



Master Gardener Foundation of Thurston County

Board Meeting Minutes, April 12, 2017

Present: Board Members Cindy Hoover, President, Charley Barron., President-elect, Bev Bartlett, Vice-president, Kerry Norem, Treasurer, Pam Roberts, Secretary. Also present: Cori Carlton, Program Coordinator, and Bev Postman, website master.

Website discussion: Bev Postman, Website Committee member, participated in a discussion of the Foundation website. This was a continuation of an earlier discussion about listing non-MG-sponsored events on the website. The Board had determined that a disclaimer should be included for these items. The event title would have an asterisk with referral to a standard disclaimer at bottom of the community sponsored column. In addition, we will add a title bar for each type of event, such as "Community Sponsored Events" and "MGFTC Sponsored Events". The language for the disclaimer was agreed as follows:

"Statements made by presenters at non-MGFTC sponsored events are theirs alone and may not be endorsed by or reflect the position of Washington State University, the WSU Master Gardener and WSU Master Recycler Composter volunteer programs of Thurston County, nor the Master Gardener Foundation of Thurston County."

Cindy will share this with Kaleen (attorney) for review as well.

Bev Postman noted that she has added a "join" button to the Website. Members thanked Bev for her excellent work.

5:55 p.m. **Call to Order**

Board Reports

Minutes

March 8, 2017 board meeting were presented. Typos and corrections were made, and Charley moved to accept them as corrected. Bev Bartlett seconded the motion and minutes were approved as corrected.

Pam reported that the policies and procedures have been converted to Word documents and shared with Cindy.

Follow-up: Cindy will make changes that have been agreed to by the Board and send them out to the members. Pam to send Word documents to Cori

Treasurer's Report –

Kerry presented monthly report as of March 31, 2017:

YTD Income:	\$ 2,993.41
YTD Expenses:	\$ 3,870.13
Current Assets::	\$18,061.63

Kerry and the Board reviewed the Financial Reports as of March 31, 2017, including an overview of cash from the Spring Greening event. Members also determined that funds collected for the Yoga Gardening class should be called donations.

Kerry reported that Foundation income from the Edward Jones YTD is \$1672.34. As a result of discussion around this item, members determined that the Edward Jones agent, Eric Roe, would be asked to provide an in-person update to the Board every 6 months.

The Foundation's income tax return has been filed. We need to pay \$250 to the forensic accountant. Discussed when a second set of eyes needs to be involved in review.

Renewed business license to be posted in the Clinic.

Add Spring Greening as a line item on the P and L sheet.

Yoga – make a copy of roster and note amount donated. Kerry will ask Ken (auditor) about how we keep track of donations.

Tools budget is \$1000. Joan Reitzwood wants to purchase more tools. Discussion about credit toward spending budget for sales. This is not an issue at this point, but might want to consider in the future.

Retail sales using computer tablets as technical alternatives was discussed. The "Square" program has been suggested. Kerry wants to talk to someone who is using Square. The Foundation is using Heritage Bank at this time, and they also have a slider reader for a tablet. This technology would be great for the Plant Sale.

Tallying is still an issue at the Plant Sale. Also want to look into using a Hot Spot for the Plant Sale.

We currently have the ability to put "pay now" on our website through our merchants.

Charley moved, Bev seconded approval of Financial Report

State Foundation Representative Report

Although Sandy was not in attendance, she provided the following report in writing:

Van Bobbit Scholarship

- Updated information for applicants was added to the new MGFWS website on 3-7-2017.
- Applications are due to the County by May 2, 2017.
- I updated the informational letter to be sent to Thurston County high schools to reflect the State changes. I also updated the Application Cover sheet that needs to be used by scholarship applicants from Thurston County.
- I mailed the letters and cover sheets on 4-3-2017. This year I sent the packets to the Counseling Centers for each of the 7 public school districts with a high school in Thurston County. In the past I have sent the letters to individual schools and in some cases to individual employees. But it seemed more practical to send the notices to the District level since the district websites indicated they were handling scholarship information at that level.
- I am still waiting (with nagging) for information from the MGFWS President as to when and where we need to submit an acceptable applicant's packet.
- On 4-10-17, I sent a FF request to Cori about the Scholarship.

Master Gardener of the Year Award – form and instructions are now available on line. See MGFWS.org. MG of the year award due June 1

MGFWS BOARD CALENDAR for 2017

June 2, 2017 in Ellensburg

Sept 2017 in Yakima as part of Conference

November 3, 2017 – in Puyallup, or site selected for 2018 conference

Vice President's Report

Bev reported that she is working on the annual task list. She asked whether she should add committees with new column. Yes for now and see how it works out. Make additions throughout the year.

Member-At-Large

Cindy reported for Candace:

Tuesday night membership meeting with speaker from Fungi Perfecti

Need to get coffee going early. Karla Salp will set up coffee and cookies.

Don't need tables. Start set-up at 6 p.m.

Bring plant sale fliers and book marks

Charley and Ralph will be greeters

President-Elect

Charley commented that he is willing to help with publicity, in the face of the resignation of our current Publicity Chairman.

President Report

Picnic location this year will be at Priest Point Park Rose Garden on the 10th of August.

Farmers Market Shed is under development. Cori and Cindy are scheduled to meet with a shed designer shortly.

Bud Bay Embroidery will put name on vests for \$9.50

Committee Reports (committees that do not appear below did not have a report)

Publicity - Jonathan has resigned his position, and returned all his supplies. Senior News press release has been done by Cindy. Plant Sale – Person at City of Olympia has our banner and will put it up across State Street. Midge has banner for the fence. Panorama may bring a bus. Hold parking spot for them? Cindy will put out a request at the membership meeting next week for folks to help with publicity for the Plant Sale. In the absence of volunteers, board members will pitch in.

Bloomin' Bingo - Toni Ghazal has called a meeting tomorrow at 11

Nominations – Charley will announce upcoming openings at the membership meeting next week. – VP, Member at Large, State Representative and Treasurer-elect

Activities – Karla Salp is working with Paula Finch for tour on Memorial Day week-end – May 27
-Pre and Post season garden activity

Program Report

Cori submitted the following report:

- MG training-7 classes already complete, 6 left.
- MRC Kick-off was held on March 14th- focus of meeting was reviewing expectations, giving program and calendar updates. Also asked for feedback on ways we can focus our composting and recycling messaging and ideas for event giveaways.
- Spring Greening on March 25th was overall a successful event. We had 9 workshops, 6 learning tables, 3 hands on demos plus plant, handi-craft and tool sales. Here are Spring Greening numbers....
 - 2016- \$721
 - 2017- \$1382
- Due to weather we did not have many volunteers attend the Spring Greening debrief session. Email feedback will be requested.
- First children's garden planning meeting happened on March 29th- MG Cindy Cartwright will no longer be the lead for this program due to family reasons. The volunteers in attendance decided that we would still be able to continue to offer the program to break up the duties Cindy normally would have done. We will be decreasing the number classes offered from 8 to 6. This is also in part to July 4th being on a Tuesday and the International Master Gardener conference also scheduled for Tuesday, July 11th. The first Children's Garden class will begin on July 18th and run through August 22nd.
- Our busy outreach event season continues.

.Old Business

Donation page on website

Members reviewed draft blurb that had been distributed ahead of the meeting, as follows:

The Master Gardener Foundation of Thurston County appreciates your financial support. We are a non-profit organization (501)(c)(3) run by volunteers. Our mission is to support an environmentally healthy community by raising funds for, and awareness of, the WSU Master Gardener and Thurston County Master Recycler Composter Programs.

Your tax-deductible donation helps pay for the expenses of three demonstration gardens in the county (Dirt Works behind Yauger Park, Farmers Market in downtown Olympia and Closed Loop Park at the WARC), workshops and educational outreach to community members, a children's garden and educational classes.

If this worked, it would send the amount to PayPal or other gateway

The amount selection of \$other, if checked, would make a hidden form field appear where the person filling out the form could enter any amount (greater than \$10?).

Suggestions included the following

Name the gardens

Don't accept donations "for a certain thing" (too complicated!!)

If donation is over \$xxx you will receive a letter. Get email address for receipt.

Financial Committee

Charley will ask for volunteers to participate in this committee at the membership meeting. One item of future business is to tighten up controls for donations.

Items also to be developed:

P & P's, frequency of financial reviews.

Look at 2017 goals for guidance

Cindy will help with scholarship part.

Add Kerry Norem to committee.

Bring Eric (Edward Jones agent) to Annual Meeting for a report in December

Cori will contact Mary Smidt to let her know that we will gratefully accept the donation from her employer, Pfizer, in recognition of her volunteer hours.

Publicity Chair vacancy

Cindy will announce vacancy at membership meeting. Cori will send out a Google document that shows marketing process as reference. Need to implement and update. Use Facebook promotion. Plan B will be for Board members to step up and handle publicity.

New Business

Master Gardener of the Year Nomination – Several possible candidates were discussed.

Charley will work with Penny Longwell to develop submission.

Upcoming: April 18 - Membership Meeting, 6:30 pm, May 20 – Plant Sale

Adjourn at 7:58

Submitted,

Pamela E Roberts
Secretary