

Metro Blooms Board Meeting
Minutes for December 12, 2007

Attendees (12): Susan Diesel, Julie Ollila, Joyce Vincent, Pat Gill, Gayle Gallagher, Pamela Silver, Stephanie Boraas, Susan Nelson, Barb Bliss, Lori Anderson, Phill Lindsay, Alexis Troschinetz

Unexcused Absences (2): Cheryllyne Vaz, Stephanie Brody

Excused Absence (1): John Uban

Staff Attending: Kristen Denzer and Rebecca Rice

The Metro Blooms Board meeting convened at 5:00 p.m. and closed at 7:00 p.m.

- 1) Social Period was held.
- 2) November 14th Meeting Minutes. The minutes were sent out to Board Members to review in advance. Barb Bliss moved, Susan Diesel seconded approval as printed. Motion passed.
- 3) Agenda. Kristen moved to delete item #7, employee benefits, since they were previously discussed. Joyce moved to add two items: Volunteer hours for 2007; Development of a list of committees needed. Lori Anderson moved, Barb Bliss seconded to approve the revised agenda. Motion passed.
- 4) Introduction of Rebecca Rice, Executive Director. Becky is putting her office together, has met with the leadership team and is very impressed with what we do. She has been working 10 hours a week and will be full-time with us on 12/17 and would like to meet soon with all board members individually to get to know us.
- 5) Executive Director's Report. This item will be on all future agendas. Program Manager Kristen Denzer reported on the current status of grant applications (restricted revenue in the budget). Some funding has been confirmed, other funding is promised verbally. The City of Minneapolis has guaranteed \$29,000 and there is a proposal for workshops for faith-based organizations (owners of large properties which need to address rain water issues). The funding for this project would be just under \$6,000. Lois Eberhardt is the contact person in city offices. MCWD (Minnehaha Creek) is providing \$20,000, not as a grant but as a budget line item. MWMO (Mississippi Watershed) did not fund us last year. Jenny Winkelman of MWMO would like us to provide condensed rain garden workshops at various sites to small groups that request them. They would provide \$1,000 for us to modify our presentation to a one-hour format, and would pay us \$300-500 for each presentation. Either a Metro Blooms staff member or a qualified board member/other volunteer could present these one-hour presentations.
- 6) Approval of 2008 budget. We reviewed the proposed 2008 budget developed by Kristen Denzer and Treasurer Stephanie Boraas. Restricted revenue has already been discussed. Unrestricted revenue is estimated very conservatively and expenses are estimated on the high side, to make sure the budget is adequate. There is about a \$10,000 buffer, assuming all the grants come in as hoped. Depending on who our staff people are, there will not be need to use the line item for health insurance—Rebecca and Noelle both have insurance without our providing it to them. Julie Ollila moved, Susan Diesel seconded to approve the budget as presented, with edits. Motion passed. Kristen also mentioned that a \$75 gift certificate will be presented with a thank you card to Emmy and Hannah, our unpaid interns for the past six months. We funded one of the certificates, the other was a gift to us. The cards were signed by the Board members present.
- 7) Job title. Program Manager Kristen Denzer's request to use on her future resume the job title "Executive Director" for her six months of employment with us was discussed. A written vote was taken and the majority felt that the title "Acting Executive Director" was appropriate for Kristen to use on her future resume. (Vote tally: 7 for "Acting Executive Director", 4 for "Program Manager", 1 for "Executive Director")
- 8) Staffing Expos and Fairs. Joyce reported that we receive several requests each year to attend various events to present information and materials about our work, and that we should have trained individuals and a ready-made "package" for use in response to these requests. Pam Silver offered to chair an Outreach Committee to address such requests, with Barb Bliss, Gayle Gallagher, Phill Lindsay and Alexis Troschinetz as members willing to help.
- 9) Future Meeting Dates. After polling all members of the board, Joyce announced that the best meeting time for most Board Members is the second Wednesday of each month from 6-8p.m. at her home. The Board approved that meeting date and time for 2008, beginning with the January 9, 2008, meeting.
- 10) Secretary position. Julie Ollila has indicated she doesn't wish to take minutes, because she already does this for several other boards. Alexis Troschinetz volunteered to take the position of Secretary, which

means that she will be a member of the Executive Committee, as well. The Board unanimously approved Alexis as Secretary.

- 11) New organizational name. Joyce Vincent reported that on December 5, 2007, the Minnesota Secretary of State accepted and filed our restated Articles of Incorporation for Friends of CUE, which renamed our nonprofit corporation "Metro Blooms". This nonprofit corporation already has 501(c)3 status with the IRS. Joyce has already filed with the United States Postal Service the appropriate information so that we can use the low nonprofit rates with the name "Metro Blooms" rather than Friends of CUE. Hopefully, the approval will be received in a couple weeks. Joyce will file our name change with the IRS, requesting a new determination letter so that donations payable to "Metro Blooms" will be income-tax-deductible. Charley Ravine, our MAP attorney, will send Joyce the forms and information she should file with the Minnesota Secretary of State for the dissolution of the September 2006 Metro Blooms organization. The Board requested the dissolution of the old Metro Blooms so there are not two such organizations registered with the State. Becky will take care of arranging for our name change with other agencies: Minnesota Attorney General, our payroll service, and any other organizations we work with. Our contracts for 2008 services that have already been signed with the Friends of CUE name may be OK as is.
- 12) Signage for awards. In the early history of our garden evaluation program, "display" awards were available to gardeners, for use in their gardens or on their windows/doors. There is some interest in renewing this program, to reward gardeners and make our work more visible in the community. Julie Ollila offered to chair a Signage Committee, with Gayle Gallagher and Barb Bliss as members, to research options and costs, and make a recommendation to the Board. This will be an ad-hoc committee, including Joyce as an ex-officio member as Board Chair.
- 13) Volunteer hours for 2007. These hours should be reported by board members as of Dec. 31 to Noelle Hechtman early in January, so they can be part of our 2007 Annual Report. Rebecca will provide all of us with e-mail addresses for Noelle and herself. It was recommended that Becky simplify the volunteer hours report form now used, and send it to all Board members to use.
- 14) Board committees. Following are the committees which should be part of our board function:
 - a. Leadership Team
 - b. Blooms Day
 - c. Signage and Awards
 - d. Outreach
 - e. Executive
 - f. Garden Evaluation and Recognition
 - g. Board Development
 - h. Finance
 - i. Fundraising

Julie Ollila moved, Phill Lindsay seconded, that the meeting of the Metro Blooms Board of Directors be adjourned at 7:00 pm. Motion approved.

Julie Ollila, Secretary