



Master Gardener Foundation of Thurston County

Board Meeting Minutes

August 8, 2018

3054 Carpenter Rd SE, Olympia WA 98503

Call to Order

4:45 p.m.

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

Also present: Cori Carlton, Program Manager, Donna Doerer, MG Intern, Julie Sanford and JoAn Reitzwood, MG.

Board Reports

Minutes - June 13, 2018 Board meeting minutes were reviewed. One correction was made. To include Mary Smidt. Motion was made by Cindy, seconded by Barb, and approved as amended.

Treasurer's Report – June and July 2018 reports were presented by Kerry.

June 2018:

YTD Income: \$27,781.87

YTD Expenses: \$14,585.91

Current Assets: \$29,438.83

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Kerry pointed out that purchases for plants for next year's plant sale came to \$1,000 plus. In response to a question from Cindy, Kerry noted that Handicrafts and Retail are one line in the report.

Jerry asked a question regarding reporting of investments. They are being reported annually at this time. This can properly be done either annually or monthly. Annual reporting is simpler for our organization. In the future, Treasurer will report investment income on 12/31 each year.

Motion to approve the June Treasurer's report was made by Cindy, seconded by George, and passed.

July 2018

YTD Income: \$30,641.34

YTD Expenses: \$15,206.84

Current Assets: \$28,845.99

Kerry reported that Investments total \$81,797.37 as of 08/06/18. This is an increase of \$12,451 for 2018. We also have small income through Fred Meyer and AmazonSmile, which have decreased significantly this year.

Follow-up: Charley will make an announcement at the annual picnic to emphasize Fred Meyer and AmazonSmile contributions.

Motion was made by Cindy, Seconded by Barb, and passed:

“Since Spring Greening was not held this year, the MG Foundation agrees to dedicate the unused budget amount for Spring Greening to fund the fall Master Your Garden event.”

Cori commented that she plans to use the headline, “Master Your” routinely on educational programs.

Past President-

Cindy reported that Dan Conrad may be candidate for President-elect. He is “mildly interested” and will attend a Board soon. No treasurer candidates have volunteered yet.

Vice President:

Jerry had no report. Charley explained that the Vice President acts as liaison with fundraising chairs. He asked that Jerry contact them prior to each Board meeting. These include chairs for Plant Sale, Bloomin Bingo, Handicrafts, and Retail.

Member-At-Large:

Barb asked that Board members arrive at the picnic site at 4:30 p.m. next Thursday, August 16. Cori will bring Table Cloths, trivia, and prizes. Barb will bring Water, Tea, Lemonade, cleaning supplies and hand washing items. Barb will also bring ice - Charley will bring a cooler
40 individuals have responded that they will attend so far.

Members will need to vote on 5-year goals at the picnic.

Follow-up: Charley will send 5-year goals out ahead of the meeting. He will also review Bylaws to be sure we can get votes via email.

State Representative:

George Cowan, the newly-appointed State Representative, reported that he has registered for Wenatchee State Meeting. Members advised George that he will be expected to take donations from our MG organization. To the state meeting to contribute to the silent auction. JoAn and Cindy made suggestions for those items and will work with George to be sure that occurs.

Steven Bramwell, Thurston County Extension Service Supervisor, entered the room, and was introduced. He greeted the members and stated that he intends to attend at least one Board meeting each year. Charley thanked him for his support during the very difficult recent office move, and stated that he is welcome to any MGF function,

President:

Charley reported that Mason County MG Foundation wants to work with us on a joint garden tour next year.

Follow-up: Charley will talk to Kitty, (Mason County MG President) in September to make further arrangements for this joint effort.

Charley also reported that the Ornamental Grasses of Puget Sound on South Bay Road is planning an open house in September.

Committee Reports (Committees that do not have a report are not listed below)

Publicity:

Linda Talen is doing publicity for Bloomin Bingo. Press release is done.

Linda is also collecting flower photos to be used for promotions in 2019.

Membership

Diane Stanger

Charley asked Board members to review and fill out the new prototype of an online membership form that Lynette Anderson sent out to us. The program auto fills a spreadsheet with names of members, which will be a boon to Membership Chair, and to others.

Kerry suggested that we could use PayPal to pay memberships. Members suggested we start with the membership form, then transition to online payment as a next step.

Plant Sale:

Midge Price/Meagan Thorn

Fall plant sale is scheduled for October 6, from 10 a.m. to 3 p.m.

Retail:

JoAn Reitzwood was present. She had discussed issues involving Retail prior to the meeting.

Bloomin' Bingo

Julie Sandberg reported that 13 vendors have donated items already. Mary Smidt and Sherry McCafferty are beating the bushes.

Online registration form is posted on the website.

The Foundation is restricted by the Washington Gaming Commission to no more than a \$5000 income for the whole evening. Room capacity is also an issue.

We need to encourage people to volunteer. Blue MG aprons will be available on loan from the Retail Committee for bingo volunteers.

Donna Doerer came in to the room to report that she has filed a grant application to the Community Foundation of South Puget Sound for Closed Loop Park signage. This is our first grant application! The request is for \$2500 for expenses. Awards determination will occur by December for 2019 funding. A copy of the application was provided for the record.

Acknowledged by Board.

Donna reported that two more applications going out in the next month:

NW Horticultural Society

Norman Archibald Charitable Foundation

Charley also reported that LeMay, Inc., has committed to donate mulch for Closed Loop Park's 25th Anniversary celebration.

Donna left the meeting following her report.

Program Report

Cori submitted the following:

The last MG Cluster meeting was on Thursday, June 14th in Chehalis. Plant sale successes and challenges were shared along with discussions on volunteer recruitment and retention, Foundation insurance and summer outreach events.

Children's Garden has begun and will run through August 21st. At our first session we had 21 Master Gardener volunteers lead over 45 kids and chaperones in garden bed planting and harvesting activities. Over 52 pounds of fruits and veggies were harvested for the Thurston County Food Bank. We ended with a lesson on plant parts, puns and garden fun. A very successful first day.

Extension office move update:

Office bathrooms and floors are now complete.

The unpacking process is slowly happening. Priority is removing all the contents from the temporary shipping container, so it can be removed before Fair.

Q & A clinic has re-opened and is open Tues. – Fri. from 9am to 1pm. Although the clinic is not completely set up and unpacked it is set up enough to reopen.

My priorities and upcoming projects:

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.

Prepping for summer outreach events (Children's Garden, Farmer's Markets, Fair 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.

Old Business

Lease for October 20, 2018 MG Program Event – Lease with the Salvation Army has been signed.

New Business

Develop the Five-Year Goals for 2019-2024

The current five-year goals are:

1. Improve outreach throughout Thurston County
2. Enhance and increase Foundation membership
3. Increase the involvement of members in the work of the Foundation
4. Strengthen the Foundation by growing the leadership
5. Improve the diversity and sustainability of fundraising efforts

Ralph Gross, MG, joined the members for this portion of the meeting.

Members reviewed past goals

Cori and group reviewed MG Program Relationships organization chart, to clarify the separation and inter-relationship of the two organizations. She added that we must be sure the goals we set are for the Foundation, not for the Program

Cori reported that the biggest mistake for non-profits is under-investing in fundraising operations. To keep growing, we must keep raising funds, and keep spending to do it. Prioritizing fundraising is one of the best ways to support programs. She added that the Budget is our #1 policy document.

Julie, who was President when the original 5-year goals were written, stated that those goals were identified through a SWOT (Strengths/Weaknesses/Opportunities/Threats) analysis.

Following discussion, the following DRAFT 5-year goals were agreed to:

Improve the sustainability of Foundation

Improve Diversity of Fundraising through estate planning, investments, grants, bequests and other financial instruments.

Improve Foundation membership experience.

Increase Foundation visibility and outreach throughout Thurston County.

They were not numbered because members did not wish to imply prioritization to any of the goals. They were to be sent out via email for further contemplation by the group.

The meeting was adjourned at 5:50 p.m.

Submitted,

Pamela E. Roberts
Secretary

Note: Following email review and editing, the following final goals were agreed to:

Embrace available technology to ensure Foundation effectiveness.

Improve diversity of Fundraising

Improve Foundation membership experience.

Ensure the sustainability of the Foundation through leadership development including strategic planning.

Increase Foundation visibility and outreach throughout Thurston County

These goals were presented to the membership at the August 16 membership meeting and unanimously approved.

Upcoming Meetings/Events

August 16: Picnic at Priest Point Park Rose Garden

September 13: Bloomin Bingo

September 19: Board Meeting

September 26-29: State AEC Conference, Wenatchee WA