



Master Gardener Foundation of Thurston County  
Board Meeting Minutes

February 8, 2017

5:45 p.m.     **Call to Order**

**Present:** Board members Bev Bartlett, Vice President and Chair pro-tem, Charley Barron, President-elect; Kerry Norem, Treasurer, Pam Roberts, Secretary and Candace Jacobs, Member-at-Large. Also present: Cori Carlton, Program Coordinator, Midge Price, Plant Sale Co-Chair

**Board Reports**

**Minutes**

January 11, 2017 Board Meeting were presented.  
Motion by Candace to approve; Second by Kerry. Minutes were approved.

**Treasurer's Report as of January 31, 2017**

Kerry reported that Ben Houk, the agent for the Board's liability insurance carrier, Philadelphia Insurance Company, who had been scheduled to attend this meeting, was not able to appear. Instead, Kerry updated the group on our current insurance policy and presented an "Insurance Summary". Premium for 2017 will be \$2276. Insurance report – Kerry stated that the bill is due soon, and suggested that we pay ½ the bill to preserve cash. Members agreed. No action was necessary and the group thanked Kerry for the update.

Kerry presented budget reports for January.

YTD Income:	\$ 589.75
YTD Expenses:	\$ 1,110.66
Current Assets:	\$83,417.44

Kerry presented a new sheet, "Income and Expense Prev. Year Comparison". Members expressed appreciation for this.

Cori noted that food expenses for the MG class usually is \$30-\$40 per class session. Cori cannot purchase food with county funds. The budget allows for \$1 per person per class for food and coffee. For master gardener classes, that amounts to \$1 per person per session for 13 sessions, reimbursed from registration fees. However, we now have a record class of 50 students, and have up to 75 people in attendance (more than double last year), the cost will increase.

Candace moved that the financial report be accepted. Charley seconded the motion and it carried.

Vice President – Bev

Member-At-Large – Candace reported that there will be a membership meeting on February 28 at the Thurston County Health Department. Karla Salp will give talk on “Miracle, Myth or Maybe”, information from the Internet. This will be one of two planned potlucks this year.

Future topic possibilities:

April – mushrooms

Sue Goetz – Gig Harbor -at a later date

President-Elect – Charley complimented to Cori on photos for Spring Greening preparation. He noted that the photos of last year’s event are a tremendous help in preparation for subsequent events.

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

Publicity - Johnathan Gray

Cori presented an 8/12/16 letter from Johnathan Gray asking for input. He has so far received little to no response.

Follow-up: Put this on the agenda for next month and discuss this.

He is also working on the following items:

Book mark

Brochure

Procedures from WSU

Plant Sale Flier

The Publicity notebook is missing. Someone needs to contact Rita Galiani, the former publicity chair, to see if she has it.

Cori passed around revised items for second check on verification. Members did the review during the meeting. They also need a new photo 1 mb or larger for plant sale flier.

Website - Cori reported

Cori stated that a recent program that was published on the Foundation website received some complaints from attendees. There was a charge for the workshop, it was supposed to have been a 3-hour program, and ended an hour early. Some attendees complained that it was not of the expected quality. Cori is seeking feedback

on the workshop from other attendees. The question becomes: "How do we vet items that are submitted to the Foundation for publication on our website?"

This group will address this issue at a future meeting after Cori has collected the feedback she has solicited.

#### Plant Sale - Midge Price

Midge reported that preparation for the sale will begin 2/22 from 10 am to 1 pm, and every Wednesday thereafter. She commented that she has a good committee, and preparation is going well. Meagan is co-chair this year. In response to a question about plant stakes being available, Midge stated that she would look into it and report back.

#### Retail – Bev Bartlett reported for Joan Reitzwood

There has been a lot of interest in ergonomic tools made available by Michael Lier. Question was raised whether they would be for sale at Spring Greening or the Plant sale. Joan met with Rita Gallerani and she agreed to help with clothing and tools.

Budget – spent \$174.90 Budgeted expenses: \$1000.00

#### Bloomin' Bingo – Bev Bartlett reported for Toni Ghazal

Next planning meeting will be held February 23 at 11 a.m.

Toni needs prize solicitation group members. She is also asking for a volunteer to shadow her this year in anticipation of chairing the event in 2018. Promotion for businesses that contribute in kind to the event needs improvement. This will be a focus of the planning group.

#### Activities – Bev Bartlett reported for Karla Salp

A formal schedule of events that Karla has prepared was presented for review. Karla is working on a lot of items. She is looking for events with a focus on MRC. She is also hoping to implement an online payment option for registrations.

#### **Program Report – Cori Carlton**

Master Gardener training is underway for our 54 trainees and 9 mentors. We revamped the training schedule to include more hands-on activities with their mentor groups. So far we have completed 3 classes and have 10 to go.

Spring Greening-we had our next planning meeting where we reviewed the schedule, workshops, hallway demos and overall operations. Feedback was provided by those who attended with regards to layout, handouts, safety, and overall operations. Next steps are to meet with the presenters and get a sign-up sheet going for the various volunteer shifts. Need somebody to show how to plant a tree or a shrub. Nancy Mills nominated.

We had a successful Intern Rally with those from the 2016 training class. Thank you to Cindy Hoover for re-inviting our trainees to join the Foundation. Special projects was a dominant discussion.

Two MG interns and Cori met with Thurston County Food Bank staff to propose garden themed building enhancements as part of their MG intern project. The proposal was accepted and the interns will begin moving forward with the project.

MG Recommitment forms are coming in and MRC's will be emailed early next week

Office building – met with architects. Inspection is still due.

Cluster meeting tomorrow – Topics include clinics, children, Volunteer retention.

Cori asked that Board members review their job descriptions, look at the yearly calendar, and set time priorities. Focus on timeline. Julie made an annual task list for the board. Cori needs the board members to be completing their tasks assigned to them in their job descriptions and in a timely manner so that she is not burdened at the last minute to make something happen. The board felt like the annual task list should be on our agenda each month to keep us on task.

Follow-up: Make this timeline a regular item on Foundation Agendas each month. Bev will e-mail Julie to get “annual task list” and disperse to others.

Organizational relationships diagram and memo was recently given to interns and was shared with Board members.

## **Old Business**

### Membership Form

Bev Bartlett presented a revised version that conforms to the Foundation Bylaws.

The board members that were present agreed with the revised version. Additionally, they wanted “composting and upcycling” added to the list at the end so that MRC's have a spot to check. The consensus of the group was to send the revised version to the President and Diane for input and then it could be voted on at the March meeting.

Next step: Review by absent members of Board; add “composting” and “upcycling” to list of interests.

Candace moved to approve the form as revised. Charley seconded the motion and it carried.

Proposal to amend Pol and Procedure handbook for reimbursement: We read the (a) part of the proposal and all agreed that was good and we would approve it. The (b) part

Bev had written a suggestion to it and the board members present added to it. The revised version reads:

(b) Hotel and Meals: Requests for hotel and/or meal reimbursement will be limited to the State Representative and other MGFTC members/speakers seeking reimbursement for Foundation approved functions. The hotel/meal reimbursement will not exceed the current per diem rate by Thurston County. If there are extenuating circumstances that exceed the per diem rate, it must be pre-approved by the board.

#### Travel Reimbursements

Wording from Cindy was reviewed, and members discussed per diem rate.

Language to be submitted by Bev to Pam for minutes. Discuss further after this language has been provided.

#### **New Business**

Volunteer grants and matching gifts - Mary Schmidt has stated that her employer, Pfizer Pharmaceuticals, will provide volunteer grants or matching gifts. Members discussed whether there are any issues with accepting grants from such companies. So long as no strings, why not? This is a company giving back to the community, and members saw no different between this offer and AmazonSmile. No problem to accept. No requirement to advertise or stipulate any action. Defer action to next meeting.

Follow-up: Put on Agenda in March.

Under NEW Business-

Upcoming Meetings:

Feb 28 – Membership Meeting/Potluck

March 8 – Board Meeting

Adjourn at 7:30 p.m.

Submitted,

Pamela E. Roberts  
Secretary