



Master Gardener Foundation of Thurston County Board Meeting Minutes: January 14, 2015

The January meeting was held at the WSU Thurston County Extension Office and called to order by Julie Sandberg at 5:36 p.m.

Present: Board members Julie Sandberg, president; Kaleen Cottingham, vice president; Cindy Hoover, president elect; Linda Talen, treasurer; and Cindy Morana, secretary. Also present were Cori Carlton, program manager and Suzannah Klaniacki, Americorps volunteer.

1. Welcome, introductions and review of agenda. Julie reviewed the agenda and noted the dates listed at the bottom will be revised and a new list provided. Members introduced themselves.

2. Approval of minutes.

a. Kaleen moved approval of the 12-13-14 membership meeting minutes, Cindy H seconded. The minutes were approved with a correction to the term “Waste Less Food.”

b. Kaleen moved approval of the 12-8-14 board meeting minutes, Linda seconded, and the minutes were approved.

Julie noted that the agenda is generally reserved for items needing discussion. It would be appreciated to exchange items over email that do not require board discussion.

3. Conflict of Interest Policy. Cindy M requested members complete the disclosure form. Board members present, and Cori, completed forms. Devi and Sandy, who were not present, will be requested to complete forms as soon as possible.

Kaleen disclosed a potential conflict, stating “my agency has a long-term funding agreement w/ the City of Olympia covering Yauger Park.” Kaleen absented herself for the ensuing discussion. Board members appreciated her disclosure and found it would be appropriate for Kaleen to continue on the board and to recuse herself from any discussions or votes related to any potential conflict.

4. Treasurer’s Report. Linda Talen distributed the Treasurer’s Reports for both 2014 end-of-year Budget vs Actual and for year-to-date 2015:

2014 expenses:	\$37,586.34	2014 income:	\$8,525.91
2015 YTD expenses:	*	2015 YTD income:	*
Total assets:	\$80,724.50		

*Since the board meeting was in mid-January, the monthly report was not yet complete.

a. Linda noted the importance of submitting timely and specific receipts for reimbursement, particularly at the end of the year. A higher level of compliance would be helpful, and once-a-month submissions would be appreciated.

b. We are reminded there will be a separate code for the Children’s Garden this year.

c. Cori’s receipts are reflected in the totals, but do not appear in the appropriate categories. Linda noted some re-coding is underway and she will make the adjustments to

Cori's numbers. The board will defer consideration of the final 2014 financial report to our next meeting in order to accommodate those changes.

d. Julie discussed the usual process for putting members on the bank account. There was general agreement that the four members currently listed (Julie, Cindy H, Kaleen, and Linda) will be sufficient at this time.

e. Linda discussed the need for options to accommodate credit card sales, especially during the plant sale, including during power outages. For next meeting, Linda will draw up a spreadsheet analyzing options to address this need.

5. Committee Reports.

a. **Publicity.** Julie will contact Nancy Mills and Penny Locke to see if they will continue to chair this committee.

b. **Plant sale.** Julie will invite Midge to the next board meeting to participate in the discussion about credit card sales.

c. **Website.** Bev and Roy are updating the website, including dates of all public events, names of board officers, and a year of approved minutes. Penny and Bev will load the minutes they have on their personal computers onto flash drives and turn them in. Board agreed to the need for an external storage device for archives. Linda will purchase a device for the foundation.

6. Program Report. Cori and Suzannah gave reports on a wide variety of activities:

a. 2015 meeting dates. Julie will provide an updated calendar.

i. Picnic August 6 is traditionally open to volunteers and their family members. Cori asked if this should be a membership meeting or an informal picnic. Board agreed it should remain as a picnic and be promoted to all members and volunteers.

ii. April 21 membership meeting, August 6 picnic, and December 8 annual meeting will all be potlucks. February 24 and June 16 membership meetings will not.

b. Suzannah reported on her participation in the "Sparks" conference in Seattle. Hosted by the Pacific Northwest Social Marketing Association, "Sparks" looked at how to create behavior changes with measurable results (including the theory behind social marketing and bringing in speakers that have had effective programs they implemented). Suzannah and Cori will consider how to incorporate some of the information gleaned there into our Thurston County program. Suzannah also noted her current focus is on the upcoming MG training. Her carnivorous plants CE has been moved to January 28.

c. Cori gave an extensive program report:

i. 2014 service hours summary will be sent out with recommitment forms. Some volunteers have not yet recorded their hours. As of 12/31/15 at 5pm, 150 people recorded 11,079.4 hours in the MG program (up from ~10,000 last year). At the same time, 28 persons recorded 76.5 hours in the MRC program.

ii. 9 MG completed mentor training last week.

iii. Cori requested feedback regarding changes to the MG timecards, especially with increased numbers of volunteers from Yelm, Rainier and Tenino. Board discussed combining some categories for demo garden hours. Cori will advise us of her decisions.

iv. First MG class is next Friday, and it has been moved to Lacey Community Center to accommodate the large number of enrollees (33). Julie agreed to introduce the Foundation during the 1/30/15 class session; board agreed to ask MG interns to fill out membership forms, but the membership fee is waived during that training year.

v. As Cori noted last month, all the county organizations involved in garden education have met and will meet again to discuss how to build partnerships among their organizations.

vi. No response to the board's letter has yet been received from City of Olympia. The purpose of that correspondence is to negotiate a formal MOU regarding the Farmers' Market and Dirtworks gardens. Cori has received a request to work on the MOU for Dirtworks from the City.

vii. Cori announced plans for the WSU Extension office to move to the Fairgrounds later in 2015, possibly by July 1, possibly to the Benoschek building.

viii. There are new Facebook and Twitter accounts for the statewide MG program. These provide a great communication and publicity opportunity.

7. Old Business.

i. Julie handed out copies of the annual goals, asking board members to consider timelines and activities. Linda agreed to lead the effort to publicize the Fred Meyer Rewards fundraiser, Julie will take up leadership on goal 4 (increase number of member benefits), Kaleen will lead the effort to recruit participants for goal 5 (develop new leaders, create Nominations Committee), and goal 7 (investment strategy) will be a board discussion item. Julie and Cori may look into whether any of our foundation members are investment professionals who might wish to help. Implementation of the annual goals will be discussed again at the next board meeting (February 11).

ii. February 24 is a membership meeting (not potluck). The CE topic is native plants.

iii. For the April 21 membership meeting (potluck), Cori agreed to share her Slug University presentation.

8. The meeting adjourned at 8:13 pm. The next board meeting is February 11 at the WSU Extension Office. In the interim, Julie will arrange an orientation for new board members. Julie, Cindy H and Cindy M will find a date via email.

Submitted by Cindy Morana, Secretary

Adopted by Board February 11, 2015