



Master Gardener Foundation of Thurston County
BOARD MEETING MINUTES
April 9, 2014

The April 2014 meeting of the Master Gardener Foundation of Thurston County Board was held at the WSU Thurston County Extension Office in Olympia and called to order by President Julie Sandberg at 5:35 pm.

Board Members Present:

Julie Sandberg, President
Toni Ghazal, Past President
Kaleen Cottingham, Vice President
Linda Talen, Treasurer
Bev Postman, Secretary
Devi Watson, Member at Large

Others Present:

Cori Carlton, Program Manager
Michelle Kozminski, Americorps Intern
Midge Price, Plant Sale lead

The published agenda was covered as follows:

1. Committee Report: Plant Sale

- Midge Price reported that 2 more people have volunteered to be on the plant sale committee, for a total of nine.
- There have been more plant failures this season than usual, and the number of plant sale donations is down, resulting in less inventory for the sale than usual. Midge also said that because of road construction adjacent to Dirt Works, the overflow parking area that we've previously used for the plant sale is not available, leaving us about 25 spaces short. Board members discussed various options to deal with this, including hiring 2 short shuttle buses leaving from the Target parking lot off Harrison, at a cost of \$750. The board decided against this option, as it would mean stationing additional volunteers at Target and a loss of more parking spaces to enable the buses to turn around in the very congested parking area. We discussed ways to deal with the shortage of parking by reconfiguring the plant holding area and trying to move customers thru the payment area more quickly.
- Midge contacted SPSCC about our getting plants from them as in past years, and is still waiting for a decision.
- Linda Talen gave board information about two options for processing credit/debit cards at the sale given to her by Jenny Bona at Heritage Bank. It was decided that we would pay to activate a Verizon hot spot for computer data for both April and May, in order to ensure that the foundation's card readers were working properly before the sale in May. The set-up fee for a virtual terminal merchant account will be \$150 and there are several other minor fees added to that amount.
- Nancy Mills, Publicity chairperson, will arrange for the plant sale banner to be installed downtown. Cori got approval for us to pay a company to install the banner, at a cost of \$150 - \$185.

Web Committee - Bev Postman and Kaleen Cottingham have been trained in how to post to website. Cori is finalizing some guidelines to be distributed to website contributors.

Publicity - Nancy Mills is working on alterations to foundation brochure and will order reprints.

2. Minutes of March 12 Board Meeting

Minutes were approved as amended.

MOTION: Cottingham/Talen

3. Treasurer's Report

-Linda will reactivate Verizon hot spot for plant sale and will be discussing arrangements with Heritage Bank. The purchase of two iphones to run transactions at sale, thru paypal or other programs were discussed, but will be considered for next year.

Treasurer's report was approved with one amendment.

MOTION: Cottingham/Ghazal

4. Program Report

-Michelle did the first workshop of the year, "Raised Bed Gardens" and 30 people attended 2 sessions. She will repeat workshop in June. Michelle and two volunteers went to Cedar Creek Corrections Center to do activities for their Family Day.

-Cori reported that she had finished her pesticide application training and would like to share some of the things she learned while taking the classes.

-Master Gardener training class has only 5 more classes left. They are doing square foot gardens.

-Office hours have changed at the clinic building: 9 am to 4 pm, Tuesday thru Fridays for April and May.

-Farmer's Market update: No one wanted the old clinic building which is being replaced. Cori will ask if any members want it, then she has a volunteer lined to do demolition and haul it to the dump. The only cost to the foundation would be the dump fee.

-We will need to buy a new printer for the clinic that is compatible with the computer we have now; the old printer is still needed to print labels for the plant sale.

5. Old Business

-Policy/Procedures: It was discussed whether the board should have a yearly review of policies and procedures. Toni shared that in the past, this was an extremely time consuming process; it was decided that changes can be made as they come up and revised online. Devi is working on this presently and will email sections to board members for proposed changes; we will revise one issue/section at each board meeting. She will add footnotes to any updates giving the date of changes. Once a year, the president will assign several volunteers, not necessarily board members, to read thru the policies and procedures and look for inconsistencies or changes that need to be made.

-Scholarship award: The board has accepted the wording regarding the scholarship in the Policies and Procedure Handbook, section V.C.2.c. (page 28) be changed to:

"The one applicant selected by MGFTC for consideration by the State scholarship committee will be awarded \$250."

-State Rep Report sent to board members by Sandy in advance of meeting is attachment to board notes.

MOTION: Cottingham/Watson.

-Board Tasks Outline/Calendar: Devi is working on this and has created an excel spreadsheet and will continue to work on this.

7. New Business

-Speaker for June Membership Meeting: Devi reported that the speaker confirmed for the June Membership meeting at the Health Department in Lacey is Heather from the Thurston County Food Bank. We will also have a brief presentation on the State Convention from a host Pierce County Foundation member. Devi has also confirmed the Health Department site for our October and December membership meetings.

-It was decided that the board will have a special 2 hour meeting so Julie Sandberg and others can share information learned at a one-day training on non-profit governance that they participated in. This will also be an opportunity for a Board Orientation to review roles/responsibilities for all Board members. - The Board Orientation is being rescheduled for April 29 or 30th at the Extension Office from 5:30 - 7:30 p.m.. Board members should confirm which date they are available with Julie.

- Cori reported that the new Thurston County WSU website was completed in WordPress. Julie asked that folks knowing individuals experienced with WordPress should bring that information and possible costs to the next meeting for a discussion on how the Foundation can ensure continuity and ease of managing the Foundation website.

There being no further business, meeting adjourned at 7:38 p.m.

Bev Postman, Secretary