



Master Gardener Foundation of Thurston County

Board Meeting Minutes

3054 Carpenter Rd SE, Olympia WA 98503
June 13, 2018

Call to Order: 5:40 p.m.

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

Also present: Cori Carlton, Program Manager, Lynette Anderson, website committee member, and Donna Doerer, MG Intern.

Board Reports

Minutes – May 9, 2018 Board meeting minutes were reviewed. Motion to accept minutes as presented was made by Jerry, seconded by Cindy, and passed.

Treasurer's Report – May 31, 2018

Kerry presented the report.

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|-----------------|--------------|
| YTD Income: | \$ 28,067.49 |
| YTD Expenses: | \$10,155.71 |
| Current Assets: | \$41,550.93 |

Pending activities: Renew Costco membership; pay insurance balance of \$882.98 this week. Plant sale financial information shared. Feedback on the use of the Square technology has been positive. Next year we won't buy tomato plants, as the vendor who has been selling them to us has retired. A sub-committee of the plant sale committee will handle the tomato growing. Bill Longnecker has his cash registers in his possession. We won't need them again, since we have moved to new technology for sales.

As of May 31, the Edward Jones account total is \$70,730.68.

Looking ahead at other needed expenditures:

Closed Loop has needs as they prepare for the 25th Anniversary next year.

Fence repairs at Dirt Works are still pending settlement of ownership (MOU) with the City of Olympia.

Kerry suggested that we move some of the money in checking to investments.

Motion was made by Cindy, seconded by Jerry, and was approved:

"That the treasurer be directed to move up to \$10,000 from operating funds to investments. "

Past President-

Cindy announced that Pam has agreed to remain as Secretary for another 2- year term. Cindy is still looking for candidates for President-elect and for Treasurer.

Vice President – Jerry had no report

Member-At-Large –

Barb reported that a Foundation membership meeting will be held next week at the Health Department. She asked that Board members arrive at 5:30 to help set up. Barb will get key before 5 p.m. so she can pick up the key and will leave key when she exits. The speaker, Erica Guttman, has asked that the \$50. honorarium be paid to Native Plant Salvage Foundation

Meal at recognition banquet was discussed. Members agreed that the Pasta Bar would be their choice, so long as a gluten-free pasta is available.

President –

Charley reported that officials at Dunn Gardens have agreed to make a private tour available for Foundation members next spring.

Follow-up: Charley will contact Karla regarding plans for a Dunn Gardens tour.

Committee Reports (Committees with no report are not listed here)

Website – Lynette Anderson reported that the Website management and design is going well. She is trying to beef up the content. She wants to rethink menu structure. She commented that we have a lot of information buried beyond 3 clicks. She and Roy want to form a user group to explore ways to make the information easier to reach. Example: Public vs. membership items? Option for future might include:

Online membership form is on her wish list.

Lynette offered to put that together for testing. Members encouraged her to proceed.

Follow-up: Donations – Charley and Jerry will send language for the website to Roy by next meeting.

Could accept payment by check to begin.

Children's' Garden registration form needs to be available on the website.

Lynette can make up forms where responses can be typed in.

Follow-up: Cori to send form to Lynette for posting on the website.

Plant Sale - Midge Price/Meagan Thorn – Need money for plants.

Need to form a parking lot committee in early July.

Cori will meet with City of Olympia in early July to discuss parking issues.

Fence repair and gazebo: We are still awaiting clarification through a Memorandum of Understanding between the Extension Service and the City of Olympia.

Handicrafts –Cindy Hoover announced that Joanie Zelasko is the new chair.

Follow-up: Cindy will compose an announcement for the FF.

Cindy added that the committee met their plant sale goals. They sold ½ their plant supports.

Have one sifter left. The next handicrafts meeting will be held on June 15 after Toni's garden tour. They will participate in the July 21st Griffin Community Days. They will not participate in the State Conference.

Retail - JoAn Reitzwood

Tools: \$446 sales at plant sale, and \$31 since. Less than last year

1- The speed up in cashiering (good) meant no long lines and less browsing at tools;

2. I had somewhat less inventory. No Spring Greening, but still an Education Day event to come which was big for tools. Good that we sold some of everything.

Clothes: Wow! - sold \$1,013 in clothing at this year's MG graduation, plus a \$3 donation. The new styles of sweatshirts are in, so this year's class was first to see them.

Finance/Grants - Donna Doerer:

Donna supplied a handout listing possible grant opportunities.

Priorities were discussed. Closed Loop signage and preparations for 25th Anniversary of CLP, Committee will meet with Cori July 11 at 1 p.m. at CLP to look at garden and decide specifics. Celebrations included.

Cindy made motion: That we ask Donna to prioritize grant-seeking for 25th Anniversary of CLP. Pam seconded the motion, and members approved.

Donna asked that Board members provide information about their affiliations (position titles) for purposes of grant writing.

Follow-up: Pam will send affiliation listing to Donna:

Program Report

Cori provided the following report:

MG training-On June 8th 40 trainees completed the classroom portion of the 2018 WSU Master Gardener volunteer training class. Trainees now have until June 29th to complete all their quizzes and final exam. Graduation photos will be posted on our Facebook page.

The next MG Cluster meeting is Thursday, June 14th from 10am to 1pm in Chehalis. If anyone wants to carpool with Cori from the Extension office let her know.

We are moving forward with Children's Garden planning. All beds have been planted. Weekly watering and weeding and some harvesting will continue until the first class. The program will be on Tuesdays from 10am to Noon from July 10th through August 21st. The themes for each class can be found on the website.

Extension office move update:

- Office bathrooms almost complete- just waiting on fixtures. Toilets and sinks work.
- Q & A clinic and my office floors were installed this past week. Office hallways and conference room will be installed June 16th – 17th. The last few weeks have been consumed with packing and moving items from spaces where the floor is not being worked on to areas that are finished. This will continue until all the floors are installed. Another smaller shipping container has been set up as my "temporary" office so I could separate the critical supplies needed to operate all our events/MG training classes while the flooring project was happening.
- Q & A clinic is scheduled to be closed from June 1st – June 19th due to flooring project. This timeframe has been extended due to delays in the flooring installation.
- When MG training and the Extension office move/flooring project is over my work focus will shift. Here are some of the priorities:
 - Unpacking and organizing our new office spaces and storage unit.
 - Demo gardens and clinic operations.

- Office catch-up work including: re-hiring part-time assistant position, setting up online volunteer management system.
- Limited summer outreach events (Children’s Garden, Farmer’s Markets etc.) These will be limited so I can spend time on the other highlighted tasks above and focus on healing my knee injury that happened during the office move.
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“*Master Your Garden*” will be the name for fall program.

Old Business

Lease for October 20, 2018 MG Program “Master Your Garden” Event: Salvation Army Lease has been sent to WSU for approval.

State Foundation Representative: George Cowan still interested in this position. Jerry made a motion to appoint Georg Cowan as State Representative through 2019. Barb seconded the motion and it was approved.

Follow-up: Add George to the list of Board members.

Review-Board and Committee Tasks Lists
Board tasks – up to date

New Business

2019-2023 Long-term Goals Planning Meeting was set for the regularly-scheduled August 8 Board meeting. Members will be asked to approve the goals at the August 16 picnic meeting.

Regular Board meeting will be held at 4:30 at the office.
Five-year Goal-setting will begin at 5:30

Follow-up: Charley notify Julie Sandberg about this meeting.
Pizza will be ordered for food

Cindy announced that the City of Lacey has one day available at the Washington Center for the Performing Arts to be used by a non-profit organization. Application must be made by July.

Follow-up: Add as item for planning meeting.

Adjourn 8:00 p.m.

Submitted,

Pamela E. Roberts
Secretary

Upcoming Meetings/Events

June 14: Cluster Meeting: Lewis County Court House 10:00 a.m.-1:00 p.m.

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

July 11: Board Meeting

August 11: Board Meeting

August 16: Picnic at Priest Point Park Rose Garden