



Master Gardener Foundation of Thurston County

Board Meeting Minutes, January 10, 2018

3054 Carpenter Rd SE, Olympia WA 98503

Call to Order:

5:35 p.m.

Present: Board Members, Charley Barron, President, Jerry Stayton, Vice President, Cindy Hoover, Past President, Kerry Norem, Treasurer, Pam Roberts, Secretary, Barbara Baker, Member at-Large,
Also Present: Cori Carlton, Program Manager, Daisy Douglass, Program Assistant, and Bev Bartlett, MG

Spring Greening Planning meeting update:

Cori and Bev provided an update on plans for Spring Greening, which is scheduled for March 24. A planning meeting was held earlier this week, and the attendees have forwarded their recommendation to the Board. The recommendation includes:

1. Cancel the even for 2018.
2. Schedule individual workshops over the course of the next several months to provide the intended education one workshop at a time.
3. Plan for a major educational presentation in October, 2018. . (seed preparation, other fall topics, dividing perennials, planting bulbs)
4. Resume Spring Greening in 2019.
5. Provide explanation to membership.

Their reasons for the above recommendation:

- WSU has notified us that they need more changes in the contract language with Westwood Baptist Church. That will take time, which presents a problem for planning and preparation and marketing.
- Cori's time is a premium due to the office move plus imminent beginning of MG Training.
- The extension office is not ready to inhabit, even though they have had to move in prematurely. For example, power not steady in the office. Construction dust is in the air; Supplies cannot be unpacked until floor coverings are applied. These problems demand excessive time to resolve, and have even caused Cori to experience health issues.

Members discussed the pros and cons of the planning committee recommendation and added the following discussion items:

- Vegetable Gardening workshop could be scheduled on 3/24
- Additional workshops can be scheduled in the gardens
- Concern about losing the momentum of such an event by skipping a year was expressed.
- Foundation Board could sponsor the event and take on all liability, which would mitigate the WSU concern over the contract language.
- Cori's health an issue with stress of move, etc.

- Some presenters are doing presentations as their certification projects so they can get certified. We need to provide them the opportunity to get it done.
- If we can work on the language of the contract with Westwood. MG State Coordinator is leaving and cannot help any further with the contract language issue. Cori has a connection with contract people.

Motion was made by Pam, seconded by Barb, and carried:

Accept recommendation of Spring Greening Committee to cancel Spring Greening for this year. Publish a schedule for the individual workshops, and begin planning a fall program, and schedule Spring Greening again in 2019.

Follow-up: October 20 fall event could still possibly be held at Westwood Baptist Church. Contract language is still up in the air. Cori wants to work with WSU contract people to try once more to clarify the contract language. Bev will distribute contract proposed language to Board members to consider signing by Foundation.

Motion was made by Cindy, seconded by Pam, and carried:

If a quorum of the Foundation Board approves the Westwood contract language after reviewing it within 2 weeks, the Foundation Board will sign in lieu of WSU for 10/20/18.

Cori will provide language to Roy Emory to post on the Foundation's website, explaining the plan.

Members thanked Bev for her help. She leaves room at 6:15 p.m.

Clarification of term of Treasurer through 2018. Cindy led a discussion about officer terms. We will need treasurer-elect in 2019 as trainee. Need to pencil out terms of officers and put it on record. Make adjustments if Bylaws require it.

Follow-up: Cindy will bring back a proposed plan in February.

Board Reports

Minutes of the December 6, 2017 board meeting were reviewed. Two spelling errors were corrected: Susan Elkhart and Lynette Anderson. Motion was made by Jerry, seconded by Barb and carried, to approve the minutes as amended.

Minutes of the December 9, 2017 Annual Meeting were reviewed. Motion was made by Cindy, seconded by Barb and carried, to approve the minutes as presented.

Treasurer's Report

The report as of December 31, 2017, was presented by Kerry

YTD Income:	\$38,994.26
YTD Expenses:	\$34,293.46
Current Assets:	\$23,639.15

Discussion: Quarter 4 2017 copy costs and postage charges did not get into expenses. Pesticide license is no longer available to volunteers; due to change in the law, so this expense will no longer be borne by the Foundation. Our Edward Jones account made approximately \$5,000 in 2017.

Foundation mail is now being forwarded to the new Carpenter Road address.

Motion was made by Jerry, seconded by Cindy and carried, to adopt the Treasurer's report.

Discussion: Kerry explained that Heritage Bank's merchant fees cost \$35/mo. plus \$18/mo. PCI fee to be refunded. Since we use this only one month per year for the Plant Sale, she recommends that we make it seasonal. We can drop it for now and reactivate it for plant sale. We will separately use Square and iPad for handicraft sales throughout the year.

Need new application for insurance this year. Ask Jerry and Charley to review numbers for funds to be sure application is done. No activity changes to register.

Motion was made by Barb, seconded by Pam and carried: Present application for insurance once Jerry and Charley have reviewed.

Donation thank you letters have been distributed.

Board orientation was accomplished on 1/6 with Barbara, Jerry, Charley and Pam.

Follow-up:

- Heritage Bank Records needs a list of 2018 Board Officers, and signature cards by Charley, Jerry, Kerry, and Pam
- Financial Review of MGFTC Financial Records and 2017 Federal Tax Return will be accomplished soon. Kerry will get together with the Auditor, Ken Wilson. Mr. Wilson will conduct a financial review, not certified audit.
- Need to refile with Secretary of State with new address by March.
- Need to put TCMGF on State of Washington employees' donation options instead of State MGF.
- Christine Garst will file our taxes for a small fee.

There is a Cluster Meeting on February 8 in Centralia. Cori will leave the office at 9 a.m. and return around 2 pm. Board members are invited to join her. Charley will contact the President of the State Foundation and ask for minutes to be sent to him.

Cindy volunteered to help with updating the Foundation policies and procedures.

Vice President

Jerry reported that he has spent time with Bev, orienting to his job. Fundraiser groups contact yet to happen. He asked whether formal notice has gone out to committee chairs as to their budget for 2018. That will be accomplished next month.

Member-At-Large

Barb reported the following membership meetings have been arranged:

1. Laura Westrup will do lecture on propagation using cuttings in February. Notes will be available
2. Erica Guttmann will speak on native plants as a landscape choice on June 20
3. Evergreen Valley Lavender Farm is a potential presenter for April. Topic will be Lavender and other pollinators.

President

Charley asked about who is helping Cori with fliers for Plant Sale. Linda Talen is the in charge of promotions. Bookmark is also in need of an update, as well as the Plant Sale poster. These need to be ready for February Membership Meeting. Charley will talk with Linda to get that done. Cori will send proof to WSU for approval and printing. Any changes must be provided to Cori before the end of January.

Committee Reports (Committees that are not listed here did not submit reports)

Handicrafts: Cindy Hoover (interim chair) there will be a 2018 initial meeting held at Cindy's house on Saturday, January 13.

Activities – Karla Salp – Seed program has been cancelled due to a work commitment and that the Extension Office's meeting room is not ready.

Program Report

Cori submitted the following report:

- We are happy to announce that Daisy Douglass is our new Master Recycler Composter Education & Outreach Specialist I position. She worked a few days in December but is now officially with us beginning January 2nd. This is the permanent part-time help position that Solid Waste is funding.
- 2018 Master Gardener pre-orientations were completed on December 15th which was also the deadline to apply. We have accepted 42 in to the 2018 training program. Training will begin on Friday, January 19th. Mentor training was on January 5th.
- Spring Greening planning meeting happened on January 9th. After giving an update and much discussion the group in attendance has suggested that we cancel our March 24th Spring Greening event. This is because of a few key factors:
 1. WSU has not approved the room rental contract for Westwood Church.
 2. The Extension office move is nowhere complete and time typically spent preparing for the Spring Greening will be needed to complete the move process.
 3. Not enough time to market the event without a location secured.
 4. We also talked about offering individual workshops in Spring and Summer to make up for not offering the traditional Spring Greening event. In addition we also discussed having a fall education day as well.
 5. The Extension office move happened December 18th-20th. It has been a challenging move as the building we moved is not finished being renovated. Not all office functions are up and running and some won't be for a while. Email access has just become operational. Phones are not fully functioning yet.

February 26 Master Gardener training – Charley, Barb and Jerry will attend on behalf of the Foundation.

Charley asked Cori for a presentation at a future meeting of the Board about relationship between the Master Gardener Program, WSU, and Thurston County. From this discussion he hopes to develop talking points to be used by Board members for discussions with county officials, new MG's and the public.

Charley also emphasized the need to keep volunteers up to date on how difficult customer service is for Cori given the unfinished state of the new offices.

Old Business None

New Business

Conflict of Interest Statements were signed by all present officers and will be filed by Pam.

Annual Foundation Picnic is scheduled for August 16, 2018 from 4 p.m. to 8 p.m. We need to make a reservation at Rose Garden. Pam will call Olympia Parks Department

Review-Board and Committee Tasks Lists – OK so far

2018 Annual Goals must be kept in front of the Board.

Foundation Website: Donor button is done and available. Cori will let people know through FF, and at membership meeting.

Adjourn 7:45 p.m.

Submitted,

Pamela E. Roberts
Secretary

Upcoming Meetings/Events:

February 8 - Cluster Meeting

February 14 – Board Meeting 5:30 p.m.

February 27 - Membership Meeting, Health Dept., 6:00 p.m. Potluck