



## Master Gardener Foundation of Thurston County

### Board Meeting Minutes

October 9, 2019

3054 Carpenter Rd SE, Olympia WA 98503

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

**Present: Board Members**, Charley Barron, President, Donna Doerer, Vice President, Barbara Baker, President-elect, Steve Wilson, Treasurer, Becky Emrich, Member at Large, George Cowan, State Representative, Pam Roberts, Secretary.

**Also Present:** Cori Carlton, Master Gardener Program Manager, Diane Stanger, MG, Midge Miller-Price, MG, Sharon Parsons, MG

Charley acknowledged guests, and asked them to provide their reports first, as a courtesy:

#### Diane Stanger, Membership Chair

Diane reported that the Foundation Membership count is 204 members as of this date. This includes 116 MG's, 34 interns, 4 MRC's and 17 others.

*Now that we have an on-line application process, applicants have been paying \$10 for membership even after July 1. The foundation must pay a fee for credit card payments (.36), so reducing the dues by half for that time period doesn't seem practical.*

*Many renewing members pay for their membership for the next year at the December Holiday party, so the statement in the By-Laws that "for those applying for membership between July 1 and December 31, the dues for that year will be reduced by half." Maybe the statement needs to be amended.*

*In the past, any membership dues received after October 1, I've applied to annual membership for the following year. This gives the applicant a grace period of 2-3 months; only a handful of new/renewals are paid during Oct & Nov. This is not spelled out in the By-laws, but this is what I've been doing. I'd like this discussed and formally approved by the board if possible.*

Board members discussed Diane's questions and determined that we should apply membership dues paid after October to the next membership year.

Follow-up – Board will review Bylaws wording on dues and make amendments as necessary. Barb will provide officer nominations to Diane by end of October for distribution to membership. Pam will bring membership mugs to annual meeting.

The Board thanked Diane and she left the room.

#### Midge Miller– Price, Plant Sale Co-Chair

Board members congratulated Midge and her Committee on a successful fall plant sale.

10/9/2019

Midge expressed appreciation Steve for his presence to support use of the Square credit card device. She stated that they sold a lot of plants

Midge added that they had started a long-needed project today – Dale Eklund will bring out a stump grinder to remove the stump in front of the nursery office.

*Infrastructure* – Hoses need replacing – new tables are going to be built by Brent Stratton.

*Chair succession* - Megan and Midge have met with Kerry Redetz and Dana Alard-Webb, who have expressed interest in assuming co-chairmanship of the committee. However, they both work and are not available during weekday work time. They suggested holding nursery work parties on Saturday morning or a weekday evening. Saturday morning is not appealing to most of the existing Plant Sale Committee members, and they have no interest in working evenings.

Midge remarked that they have considered a different kind of organization for the Committee. Kitsap County MG Foundation has a decentralized group with separate individuals in charge of different areas of responsibility. 13 regular members of the current group are experienced, with a variety of skills including propagation, identification, organization.

Important assets for a potential Chair were discussed. Chair must have administrative skills and people skills. This person must know how to use the skills of the existing members, understand the rhythm of the sale, and be a good multi-tasker. Consensus decision-making is a skill already being exercised by existing members.

Follow-up – Midge will speak briefly at next membership meeting. (Annual meeting). Cori will keep emphasizing the need in Friday Flash.

The Board members thanked Midge and Diane and they both left the room at 6 p.m.

## **Board Reports**

Minutes of the September 18, 2019 Board meeting were presented by Pam. Motion for approval was made by Barb, seconded by Donna, and approved.

### **Treasurer's Report**

Steve presented the Treasurer's report for both August and September. He remarked that September was a very good month, in which we held Bloomin Bingo. Fall meeting saw sales of handicrafts of \$316 and Tools of \$178. The Fall Plant sale netted \$5471, including Handicrafts sales at plant sale of \$391.

Unfortunately, \$63 was stolen by a customer who walked out with handicrafts without paying their bill. This was enabled by placement of the handicrafts table outside the nursery gate. Rather than going back to the cashier the individual walked out without paying.

This opportunity for theft might have been avoided if Handicrafts had their own Square (Cost about \$500).

Follow-up: Plant Sale check-out procedure needs to be written and followed.

Funds in Heritage Bank for the end of September were \$11,439. Edward Jones balance was \$114,764.69 as of last evening

Hands on Children's Museum donated 2 family tickets for Bloomin Bingo prizes.

Follow-up Question: How do donations for Bloomin Bingo get attributed? In kind donations are important to our documentation of value. Grants and sponsorships need some documentation procedures.

Steve reported that he has added a budget classification for Spring Education Day receipts.

August and September Treasurer Reports were reviewed.

Follow-up – Steve and Cori will meet to work out an expenditures report to meet Cori's needs for detail.

MG project fund – Steve needs updated information as the project fund is being spent. The fund is \$12,000 Board designated net asset originally. How much is left? Cori stated that the Sensory Garden project and the Anniversary party were funded through this fund.

Follow-up: Make change in Secretary of State with Donna as Vice President – Paperwork next Wednesday.

Dept of Revenue quarterly report coming up due.  
Internal use tax free justification report also due

Follow-up – Determine a procedure for designation of tax – free category expenditures before they are submitted to the Treasurer. Might this be a check-box on the submittal form?

Motion to approve August and September Treasurer's Reports was made by Barb, seconded by Becky, and passed.

Follow-up: – Barb, Charley and Steve will meet next week to prepare for the November 16 Budget meeting.

Steve asked if we need to print receipts for sales through the Square. That would require a printer. Members asked Steve to submit requests for what he needs technology-wise for Budget.

### **Member-At-Large**

Becky asked for the date of the February 2020 membership meeting so she can work on getting a speaker. The 2020 calendar will be established at the Retreat on October 17. Also, Becky announced that she won't continue as member at large. Charley thanked Becky for her help on behalf of the Board.

Need RSVP's for Awards meeting. Tami Shaughnessy is handling these.

### **President**

Charley reported that we are making progress learning how to use the technology at Salvation Army. We can now use power point. Next time we will learn how to use microphones.

10/9/2019

3

Follow-up: Secretary of State Website – Donna viewed the MGFTC standing at the Secretary of State Charities site. Steve will revise the form after this meeting.

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

Reports summarized by Donna Doerer, Vice President.

### **Publicity – Linda**

I sent out the information for all the publicity for the Bloomin' Bingo. I'll get all the information together for the Publicity and get it to the board as I won't be the Publicity Chairman next year. I will be stepping down. I've done the Publicity for several years and need to move on to something else due to some health problems.

### **Website – Roy**

Roy updated MGFTC's *Contact Us* page inserting Donna's email to replace Jerry's address.

### **Retail - JoAnn**

Sales at the September 24th MGFTC Membership meeting were:

Clothing	\$106
Tools	<u>\$178</u>
Total	\$284

Our final selling opportunity will be at the December MFTC Membership meeting, and Lynne Dearing will help me set up and sell. Next up is budget planning; I need to know when budget proposals are due.

I want the Tools Committee to meet to discuss/plan for ordering tools to cover the next Education Day (Spring 2020?), and plant sale.

The new tool sharpeners are popular; they particularly pair well with a tool sharpening demonstration.

I want to figure out (with Cori) a day early on (February or March?) with MG training to take MG clothing to show in order to help with ordering and so it can be available at graduation.

### **Bloomin' Bingo: Julie**

The Bloomin' Bingo date for 2020 is set for *Thursday, September 10, 2020* at the Lacey Community Center. Our contract is in place and the \$150.00 deposit won't be due until early November as Lacey Parks is updating their software for accounting. We will be working on our Bingo guidelines over the next few months in order to have a draft for Board discussion in the early spring. Please keep me posted as the budget meeting is set so I can submit the Bingo numbers. Thanks.

### **Activities: Karla**

We had the fall tour at Joyce Kilmer's garden along with tomato tasting. Everyone loved both the tour and tasting, and we maxed out capacity (20) with numerous people on the waiting list. This concludes the 3rd member activity for the year.

Nancy Mills volunteered to host the seasonal tour at her garden next year. Everyone agreed that a tomato or harvest tasting would be a fun event for next year. Karla is stepping down as activities chair.

### **Finance/Grants: Charley and Donna**

Applications Submitted and Pending Review:

Northwest Horticulture – Decision by November

Nisqually Indian Tribe – Decision by January

Applications in Progress

Squaxin Indian Tribe for general purposes – Due October 25

DV and Ida J McEachern Charitable Trust for Children's Garden shed

Due December 8

Reports Due

Northwest Horticulture – early November

General Activity

Held Kick-off meetings on September 25 and 26. Seven people attended.

Will demonstrate grant maker research database on October 22 to Grant Team.

Met with Cori to review Puget Sound Energy Powerful Partnerships potential.

Decided not to apply in 2019.

### **Program Report**

Cori reported that Jenni Post is learning to use the Volunteer Management System. She is also helping Cori with other duties. MRC training is ongoing.

Cori will host a garden committee retreat next Wednesday, October 30. She is preparing for that retreat.

Cori has received Email from City of Olympia pursuing a MOU for Dirt Works. The MOU will be a joint agreement with City of Olympia, WSU Extension, and MGFTC. This is great news, as there has been no forward progress on this matter in years.

Cori will pursue expanded access to Dirt Works for parking at plant sale as part of the MOU discussion.

MG Calendar – Photos have been uploaded. They are working on format for tips, which will appear in the calendar month,

Follow-up: Barb offered to purchase a coffee pot to back up our membership meetings. Board members agreed on the expenditure.

### **Old Business**

Nominations MGFTC Officers: 2020

10/9/2019

5

Current Board members who have agreed to run for another 2-year term:

State Rep – George

Vice President – Donna

Member at Large – Need candidate.

Annual Retreat/Goal Setting Meeting will be held Wednesday, October 17, from 4:30 – 7 p.m. at the Extension Office.

Follow-up – Pam will send out 1 year and 5-year goals ahead of the meeting.

2019 Foundation Awards – Becky reminded members that she is still accepting nominations for awards for:

Fund raising; Advocacy; Service; Team

## **New Business**

2020 Budget Meeting will be held on Saturday, November 16 from 9 a.m. to noon at Pam's home at 2112 Aspinwall Road NW, Olympia 98502.

Meeting adjourned at 8 p.m.

Submitted:

Pamela E. Roberts

Secretary

### **Upcoming Meetings/Events**

October 10: Cluster Meeting (Chehalis)

October 16: Annual Retreat/Goal Setting for 20210

November 6: Board Meeting

November 13: Annual Awards Celebration

November 16: Budget Meeting

2112 Aspinwall Road NW

Olympia 98502

December 4: Board Meeting

December 7: Annual Meeting