



## Master Gardener Foundation of Thurston County

### Board Meeting Minutes, February 14, 2018

3054 Carpenter Rd SE, Olympia WA 98503

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

5:30 p.m.

**Present:** Board Members Charley Barron, President, Kerry Norem, Treasurer, and Pam Roberts, Secretary.

**Also present:** Cori Carlton, Program Coordinator, Roy Emory and Lynette Anderson, Web team members, and Donna Doerer, MG class of 2017 intern.

**A quorum was NOT present.**

Charley introduced and welcomed guests. Discussions proceeded with guests as follow:

#### **MGFTC.org Website Discussion**

Donation Function: Members asked about the donation function on the MGFTC website. It has been under development for several months and is not yet visible on the front page.

Roy responded that we need a publicity campaign to let people know it is there, and to encourage members and non-members to donate.

First step will be at the Membership meeting February. 27, -

Charley and Roy will provide an announcement at that meeting. He will bring up the website on the big screen and demonstrate how it works.

Roy asked how we will funnel requests. Charley answered that our new Finance Committee is now responsible for these issues. They are in the process of writing policies to that end.

Another donation issue is a question of how we roll out the request for donations. Ideas included:

- Upon death requests

- Buttons for specific items

- List of needs and wants (example: new printer, office supplies)

Note: PayPal manages online donations. PayPal software charge is \$49 each year.

New volunteer management system will allow:

- Online payments for membership

- Online payment for tickets such as Bloomin' Bingo

The goal of the Board as it relates to finances is to increase amount of donations and increase the diversity of income.

In kind donation requires a form, which is accessible on the website.

Estate donations are not covered by policy at this time.

Follow-up: Roy stated that the “donate button” will be placed on the front page of the website right away. Charley will develop some explanatory text to go along with the button within the next week, including language about how the Foundation would benefit. Charley will get this wording to Roy by 2/23 so he can have it on the website and ready for presentation at 2/27 Foundation membership meeting,

Facebook – Karla Salp is the main contact for our Facebook page. Charley will ask Karla to provide a new announcement on the home page. Friday Flash afterward will announce.

Secretary is responsible for monitoring the website and communicating with the web team.

### Resources Section

Lynette is working on the Resources section on the website. She stated that we need to refine and strengthen that portion of the website.

Lynette is also working on website formatting. The format has been changed so that Master Gardener events are listed first on the right-hand column, and Community events follow below. She encouraged members to log in to [test.mgftc](http://test.mgftc) to look at the new format.

### Foundation activities tab

Our goal is to list and provide biographies of all upcoming speakers. We will clarify to Barb Baker that an important aspect of her job as member at-large is to get these blurbs for the year as early as possible, so they can appear on the website.

Board members thanked Roy and Lynette for their work and encouraged them to stay in communications with questions and issues as needed.

6:15  
Roy and Lynette out

### **Grant Seeking and Writing**

Charley introduced Donna Doerer, MG Class of 2017. Donna has her own grant seeking and writing consulting business. As a new and enthusiastic MG, she has volunteered to donate her skills and her time to work with the Foundation Board to secure grants for various projects. Charley has met with Donna as a first step and they presented their understanding.

### Grant proposals

Donna explained her method and provided a list of documents that she will need to launch her process on behalf of the MGFTC. Although she hasn't yet identified an available grant, she urged the Board to prepare documents asap to be ready.

Donna's background – She started as an athletic coach. She thus prefers to share information and work in the middle of the team. Her process is generally:

- List out a scope of work.
- What is needed?
- How do we approach it?
- Responsibility?
- Who reviews draft?

Get approval.

Place this in calendar. Use database search. Bring back best candidates and then move ahead. 80% of funders use calendar year as fiscal year. That leaves 5 quarters for funding opportunities, Jan – March of the next year. IRS rule requires foundations to give away 5% of assets each year.

Working relationship

Donna stated that she wants to be very official and asked that the Board take formal action on their intent to work with Donna from the very beginning of this effort.

Since there was no quorum present, an action of the Board will have to be deferred until March. Motion to be considered next month:

*That the Board accept proposal for services from Donna Doerer to seek grant funding on behalf of the Master Gardener Foundation of Thurston County.*

Interim – work with Charley and take it to the Board.

The Board will add updates to its monthly agenda as a report through the Finance Committee.

A copy of the minutes of the meeting will be provided to Donna as a formal record.

Next steps: Donna writes a scope of work.

Funding Ideas were discussed, and suggestions included:

Replacement shed for closed loop Garden. 2019 25<sup>th</sup> Anniversary

Dirt Works: Gazebo.

Farmers Market – Shed

Successful grants have data and a story (heart stuff)

Sponsorships also needed. Need a place on the website to thank sponsors/donors.

Deliverable: Electronic file of documents ready for grant seeking. Kerry will start on that project.

7:05 – Board thanked Donna and she left the room.

**BOARD REPORTS:**

DEFERRED: Minutes – January 10, 2016 Board meeting Pam

DEFERRED: Treasurer’s Report – January 31, 2018 Kerry

\$81.63 from Kroger (Fred Meyer) last quarter proceeds were \$91.03. Going down.

Edward Jones balance: \$72,600.90

Insurance: package price is \$4 less than last year.

Directors \$641/year – dropped from last year. Savings of \$485

### Past President-

Charley reported that Cindy has placed craft items into storage locker. Craft Committee will not do Home for the Holidays this year. Instead will do Komachin Middle School PTA Bazaar.

### Member-At-Large

Barb will be at 2/27 meeting.

### President

Charley reported on his attendance at the recent Cluster meeting. He was pleased and impressed with the group and the sharing that he experienced. He stated that his experience was very encouraging. He urged every Board member should go at least once. The next one will be held June 14.

Charley reported that he and MG Penny Longwell attended a recent Fair Board meeting. They have asked requested that MG's undertake a new landscaping project on Fairgrounds. Also, they have asked for MG's to undertake plant identification around the grounds.

February 28 is McDonald's Fair Day on Marvin Road McDonald's.

### **Committee Reports** (committees that did not provide reports are not listed)

Publicity - Linda Talen - Plant sale poster under way

Website - Lynette Anderson /Roy Emory (see above)

Plant Sale - Midge Price/Meagan Thorn - Midge wants to talk to members about plant sale at 2/27 meeting

Bloomin' Bingo -Julie Sandberg - need to schedule planning meeting

### **Program Report** Cori Carlton

\* I am sad to announce that Daisy Douglass, our new Master Recycler Composter Education & Outreach Specialist I, will be leaving her position. Daisy was offered a full-time position and has accepted it her last day in this position is February 16<sup>th</sup>. She will be switching over to a temporary position and will help periodically with key events until a replacement is set.

\*\ 2018 Master Gardener training program is in full swing. Training began on Friday, January 19<sup>th</sup>. It is a good group of 40 trainees. Charley, Barb, and Cori gave a presentation to the new trainees explaining the roles between the Program and the Foundation. Certified MG's are also encouraged to attend the training classes and earn CE credits.

\* Since Spring Greening has been cancelled for this year. I have begun scheduling individual workshops instead. Saturday, March 24<sup>th</sup> will be our first one, Growing Vegetables 101. This seminar will focus on where to put a garden, when to plant and how to read a seed packet. It will be at 11am at the Tumwater Library. Other workshops have been scheduled and will be posted via our website soon.

\*The Extension office move happened December 18<sup>th</sup>-20<sup>th</sup>. 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. Only essential boxes have been unpacked. They are still waiting for the cement slab to cure before the flooring can be installed.

I WSU changed their listserv provider which has caused significant problems communicating with our volunteers. We are working to remedy this situation but it has been a slow process.

## **New Business**

State Foundation Representative Position – restructure State Foundation in the future. We don't need to revamp our job description now.

8:05 Adjourn

Submitted,

Pamela E. Roberts  
Secretary

### **Upcoming Meetings/Events:**

February 27: Membership Meeting, Health Dept., 6:00 p.m. Potluck  
March 14: Board Meeting  
April 11: Board Meeting  
April 18: Membership Meeting, Health Dept., 6:00 p.m. no Potluck  
May 9: Board Meeting  
May 19: Plant Sale