



## Master Gardener Foundation of Thurston County

### Board Meeting Minutes, October 12, 2016

The meeting was held at the WSU Thurston County Extension and called to order by President Cindy Hoover at 5:37 p.m.

Present: Board members Cindy Hoover, President; Charley Barron, Vice-President; Linda Talen, Treasurer, Kerry Norem, Treasurer-elect; Laura Westrup, Secretary; Candace Jacobs, Member at Large; Cori Carlton, Program Coordinator.

#### **Minutes:**

Motion to approve the corrected September 12, 2016 meeting minutes. Candace moved and Charley seconded to accept the board meeting minutes. Motion carried.

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

Linda presented approximate revenue for both the Bloomin' Bingo and Fall Plant Sale events:

Bloomin' Bingo: \$3,000

Fall Plant Sale: \$2,600 plus \$340 in handicrafts

Motion to approve the Treasurer's January through September, 2016 Income and Expenses report indicating a Total Income of \$28,085.54, the September 30, 2016 Accrual Basis report indicating Total Expenses of \$21,098.87 and the September 30, 2016 Balance Sheet indicating Total Current Assets of \$87,094.35.

Candace moved to approve the Treasurer's Report and Charley seconded. Motion carried.

Kerry provided an overview of the Washington Non-Profit Financial Workshop that she recently attended with Cori, Cindy and Sandi. Kerry reported on a variety of items and provided a suggestion to conduct a financial overview and orientation meeting with new board members to help them understand the Foundation's financial documents such as the Income and Expenses Report, Balance Sheet and the Budget vs. Actual Report and various forms of investments such as endowments and charitable giving programs like the Fred Meyer and Amazon programs. Kerry and Linda suggested a mechanism to enforce procedural guidelines for revenue and expenditures, in particular as it relates to receiving funds from fundraising efforts such as the plant sale or Bloomin' Bingo into the MGF account. Kerry also noted that it is important to follow the procedural guidelines for revenue disbursement too. A discussion related to charitable giving also occurred. This subject will be further discussed at the board member retreat on October 18, 2016.

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

##### **Cluster Meeting held on 10-6-2016**

As reported by Sandy Atkinson: "Cori and I attended the Southwest WA area meeting of Program Coordinators, Foundation members and volunteers. This was only my second meeting and I again regret not attending more in the past. I encourage any of you to attend in the future – our 2017 schedule is 2/9/2017, 6/8/2017 and 10/12/2017. I think the President or VP should try to add these meetings to their schedules.

Cori was the moderator for the meeting and she did a great job of encouraging input from everyone present, keeping us on topic and ending the meeting at the designated time. And she did all of this in her cheerful non-controlling style.

These meetings are great opportunities to learn about what is working/not working in other counties. What struck me the most at this meeting was that Lewis County joined the Chamber of Commerce because they were not getting coverage from local media. This has changed since they joined the CC.

#### **Update on International MG Conference – Mon 7-10-17 thru Fri 7-14-2017**

- Early **bird** registration began 10-10-2016 and continues thru 1-13-2017. Cost \$330.
- Main site is Oregon Convention Center in Portland
- 3 Conference Hotels
- Pre & Post Conference tours (July 7-9 and July 15-16)
- Mon – registration and evening reception
- Tues-Friday -classes

#### **WA Education Conference for 2017**

- Still scheduled for 9-21 to 9-23-2017 in Yakima
- Next MGFWS Board meeting (10-21-2016) will be held at the Yakima Convention Center – the site for the Conference.
- County Board members are invited to attend this meeting to inspect the conference site and to attend a seminar with Linda Baily of WSU concerning setting up endowments. The meeting is scheduled from 9 am to 3pm and will begin with Linda's seminar.
- For the Board meeting, I plan to stay at one of the hotels where the planning committee has locked in rates for the Conference.
- I should have more details about the conference after the 10-21 meeting."

Cori added to the recent Cluster Meeting report that the Lewis County MGF joined the Chamber of Commerce which may help with publicizing MG events to a wider audience. Many of the MG events could be posted in newspapers and other publications as upcoming events or stories about the activity, flyers posted in businesses etc. She asked the Board if this is something the MGF Board would like to support. The cost to join the Thurston County Chamber may be in the range of \$350 a year.

#### **Vice President Report:**

Nothing new to report.

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

Nothing new to report.

#### **Past President Report:**

Julie requested through Cindy that the board review the Task List for each Board position and asked for feedback to help finalize the document.

#### **Committee Reports:**

Publicity – Johnathan Gray will be at the upcoming retreat on October 18, 2016.

Membership – Nothing new to report.

Website – Nothing new to report.

Plant Sale – Nothing new to report.

Handicrafts – Nothing new to report.

Retail – Nothing new to report.

Bloomin' Bingo – Nothing new to report.

Nominations – Nothing new to report.

**Program Report:**

1. Spring Greening 2016 debrief and 2017 planning meeting happened on Oct. 4<sup>th</sup>. Those who attended all agreed we should do the event again. We also reviewed evaluation feedback. We are looking at Saturday, March 25<sup>th</sup> 2017 as a potential date.

2. MG Cluster Meeting happened on October 6<sup>th</sup>. See State Rep. report for details.

3. Composting workshop on October 8<sup>th</sup> was a success despite the rainy weather.

4. Cori is still working on prepping for our awards luncheon, year-end reports and for 2017 Master Gardener annual training. Office work parties will begin on October 13<sup>th</sup>.

5. 2017 Master Gardener pre-orientations will begin October 21<sup>st</sup>. I will be asking newly trained interns and mentors to give input at a special planning meeting on Thurs. October 27<sup>th</sup> regarding the upcoming 2017 MG training class.

**Old Business:**

**Investment Strategy:**

Cindy provided an overview of the Investment Strategy sub-committee's progress in researching investment firms. The subcommittee met with a representative at Charles Schwab and spoke with another firm. After carefully researching all three investment firms the sub-committee recommended to the Board that the MGF engage in an agreement with Edward Jones and Financial Advisor, Eric Rowe.

Motion to accept the sub-committee's recommendation made by Laura, seconded by Candace. Motion carried.

**New Business:**

**Awards:**

Cori reviewed with the Board submitted names for the Foundation Awards (Fundraising Award, Advocacy Award, Service Award, Honorary Master Gardener and the Dorsay Fischer Award). The Board discussed the awards and the individual's contribution to the MGF program. The

awards will be presented at the upcoming MGF Annual Awards luncheon on November 17, 2016.

**Goal Setting Retreat:**

A general discussion was held regarding the upcoming Goal Setting Retreat scheduled for October 18, 2016 at 4:30. The meeting will take place at the Extension office.

The meeting was adjourned at 7:21 p.m. Motion to approve by Charley, seconded by Linda. Motion carried.

**Upcoming Meetings and Special Events:**

MGF Annual Retreat and Goal Setting for 2017, October 18, 2016  
MGF Award luncheon. November 17, 2016

Respectfully submitted,

Laura Westrup