



## Master Gardener Foundation of Thurston County

### Board Meeting Minutes

3054 Carpenter Rd SE, Olympia WA 98503

April 11, 2018

#### **Call to Order:**

5:30 p.m.

**Present:** Board Members, Charley Barron, President, Cindy Hoover, Past-president, Kerry Norem, Treasurer, Barbara Baker, Member-at-large, Jerry Stayton, Vice-President, Pam Roberts, Secretary.

Also, present: Linda Talen Publicity Chair, Midge Price, Plant Sale Co-chair, and MG Intern, Donna Doerer

#### **Board Reports**

Minutes of March 14, 2018 Board meeting were reviewed. Correction made to spell Donna Doerer's name correctly. Barb moved that the Minutes be approved as corrected. Kerry seconded the motion and motion was carried.

Cori noted that the chair of the Retail Committee has asked that we spell her name JoAn Reitzwood, and that we pronounce her name "JoAnn". Members noted the correction.

#### Plant Sale Update - Midge Price

Midge reported that things going well except for weather. Plenty of plants and plenty of helpful people for Sales committee members. Midge stated that she will be gone for 2 weeks before sale and that her co-chair, Meagan Thorn, will carry on in her absence.

They are staffing the sale early and will attend the upcoming Foundation membership meeting seeking workers for the day of the sale. Cori will not be able to "man" her usual parking post due to her knee injury this year. Poster is done; pdf is on the Foundation website. Apple Park is no longer called Apple Park. Now it is The Park at Cooper Point. This needs to change on the website for accurate directions to Dirt Works. Friday night gala will occur as usual. Midge needs people to help at the sale.

Additional misc. needs: Long extension cord (100 ft). Charley will bring.

Generator as back-up: Charley will bring in his pickup.

Handicraft committee will bring items to the gala.

#### Publicity - Linda Talen

Posters will be brought to Friday's MG class for students to distribute. Hopefully for next week's meeting as well.

Press release talks about handicrafts items, and Linda wants to be sure she is listing the correct items. Cindy will email list to Linda for press release.

Banner will be placed on overpass Chehalis Western Trail. Banner will be placed on College next year.

Banners on the Cheap ordered. \$115.

Gayle Newsome will mail posters

Linda Talen will contact online contacts.

Finance Committee has requested that we repeat our request that customers donating what they would pay for sales tax. Can we put up a sandwich board for people in line can see it before they check out. Put on easel? Hand flier to people as they come through the gate? Linda and Kerry will discuss further and work out a plan.

Charley stated that the Foundation will provide Pizza to the plant sale committee members sometime after the plant sale. This is to fulfill the award they won in 2017. Vendor will be Vic's Pizza. Date to be determined.

6:00 Midge and Linda left the room, with the thanks of the Board.

#### Treasurer's Report as of March 31, 2018

Kerry reported that water pitchers for Bloomin' Bingo can be purchased. She will purchase them, and we will then be able to reuse them each year. Won't have to rent them.

Cash registers are in storage. Training can be done at conference room. Need to book it.

Edward Jones account – Need read-only access for Jerry. \$70,334.70 is the current value of our portfolio. This is an increase of over \$4,000 during the year. Could recognize gain or loss as a board monthly or quarterly. Jerry and Kerry will discuss how this should be handled.

YTD Income:	\$ 1,888.36
YTD Expenses:	\$ 3,889.66
Current Assets:	\$21,484.50

Pfizer has donated \$500 for ex-employee in recognition of her volunteering, and another \$500 check is pending. Every year this individual continues to volunteer the MGFTC will receive an additional \$1000.

Cindy made motion to approve the Treasurer's report, seconded by Jerry, and passed.

#### Past President

Cindy stated that she is working part-time now and has time limitations. She is in the process of recruiting officers for next year.

#### Vice President

Jerry reported that the Finance Committee met recently with Donna Doerer, who is working on funding opportunities through grants.

He commented that the Foundation Website really looks professional.

The donation issue still needs work.

*How do we ask people for money?*

*What do we need the money for?* Background statement should include information about support for gardens and education to community.

*Why would we ask people for donations?* We must identify a need – something we are trying to accomplish.

We need to include ideas to better serve the community: Ideas include

Scholarships for MG training?

Kids garden – expand and take somewhere else also?

Include this thinking in goal-setting for 5 years.

Gazebo at Closed Loop?

Repair Gazebo at Dirt Works?  
Junior MG program?

Cori commented that she has a wish list of projects for each garden.

Donna commented as a consideration: What do we need "so that" . . . - Service for the **people**.

#### Member-At-Large

Barbara reported as follows:

#### **April 18, 2018 Membership Meeting:**

- Peggy Bryenton from Evergreen Lavender Farms has sent two handouts to be printed prior to the meeting on April 18<sup>th</sup>. Barb will make 50 copies of each at the Extension Office.
- Barb alerted Cori that a projector and computer will be needed for the Bryenton's presentation.
- Thane Bryenton uses a presentation software best accessed via the internet. Barb and Thane did some troubleshooting and identified the following three options (in preferred order):
  - #1. The Thurston County Health Department (TCHD) has a guest Wi-Fi available. A password is needed to access the WIFI. TCHO staff will give Cori the password when she gets the meeting room key, and/or the password will be written on the white board in the meeting room.
  - #2. Barb or Thane's cellular phone can be used as a mobile hotspot, unfortunately the hotspot option can be much slower than WIFI.
  - #3. Thane will bring his laptop with the presentation and presentation software loaded on the machine.
- Barb will stop by Costco for cookies.
- The Bryenton's wish to donate their speaker's fee (\$50) to the MGFTC. They would like a letter from the Foundation to document this.

Board members please arrive at 5:30 to set up the room. We will need chairs only; no tables, except for displays

#### **June 20, 2018 Membership Meeting:**

- Erica Guttman will speak on native plants in the landscape. A notice about this meeting has been written and will be forwarded to Cori and Diane closer to the meeting date.

#### **Annual Master Gardener Awards Celebration:**

- The Annual Celebration will be a luncheon this year and will be held in Heritage Hall on the Thurston County Fairgrounds on November 15, 2018. The luncheon begins at noon and City Picnics will again be catering the event. A copy of the lunch options was circulated.
- Barb is suggesting that a MS-Word form be developed to make nominations for the Foundation Awards easier to submit. If Board agrees, Barb will develop a form.

Thank-you gifts for speakers? Plant sale plants? Mugs? Hand-written notes would be nice. Logo notes would be ideal.

#### President

Charley reported that "Master Gardener at work" signs have been posted outside the MG office to bring attention to a landscaping project that is being headed by Penny Longwell. Since this an adoptable bed, the maintenance crew union contract is not affected.

## Committee Reports

Membership - Diane Stanger has asked that we bring the MG mugs to the meeting next week.

Website – Lynette Anderson /Roy Emory submitted the following report:

The website donation page is waiting for the draft materials which will be used when received. Updates for site software were installed as required to keep the site current. January board minutes, Children's Garden events, and an email address for Children Garden volunteers were added.

There were 7 new posts in March and Plant Sale information was added April 9. Lynette is waiting for updated information/photos for the Handicraft Sales page. She would like to add a link from the Plant Sale blog post to the Handicraft Sales page, so people can see pictures of the items that will be available for sale and prices, but the information needs to be updated first.

Handicrafts – Cindy Hoover reported that she has a great team of 12 people. There is a nice mix of MG's and MRC's. Two important new items are plant support cages and compost sifters. The State Conference is coming up, and they have a marketplace as part of the conference. The committee needs to decide if they are going to attend.

Retail - JoAn Reitzwood

Sales at February Foundation meeting were \$248, with some sales in each the tools and clothing category.

I am currently working with my budget and re-building inventory in areas that were low:

MG Clothing:

- I've ordered hats as we were out.
- I'm particularly looking for input from this year's class in choosing some items.
- I do not plan to order vests this year as we have pretty good stock, although not every color in all sizes (that will always happen).

MRC Clothing:

- I do not plan to order this year. There is no class, and I don't have a line item in my 2018 budget for this. If I should get significant requests, I may re-visit.
- Overall for clothing: prices have gone up since items were last ordered (last order for some items were 2-3 years ago). I may raise the selling price; an example is hats – last ordered in 2015 with our price \$9.09; this year (2018) our price is \$10.09. Selling price has been \$15 and I will raise the price - \$16?

Tools: Your ideas count!!

I have orders in for two new items MG's suggested – one from Cindy Hoover and one from Kay Zambone. Researching a couple more. Last year the ergonomic handles came from another MG suggestion and I had to re-order twice

Question: Atlas gloves were suggested – I've hesitated to stock gloves because Costco offers such a good deal, and we can't match their prices. Gloves that we had in inventory did not move fast. What is your input – what price range would you be interested in for other than Costco type gloves?

Finally, thanks to Kerry, we have SQUARE, and have started learning it to process payments which means people can buy with credit cards.

I haven't had anyone request an item through the website. May ask Linda Talen (my neighbor) to send me a test request just to make sure it's still working.

Grant Writing: Donna Doerer handed out forms "Information Requested to Implement Grant seeking for Master Gardener Foundation in Thurston County" and discussed her process so far. Jerry Stayton's report above included her input, as well as the Finance Committee report, below.

Bloomin Bingo: Julie Sandberg

The planning committee had meeting recently.  
Need more pre-planning for scheduling meetings.

Finance Committee

Jerry Stayton added to his report above. Donna Doerer has attended.

Ongoing – Donna thanked Kerry for documentation checklist.

Need Board list – (Pam will do it)

Who should Donna talk to? Cori and Garden Committees.

Cori will give Donna contact information for Committee chairs

Form for information request to implement grant seeking reviewed and **approved**.

## **Program Report – Cori**

- 2018 Master Gardener trainees have completed 7 out of 13 classes. Certified MG's have also been attending the classes and earning CE credits.
- The Children's Garden committee has met twice and have finalized the 2018 schedule. The Children's Garden Program will be on Tuesdays from 10am to Noon from July 10<sup>th</sup> through August 21<sup>st</sup>. The themes for each class can be found on the website.
- `Vegetable Gardening 101 workshops-1<sup>st</sup> one had 43 in attendance, 2<sup>nd</sup> one is scheduled for April 12<sup>th</sup>. Other workshops scheduled: Hydroponics, New to Gardening in Washington, Hügelkultur.
- Outreach season continues, our largest events this month were at Cedar Creek Correctional Facility and Fred Meyer Planting Day with over 1,500 served.
- Extension office move update: We are still in "wait mode". Our cement slab floor is still not cured enough for our flooring to be installed. We have only unpacked necessary items. Once the flooring is installed then I will schedule work parties to help unpack and organize.
- We still are experiencing problems with our new listserv provider. This change has caused significant problems communicating with our volunteers. We are working with WSU to remedy this situation but it has been a slow process.
- We are still working through the process re-hiring the program outreach specialist position. When available Daisy has been helping us on an "as needed" basis before large events.

State Foundation Representative Position Description:

Board members reviewed draft, which needs editing as to format.

Cindy will reformat and send it out so can approve at next meeting.

Charley briefly reviewed Board and Committee Tasks Lists and 2018 Annual Goals

MG of the year for 2018 – Should we submit a name? To be discussed in May.  
Officer vacancies will be announced at June Foundation membership meeting.  
MG Week in May to be promoted

8:02 Adjourn

Submitted,

Pamela E. Roberts  
Secretary

**Upcoming Meetings/Events**

April 18: Membership Meeting, Health Dept., 6:30 p.m. Program: 7:00 p.m.

May 9: Board Meeting

May 19: Plant Sale

June 8: MG Graduation

June 13: Board Meeting

June 14: Cluster Meeting

June 20: Membership Meeting. Health Dept. 6:30 p.m. Program: 7:00 p.m.