



## Master Gardener Foundation of Thurston County

### Board Meeting Minutes, July 13, 2016

The meeting was held at the WSU Thurston County Extension and called to order by Vice President Charley Barron at 5:35 p.m.

Present: Board members 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.

#### **Minutes:**

Motion to approve the corrected June 8, 2016 meeting minutes. Julie moved and Sandy seconded to accept the board meeting minutes. Motion carried.

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

Motion to approve the Treasurer's July 9, 2016 Income and Expenses report and the June 30, 2016 Balance Sheet. Candace moved and Sandy seconded. Motion carried.

#### **State Foundation Report:**

Sandy reported on the State Board Meeting held June 24, 2016 in Mt Vernon.

- The President and the Communication Plan committee recommended each County obtain a Goggle account with a gmail address(es) for MGFWS communications. These accounts should not be personal but for an Office (e.g., State Rep, local Board President, Program Coordinator).
- Report by Bob Taylor from Committee to Improve State Conference (Sandy is part of this committee)
  - Seed money should be a fixed amount
  - MGFWS should play a bigger role in planning, hosting & financial risk
- The MGFWS Board approved a motion to establish a new Committee to explore MGFWS putting on the 2018 conference. Members would be reps from the MGFWS Board and reps from counties that have recently hosted an Education Conference. Chair – Dode Carlson from Snohomish. Other volunteers – Laura Stanly from Kittitas, John Strong from Yakima and Kathleen Eaton – the Pres.

#### **REVISED Request for Proposal (RFP) for the 2018 State Conference**

On 6/29, the State Board Sect, John Strong, emailed a revised RFP supplied by the President. It contained three changes to the prior version.

- Changed the name of the money supplied by MGFWS to “speakers fees”. Prior version used “loan” and RFP for 2017 didn't mention any money from MGFWS.
- Deleted the provision that Host county will assume all financial losses.

- Deleted the provision about how any profits would be shared between the Host County and MGFWS

For these deleted provision, there was no language added to address how loses or profits would be handled. Sandy recommend that MGFTC Board members carefully read the RFP in preparation for future discussions about hosting a State Conference. She said she would share Yakima County's accepted proposal to host the Conference in 2017.

**Vice President Report:**

Nothing new to report.

**Member-At-Large Report:**

Candace provided a brief update on upcoming events: August 11, 2016 is the MGF annual picnic and potluck at Dirt Works. Volunteers are requested to assist with set up at 4:30 p.m. and stay to assist with clean up afterwards. The annual Awards event will be a luncheon held on November 17, 2016 at the Thurston County Fairgrounds.

**Past President Report:**

1. Julie noted that the book and magazine exchange at the June 21, 2016 membership meeting was positively received by members.
2. The land dedication Agreement for property owned by George Cowan has been finalized.
3. Recruitment for the President-elect and Secretary positions continues. There are several possible candidates for these positions.

**Committee Reports:**

Publicity – Nothing new to report.

Membership – Nothing new to report.

Website - Nothing new to report.

Plant Sale – Nothing new to report.

Handicrafts – Nothing new to report.

Retail – duties and responsibilities have been passed on to Joan Reitzwood.

Bloomin' Bingo – Volunteers are needed to assist with soliciting desserts. A poster has been finalized and members are encouraged to find locations to promote the event.

Nominations – Julie reminded the board to talk to prospective Board members for Secretary and President-elect positions.

**Program Report:**

1. The June 9<sup>th</sup> Cluster meeting was informative. Cori and Sandy attended and discussions were on plant sales, board training/retreats as well as setting yearly and long term goals.

2. Cori attended the statewide Master Gardener coordinator's meeting in Ellensburg. Training was on MOA's, developing middle manager volunteers, conflict resolution policy, changes in how we evaluate, year-end reports and writing impact statements.

3. CLP garden committee met with WARC staff on June 22<sup>nd</sup>. WARC staff and CLP garden committee members and Cori walked through operations, do's and don'ts, IPM prescriptions update, and work order requests. At least 2 maybe 3 garden benches will need to be replaced as well as the kiosk in the center of the garden. Now that the new parking lot is open the entrance to the garden will be moved to the center instead of at the far left of the garden. The garden signs that were removed during the parking lot paving will be moved to new locations that better meet the traffic flow. The compost shed which is in disrepair and a safety concern will be replaced using WARC funds. The tool shed also needs replacing but will need to look for MGFTC funds.

4. Children's Garden program at Dirt Works began July 5<sup>th</sup> and will run for 8 weeks.

5. City of Olympia staff have recently resurrected a Dirt Works non-exclusive license agreement. A meeting is set up for July 20<sup>th</sup> for further discussion.

#### **Old Business:**

1. Julie walked the board through the revised job descriptions and committee guidelines for each board position. Extensive effort was made to update the descriptions. Each foundation board member is to communicate directly with Julie to finalize the job descriptions. A clean copy of the final draft will be distributed in advance of the August meeting so a vote can be completed.

2. Julie passed out a Draft Annual Board calendar task list for each of the board positions. She asked that board members review and update the calendar and report back to her any suggested changes.

#### **New Business:**

The Board discussed at length the opportunity to host the 2018 AEC conference. The board reviewed the *Reissued instructions for Submitting a Proposal to Host the Conference* distributed by Sandy. Sandy and Cori described specific areas of concern including, but not limited to: inadequate county/city conference space and hotel lodging, insufficient staff and volunteer resources (i.e., conference registration, host program events and educational sessions, publicity etc.), deadline to submit the application (November 15, 2016), securing raffle and auction items, etc.

Laura motioned, seconded by Sandy to decline submitting an application to host the 2018 conference based on a lack of resources and the quick turnaround to submit the application. Motion carried.

The Board discussed the need to clarify the MGFTC approach to supporting a Local Student Higher Education Scholarship. After a discussion related to considering this item at our retreat/budget priority meetings, Charley offered to research how local high schools set up scholarship programs and will report back to the board at a future meeting.

The Progress on the 2016 goals was deferred to the August meeting.

The meeting was adjourned at 7:45 p.m. Motion to approve by Candace, seconded by Sandy.

**Identified items to be completed:**

1. Charley to research and report back on a process for the Foundation to provide a scholarship to a local high school or college student.
2. Julie to contact Cathy Johnson regarding her assistance to develop a schematic drawing for the Olympia Farmer's Market clinic building.
3. Kerry will compare insurance policy coverages. (August meeting)
4. Linda will contact the insurance provider to discuss the policy increase. (August meeting)
5. Julie will prepare and present the amended job duty statements. (August meeting)
6. Julie, Charley, Cori, Cindy and Kerry will research steps involved with establishing an endowment. (August meeting)
7. All members need to assist with the recruitment of board vacancies (President-elect and Secretary)

**Next Meetings:**

Membership Meeting, MGF Picnic at Dirt Works, August 11, 2016  
Board meeting, August 17, 2106

Respectfully submitted,

Laura Westrup