



# Master Gardener Foundation of Thurston County

## Board Meeting Minutes

**March 13, 2019**

**3054 Carpenter Rd SE, Olympia WA 98503**

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

**Present:** Board Members, Charley Barron, President, Jerry Stayton, Vice President, Barbara Baker, President-elect, Kerry Norem, Treasurer, Steve Wilson, Treasurer-elect, George Cowan, State Representative, Becky Emrich, Member-at-Large, and Pam Roberts, Secretary

**Also Present:** Cori Carlton, Master Gardener Program Manager, and Donna Doerer, MG.

## **Board Reports**

### **Minutes** –

February 25, 2019 Board meeting minutes were reviewed. Motion to approve as presented was made by Becky, seconded by Barb, and approved.

**Treasurer's Report** – February 2019 report was presented by Kerry.

YTD Income:	\$ 1,243.82
YTD Expenses:	\$ 4,636.63
Current Assets:	\$26,980.13

Edward Jones investments balance as of March 13, 2019: \$101,473.15 (3 accounts:) \$20,000 in money market account.

### **Foundation Credit Card for Cori.**

Follow-up to discussion in February, motion was made, seconded and APPROVED:

*The Board of the Master Gardener Foundation of Thurston County hereby determines that we will direct Heritage Bank to issue a credit card with a \$2500 limit for the exclusive use of Cori Carlton, MG Program Manager, to facilitate purchases that support the MG Program on behalf of the Foundation.*

**Follow-up:** Cori will be required to submit receipts monthly on one Reimbursement Request form. Auditing safeguards will be in place to monitor expenditures. Kerry will follow up with Heritage to finalize the arrangements.

Cori thanked the members for helping her simplify her procurement procedures.

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Kerry stated that she needs new software for QuickBooks upgrade. The cost will probably be approximately \$40. Following installation of the upgrade, she will move the Foundation budget to QuickBooks.

Kerry announced that she and her husband will be moving to Bozeman, Montana in July. Although they are relocating, she will continue her job in Olympia remotely and return to Olympia quarterly. That way she will continue to be available to assist Steve with the Treasurer duties as needed.

Kerry will purchase two more card swipers for Square, along with extra holders with chip readers to be used for sales.

Motion to approve the treasurer's report was made by Barb, seconded by Becky, and carried.

### **Vice President –**

Jerry reported that he is working with Donna Doerer to develop a scholarship policy, which he will recommend be funded in the next budget cycle.

### **Member-At-Large –**

Becky reported the following:

Speaker at April membership meeting will be Dan Conrad. He will talk about Dahlias

June meeting still being formulated. Becky asked if Allyson, Cori's assistant, could come talk about the new volunteer data management program. Cori will respond when she knows future.

Meeting locations are still at the TC Health Department although we are actively seeking alternative locations due to recently introduced space constraints at that location. There will be no potluck.

### **State Foundation Representative**

George reported that he had spoken with John Strong about policies on sponsorships and grants in other county MG organizations. Mr. Strong could not provide any such policies for reference.

The next meeting State Foundation meeting will be held in Wenatchee.

George and Cori attended the recent Cluster meeting. The attendance was down 40% in attendance, so the meeting was shorter than usual with less topics discussed. Charley repeated his call for Board members to attend at least once during the year.

### **President**

Charley reported that the Finance Committee met last Thursday. Scholarship policy will state that eligibility for scholarships will be kept to members of the Foundation.

Follow-up: Charley asked Pam to forward list of current Board of Directors to Diane Stanger and Roy and Lynette. He also asked that they receive Goals for 2019- and Five-Year Goals for posting on the MGFTC website

## **Committee Reports** (Only committees that submitted reports are listed)

### Publicity - Linda Talen

Cori reported on a meeting that occurred Tuesday evening to discuss use of social media. She reviewed with attendees the new rules re: what we can promote on our own social media pages. The attendees are planning to form a small media group for communications.

### Finance Committee (see New Business)

### Grants

Donna handed out and explained draft documents for solicitation in the community of sponsors for MG events. Following discussion, it was determined that the work to refine these documents will best be accomplished by a small group.

### Follow-up:

Donna will lead the small discussion group. Barbara volunteered to participate. A solicitation will be placed in the FF to find more volunteers.

Donna asked Board members to get back to her by 3/15 with comments on the document drafts.

6:45 – Donna was excused.

Retail - JoAn Reitzwood is getting ready for education day, making key purchases for sale at that event.

### Plant Sale –

Midge has reported that there is minimal structural damage from snow. They probably lost some inventory, but won't know for awhile. Plant sale committee needs plenty of help due to delays from snow days.

Plant sale brochure – bunchberry photo was chosen for the plant sale poster. Barb moved to approve Plant Sale Poster. Kerry seconded the motion. Motion carried.

Follow-up: Cori will forward the finalized poster to WSU for printing.

## **Program Report**

\*2018 Data collection for 6 different MG & MRC year-end reports have been completed by the Feb. 28<sup>th</sup> due date. 1 is still left and due at the end of the month.

\*MG & MRC Recommitment forms were due by February 28<sup>th</sup> and are in numerous stages of being processed.

\*Annual Appreciation Awards dinner date has been moved from November 14<sup>th</sup> to Wednesday, November 13<sup>th</sup> at Heritage Hall @ TC Fairgrounds.

\*Due to the February snow we had to reschedule many activities and meetings which has shifted some priorities. These last couple of weeks we have made progress by having the following items happen:

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\*Education day planning is in the final stages as the event is next week.

\*Demo garden anniversary celebration planning meeting was held, and progress is being made as to deciding what types of events each demo garden would like to host.

\*The re-scheduled Cluster meeting did happen, but it snowed that morning so only Mason, Lewis and Thurston Counties were present.

\*Promotion/marketing/media/websites/social media/ meeting was held last night. Foundation and Program representatives for our websites and social media sites participated.

\*Children's Garden committee met and have finalized a task list for upcoming preparation needs. Dates and brochure have been finalized.

\*Preparing and updating outreach materials for spring events.

\*My priorities and continuing projects:

- o 2019 MG training.
- o Education Day planning.
- o Demo garden anniversary planning.
- o Preparing to clinic space for it's opening on March 26, 2019.
- o Summer and fall outreach calendar planning for 2019
- o Demo garden anniversary planning.
- o Unpacking and organizing our new office spaces and storage unit.

Allyson's Update:

Four MRCs and two Solid Waste staff members have begun reviewing the draft Master Recycling Composter Program of Thurston County Course Manual—their deadline is April 30, 2019 Allyson is primarily working on CERVIS system configurations, which includes:

- o Designing the application space
- o Greetings and individual page messages
- o Testing "dummy" accounts and events
- o Uploading required forms (i.e., background check, photo/video release, etc.)
- Documenting processes and procedure

Assisted with general event and meeting prep and clean-up

Data entry of 2019 MG completed class work.

Cori related a storage space challenge in which she will have to move material out of the MG Clinic space before it opens for the season. A small closet next to her office will have to hold many containers. Members determined that the Foundation should help purchase shelving for this purpose.

Motion was made by Jerry, Seconded by Barb and passed:

*The Foundation authorizes Cori to spend up to \$500 for shelving which the Board will underwrite.*

Follow-up: Jerry and Kerry will determine what account will be tapped for this purchase.

## Old Business

Board and Committee Tasks were reviewed.

Calendar: Month of April – Barb to confirm upcoming vacancies

Master Gardener Week in May – Governor’s declaration is unlikely due to his current efforts toward national office.

Meeting Location for Membership Meetings

Charley related the information he had gathered:

Lacey Community Center \$250 - \$400 for Foundation meeting

Salvation Army will provide space free. Not Weds. Tuesday/Thursday available

Cori will check further.

Member suggested we investigate the availability of Granges halls.

Follow up will continue this topic. Cori and Charley will make further inquiries.

## New Business

Sponsorship Policy – Policy has been forwarded with recommendation from Finance Committee is to approve.

Motion was made, seconded and APPROVED:

*That the new Sponsorship Policy be adopted as submitted by the Finance Committee.*

Follow-up: Pam will finalize the document.

Memorandum of Understanding between WSU Thurston County Extension and MGFTC -

This MOU Expires in 2020. Original must be found. Then the MOU will be updated and sent to WSU for renewal. Target date: September 2019.

Quarterly newsletter from the Foundation

The Board members have determined that a 2-page, (front/back) quarterly newsletter should be produced in the future. There will be a contest among Foundation members to name the newsletter. A Gift certificate to plant sale will be offered as a prize for the winning name, to be determined by vote of the membership. This should be accomplished by end of April so the first issue can support plant sale,

Follow-up: Cori will place a note in the Flash announcing the naming contest.

Meeting adjourned at 8:10 p.m.

Submitted,

*Pamela E. Roberts*

Pamela E. Roberts

Secretary

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**Upcoming Meetings/Events**

March 23	Education Day
April 10	Board Meeting
April 16	Membership Meeting
May 8	Board Meeting
May 18	Plant Sale
June 12	Board Meeting