



## Master Gardener Foundation of Thurston County

### Board Meeting Minutes

3054 Carpenter Rd SE, Olympia WA 98503

March 14, 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, and Pam Roberts, Secretary.  
Also present: Cori Carlton, Program Manager, Kitty Lundeen- Ness, President, Mason County Master Gardeners, and Donna Doerer.

Charley welcomed our guests. Cori introduced Kitty Lundeen- Ness, who is President of the Mason County Master Gardeners Foundation. Kitty was in attendance to observe our meeting.

Since there was not a quorum at last meeting, and we had a quorum present for this meeting, actions deferred in February were acted on at this meeting.

January minutes were reviewed. Correction: Under Past President report there should not be a reference to a pending job description draft. Cindy moved that the Minutes be approved as amended. Barb seconded the motion and the motion was carried.

February minutes were reviewed: Correct spelling of Charley Barron's name: Charley not Charlie Kerry moved that the Minutes be approved as amended. Pam seconded the motion and the motion was carried.

Charley asked that the Board allow guest, Donna Doer, make her presentation first. Donna presented overview and next steps in grant seeking and grant writing Steps she outlined verbally include:

- Already assembling a toolkit.
- NW Horticultural Society has responded.
- Qtr. 1 and Qtr 2 opportunities being reviewed.

Donna stated that she is still gathering documents. Donna will communicate directly with Kerry on documents she needs. The Board members determined that they will defer to Finance Committee for further discussion about priorities for funding.

*Motion was made by Cindy, seconded by Kerry, and approved, that the Board accept the proposal presented by Donna Doer for grant seeking and grant writing.*

Donna will work through Finance Committee, which will meet within the next couple of weeks. Donna's contact information: [dddoerer@gmail.com](mailto:dddoerer@gmail.com)

Follow-up: Donna will attend Board meetings to provide updates. A regular agenda item will be added to each Board agenda.

## Board Reports

### Treasurer's Report

Kerry reported that the 990EZ tax return needs to be reviewed by a Board member before it is submitted. Barb reviewed the form and returned it to Kerry.

Motion was made by Barb, seconded by Cindy, and approved, that the 990EZ tax return for the MGFTC be accepted as submitted.

Ken Wilson Investment Services has done a financial review, which Kerry submitted to the Board. Comments:

*"I found the financial records of the Foundation to be well maintained, documented, legible and organized. The spreadsheets and the bank statements with cancelled checks were extremely helpful, as were the reimbursement records. I have no critical comments at all. All Foundation members should be complimented for their continued support of these practices"*

Licenses have been renewed. Addresses changed to Carpenter Road.  
Retail permits have been renewed.

In addition, Kerry reported that \$5912 made over the last year on investments.

January:

YTD Income:	\$ 99.39
YTD Expenses:	\$ 298.31
Current Assets:	\$23,285.88

Following review, motion was made by Pam, seconded by Cindy, and passed, to accept the January Financial report.

February:

YTD Income:	\$ 1,181.98
YTD Expenses:	\$ 982.81
Current Assets	\$23,684.97

Following review, motion was made by Cindy, seconded by Barb, and passed, to accept the February Financial report.

Use tax is being applied on appropriate categories.

Donations: Major Contributors (for Donna related to grants) Now only one category. .Defined by organization. Question will be asked by lenders through granting efforts.

### Member-At-Large –

Barb reported that the Membership meeting had a good turn-out, about 90 people.

Thank you notes have been sent out to participants.

Barb needs a more complete list of to-dos'. for programs. Cori will help her with that.

Suggestion: Set up link for handouts. That would minimize copy work and be handy for those who don't make the meeting.

Next month (April) Topic is Lavender. The speakers want to donate their speaker fees. Process for this needs to be developed.

#### **President -**

Charley reported that the Nominating Committee needs to meet in next month to prepare for upcoming elections. In addition, the State Rep. job description needs to be updated/rewritten.

### **Committee Reports** (Committees that did not submit reports are not listed below)

#### Publicity - Linda Talen

PLANT sale poster. Photo link is not with document at WSU. We will use old photo from last year. Need back-up.

#### Membership - Diane Stanger

Kerry Norem gave me 40 membership applications, most of whom renewed or joined at the last membership meeting. Wow! So, do date, we have 148 members, 27 of whom are non-paying 2018 MG trainees. (1 of the 27 is a MRC intern). I am in the process of updating the current master membership roster. This is fantastic!

#### Website – Lynette Anderson /Roy Emory

The website committee made a report to the Board on February 14 on the website. Donation page with a recommendation for a publicity campaign to advertise the existence of the page and the reasons for making donations to the Foundation. Charley Barron agreed to provide draft materials for the website which will be used when received.

There were approximately 10 new posts in February. Information about topics and speakers for this year's meetings has been added to the "Foundation Meetings" page (thanks, Barb!). We are anticipating Lynette and Cindy to provide updated information for the "Handicraft Sales" page. Note that the 2018 plant sale poster for the website is needed soon.

#### Plant Sale - Midge Price/Meagan Thorn

All is well. No need from the Board.

#### Handicrafts –Cindy Hoover

Work Party on April 9, at which time the group will make plant cages. They already have preorders. They also have preorders on chairs. Komachin MS for handicraft sales this year.

#### Bloomin' Bingo -Julie Sandberg

Toni Ghazai met with Julie Sandberg in January to hand over the boxes of Bloomin' Bingo supplies and review the basic format and planning actions. Toni has informed Marianne Benetti that she passed the Bingo torch to Julie Sandberg and provided contact information. Julie will be contacting last year's committee members to determine which areas need additional help. We are only 6 months out so time to start getting details pulled together.

Request that Roy pull off 2017 form from website. Pull off last year's poster. – put up SAVE THE DATE

## **Program Report** Cori

- Would like to request 1, \$50 plant sale gift certificate for the MG/MRC recommitment form winner.
- We received approval from the Union to revisit our initial pool of applicants for the Master Recycler Composter Education & Outreach Specialist I position. We are currently reviewing applications.
- 2018 Master Gardener trainees have completed 5 out of 13 classes. Certified MG's have also been attending the classes and earning CE credits.
- Outreach season has begun although we have modified our schedule due to the Extension office move and building delays.
- Extension office move update: We are currently 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. Each day steps are made towards getting this building operational but it is still a work in progress.
- 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.

## **Old Business**

Room rental for fall browning event – October 20

Members discussed venue for this event. Does the Foundation wish to sign rental with Westwood Baptist Church?

Charley repeated his suggestion that the Salvation Army facility is available, Charley and Cori will do an on-sight review of this facility and report back to the Board in April. We will decide at that time.

## **New Business**

Grant Writing: Donna Doerer, MG Class of 2017, was present and brought all members up to date on her grant seeking/grant writing proposal. (See notes above)

Archival issues will be taken up after filing tax records.

7:25 Adjourn

Submitted,

Pamela E. Roberts  
Secretary

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

April 11: Board Meeting

April 18: Membership Meeting, Health Dept., 6:00 p.m. no Potluck

May 9: Board Meeting

May 19: Plant Sale