



# Master Gardener Foundation of Thurston County

## Board Meeting Minutes

September 19, 2018

3054 Carpenter Rd SE, Olympia WA 98503

**Call to Order**  
**5:30 p.m.**

**Present:** Board Members, Charley Barron, President, Cindy Hoover, Past-president, Jerry Stayton, Vice President, Kerry Norem, Treasurer, Barbara Baker, Member-at-Large, George Cowan, State Representative, and Pam Roberts, Secretary.

Also Present: Cori Carlton, Program Manager, Donna Doerer, MG, and Julie Sanford, MG.

## **Board Reports**

Minutes – August 8, 2018 Board meeting minutes were reviewed. One correction was made, to include Julie Sanford's last name. Motion to approve as amended was made by Barb, seconded by Cindy, and approved.

Note: The Foundation membership voted at its August 16, 2018 Membership picnic to adopt the proposed Five-Year Goals as submitted.

Treasurer's Report – August 2018 report was presented by Kerry.

YTD Income:	\$30,667.80
YTD Expenses:	\$17,705.06
Current Assets:	\$26,601.89

Kerry provided an update on Bloomin' Bingo revenue, as follows:

\$700 collected at door  
\$950 for special bingo  
\$95 for dobbers

Total profit for 2018 Bloomin' Bingo = \$4135 (This compares with proceeds for 2017 of \$5199)

Treasurer went over financial details for August: Supplies cost are down as of August, although reimbursement to Thurston County for August expenses in the amount of approximately \$3000 is still pending. Balance has increased \$10,000 over last year.

Edward Jones investment balance is \$82,237.28. We will book at year end.

Renewal on storage unit is due next month. Kerry requested and received permission to pay annual renewal fee.

Motion was made by Pam, seconded by Cindy and passed, to approve the Treasurer's report.

#### Past President-

Cindy reported that Barb Baker has agreed to run for President-elect. This will leave a vacancy for Member-at-Large.

Follow-up: Cindy is working on a nominee for Member-at-Large and hopes to have an announcement in October.

#### Vice President

Jerry announced that the Budget Process will begin next week with a meeting between him and Charley.

#### Member-At-Large

Barb asked whether we should cancel a membership meeting in October, since the "Master Your Garden" large outreach meeting is scheduled for that month. Members agreed, and there will be no October membership meeting.

Foundation awards announcement has been published in the Friday Flash and on the members-only FB page.

Members discussed possible recipients for the various awards.

Next Foundation membership event will be the Awards Luncheon in December.

#### State Foundation Representative

George reported that he is ready to attend the Washington State MG meeting in Wenatchee in September. Silent auction items to be contributed for that meeting are coming in. He has received lots of support getting it together.

Follow-up: Charley will send George the per diem amount and form so he can request reimbursement for his expenses at that meeting.

#### President

Charley announced that on October 1 at 4:00 p.m. he and Cori and Diane will meet with Community Foundation regarding our grant request.

Mason County wants to partner with Thurston County MG Foundation for a joint garden tour in 2019. They have infrastructure in place and want us to nominate 6 gardens in the Steamboat Island area for the tour. Cori related that we must make sure our liability insurance covers us and make sure homeowners have their own coverage as well.

Follow-up: Charley and George will discuss with representatives of Mason County MG's as next step sometime in October. Included in the discussion will be definition of roles and responsibilities to be sure we have clear expectations ahead of time. Suggested timing is 2<sup>nd</sup> week in July.

## **Committee Reports** (Committees that do not have a report are not listed below)

Activities – We will need replacement for Karla Salp next year, as she has indicated she will not continue in this role in 2019.

### Website – Roy Emory/Lynette Anderson

Lynette has indicated she can produce an online Foundation membership application process. Several Board members have already tested the process and gave positive feed-back.

Follow-up - Lynette and Roy will be asked to demonstrate the process for the Board at our next meeting.

### Plant Sale

Fall plant sale is scheduled for October 6, 2018 from 10 a.m. to 3 p.m. at Dirt Works.

### Retail

JoAn Reitzwood has requested reimbursement needed for hats  
She has submitted her last clothing order for 2018 and is within her budget.  
She is preparing tools for Master Your Garden event on October 20.

### Bloomin' Bingo

Julie Sandberg provided a verbal report as follows:

25 volunteers; 23 donors  
\$4135 profit

84 donated prizes by outside vendors  
215 prizes donated by MG's

Table set-up was improvement over last year.

Julie solicited feedback from those present. Consensus was that the event went much smoother. This year than last.

Follow-up: A debrief will be held, and feed-back will be solicited.  
Julie and Cori will follow up and set up meeting.

Tentative schedule for next year: 2<sup>nd</sup> Thursday in September 2019

Thank you notes to donors will be out. Julie will send Charley a template for TY notes, and Charley's wife has volunteered to hand write these notes.

### Finance/Grants

Charley and Donna Doerer and Cori will meet with the Community Foundation for an interview about our grant proposal for CLP Anniversary celebration.

Donna distributed a written update on grant seeking.

Follow-up: Meeting to prepare for interview will be held on Monday, Sept 24 1 p.m.

Cindy asked about grants that would enable an increase in scholarships for underserved to attend MG class. Members agreed that the 25<sup>th</sup> Anniversary of CLP is a priority and that scholarships for the underserved would continue to be on the list of funding needs.

Follow-up: Discuss scholarship funding at Board goal-setting retreat.

Donna left room 6:50 p.m.

## **Program Report - Cori Carlton**

“Master Your: Garden, Compost, Recycling” Education Day schedule has been finalized. We are now working on securing volunteers and logistics associated with the schedule of events. Our next follow-up meeting is scheduled for October 4<sup>th</sup> at 6pm.

This week will be the last of our outreach booths for the season. We will be at Tumwater Farmers Market Garden Committee retreat is being scheduled for October. We will review garden operations/policies, what worked/didn't work in 2018, goal setting for 2019, and budget numbers for 2018/2019.

Next MG Cluster meeting is October 11<sup>th</sup> from 10am to 1pm @ Lewis County Extension office. Discussion topics include: recap garden tours, recap clinic survey progress, goal setting for next year, retaining volunteers-next steps, set future meeting dates and agenda items.

My priorities and continuing projects:

- \*Demo garden end of season wrap-up duties and clinic operations.
- \*CLP 25<sup>th</sup> anniversary planning.
- \*2019 MG training planning.
- \*Annual appreciation and awards luncheon.
- \*Year-end reports/data collection
- \*Calendar, goal setting and planning for 2019
- \*Office catch-up work including: re-hiring part-time assistant position (we are currently in the process), setting up online volunteer management system once they are hired.
- \*Unpacking and organizing our new office spaces and storage unit. New cabinets will be installed in the conference room so continuing to get my stuff organized in the conference room is a priority.

## **Old Business**

All

Board and Committee Tasks:

- A. Pick dates for 2019
- B. Have bookmarks printed ahead of December Annual Meeting.

## **New Business**

Annual Retreat/Goal Setting for 2019 Meeting (October 17)

2019 Budget Meeting will be held at Cindy's house on Saturday, November 17.

Follow-up: Cori will send out requests for ideas for 2019 budget.

Members discussed communication with Committees on a regular basis on budget issues. This will be considered in planning meeting.  
Should have Board Meetings in the calendar to begin for planning meeting.

7:45 Adjourn

Submitted,

Pamela E. Roberts  
Secretary

**Upcoming Meetings/Events**

September 26-29: State AEC Conference, Wenatchee WA

October 6: Plant Sale at Dirtworks

October 10: Board Meeting

October 11: Cluster Meeting, Centralia

October 17: Annual Retreat/Goal Setting for 2019

October 20: Master Your Garden, Composting, and Recycling Education Day

November 7: Board Meeting

November 15: Annual Awards Luncheon

November 17: Budget Meeting 9 a.m.

November 28: Board Meeting (To replace December meeting)

December 1: Annual Meeting/Holiday Party: 12-2 p.m. Potluck