



Master Gardener Foundation of Thurston County

BOARD MEETING MINUTES

August 13, 2014

The August 2014 meeting of the Master Gardener Foundation of Thurston County Board was held at the WSU Thurston County Extension Office in Olympia and called to order by Vice President Kaleen Cottingham at 5:30 pm.

Board Members Present:

Julie Sandberg, President	Kaleen Cottingham, Vice President
Linda Talen, Treasurer	Sandy Atkinson, State Representative
Bev Postman, Secretary	Toni Ghazal, Past President
Devi Watson, Member At Large	

Others Present:

Cori Carlton, Program Manager
Michelle Kozminski, Americorps Intern
Karla Salp, MG intern
Penny Locke, Handicrafts Committee
Nancy Poultney, Handicrafts Committee
Diane Stanger, Membership

The published agenda was covered as follows:

1. Minutes of June 11 Board Meeting were approved.

MOTION: Ghazal/Atkinson

2. Membership Report/Diane Stanger

-The foundation currently has 118 paid members as of August; any Oct.-Dec. memberships will be counted as being in 2015. Nine 2014 interns joined as foundation members.

-In August of 2013, the foundation had 151 members by late August.

-In August of 2012, the foundation had 110 members.

-Diane will send pdf forms of the foundation membership application to Cori and Devi.

-Diane offered to use her master membership list on Google docs. to send out notifications of events, volunteer requests, etc. for board or committee heads.

Membership list will be put on Members Only section of the website, but members will have a choice as to what info is listed, and only board members and Cori will have access to member info.

3. Handicraft Committee Report/Penny Locke, Nancy Poultney

-Board members reviewed draft Handicraft Committee Guidelines. It was agreed this should go in Policies and Procedures, to be included as a guideline.

-It was decided that Handicraft Committee members must be foundation members.

-The reimbursement policy of getting prior approval for expenditures is emphasized.

-Penny and Nancy will make changes to the Guideline including the form "Request for Acknowledgement of In-Kind Contributions" for tax purposes.

4. Treasurer's Report/Linda Talen

- The foundation's assets are \$92,541.37 as of June 30th.
- Retail category is in minus territory because of a large tool purchase and limited opportunities for sales so far, but otherwise we are on target for income.
- Cori had questions about Americorps expenditures listed in the treasurer's report and she and Linda will get together to discuss these.
- There is no code for website expenditures and Linda will assign one.
- The treasurer's reports for July and August are accepted with the caveat that questioned expenses and website expenditure code are resolved.

Treasurer's Report is approved.

MOTION: Cottingham/Watson

5. Website Committee Report/Bev Postman

- Website revisions were completed this summer by a contractor, Sonya Christlaw, but she was unable to fix the Preview function.
- Julie will work with Roy to review his various tasks as Webmaster and draft a set of webmaster duties for discussion with the Website committee. A group including Bev, Kaleen, Roy and Julie will meet to draft Guidelines for the Website Committee so tasks are defined for volunteers interested in serving on this committee. Bev is drafting a piece for Cori to put in the Friday Flash asking for volunteers to write blog posts, and setting criteria to get CE credits for researched articles.

6. Bingo/Toni Ghazal

- Bingo tickets are printed and Wanda Cross has gathered all gifts. Some additional volunteers are still needed.
- Gloves, plants in 4" pots, and seed packets will be given to all bingo players as gifts.
- So far, 2 tables and 1 single ticket have been sold. Toni will email Penny and Nancy to see about publicity for event.

7. State Foundation Rep Report/Sandy Atkinson

- Our candidate for the Van Bobbitt scholarship has not returned enrollment confirmation info to Sandy, so no check has been mailed to her. Sandy will keep trying for a response.
- Mary Boston, Norman Gallacci, Mike Gard, Tam Crocker and Bob Findlay will all receive Service Lifetime Awards for contributing 4,000 or more hours of volunteer work as master gardeners. Jeannine Pia will receive a Gold Level Award for 500 hours of volunteer work during 2013 from the President's Council on Service and Civic Participation.
- Raffle for State Conference: Handicrafts Committee, Retail and DirtWorks have all offered donations for our 5 item raffle contribution to the State Conference. Julie suggested we budget \$100 line item in 2015 budget to cover our raffle donations for the state conference so it is easier for the the rep to both gather and transport contributions to the conference. Some of the items could be gift certificates or bottles of wine.
- Presidential Service Awards: The state foundation didn't notify recipients of their awards so they could decide whether to come to the state conference awards banquet. It was decided that since Cori

has their certificates and pins, they will be awarded at our annual November luncheon to honor volunteers.

8. Program Report/Michelle/Cori

-Michelle presented a Year-In-Review of all her projects during her Americorps tenure: She organized and presented 2 CEs, multiple garden projects at both Dirtworks and Closed Loop, did 5 workshops, a county fair display, many outreach events, and participated in the Cedar Creek Family Day. The board congratulated her on all the good work and wished her luck in future endeavors.

Cori: There have been a lot of outreach events, including one at the Yelm Farmer's Market which had attendance of 1000-1500 people. MRCs had a "Waste Less Food" table; master gardeners will go in Sept.

-There will be a free presentation on Drip Irrigation, Wed., August 20th at the clinic office at 10 am.

-The Children's Garden summer series has been very successful, with record numbers of participants in July; the Fairy Garden workshop had 150 people in attendance. Numbers were somewhat down for August workshops.

-30 people attended the July CE opportunity, a tour of Dolores Cavanugh's garden.

-Fred Meyer made their annual donation of seed packets which will go to the Children's Garden and as prizes for Bingo night.

-The Food Bank has received 50 lbs. of produce from the Children's Garden each week this summer.

-Only 5 applications for MRC training have been submitted and the deadline is Aug. 22nd; Cori suggest we may want to do trainings every other year.

-The joint program/foundation's annual picnic was held at Dirtworks and 18 people, mostly interns, attended.

-The next Cluster mtg. will be held on Aug.27th in Chehalis.

-Cori is interviewing several prospects for our Americorps position for next year. The paperwork must be submitted by Sept. 15th.

9. Old Business

-Julie passed out draft membership survey questions and would like comments from the Board. This would be distributed to the membership in September and responses incorporated into the Board's planning retreat in October.

-Devi would like suggestions emailed to her for future topics/speakers for membership meetings.

-Policies and Procedures: Devi suggested that officer descriptions be broken up into individual pdfs or chapters on the website so they can be easily amended. All officers should complete any changes to their duties and email them to Devi.

-We don't yet have a date or a facilitator for board strategic planning session, but it needs to be scheduled before budget meeting on 11/22/14.

There being no further business, meeting adjourned at 7:49 pm.

Bev Postman, Secretary