



# Master Gardener Foundation of Thurston County

## Board Meeting Minutes – November 8, 2017

### **Call to Order:**

4:35 p.m.

**Present:** Board Members Cindy Hoover, President, Charley Barron, President-elect, Bev Bartlett, Vice President, Kerry Norem, Treasurer, and Pam Roberts, Secretary. Also present: Cori Carlton, Program Coordinator, Barbara Baker, Jerry Stayton, and Kay Zambone.

Cindy introduced Jerry and Barbara to members in attendance. Both individuals have agreed to stand for election as Board members at the December annual meeting. Barbara will stand for Member-at-Large, and Jerry will stand for Vice President. Kay will join the Finance Committee.

### **Board Reports**

**Minutes** of the October 11, 2017 Board meeting were reviewed. Motion was made by Charley and seconded by Bev and carried to approve the minutes as presented.

### **Treasurer's Report**

Kerry presented the monthly report as of Oct 31, 2017

YTD Income:	\$36,231.73
YTD Expenses:	\$28,626.92
Current Assets:	\$26,543.16

Kerry pointed out that the Line item in 2017 for special projects shows \$1177 expense for storage unit rental for the year.

Online donation status – Roy has it set up the function in our website and Kerry needs, needs to finish paperwork. Members agreed that we need to get it done this year.

Technology – Did not use Square at Homespun for the Holidays. Will use at December 9 Annual Meeting.

Motion was made by Charley, seconded by Bev and carried to accept the Treasurer's Report.

### **State Foundation Report-**

Sandy was not able to attend the meeting. She submitted the following report in writing:

Notes from State Board Meeting held on 11-03-2017 in Puyallup

### **Income from State Education Conference.**

The State Board earned approximately \$6000 – final figures are not available. This should cover the \$6000 the Board gave Yakima County for speakers. Amount earned by Yakima County was not shared.

### **Budget Estimate for 2018**

The proposed budget was prepared by the Treasurer and reviewed by the President before submission to the entire Board. After much discussion the Board voted to suspend the two \$1000 scholarships for at least 2018 and until we can balance the budget.

We agreed to continue giving \$6000 to the County hosting the State Education Conference for no more than 2 years. In the meantime, the Board will devote more time to come up with better ideas to fund and organize the Conferences.

### **Our Van Bobbitt Scholarship winner for 2017**

Alex Chapel has still not contacted anyone on the State Board (or me) to provide the information necessary to pay his scholarship.

### **Advanced Education Conference for 2018**

Dates are Sept 26-29, 2018

Place: Wenatchee Convention Center

Website: [www.sharingourroots.org](http://www.sharingourroots.org)

Registration: Registration will be open 4-01-2018. Fee is \$199.

### **Program Leader report by Nicole Martini**

- Tree Stewardship training modules will be on line as of January 2018. They include 10-12 hours of personations, will be open to non-MG's and may qualify for CE credit.
- The online MG training update has been completed.
- "Ask an Expert" program – there will be a Webinar presentation on Dec 6, 2017 at 10 am. This is an introduction to the process of becoming an "expert" who is available to answer questions posed by users of this program statewide. Local plant clinics are encouraged to participate.

### **Calendar for 2018**

March 9, 2018 in Everett at MG extension site

June 1, 2018 in Wenatchee probably at Convention Center

Sept 26, 2018 in Wenatchee at Convention Center

November 2, 2018 – in King County, location not yet identified

### **Grants**

Jack Smith of Mason County reported that they had been successful in getting a grant from one of the local Native Peoples tribes for electrical connection in one of their demo gardens. Others on the Board suggested that tribes with Casinos were required to give back to the community at large via grants that would benefit the community and the tribe.

Members discussed the idea of applying for grants. Question was raised about what strings might be attached to grants. Further discussion will occur in the future.

### **Vice President –**

Bev reported that the position of Handicrafts chair for 2018 is still open.

Budget responses have all come in. She has tentative list of budget amounts.

Items left to report: Karla Salp on activities; Board training from Cindy; Publicity and Marketing from Cindy; Candace didn't respond,

We will wait until next month to review the Board and Committee Chair responsibility matrix.

**Member-At-Large** – Update on awards banquet                      Candace/Barb

Awards banquet – Barb will do coffee.

Need to increase number to 115

Awards stuff still needs to be organized.

List complete of awards –

    2 honorary MG's – James Wood - Paul Longwell – yes

Board should arrive at 4:00 p.m.

Work party to organize awards is set for day before the meeting.

### **President-Elect**

Charley lead a discussion about the future handling of Finance Committee records. He stated that we now have a solid Finance Committee that will develop a procedure before any moves are made. Corporate records belong under the egis of the Secretary. Early Jan will have report on digitizing. If we digitize minutes, we should put copy of minutes on 2 separate devices for back-up. One copy in a bank vault and one copy with the Secretary.

Now that we have secured a storage unit, we will develop a check-in check-out system to keep track of who enters and exits the unit.

We should never destroy corporate records without coming to the Board and making a formal motion. Should decide after corporate tax filing. Chances of audit are minimal, but should show due diligence to make sure we have all corporate meeting minutes.

Charley emphasized his concern that we need to protect what we have, and do due diligence. We should have simple clip-board in/out register in the locker. We also need process for putting things into the locker.

Charley expressed his pleasure at having Jerry and Barb as partners.

### **President**

Storage facility: Cindy provided an update on storage facility. It is at 4812 Lacey Blvd. in Lacey, WA. Kerry has lock with code to the gate.

Cindy asked the group if we are ready to have people brings things in. Anything still at the Extension Office needs to be moved to storage by November 30. Charley will purchase storage shelves and install them in the storage unit the week of Thanksgiving.

Survey/Free membership for 2018 – 19 people on the survey wanted to be considered for free mbr – Lynette Anderson’s name was drawn from the group. Cindy will contact her and tell her the good news that she has a free membership for next year.

Meeting location in December .6 at 5:30 p.m. – Board meeting will be held at Pam’s house:  
2112 Aspinwall Road NW  
Olympia, WA 98502

### **Committee Reports (Committees that did not submit reports are not listed.)**

Website - Bev Postman/Roy Emory – Lynette Anderson is a candidate to Bev Postman’s job. Bev will meet with her Friday and let us know thereafter.

#### Handicrafts –

Kay Zambone reported that the committee made \$466 at craft fair Home for the Holidays will have things for sale at the at December Annual Meeting as well.

Bloomin’ Bingo - Toni Ghazal reported that Julie Sandberg has agreed to be the new chair.

#### Nominations

Charley reported that we do not need a President-elect in 2018. Cindy will be past president.

Barbara – Member-at-large

Jerry – Vice President

State Representative – still open

Finance Committee – wants to have everything in order before scanning begins.

### **Program Report**

Cori submitted the following report:

We have interviewed 3 of the 6 top candidates for the Master Recycler Composter Outreach Specialist I position. The last 3 applicants will be interviewed next Monday. This is the part-time help position that Solid Waste will be funding.

Master Recycler Composter volunteer training finished on October 24<sup>th</sup> with 15 new MRC volunteers graduating.

\* 2018 Master Gardener pre-orientations- 3 of 8 completed, have received 26 applications to date. Deadline to apply is December 15<sup>th</sup>.

\* Spring Greening room rental contract for Westwood Church is still being reviewed by WSU.

Olympia Farmers Market Board of Directors motioned approval to move forward with design plans for the new MG booth at Olympia Farmers Market garden. They would like to approve of final design and location before construction begins. It was also suggested that approval for construction is sought from the Port of Olympia before design plans move forward to the next step.

Preparations continue for the Extension office move slated for December 18<sup>th</sup> – 20<sup>th</sup>.

**Old Business** - None

**New Business**

Cindy asked for approval of draft 2018 Goals, which she distributed on a separate document.

Motion was made by Pam, seconded by Charley, and passed, to approve by Board and forward to membership for approval.

Agenda input for Dec. Annual Meeting

- Welcome - Cindy
- Introduce officers and committee chairs
- Honor Eric Rowe – financial investment update
- Review of 2017 Goals – progress
- Present 2018 goals – get approval
- Budget – Bev

- Present nominees – Charley Barron
  - Vice President – Jerry Stayton
  - At large – Barb Baker

- State Rep – no candidate

- Acknowledge quorum

Charley will send Diane info for meeting notice.

Need to have blank ballots ready – Pam will do it.

Cori will present her annual report

6:15 Meeting was adjourned.

Submitted,

Pamela E. Roberts  
Secretary