

**MINUTES**

**I. CALL TO ORDER – AUSTIN LINSLEY, PRESIDENT**

The meeting was called to order at 5:30 pm at the Visitor Center.

Attendees: Virtually the entire Board was present and voting.

**II. BOARD REFLECTIONS/EDUCATION MOMENT**

None. This was a very abbreviated meeting in order to get on with the annual membership meeting and mingle which immediately followed this Board meeting.

**III. APPROVAL OF THE AGENDA**

A draft agenda was made available for review prior to the meeting. The Agenda was approved.

**IV. APPROVAL OF MINUTES**

Minutes for the May 22, 2024 Board meeting were not yet available. We deferred to the next meeting review and approval of the May 22, 2024 Board meeting minutes.

**V. FINANCE REPORTS**

Shirley Broz’ monthly report was made available, as follows:

This financial review is for the year to date as of May 2024.

**SRPF**  
**Statement Review**

	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>
Revenue	-	521,800.	(130,840.)
Expense	390,960.	423,242.	33,906.
Net Income/(Loss)	1,624.	98,558.	(96,934.)

**REVENUE:** For the month of May, the Revenue was \$30K primarily from Unsolicited contributions, Membership and Garden Tour and Art Show/Concerts Events. Revenue is above the budget of \$9K for the month by \$21K. The investment report from the Inland Empire Community Foundation has not been

recorded.

For the year to date, the Revenue was \$391.K versus the budget of \$521.8K – behind by (\$130.8K). Revenue expected from Grants (without the \$66K COVID payroll tax return) is behind by (\$60K). NERF was less than budget by \$5.7K, Family Wildlife Day was less by (\$6.7K), Cooking Class by (\$5.6K) and the planned Summit by (\$10.K) since neither occurred as budgeted. Membership is behind budget by (\$7.1K). We planned a small concert to aid the TOH (This Old House) effort with revenue of \$10K. That did not happen. Events revenue was (\$117.2K) less than the budget. These negative variances were partially offset by \$15.6K better Unsolicited and TOH by \$4.5K. The reported revenue also includes NON-OPERATING revenue from interest and investments net of expense from the Ellis Fund of \$41K.

**EXPENSE:** For the month of May, Expenses were \$26.6K versus the budget of \$23.6K or \$3K above what was budgeted - mainly in Events.

For the year to date, the Expenses were \$389.3K versus the budget of \$423.2K – better by \$34K. Professional fees for artists were above the budget by (\$11K) and reflect more than budgeted revenue also. Program related expenses are \$12K less than the budget in transportation, Climate Change, Summit, and Distance Learning. This was partially offset by the timing of the spending for Small Grants. Administrative Expenses are greater than the budget overall by \$2.0K mainly in computer and software service. There are positive and negative variances in several areas. Fund Raising expenses were less than the budget by \$36K which is the majority of the overall positive expense variance.

**FUND BALANCE INCREASE/ (DECREASE):**

The change in Fund Balance (Net bottom line) for May ended with a positive 3.3K which is (\$18K) less than the budget of \$14.6K. Year to date Fund Balance change is a positive bottom line of \$1.6K including the net NON-OPERATING Ellis Fund revenue of \$41K and the \$66K COVID payroll tax return (Federal). The budget for the year-to-date period Fund Balance change was a positive \$98.6K, therefore we are behind the budget by (\$96.9K) including the addition of the non-operating items mentioned.

*Motion to accept Treasurer Report: Motion carried.*

**VI. EXECUTIVE DIRECTOR'S REPORT – GINGER GREAVES**

None.

**VII. ACTION ITEMS**

The FY 25 budget—fiscal year July 2024-June 2025 was presented by Shirley Broz. It is fully included in these minutes in the form of an Addendum at the end of these minutes. This budget was unanimously approved by the Board.

**VII. COMMITTEE REPORTS**

None.

**VIII ADJOURN/NEXT MEETING**

The meeting adjourned at 5:50 pm. The next meeting will be July 24, 2024 at 6:30 pm at the Foundation House.

Addendum:

The following is the proposed budget for July 2024-June 2025 approved at this meeting:

### Budget Overview: Budget\_FY25\_

	BUDGET		As Of 06.22.2024
	2024-25	2023-24	ACTUAL
	Total	Total	2023-24
	Budget year	Last year	Total Last year Act
<b>Income</b>			
4000 Direct contributions	0.00	0.00	0.00
4010 Unsolicited contributions	20,000.00	12,000.00	27,600.01
4015 Fire Fund Collections	0.00	0.00	0.00
4016 Fire Fund - SRPNEF items	0.00	0.00	0.00
4020 Corporate contributions	0.00	0.00	-
4025 This Old House Capital Improvement	2,000.00	2,000.00	6,470.00
4070 Legacies & bequests	0.00	0.00	-
<b>Total 4000 Direct contributions</b>	<b>\$ 22,000.00</b>	<b>\$ 14,000.00</b>	<b>\$ 34,070.01</b>
4100 Donated goods & services	0.00	0.00	0.00
4200 Non-government grants	0.00	0.00	0.00
4210 Corporate/business grants	0.00	15,000.00	7,500.00
4230 Foundation/trust grants	50,000.00	62,500.00	15,000.00
4235 Local Grants	0.00	0.00	0.00
4250 Nonprofit organization grants	0.00	0.00	0.00
<b>Total 4200 Non-government grants</b>	<b>\$ 50,000.00</b>	<b>\$ 77,500.00</b>	<b>\$ 22,500.00</b>
4500 Government grants	0.00	0.00	0.00
4510 Agency (government) grants	0.00	0.00	0.00
4520 Federal grants	0.00	0.00	65,738.22
4530 State grants	0.00	1,000.00	0.00
4540 Local government grants	20,000.00	12,500.00	5,000.00
<b>Total 4500 Government grants</b>	<b>\$ 20,000.00</b>	<b>\$ 13,500.00</b>	<b>\$ 70,738.22</b>
5000 Government agencies	0.00	0.00	0.00
5100 Program-related sales & fees	0.00	0.00	0.00

5105 NERF Forum Educational	4,925.00	5,750.00	581.01
5110 Family Wildlife Day	12,300.00	10,000.00	3,274.00
5165 Summit	0.00	10,000.00	0.00
	\$	\$	\$
<b>Total 5100 Program-related sales &amp; fees</b>	<b>17,225.00</b>	<b>25,750.00</b>	<b>3,855.01</b>
5200 Dues	0.00	0.00	0.00
5210 Membership dues-individuals	60,000.00	60,000.00	53,001.20
5220 Dues-Corporate Memberships	6,000.00	4,000.00	3,750.00
	\$	\$	\$
<b>Total 5200 Dues</b>	<b>66,000.00</b>	<b>64,000.00</b>	<b>56,751.20</b>
5300 Investment Income	0.00	0.00	0.00
5310 Interest-savings & investments	3,600.00	3,600.00	592.51
5311 Interest -1083 EllisInvestment	12,000.00	12,000.00	11,020.44
5320 Dividends & interest-securities	0.00	0.00	22.58
5360 Other investment income	2,400.00	2,400.00	1,836.94
5361 Other Investment 1083 Ellis	32,600.00	18,000.00	35,056.10
	\$	\$	\$
<b>Total 5300 Investment Income</b>	<b>50,600.00</b>	<b>36,000.00</b>	<b>48,528.57</b>
5400 Other sources	0.00	0.00	0.00
5410 Non-inv. sales-book, tee, maps	0.00	0.00	0.00
5450 Scholarship revenue	5,000.00	5,000.00	3,100.00
5499 Other	0.00	10,000.00	0.00
	\$	\$	\$
<b>Total 5400 Other sources</b>	<b>5,000.00</b>	<b>15,000.00</b>	<b>3,100.00</b>
5800 Events	0.00	0.00	0.00
5805 Events - Book Signing Event	0.00	0.00	4,231.50
5810 Events - Garden Tour	15,000.00	36,750.00	9,998.02
5820 Events - Art show/Concerts	150,165.00	164,550.00	126,644.73
5830 Events - Annual Membership Drive	1,400.00	5,000.00	0.00
5840 Events - CowBoy Julilee	46,750.00	73,150.00	44,760.91
5850 RIN Rooted In Nature	0.00	0.00	0.00
5899 Event Other	6,000.00	5,600.00	1,410.01
	\$	\$	\$
<b>Total 5800 Events</b>	<b>213,315.00</b>	<b>285,050.00</b>	<b>187,045.17</b>
	\$	\$	\$
<b>Total Income</b>	<b>450,140.00</b>	<b>530,800.00</b>	<b>426,588.18</b>
	\$	\$	\$
<b>Gross Profit</b>	<b>450,140.00</b>	<b>530,800.00</b>	<b>426,588.18</b>
<b>Expenses</b>			
7000 Grants & direct assistance	0.00	0.00	0.00
7030 Fire Fund	0.00	0.00	0.00
7040 Awards & grants - individuals	0.00	0.00	99.00
7050 Scholarship - individual award	5,000.00	5,000.00	5,000.00
	\$	\$	\$
<b>Total 7000 Grants &amp; direct assistance</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>5,099.00</b>
7200 Salaries & related expenses	0.00	0.00	0.00
7250 Payroll taxes, etc.	12,500.00	11,400.00	

				<b>11,332.64</b>
	\$	\$	\$	
<b>Total 7200 Salaries &amp; related expenses</b>	<b>12,500.00</b>	<b>11,400.00</b>	<b>11,332.64</b>	
7500 Contract service expenses	0.00	0.00	0.00	
7510 Fundraising fees	0.00	0.00	0.00	
7520 Accounting fees	1,000.00	1,400.00	700.00	
7525 Tax Preparation Fee	2,000.00	1,600.00	1,650.00	
7526 Payroll Tax Preparation	3,000.00	2,220.00	2,493.50	
7540 Professional fees - other	7,000.00	7,200.00	17,652.02	
7550 Other Professional- contract	7,200.00	7,000.00	7,590.00	
<b>Total 7500 Contract service expenses</b>	<b>20,200.00</b>	<b>19,420.00</b>	<b>30,085.52</b>	
8000 Program related expenses	0.00	0.00	0.00	
8005 Salaries&Wages - Programs	57,240.00	54,400.00	55,243.57	
8010 Transportation E/S M/S	45,000.00	3,000.00	419.16	
8020 Climate Change (Habitat)	28,070.00	22,200.00	15,814.19	
8030 Outreach	750.00	600.00	300.00	
8035 Small Grants	10,000.00	10,000.00	6,100.00	
8040 Trout in the classroom	2,000.00	0.00	106.16	
8050 Adobe Day	0.00	3,530.00	0.00	
8070 Family Wildlife Day	6,550.00	5,000.00	5,378.45	
8074 Summit Program	0.00	0.00	112.00	
8075 Cooking Classes Expense	1,000.00	0.00	0.00	
8077 NERF Forum	2,675.00	2,205.00	1,683.82	
8078 Distance Learning	0.00	5,000.00	0.00	
8079 Junior Ranger Program	2,000.00	1,000.00	1,294.87	
8080 Other-Ambassadors	3,000.00	3,000.00	2,136.61	
<b>Total 8000 Program related expenses</b>	<b>158,285.00</b>	<b>109,935.00</b>	<b>88,588.83</b>	
8100 Program support expenses	0.00	0.00	0.00	
8105 Salaries& Wages-Program Support	84,000.00	79,450.00	79,406.23	
8110 Supplies	1,200.00	504.00	1,033.17	
8120 Website services	2,400.00	2,400.00	4,826.26	
8125 Annual Membership Mtg expense	500.00	2,100.00	190.34	
8140 Postage & shipping	400.00	0.00	599.80	
8150 Social Media/Newsletters	12,600.00	3,600.00	3,931.98	***
8170 Printing & copying	1,000.00	0.00	2,765.75	
8171 Member education	4,500.00	7,550.00	4,823.47	
8180 Volunteer education	1,500.00	1,500.00	277.06	
8181 Donor education	1,300.00	1,300.00	576.10	

8190 Exec. Dir. mileage expense	2,400.00	2,400.00	2,358.40
8191 Chamber of Commerce expense	2,440.00	3,200.00	1,130.00
8194 Program contingency	500.00	500.00	0.00
8195 Other expense	400.00	100.00	1,584.12
	\$	\$	\$
<b>Total 8100 Program support expenses</b>	<b>115,140.00</b>	<b>104,604.00</b>	<b>103,502.68</b>
8200 Administrative expenses	0.00	-	
8205 Salaries&Wages-Administration	4,660.00	4,450.00	4,496.53
8221 Utilities	2,400.00	2,400.00	466.60
8225 Telephone expense	6,480.00	3,840.00	3,806.08
8226 Postage expense	100.00	300.00	30.45
8260 Equipment rental & maintenance	360.00	500.00	395.83
	\$	\$	\$
<b>Total 8200 Administrative expenses</b>	<b>14,000.00</b>	<b>11,490.00</b>	<b>9,195.49</b>
8300 Administrative Travel & meeting	0.00	0.00	0.00
8310 Travel	0.00	0.00	0.00
8320 Conferences & conventions	0.00	0.00	0.00
8350 Grant development expense	1,500.00	500.00	0.00
	\$	\$	\$
<b>Total 8300 Administrative Travel &amp; meeting</b>	<b>1,500.00</b>	<b>500.00</b>	<b>-</b>
8500 Administrative Other expenses	0.00	0.00	0.00
8510 Insurance general	950.00	1,200.00	0.00
8515 Insurance - General Liab & D&O	1,703.00	3,500.00	1,755.73
8520 Insurance - Workers Comp	1,007.00	1,500.00	1,940.00
8530 Membership - organization	1,000.00	2,160.00	760.00
8540 Strategic plan development	1,000.00	1,000.00	147.45
8560 Outside computer services	5,491.00	2,400.00	4,784.51
8565 Office supplies	3,600.00	2,400.00	2,737.55
8570 Advertising expenses	0.00	0.00	293.63
8580 Contingency provisions	1,200.00	500.00	0.00
8590 Other expenses	870.00	200.00	3,241.83
	\$	\$	\$
<b>Total 8500 Administrative Other expenses</b>	<b>16,821.00</b>	<b>14,860.00</b>	<b>15,660.70</b>
8600 Administrative Bus expenses	0.00	0.00	-
8610 Bank fee-credit card	4,500.00	1,200.00	3,749.80
8611 Service Fee-Investments	0.00	240.00	281.75
8612 Service Fee-Invest 1083 Ellis	6,000.00	6,000.00	5,376.10
8620 Sales taxes	0.00	0.00	0.00
8650 Taxes - other	125.00	125.00	0.00
8660 Fines, penalties, judgments	0.00	0.00	100.00
8670 Organizational (corp) expenses	0.00	0.00	0.00
	\$	\$	\$
<b>Total 8600 Administrative Bus expenses</b>	<b>10,625.00</b>	<b>7,565.00</b>	<b>9,507.65</b>

<b>8700 Fund Raising Event expenses</b>	0.00	0.00	-
<b>8705 Salaries &amp; Wages - Fund Raising</b>	4,660.00	4,450.00	4,496.64
<b>8710 Supplies expense</b>	2,100.00	4,900.00	5,341.03
<b>8720 Rental expense</b>	13,850.00	23,850.00	22,154.63
<b>8721 Concert transportation</b>	4,950.00	2,400.00	7,700.00
<b>8725 Trolley-transport</b>	0.00	9,700.00	0.00
<b>8730 Food</b>	11,640.00	19,475.00	14,967.95
<b>8740 Drinks</b>	1,700.00	3,750.00	1,059.09
<b>8745 Marketing</b>	2,050.00	6,500.00	855.89
<b>8750 Printing</b>	2,350.00	3,150.00	1,820.34
<b>8755 Advertising</b>	1,250.00	0.00	1,971.19
<b>8760 Signage</b>	1,050.00	500.00	2,267.25
<b>8770 Postage</b>	0.00	0.00	0.00
<b>8780 Entertainment</b>	29,750.00	49,500.00	44,960.95
<b>8784 Logistics</b>	10,900.00	14,500.00	19,023.18
<b>8785 Merchant Fees</b>	210.00	1,900.00	259.30
<b>8786 Storage expense</b>	0.00	0.00	70.00
<b>8790 Other</b>	3,757.00	5,570.00	6,166.92
<b>8791 Other - Salaries &amp; Wages</b>	5,852.00	3,250.00	875.00
<b>8792 TOH - Pop up dinner/Kodi Concert</b>	0.00	17,516.00	3,189.32
<b>8795 Legacy -Corp. Member.</b>	0.00	0.00	0.00
<b>8799 Miscellaneous-In/Out</b>	0.00	0.00	0.00
<b>Total 8700 Fund Raising Event expenses</b>	<b>96,069.00</b>	<b>170,911.00</b>	<b>137,178.68</b>
<b>Total Expenses</b>	<b>450,140.00</b>	<b>455,685.00</b>	<b>410,151.19</b>
<b>Net Operating Income</b>	<b>0.00</b>	<b>75,115.00</b>	<b>16,436.99</b>

\*\*\*\*Note: This line includes a new program to increase Social Media contacts and increase membership. This will be reviewed quarterly for goals being met.