



Master Gardener Foundation of Thurston County

Board Meeting Minutes

January 9, 2019
3054 Carpenter Rd SE, Olympia WA 98503

Call to Order 5:30 p.m.

Present: Board Members, Charley Barron, President, Jerry Stayton, Vice President, Kerry Norem, Treasurer, Steve Wilson, Treasurer-elect, George Cowan, State Representative, and Pam Roberts, Secretary

Also Present: Cori Carlton, Master Gardener Program Manager, Donna Doerer, MG, and Linda Talen, Communications Chair

Motion was made by Pam Roberts, Seconded by Jerry Stayton, and Passed, naming **Becky Emerich, MG**, to the **Member-at-Large** position recently vacated by Barb Baker.

Charley Introduced Steve Wilson, newly-elected Treasurer-elect. Steve provided some background information on himself and was welcomed by all members in attendance.

Board Reports

Minutes – November 28, 2018 Board meeting minutes

Motion was made by Kerry, seconded by Jerry and approved to accept the minutes as presented.

Minutes – Annual Meeting December 3, 2018

Motion was made by Kerry, seconded by Jerry and approved to accept the Annual Meeting minutes as presented.

Treasurer's Report – December 2018 was presented by Kerry

YTD Income:	\$52,597.02
YTD Expenses:	\$34,463.23
Current Assets:	\$31,772.94

Charley reported that he and Jerry and Kerry had met recently with Eric Rowe and had set up some internal controls on the Edward Jones account wherein The President and the Vice President have access to the account.

Kerry reported that the Foundation currently has \$31,772.94 in its checking account. She asked for permission to move \$20,000 of that balance to a Money Market Account that draws interest. This amount is retrievable at any time without a delay. Following discussion, Jerry suggested

that the Treasurer should have the authorization to move funds as needed in and out of the Heritage and Edward Jones Account.

Motion was made by George, seconded by Jerry, and Approved, to allow a transfer of \$20,000 out of the Heritage checking account to the Edward Jones investment account. In addition, the Treasurer will be authorized in the future to make such transfers as needed.

Budget

Discussion continued regarding spending by garden committees. For instance, the Closed Loop Garden Committee wants to move ahead with electrical work asap. Board needs to determine where the money will come from. There are three sources of funding, including the Foundation Budget, Thurston County Solid Waste Budget, and grant proceeds. Grant money is available right now. Grants will pay for signs at Closed Loop Garden up to \$5000. The sources of the funding for other items will depend on what the spending is for. For instance: CLP Shed replacement – Foundation doesn't own the shed. The Committee Must get approval before existing shed can be removed. It has been there for 25 years, and ownership is unclear. Cori needs to be involved as Thurston County representative. She is currently looking for documentation of who owns the shed so we can get permission to demolish.

Proper processes must be followed in order to get things done appropriately. Sign designs are in process of review at WSU and can be ordered following that approval. Solid Waste staff will install signs due to precautions needed to protect the landfill liner below the garden.

Charley shared a new draft Sales Reconciliation Form developed by Finance Committee for use by people who are spending Foundation funds. Members asked that the Foundation Logo be added to the form. In addition to submitting form to the Treasurer, a copy of each form submitted should be given to Jerry as internal control.

Following discussion, members agreed to begin implementing the Sales Reconciliation Form as amended.

Follow-up: Sales Reconciliation Form will be distributed to Committee Chairs with instructions for its use.

Motion was made by George, seconded by Steve, and approved to accept the Treasurer's report

Kerry reported that she has purchased an additional iPad as discussed in November. Kerry also met with newly elected President-elect, Barb Baker, and newly elected Treasurer-elect Steve Wilson on Saturday, January 5, to orient them to her processes.

Cori stated that MG Carol Britton memorial donations need to be earmarked for Children's Garden.

Member-At-Large

Charley reported for Barb/Becky that Kris Adair, Manager of Silvers Springs Organics, has been booked to speak at February Foundation members meeting.

Cori reported that meeting rooms are confirmed for the year at the TC Health Department. The room will continue to be smaller than we have had in the past, so space is a problem. There

won't be room for tables, so members determined that we will suspend potlucks until we get a bigger room. The side room can be used for sales.

Follow-up: Diane Stanger will be asked to communicate that there will be no potluck in February and explain that this is due to space limitations.

State Foundation Representative. -

George reported that the next State meeting will be held in February in Puyallup.

President

Charley stated that he will provide budget information to committees, with instructions for using the new reconciliation form.

Follow-up: Budget information and instructions to be provided soon.

Committee Reports (Committees that are not noted did not submit a report)

Committee Chairs – Current chairs will continue into 2019.

Publicity - Linda Talen reported that she has a surplus desktop computer with Windows 7 on it. She will put it in the Foundation's storage unit and determine what to do later.

Linda will be providing publicity for the Education Day, Plant Sale, Calendar, July 13 garden anniversary event.

On Friday 1/11 Linda will attend education day planning meeting at noon.

Linda will begin collecting photos for the 2019 plant sale poster. Extra photos might be used for the forthcoming calendar. Plant sale poster needs to be ordered by mid-February. Cori will include an announcement regarding photos in the Friday Flash.

Bookmarks have arrived, and Lind will be distributing them.

Grants - Donna reported that the award check from Community Foundation arrived mid-December.

Progress report forms must be submitted to grantors in accordance with their expectations. Donna is prepared to submit as required.

Nisqually Foundation declined our grant request. She added that there is still a possibility for future grants from this group. She submitted a thank-you letter to the Nisqually Foundation for Charley's signature.

Donna asked the Board if we want to continue grant seeking for Closed Loop Park. Squaxin Tribe and Heritage Bank are possible resources. Since the timeline is so short for CLP, there was hesitation about further effort for that. The Children's Garden would be a possible next project. The Board agreed that we should continue grant seeking

Sponsorships are also possibilities. Finance Committee will discuss.

Follow-up: Donna will be included in future Finance Committee meetings, as well as Garden Party planning meetings.

Cori stated that there is a Draft sponsorship policy –

Follow-up: Pam was asked to look for the Draft sponsorship policy and refer it back to the Board.

Finance Committee: Official members of the Committee include: Donna Doerer, Steve Wilson, Kerry Norem, Charley Barron, Jerry Stayton, Barb Baker, and Bruce Baldwin.

Membership Committee: Diane Stanger reported that as of January 8, we have 98 registered (and paid) memberships for 2019. This is nearly a 35% increase of memberships over this time last year. So far, 3 of those 98 paid memberships are new members. The rest are renewals. The good news is that half of those memberships were done online using the “new and improved” online membership registration. My thanks to Lynette Anderson and Roy Emory for making this happen. I also want to thank Kerry Norem for her patience with me while I work through this new way of managing the memberships of the Foundation.

Plant Sale Committee – Committee members went to closed Oliver’s Landscaping Nursery on Steamboat Island and made a large purchase at 50% price reduction..

Retail - JoAn Reitzwood has reported that the knitted beanies have all sold. She will order more clothing.

Activities - Karla Salp has reported that the next event is sold out. It will be a Tour of Volunteer Park Conservatory and Amazon Biosphere on January 19.

Other activities in the works include a progressive garden tour, and a before/after garden tour of Joyce Kilmer’s garden.

Program Report

Cori submitted the following:

2019 Master Gardener pre-orientations were completed on December 14th which was also the deadline to apply. We have accepted 39 in to the 2019 training program. 3/ of the 39 MG class members are scholarships.

Training will begin on Friday, January 25th. Mentor training will be on January 10th. We are currently in full planning mode.

Master Your Education Day planning meeting will be on Friday, January 11th with the goal of finalizing the presentation topics so we can start advertising the event.

Also scheduling meetings with the calendar planning group and the volunteers who help with promotion/marketing/announcements via our websites/social media/press releases.

2019 program events/happenings will be posted in the upcoming Friday Flash.

MG & MRC Recommitment forms will go out this week.

Allyson has completed the first draft of the new MRC training manual. She has also begun training with the new Volunteer Management System, CERVIS. The account is registered under MGFTC so that it can be used/ represented by all three groups: MG's, MRC's and MGFTC. Cori passed around the new logo banner that will be at the top of every page. Received invoice for \$2300. It is broken up into 3 charges. The annual fee is \$1,800. The one-time fees are:

- o Account set-up fee- \$100
- o Software training-\$500

Bringing the total cost to \$2,300. MGFTC will pay \$900 of this fee. Thurston County Solid Waste-MRC Budget will pay the remaining balance of \$1,400.

My priorities and continuing projects:

- o Calendar, goal setting and planning for 2019
- o 2019 MG training planning.
- o Demo garden anniversary planning.
- o Year-end reports/data collection
- o Unpacking and organizing our new office spaces and storage unit. New cabinets have been installed in the conference room so continuing to get my stuff organized in the conference room is a priority.

Board members congratulated Cori 10-year anniversary this week

Old Business

None

New Business

Orientation for new Board Members will be held on Sunday, January 27 for new Board members, Barb, Becky, and Steve.

Follow-up: Charley, Kerry and Pam will work on new manuals for everyone.

2019 MGFTC Conflict of Interest Policy and Forms were distributed to members in attendance, signed and returned to Pam for the record..

Follow-up: Conflict of Interest Forms will be collected from Becky Emerich and Barb Baker at the next Board meeting.

Records Retention Schedule: Finance Committee will draft

Reconciliation processes for sales and MGFTC accounts was discussed above. These procedures will be discussed with everybody who spends money on behalf of the Foundation in attendance.

Follow-up: Charley and Kerry will conduct meeting to review procedures. This will be held the 30 minutes (at 6 p.m.) prior to the next Foundation membership meeting.

Budget notifications will be included. Kerry will email notices to Chairs except for garden committees. Cori will work with Garden Committee Chairs regarding budget for 2019.

Volunteer management agreement – Charley will sign.

7:34 Adjourn

Submitted,

Pamela E. Roberts
Secretary

Upcoming Meetings/Events

February 13: Board Meeting

February 14: Cluster Meeting (Chehalis)

February 20: MGFTC Membership Meeting: 6:30 p.m. at Thurston County DOH

March 13: Board Meeting

March 23: Education Day

April 10: Board Meeting