Balance 5/31/16		<u>\$ 23,783.24</u>
SCHOLARSHIP:		
Beginning Balance 6/01/15		\$ 18,236.58
Interest Income		3.64
Life Memberships Transferred from Checking		600.00
Transfer to Savings to Fund Scholarship		<u>- 1,000.00</u>
Ending Balance 5/31/16		<u>\$ 17,840.22</u>

NGC PACIFIC REGION BALANCE SHEET AS OF 5/31/16

ASSETS:	
PR CHECKING ACCOUNT	\$ 23,783.24
PR SCHOLARSHIP ACCOUNT	<u>17,840.22</u>
TOTAL CURRENT ASSETS	<u>\$ 41,623.46</u>
LIABILITIES AND EQUITY:	
Unrestricted Net Assets	\$ 7,194.38
2016 Henderson Convention	<u>34,429.08</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 41,623.46</u>

Becky Hassebroek, Treasurer, 5/31/16

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
	Budget	Description	Revenue	Expenses	Balances
47					
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.