



Master Gardener Foundation of Thurston County

Board Meeting Minutes

December 4, 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, and Jenni Post

President, Charley Barron, thanked Becky Emrich on behalf of the entire Board, for her service this year. This was her final Board meeting.

Board Reports

Minutes: November 6, 2019 Meeting minutes were presented by Pam. Cori's Program Report was absent. Motion was made by Barb and Seconded by Becky, to accept the November 6 minutes pending insertion of Cori's Program Report.

Treasurer's Report: Steve presented financial reports for both October and November 2019

Congratulations are in order because the Board received a grant from NW Horticultural Society in the amount of \$1696 to pay for new AV equipment. This will not be deposited until after the first of the new year.

Financials – Edward Jones accounts experienced a substantial increase this month. \$6186. Edward Jones annual review will occur on Monday, December 9, at 3:45 at Eric Rowe's Office, 3663 College St. Suite E. Steve, Charley and Barb will attend. Other Board members are invited.

Liability Insurance Co. will renew our policy, and will no longer cover sexual harassment or workplace harassment claims.

Follow-up: Review policy (Pam find it)

Line item 4130 break-down for 2018 ??

Secretary of State form has been updated and turned in.

Will we need to submit a 990 long form? We are seeking a CPA to help (due to over \$50,000 income projection)

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Charlie asked whether the Board should provide a one month lag for the financial reports to take time pressure off the Treasurer. Members agreed that if we have reports real-time on accounts in front of us each month, the formal Treasurer's report could lag a month. Steve stated that he can manage so long as the Board meeting is 2nd week of the month. Months when the Board meeting is the first Wednesday make the timeline too tight for him to manage. No decision was made.

Cori commented that she needs the Annual Year-end report summary of 2019 by 1/17/20.

Steve stated that we need to transfer around \$5000 out of the Heritage reserve account to Heritage checking to pay last month reimbursements.

Motion was made by Donna, seconded by Becky, and carried for the Treasurer to transfer up to \$5000 from the Heritage reserve account to the checking account as needed for year-end reimbursements.

Motion was made by Pam, seconded by Barb and carried, that the Board accepts the Treasurer report for October/November 2019.

President Elect:

Barb stated that she would like to plan a facilitated retreat for early next year.

Plans for presentations at the annual meeting ensued. They will include:

- Pie charts to show membership use of money.
- Presentation for Annual budget proposal.

Follow-up: Barb asked that the Secretary archive Annual Meeting presentation documents for year-to-year consistency.

Vice President: Donna referred to Committee reports.

Member-At-Large: Becky stated that she is seeking a speaker for the February membership meeting.

Sharon Parson's (incoming Member-at-large) mobile phone number is 360 970 3031

Becky asked that Board members arrive by 10:30 AM on Saturday, and stay for clean-up between 2:00 and 2:30 PM.

President

Charley stated that, in response to ongoing discussions with the City of Olympia, we need to increase the 2020 budget for DirtWorks by \$4000 for 2020. (See Budget discussion in Old Business)

Committee Reports (Committees that did not report are not listed)

Website – Roy Emory

MGFTC Website software will need some effort in 2020 to keep the website software up-to-date. No urgency but a problem was detected with a scheduled minor theme update that could not be activated. Investigation to define scope of work will begin in January. No expenses are anticipated nor any downtime of the website.

At least two instances of the website payment system for annual dues not being successful have been reported. An alternate payment system (still using Paypal) is being investigated.

Question was raised: Who has access to the website besides Roy?

Follow-up: Donna will follow up and submit Login info and password to President.

Plant Sale – Midge

Meagan and I will not be at the board meeting. Here's our short report for Plant Sale:

We are now on winter hiatus. We've met with Laura Westrup and Marcia Justis, next year's co-chairs in a long planning meeting. The four of us will be doing everything together for the next seven months, I think. I have no concerns at all about the transition of leadership.

We've also met with Dave Goff who will again provide the growing space for our tomatoes this year. Hope you and the board have a nice holiday!

Retail – JoAnn

Please see attached for Clothing budget request.

Tools Budget Committee met and discussed which current inventory items we want to order more of based on past popularity and sales, which items we'll watch and decide whether to order more of after education day, and the possibility of a couple new items. We also decided we want to try to pair offering tool sharpeners when we have a demonstration going, because it's important for people to use the sharpeners correctly. I reviewed prior sales orders. Based on the items we want to order, adding estimates for items we may want to order after we see Education Day sales results, adding estimates for a couple new items, and finally adding in my estimate for shipping and price increases -

We request Approval for up to \$1200 for Tools for 2020. We may not use it all if we decide sales don't warrant more inventory orders.

It would be helpful if you could tell me what kind of data you might want for next year's budget requests. I can set up to collect the type of data you might want on a running basis throughout the year, and that's easy once set up. If I would need to go back through and pick out information, then assemble it in a format not already set up, that's not so easy, nor much fun.

Members discussed 2020 Budget inclusion of \$1200 for tools and \$1300 for Clothes. Steve recommended that retail committees be treated in 2020 in such a way that any sales they make

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be credited toward their “bottom line”. This should eliminate their need to request increases in their budgeted amounts for purchases. Board agreed with this approach.

Bloomin’ Bingo: Julie

I will not be at the meeting and do not have any update for Bloomin' Bingo at this time.

Finance/Grants: Charley and Donna

Applications Reviewed

- Northwest Horticultural Society – Grant approved for \$1,696 program
Training equipment: screen, LCD projector, portable microphone for 2020 budget

Applications Submitted and Pending Review:

- Nisqually Indian Tribe – Decision by January for CLP shed
- Squaxin Indian Tribe – Decision by February for operations funding
- McEachern Trust – Decision by March for Children’s Garden shed

Applications in Progress - None currently.

Reports Due

- Northwest Horticulture – please approve for submission
- The Community Foundation – update by end of December

General Activity

- November 19 – Presentation to Grants Team by Anne Kirske, former staff at The Community Foundation of South Puget Sound
- December 3 – Presented prospect search training to two volunteers
- December 17 – Grant Team will begin to identify potential grant opportunities and plan a 2020 grants/sponsorship calendar

Reports summarized by Donna Doerer, Vice President.

Membership Committee: Diane Stanger

Diane entered the meeting room at 7 p.m.. Diane asked to be notified who has paid their membership dues for 2020. Steve reported that 18 have paid so far. There will be a lot of people paying at the Annual Meeting. Steve will have the Apple Square available so members can renew by credit card. Charley thanked Diane Charley thanked Diane for sending the comprehensive meeting TY for notice out
Diane out 7:10:pm

2020 New Chairs: Lynne Dearing will become Publicity Chair. We still need Activity Chair. Charley will appeal on Saturday at the Annual Meeting.

Program Report

Cori and Jeni

2020 MGFTC bookmarks have arrived from WSU.

Awards

Still working on getting awards to those who missed it.
Jenni and I made plans for updating our prep notes for next year.

One new concern is that we had 20 RSVP for the dinner that did not show. These numbers are much higher than in past years. That's a lot of extra money being spent for no-shows.

Feedback for volunteers

Lots of appreciation emails and thank you's for putting on the event. They loved the food and music.

Questioning if we need hour clubs.

Questioning if MGFTC awards could be moved to the MGFTC Dec. annual meeting to help with the "overall length" of the event.

Recruitment for 2020 Master Gardener training continues. Pre-orientation sessions have been taking place and will continue weekly until Dec. 19th. The deadline to apply is December 20th. 31 applications received to date.

New background check fee? Can't remember if scholarships offered by MGFTC got approved or not. Can you please confirm.

Dirt Works License Agreement-meeting on Monday, December 16th at 1pm at Olympia City Hall-meet in the lobby

One item up for discussion- who will pay for the porta potty at Dirt Works.

- CERVIS
Received bill for 2020

MGFTC needs to invoice Thurston County Solid Waste for their half so a reimbursement check can be cut. We need to look through Kerry's records from last year and duplicate the invoice sent to them.

The Extension office will be closed to the public from Monday, December 23rd through Wednesday, January 1st. The office will reopen on January 2nd. Jenni and I will be working some of the days during that timeframe. You will need to contact us directly to get a hold of us. I would like to make a request to have bills or anything else needing my signature to be submitted before December 23rd.

My priorities and continuing projects:

- Calendar, goal setting and planning for 2020
- 2020 MG training planning, recruitment and pre-orientations
- Year-end reports/data collection
- 2020 budget
- Dirt Works License Agreement
- Office organizing extravaganza during the holiday break

Old Business

Approval of 2020 Budget

Charley made the following suggestions for Budget amendments:

Add \$200 for tools

Add \$4000 for DirtWorks for port-a-poties (now paid for by City of Olympia)

Up to \$4000 would be available to Cori as part of negotiations with the City.

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Discussion – Steve asked that the Board go on record that we will authorize the Treasurer to take excess out of reserves to balance the budget when necessary

Motion was made by Barb, seconded by Donna and carried that reserves will be used to balance the budget.

Dec. 16 – next meeting with City of Olympia regarding Dirt Works. Cori and Charley plan to attend.

2020 Goals were reviewed by the members.

Motion was made by George and seconded by Barb to adopt 2020 goals as presented.
Motion was carried.

Annual Meeting: Saturday, December 7, 2019 Material

Communications Team – Barb and Charlie will call the first meeting in January.

Board Calendar for 2021 will be produced in August, 2020, to facilitate the production of the photo calendar for 2021.

Board Meeting start and end times will be changed as follows in 2020:

Start: 6:00 p.m. and end at 8 p.m.

New Business

All

2020 MGFTC New Board Member Orientation will be called by Barb early in 2020, like the meeting that we held in 2019.

Education Day will be held on March 21, 2020

Meeting adjourned at 7:40 p.m.

Submitted,

Pamela E. Roberts
Secretary

Upcoming Meetings/Events

December 7: Annual Meeting 11:30 a.m. to 2:00 p.m. at Columbian Hall

January 8: Board Meeting

February 12: Board Meeting

February 21: Membership Meeting 6:00 p.m. at the Salvation Army

March 11: Board Meeting 8:00 a.m.

March 21: Education Day