



Master Gardener Foundation of Thurston County

Board Meeting Minutes, January 11, 2017

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

Present: Board members, Cindy Hoover, President; Charley Barron, President-elect; Bev Bartlett, Vice President; Kerry Norem, Treasurer, Sandy Atkinson, State Representative. Also present: Cori Carlton, Program Coordinator, Kay Zambone, Handicrafts Committee Chair, Meagan Thorn, Plant Sale Co-Chair, and Pam Roberts, volunteer minute-taker.

Attendees each introduced themselves, and welcomed Bev, Pam, Meagan and Kay as first-time attendees.

Minutes

Dec 7, 2016 Board Meeting – Motion to approve by Charley Barron. Seconded by Bev Bartlett. Minutes were approved as corrected (add Sandy Atkinson as having attended)

Dec 6, 2016 Annual Meeting – – Motion to approve by Charley Barron. Seconded by Bev Bartlett. Minutes were approved as submitted.

Treasurer Report as of December 31, 2016

YTD Income:	\$33,095.78
YTD Expenses:	\$29,265.11
Current Assets:	\$83,938.35

Cori commented that 4th quarter copy costs are still outstanding. Members discussed fund raising line items, and asked for separation of Fred Meyer vs. Spring Greening vs. AmazonSmile. Kerry agreed to make changes in the spreadsheet that would allow this.

Information for members of non-profit boards will be shared with new members. Cindy commented that the investment strategy through Edward Jones has generated approximately \$450 so far.

Kerry raised a question regarding the need to go to the “next step” with investments by adding \$25,000 to the investment account. Discussion ensued regarding available cash for the projected building expense for the Farmers Market Garden, which will occur before plant sale brings in more income. The goal is to have the building up and the clinic running in April, when the market opens. Members reviewed details of available funds in checking and reserve fund, and potential expenses.

Motion was made by Charley, seconded by Bev, and approved:

“Instruct the Treasurer to move sufficient funds to the Edward Jones account to make the next phase of Foundation investments in the amount of \$25,000.”

Committee Reports (committees that do not appear below did not have a report)

Plant sale: Meagan reported that plant sale preparation activities will start 2/22 and continue each Wednesday between 10a.m. and 1:00 p.m. The committee is seeking plants and other items that will be published in the Friday Flash.

Handicrafts: Kay reported that Laura Westrup is potting succulents in miscellaneous containers, and is still collecting containers for more mini-gardens. The Committee has scheduled a meeting for next week. One item for discussion will be how to manage past inventory that didn't sell. They also hope to develop ideas for new items.

Clothing/Tools: Joan Reitzwood is developing a sales report broken down by category of item for better understanding of how to plan.

Storage Discussion: Cori mentioned that Foundation-related materials being stored at the extension office need to be winnowed. The extension office will be moving and storage will be a problem. Charley commented that we need an archival and destruction protocol. We must go through financial records as well. Scan and back up is a possible solution, but many of the stored records are candidates for destruction. One solution is to rent a storage unit.

Program Report

Elizabeth Miller Garden Tour –Thurston County MG program has been invited to send 15 members to tour the Elizabeth Miller Garden in Seattle on Wednesday, April 19 at 1 p.m. Cost is \$20 per person. We will need to send in \$300 to reserve the slot.

Following discussion, it was determined that, due to the limited number of slots available for this highly desirable tour, a lottery process will be set up and MG volunteers who wish to attend will be asked to commit to paying their own way. 14 names will be drawn from those who submit their request. (Cori will be attendee #15). This will be open to all MG's.

It is time to develop Bookmarks and the Plant Sale Poster – Cori will schedule a meeting with Jonathan Gray and Cindy to begin that process.

Cori needs representatives from the Foundation Board for the following events:

Welcome MG interns: Bev Bartlett volunteered

Attend Intern rally: Cindy Hoover volunteered

Liability Insurance – Anniversary 2/25, Bring agent to next Board meeting to discuss. \$2 million is minimum for non-profits. Put first on February agenda. Cori end of year report coming 1/27.

Member Survey

Cindy stated that she needs somebody to take this on as a project. We used Survey Monkey last time. Members discussed types of questions for the survey. Possible questions included:

Picnic (yes or no?)

Annual meeting date (October vs. November vs. December)

CE topics

Why didn't you come to the Annual meeting?

Following extensive discussion about possible questions, and whether to do a survey or not,

Bev made motion to TABLE the member survey issue. Charley seconded and motion was passed.

Annual Calendar Additions/Changes:

Annual meeting – December 9 noon – 2

Board meeting in December 6 (not 13th)

Bloomin' Bingo – September 14

Membership Form

Membership form has slots for contributions as a supporter, which has caused confusion on the part of some members. The form should be amended so that members can donate \$ on the form in addition to paying for membership renewal. Pam Roberts volunteered to work on a revised form. Look at other foundation forms to see if updates need to be made to the Policies and Procedures Manual.

Appointment of Secretary – Bev moved, Charley seconded, and all agreed to appoint Pam Roberts to a 2-year term.

Members thanked Pam for volunteering for this position.

Agenda items for February meeting:

Travel – Reimbursement. Two possible guidelines were distributed. Need to determine appropriate to use for members' travel. To be discussed in February.

Adjourn– 7:22 p.m.

Submitted,

Pam Roberts
Secretary