



Master Gardener Foundation of Thurston County
BOARD MEETING MINUTES
February 12, 2014

The February 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 President Julie Sandberg at 5:35 pm.

Board Members Present:

Julie Sandberg, President
Toni Ghazal, Past President
Kaleen Cottingham, Vice President
Linda Talen, Treasurer
Bev Postman, Secretary
Devi Watson, Member at Large
Sandy Atkinson, State Representative
Midge Price, Plant Sale Chairperson

Others Present:

Cori Carlton, Program Manager
Michelle Kozminski, Americorps Intern
Penny Locke, Nancy Poultney, Handicrafts Committee Co-Chairs
Kerry Norem, Master Gardener

The published agenda was covered as follows:

1. Minutes of January Board Meeting

Minutes of January 8 were approved with corrections.

MOTION: Cottingham/Talen

2. Committee Reports

-Penny Locke and Nancy Poultney were present to discuss some unfinished items from the January meeting. At that time, they proposed to the board a quilt raffle, with a member of the Handicraft Committee making a quilt, at a cost of \$300 for materials. Since that time, Nancy had contacted the Bayside Quilting Company in Olympia and they have volunteered to contribute a quilt for a raffle to benefit the foundation. Penny and Nancy are planning sell tickets for \$1 at the Plant Sale in May, Bingo Night, and at membership meetings. There was also a discussion of whether the handicraft committee should make bags to sell, since starting July 1st in Thurston County, there will be no more plastic bags offered at stores. Penny and Nancy said that cloth bags have not sold well in the past; Penny looked into having specialty bags made from online sources and there are lots of companies that do this, but this would be a separate effort by the board and not the handicraft committee. Cori pointed out that the board could get bags made with our logo and information to promote the Master Gardener program. The board will consider this information and make a decision at a later date.

-Penny queried the board about the number of posters to have printed advertising the May Plant Sale and whether the board wanted to print Plant Sale bookmarks in addition to the Save The Date bookmarks which have been printed up with all the 2014 important dates on them. It was decided that we didn't need plant sale bookmarks.

Midge Price/Plant Sale Committee spoke to the board about the various challenges of her six person committee, Midge, Nancy Mills, Bob Findlay, Wanda Cross, Kathleen Heidenreich and Meagan Thorn. They are responsible for the yearly plant sale, which is the foundation's main fundraiser. They need more people on their committee and more volunteers for Wednesdays

when plant contributions come in, and presently there is no volunteer to be in charge of providing vegetable starts for this year's sale. We have gotten leftover plants from the SPSCC plant sale each year, but that is a variable. Julie asked if there is a written timeline for how the sale is organized, and there is not, but Midge said they have several members of the committee with a lot of longevity who are very familiar with the setup. Midge said the vegetable starts are not a huge moneymaker, but are very popular with the public, and especially the tomato plants. Midge will come to the Feb. membership meeting and make a pitch for volunteers.

The vandalism at Dirtworks has increased measurably since the community gardens went in, and that is a big issue for them. There is also a need for stepped up publicity before the plant sale with perhaps a paid ad in The Olympian. Nancy Mills is checking into the cost.

Midge said the board can support the plant sale by providing more publicity pre-event and encouraging more volunteers for their committee. Also consulting with a local security company to try and limit vandalism damage would be appreciated.

-Cori added at this point that the city will no longer pay to have the large banner advertising the plant sale put up on fourth avenue downtown. Cori will have to go get the banner and the board will pay the company that has previously installed it to put it up for this year's event.

The Retail Committee, Toni Ghazal and Kerry Norem, brought a flyer from a wholesale tool company to show members items which the foundation could sell at membership meetings and outreach events. We discussed doing a pilot program and getting just a few items to see what the response was. Presently the Retail Committee just sells clothing. Linda Talen thinks as a nonprofit we would not have to collect sales tax on tools, etc. but will check. It was decided that Toni would talk about tool sales at the next membership meeting and have people attending look at the things which could be sold to gauge interest and see which items would be popular. If we decide to sell tools, Kerry will help Toni with sales.

3. Treasurer's Report

Linda combined the savings and compost bin accounts into a Foundation Reserve Account. We presently have \$86,649.33 in the combined accounts and CDs. Linda investigated the use of a Paypal account for the plant sale. We would need an iPhone or android phone in order to use their scanner and run credit and debit cards and it cannot be a member's phone. There is a flat fee of 2.7% on all transactions. Linda will speak with our rep at Heritage Bank and see if he knows of any other options. Someone will check with Bill Longnecker to see if he is still interested in providing the registers and card swiping machines for the plant sale. Toni suggested Linda call people in Mason and Lewis Co.s to see how they process payments at their plant sales.

Treasurer's Report is approved.

MOTION: Cottingham/Ghazal. Passed unanimously.

4. State Foundation Report

Sandy Atkinson reported that there will be an Advanced ED Conference September 18th - 20th at the Tacoma Conference Center. The registration fee is \$179; The schedule of speakers and classes is currently available on the conference website: <http://pc-wa-mg-conf.org> but the portion of the website that accepts payments is not yet active. The 2015 State Conference will be put on by Clark County at the Hilton Hotel in Vancouver.

-Sandy gave us information about 2 different scholarships that the state master gardener's organization provides: The Mary Robson scholarship is awarded to a WSU student currently enrolled in the Agriculture department. WSU staff determine the winner of the scholarship. The Van Bobbitt scholarship is awarded to an individual who has been accepted at a college/university to study in horticulture or related fields. Each county can submit only one applicant to the MGFWS board, which determines the winner of the scholarship. Each scholarship is for \$1000.

Julie and Sandy discovered references on our website and policies and procedures for a policy awarding \$250 in MGFTC funds to applicants for the State Foundation scholarship. After

discussion, the board made no final decision about this policy. Sandy proposed to change the information on our website; the board approved the amended wording and Sandy will ask Roy Emory to make the changes to the Van Bobbitt information on our website. Julie will try to obtain contact information for high schools in Thurston County and relay this information to Sandy. She will write Friday Flash articles promoting the Van Bobbitt scholarship and communicate with high schools and local colleges. She will also organize a committee to review applications.

5. Program Update

Cori told the board there are 30 people in this year's master gardener training class, and they will be doing their third class next week. There are also 4 new transfers from other counties; 3 are certified and one will finish hours here.

-Cori passed out her Year in Review info sheets to board members, and these will be given to the county commissioners. Diane will send the report out to all members.

-Cori is taking boxes of old documents - membership applications, program info etc. to be stored at the County Archive Department. There may be other paperwork which is presently stored in her office and needs to be transferred as well.

-Lucas Patzek was told he is to be the interim extension agent for Mason County as well as for Thurston County.

-The next Cluster Meeting of master gardeners from Grays Harbor, Lewis, Thurston, Mason and Cowlitz counties will meet to share information and ask questions on May 27th at 10 am in Chehalis.

-Cori has already received info for the 2014-2015 Americorps position. She needs to speak to Lucas and make sure it is okay for the board to fully fund the next year's Americorps person so it's not a shared position. The cost has gone up to \$6200.

-Cori is doing outreach with coordinators for composting & recycling from other counties.

-The clinic is getting a new computer. Cori had to buy a new projector for presentations and Thurston County IT is giving Cori a surplus laptop which will be upgraded to Windows 7. Every county got \$1100 to be used for buying a new computer for their clinics. The one presently being used in our clinic cannot be upgraded, and Cori will have IT dispose of it. Cori also asked if the board has a current list of equipment that it owns, outside of garden tools, etc. We have the treasurer's laptop, the Farmer's Market Computer, and the clinic's computer. She suggests we make a complete list and add the age of each item, when purchased, and the serial #.

-Julie asked Cori if there is a distribution list for the Friday Flash. Cori said it is taken off each year's recommitment forms, the roster is updated and the listserve changed. Julie asked if Cori could send out a message if there is no Friday Flash. Cori said she doesn't anticipate many times when this would happen, but could certainly send out a notice.

-Michelle did her first CE of the year on seed catalogs and had 22 people attend.

6. Old Business

-Donation Policy and Reformat: Devi is working on this.

-Website Update: Andi Taylor, BJ Matthews, and Linda Talen are working on the website and BJ wrote a blogpost. They're still looking for more bloggers. Bev Postman will get some instruction from Michelle on how to post to website and share training with Kaleen.

-Julie passed out job descriptions to all board members and asked them to review their duties and see if any items need to be deleted or changed.

-Devi is working on Board Tasks Outline/Calendar.

7. New Business

-Roy needs to set up blind emails for Sandy Atkinson and Devi Watson on foundation website.

-Fred Meyer Rewards Program offers "points" for expenditures to local organizations which can be used to purchase items. You must be registered for the program. Linda will research what is required for us to be registered and sign us up.

- Nonprofit Training Class is being held again in February. Julie, Linda Talen, Sandy Atkinson, Cori and Michelle are going.
- Todd Savage, our SPSCC scholarship recipient, will come to the next membership meeting to be introduced.
- Devi said she needs a current insurance certificate to do room rentals and Linda said it is currently being written up and will be ready soon. Devi asked what her spending authority is as far as room rentals for MG meetings. Linda will send Devi a copy of our 2014 budget.
- The counties which pooled their speakers' lists didn't send us a copy because we never summated names. Cori will see if it's still possible for us to submit names and get a copy of the combined lists.

There being no further business, the meeting was adjourned at 8 pm.

Bev Postman, Secretary