



## Master Gardener Foundation of Thurston County

### Board Meeting Minutes, August 17, 2016

The meeting was held at the WSU Thurston County Extension and called to order by President Cindy Hoover at 5:35 p.m.

Present: Board members Julie Sandberg, Past-President; Charley Barron, Vice-President; Linda Talen, Treasurer, Kerry Norem, Treasurer-elect; Sandy Atkinson, State Foundation Representative; Laura Westrup, Secretary; Cori Carlton, Program Coordinator and guests Joan Reitzwood and Bev Bartlett.

Guest Retail/Clothing Committee Chair, Joan Reitzwood provided a brief presentation and a suggestion to combine several retail items together as Bloomin' Bingo award prizes.

#### **Minutes:**

Motion to approve the corrected July 13, 2016 meeting minutes. Sandy moved and Julie seconded to accept the board meeting minutes. Motion carried.

#### **Treasurer's Report:**

Motion to approve the Treasurer's August 8, 2016 Income and Expenses report indicating a Total Income of \$23,360.13, the July 31, 2016 Accrual Basis report indicating Total Expenses of \$14,951.89 and the July 31, 2016 Balance Sheet indicating Total Current Assets of \$88,512.86. Charley moved and Sandy seconded. Motion carried.

#### **State Foundation Report:**

The South West Washington Master Gardener Cluster Meeting is scheduled for October 6, 2016 at 10:00 a.m. Clark County had volunteered to lead the meeting, but Cori has been asked to fill in. The cluster meetings are held at the Lewis County Executive Office in Chehalis. Sandy encouraged other Board members to join Cori and her at this meeting.

The MGFWS is looking for a person or persons to replace Mary Elizabeth Shane as publisher of the quarterly newsletter, *Seeds for Thought* and as the Website manager. In the future this job may be expanded to include Twitter and Facebook as modes of member communication.

On August 16, 2016 newsletter editor Mary Shane sent an email advertising events in September and October 2016. This included a full page copy of the poster for Bloomin' Bingo.

#### **Vice President Report:**

Charley requested board members assistance in getting the word out that the Bloomin' Bingo committee is looking for immediate assistance in volunteering at the event as well as distributing posters and securing prizes and desserts.

#### **Member-At-Large Report:**

Nothing new to report.

#### **Past President Report:**

#### **Committee Reports:**

Publicity – Cindy noted that it might be possible to recruit volunteers from the membership list where they indicated areas of interest.

Membership – Cindy noted that there are 138 members.

Website – Nothing new to report.

Plant Sale – Mason County has plant labels available for sale. The Fall Plant Sale is scheduled for Saturday, October 1, 2016. Cori suggested leaving it to the Plant Sale Committee to figure it out.

Handicrafts – Nothing new to report.

Retail – Nothing new to report.

Bloomin' Bingo – Charley reiterated the need for additional volunteers.

Nominations – Julie noted that there is a strong candidate for the Secretary position.

### **Program Report:**

1. The last month has been focused on numerous outreach events including the Fair and Farmers Markets.
2. The 2016 Thurston County Fair was a success. Final numbers will be shared in an upcoming Friday Flash.
3. The Children's Garden program will wrap up on August 23rd. Over 300 lbs. of fruits and veggies have been harvested so far but the "heavier" items (beans, tomatoes, apples etc.) are just starting to be harvested so the next few weeks will really increase our donation numbers.
4. At the CLP garden the compost shed has been replaced with a new recycled plastic shed using WARC funds. The tool shed also needs replacing but will need to look for MGFTC funds.
5. The City of Olympia staff recently resurrected a Dirt Works non-exclusive license agreement. Cori met with a City of Olympia representative on July 20th. Most of the meeting was getting both parties back up to speed since we last met in 2015. Follow up task lists were created for both parties even though the City of Olympia representative was retiring on July 25th. The City of Olympia task list will be passed on to their replacement.

### **Old Business:**

#### **Policies and Procedure/Job Descriptions:**

Julie asked for final comments on updates to the Job Descriptions. This has been a lengthy review and update process. With the final changes, the updated versions will be posted to the Website.

#### **Policies and Procedures/Committee Guidelines:**

Julie reminded the Board that the final Section V. C. Committee/Representative Guidelines needs to be reviewed and updated. She will work with Sandy on edits to the section,

particularly the scholarship paragraph, and will report back at the October 12, 2016 Board meeting.

In addition, over the past year detailed Committee Descriptions were developed to supplement but not be included in the Policy and Procedure Handbook. Julie shared these descriptions for the Website, Handicraft, Retail and Publicity Committees. These need to be formatted for consistency and when completed will be posted to the MGFTC website. In future, each Chairperson should review them annually. Julie will ask Diane Stanger to prepare an outline for the Membership Committee.

It was agreed that "Word" versions (dated) of all Board documents should be placed on the external hard drive maintained by the Treasurer for electronic Foundation records. This will make it easier for future updating efforts.

#### **Progress on 2016 Goals:**

Cindy reviewed the 2016 Foundation Goals and asked for feedback from board members regarding specific measurable outcomes. It was concluded that the board is on track with the targeted goals.

#### **Insurance Policy:**

Kerry led an extensive discussion related to the Foundation's insurance coverage. Kerry provided copies of an electronic conversation with a representative at GHB Insurance. The discussion included an overview of existing coverage, deductibles and other related subjects.

#### **Local Higher Education Scholarship:**

Cindy led a discussion related to the Foundation's interest in providing a scholarship to a high school or adult student seeking training or a degree in a field of study related to horticulture. This item will be discussed at the Goal Setting meeting of October 18, 2016.

#### **Investment Strategy:**

Julie provided an overview of her discussion last year with the Treasurer for the Master Gardener Foundation of King County (MGFKC) and their Investment Policy. When King County stopped funding their Program Coordinator position several years ago, an anonymous donor provided enough funds for them to cover their annual budget and invest in stocks. Julie reminded the Board that we have a Financial Policy that already has an Investment Policy in Section 4. Julie and Cindy will query other counties as to their investment strategies and decisions and bring back to the Board for discussion.

#### **Annual Board Task List:**

Julie reminded the Board to review the Task List and provide feedback to her to be added to the Task List.

#### **New Business:**

##### **Events for Master Gardeners Only:**

In planning for next year's goals and trying to increase Foundation member only activities, Julie asked if the Board would consider the offer of a person on Vashon Island who teaches mosaic classes to conduct one for a minimum of 10 MGFTC participants. The Board agreed that Julie could confirm dates with the person in order to make the commitment for a class in the summer of 2017.

The meeting was adjourned at 8:05 p.m. Motion to approve by Charley, seconded by Sandy.

**Identified items to be completed:**

1. Julie to contact Cathy Johnson regarding her assistance in developing a schematic drawing of the Olympia Farmer's Market clinic building.
2. Julie, Charley, Cori, Cindy and Kerry will research steps involved with establishing an endowment. (future meeting)
3. All members need to assist with the recruitment of board vacancies (President-elect and Secretary)
4. Julie will ask Diane Stanger to prepare an outline for the Membership Committee.
5. Julie and Cindy will query other counties as to their investment strategies and decisions and will bring this item back to the Board as a future discussion.
6. All members are to review the Annual Board Task List and provide feedback to Julie. Julie will bring this item to a future meeting.
7. Julie will confirm dates with a mosaic instructor on Vashon Island to commit to teach a MG member-only class next year.
8. All members are to recruit volunteers to assist with the upcoming Bloomin' Bingo event.
9. Cindy will follow up with Diane Stanger regarding recruiting for volunteer assistance from the membership list.
10. Julie will work with Sandy on edits to Section V. C. Committee/Representative Guidelines, particularly the scholarship paragraph in time for the October 12, 2016 Board meeting

**Upcoming Meetings and Special Events:**

MGF Board Meeting, September 14, 2016  
Bloomin' Bingo, September 15, 2016  
Fall Plant Sale, October 1, 2016  
MGF Board Meeting, October 12, 2016  
MGF Annual Retreat and Goal Setting for 2017, October 18, 2016

Respectfully submitted,

Laura Westrup