



## Master Gardener Foundation of Thurston County

Board Meeting Minutes, April 13, 2016

The meeting was held at the WSU Thurston County Extension and called to order by President Cindy Hoover at 5:30 p.m.

**Present:** Board members Cindy Hoover, President, Julie Sandberg, Past-President; Charley Barron, Vice-President; Linda Talen, Treasurer, Kerry Norem, Treasurer-elect; Sandy Atkinson, State Foundation Representative; Candace Jacobs, Member-at-Large; Laura Westrup, Secretary; Cori Carlton, Program Coordinator, Midge Miller Price, Plant Sale Committee Chair.

### **Minutes:**

Motion to approve the corrected March 9, 2016 meeting minutes. Julie moved and Sandy seconded to accept the March board meeting minutes. Motion carried.

### **Treasurer's Report:**

Motion to approve the February 29, 2016 Treasurer's report. Candace moved and Charley seconded. Motion carried.

After a discussion related to an increase in the insurance premium, a motion to approve the March 31, 2016 Treasurer's report was made by Charley and seconded by Candace. Motion carried.

### **State Foundation Report:**

Sandy provided a written report related to the recent State Board Meeting and the State Foundation Strategic Planning Meeting. Sandy reviewed her report from the State Board March 11, 2016 meeting held in Pt. Townsend. A discussion ensued related to the Endowment Program, the state license fee and donation jars. No action was taken at this time.

Sandy reviewed her report from the State Foundation Strategic Planning meeting held on April 1, 2016 in Pt. Townsend. Sandy reported that she has been assigned to work or perhaps co-chair the committee to develop options for improving the State Conference structure. Yakima is still planning to host the 2017 State conference.

### **Vice President Report:**

Charley updated the Board regarding existing policy allowing for committee chairs to provide expenditures for volunteer recognition. Charley will draft an email to committee chairs.

### **Member-At-Large Report:**

Candace reported on planning efforts related to the April 19, 2016 membership meeting. Cindy asked for items for the meeting agenda. Foundation board members are requested to arrive at the membership meetings by 5:15 to assist with meeting set up and stay for clean up.

### **Past President Report:**

Julie provided an update regarding board member job descriptions. Several amended job descriptions were sent to her. Julie will finalize the documents and have them ready for consideration at the June 8, 2016 meeting.

### **Committee Reports:**

Publicity – Cindy mentioned a possible candidate for this position.



Membership – Nothing new to report.

Website – items are being posted as requested.

Plant Sale – Midge reported that the nursery is looking good and that the Plant Sale is coming together. A pre sale event will be held for Master Gardeners on May 20, 2016. The Plant Sale team will be selling plants at the Spring Greening Educational Day on April 23, 2016.

Handicrafts – Nothing new to report.

Retail – Nothing new to report.

Bloomin' Bingo – Nothing new to report.

Nominations – Julie and Charley will report back to the board with nomination suggestions for the President Elect and Secretary positions.

### **Program Report:**

Cori announced that the new WSU Extension Director, Steven Bramwell visited her office and discussed the Master Gardener and the Master Recycler Composter programs.

Cori noted that the County Commissioners requested volunteer highlights on the MG and MRC programs and that she, Ralph Gross and Cindy Cartwright recently testified at a Commission meeting. A proclamation was presented to the MG/MRC program.

Cori discussed the planning efforts for the April 23, 2016 Spring Greening educational event. There are many volunteer slots still open. Cori also discussed actions related to publicizing this event.

Cori noted that she elected to not submit the complicated and lengthy AmeriCorps application as the tasks necessary were not a good fit for the Master Gardener Foundation. She is strategizing to locate a more permanent, dedicated funding source for additional staffing needs.

Cori reported that the April 9, 2016 Fred Meyer planting event was a success.

### **Old Business:**

Julie reviewed the draft sponsorship policy. We also need a policy to focus on selection of new types of fundraising activities (such as Fred Meyer and AmazonSmile) rather than on sponsorship. Julie and Charley will continue to draft both a Sponsorship Policy and an enhanced Fundraising Policy. They will provide draft language for the board's consideration at the June 8, 2016 meeting.



### **New Business:**

A discussion occurred regarding a request from a non-profit to sell products at the Plant Sale. A motion to not accept items for sale was made by Charley and seconded by Candace. The motion carried.

Julie asked for clarification from Cori regarding the purpose of a Program Advisory Committee. Cori noted that this committee would be a sounding board for her to get an opinion on various program issues and direction rather than first bringing everything to the Board.

The meeting was adjourned at 7:39 p.m. Motion to approve by Charley, seconded by Julie.

### **Identified items to be completed:**

1. Kerry will compare insurance policy coverages.
2. Linda will contact the insurance provider to discuss the policy increase.
3. MGF Board members are to assist with the set up and take down at the April 19, 2016 Foundation membership meeting.
4. Laura will send the approved March 9, 2016 meeting minutes to Roy and Bev for posting on the web site.
5. Julie will compile the amended job duty statements for the June 8, 2016 meeting.
6. Charley will draft an email to the major committee chairs that have a budget regarding funds for volunteer recognition.
7. Charley and Julie will draft policy language regarding both fund raising and sponsorships.
8. Julie, Charley, Cori, Cindy and Kerry will research steps involved with establishing an endowment for discussion at the June 8, 2016 meeting.
9. All members need to assist with recruitment of board vacancies.
10. Linda will review the Amazon Smile program and how the funds come into the MGF.

### **Next Meeting:**

Membership Meeting, April 19, 2016  
Meeting, May 11, 2016

Respectfully submitted,

Laura Westrup  
Secretary