



# Master Gardener Foundation of Thurston County

## Board Meeting Minutes

February 25, 2019  
3054 Carpenter Rd SE, Olympia WA 98503

### **5:30 p.m. Call to Order**

**Present:** Board Members, Charley Barron, President, Jerry Stayton, Vice President, Kerry Norem, Treasurer, Steve Wilson, Treasurer-elect, George Cowan, State Representative, and Pam Roberts, Secretary

**Also Present:** Cori Carlton, Master Gardener Program Manager, and Donna Doerer, MG.

Charley started the meeting with a special thank you to Cori, for scheduling room for today. We had to move our regularly-scheduled meeting due to weather.

## **Board Reports**

### Minutes – January 9, 2019 Board meeting

One correction was made to YTD Expenses item.

Motion was made by Barb, seconded by Jerry, and approved to accept the minutes as amended.

### Treasurer's Report – January 2019 was presented by Kerry

YTD Income:	\$ 330.99
YTD Expenses:	\$2,066.07
Current Assets:	\$30,037.86
Edward Jones balance as of Feb. 20, 2019 is \$101,473.15	

Insurance has been renewed. In response to a question from a Board member, Kerry confirmed that we have D&O insurance. Cori explained the past process for choosing our insurance broker. We use Nicholson brokers. Liability and auto are included.

Follow-up: Jerry will give Kerry a list of possible insurance companies for future consideration

Kerry reported that Christine Garst has completed our IRS Form 990 2018. Kerry will mail it.

Cori explained that reimbursements from Thurston County have been delayed due to complications.

Kerry asked about how she should write thank you notes in remembrance of MG Carol B. Members discussed providing thank you and/or tax receipt. It was determined that we should send simple donation thank you letter so tax deduction is provided. Funds from these donations will be used to enhance the children's garden.

Motion was made by Jerry and seconded by Pam to accept the Treasurer's Report as presented. Motion carried.

President:

Charley noted that the Finance Committee met on February 7.

Committee chairs met at 6 p.m. prior to the recent members meeting to go over newly-adopted form Request for Payment. There is a need to follow up on those who weren't in attendance.

Follow-up: Charley will send out an email to all committees with a summary of the topic. Kerry will send a packet to everybody to be sure all is covered. Cori give names to Kerry so the follow-up can be done.

Charley reported that on January 27 an orientation was held for new Board members. Those in attendance included Charley, Barb, Kerry, Pam, Becky, and Steve. Notebooks containing important documents and forms and calendars were provided to all in attendance.

Grants

Donna Doerer provided a proposed plan for MGFTC grant-seeking and sponsor development for 2019. (see attachment)

*Sponsorship:* Donna confirmed that the Board should have a sponsorship policy in place as guidance for this activity. A draft policy has been formulated and has been shared with Board members.

Follow-up: Cori will contact WSU regarding possible available prototypes for a sponsorship policy. George will follow up with John Strong, State Secretary, to inquire about other county foundations that might already have sponsorship policies.

Goal: Adopt sponsorship policy at next Foundation Board meeting.

Donna will meet with Finance Committee to show a draft form for sponsorship. Donna explained that when an organization provides sponsorship support their goal is visibility. Our goal is to secure money for operations.

Follow-up: Finance Committee meets next week to follow up on this discussion re: sponsorship. Donna will be included in that meeting. They will report back to the Board at the March meeting.

*Grants:* Cori expressed concern regarding her personal ability to follow through on any promises made due to complications with her work load. Children's' Garden shed was identified as a possible project for grant requests.

Members thanked Donna for her continuing help. She left the meeting at 6:30

Treasurer Elect

Steve reported on his research regarding sources of **Power for the Plant Sale**

- A. *Solar panels and batteries* - \$1700 approx. plus battery costs – dependent on sun
- B. *Normal batteries*; sealed gel type; lithium ion expensive but last a long time.  
Bulky and heavy – safety issues costly
- C. *Generator* – portable, plug in, gasoline – transportation issue – cost \$1000 to \$1500

- D. *Electric generator* – uses lithium ion battery – expensive – need to size the power need.
- E. *Power pack* – charge ahead of time. – can plug it in and charge it  
400 watts – 3 kw (our need would be 1.4kw) – 70 lbs. - \$1700  
On wheels, like suitcase.

Officers are seeking alternative for access to Foundation funds for Cori. Currently Cori uses County credit card or personal funds and applies for reimbursement to the Foundation. This is awkward and time-consuming, which cause delays in reimbursement.

- A. One option, a prepaid debit card, would incur monthly charges. Rechargeable cards cost monthly fees. (rejected)
- B. Foundation credit card is a possibility. We could impose a dollar limit. It could be kept in the office safe.
- C. Cash advances (rejected)

Documentation and justification of purchases would still be required.

Follow-up: Kerry will meet with bank regarding a process for implementation of a Foundation credit card. Internal controls would be put in place regarding on how it is managed. Pam will make reimbursement form into Word document. Use electronic form?

#### Member-At-Large

Charley reported for Becky that Dan Conrad will be speaking on dahlias at April 16 membership meeting.

#### State Foundation Representative

George reported that the next state-wide meeting will be held October 2-3, 2020 at Ft. Warden. in Pt. Townsend. Rooms will be part of registration. There is a 300-registrant limit.

State Foundation President: Don Ingstrom, from Lewis County, incoming State Foundation President. This new membership on the State Foundation Board has created new energy. Their new emphasis is to get reps from every county foundation to regular meetings,

New State Coordinator will be in place March 14.

Endowment – goal of \$2million to provide free State-wide conferences. Contributions will be voluntary.

Next Cluster meeting will be held March 7.

The Yakima representative showed a directory of MG's to the group. George expressed interest in developing such a directory for Thurston County. Cori responded that we have a template, and that when the idea was introduced a few years ago no volunteers came forward to make it happen.

### **Committee Reports** (Committees that did not report are not listed here)

#### Publicity - Linda Talen

Linda asked the Board to approve donating a surplus Windows 7 computer to Lakewold Garden Foundation. The computer had been used in the Farmers Market Q and A clinic before the

clinic was closed. Linda will check to be sure there is no sensitive information left on it before she delivers it.

Motion was made by Jerry, seconded by Pam, and approved to approve the donation as described above.

## **Program Report**

Cori provided the following report:

2019 Master Gardener training program is in full swing. Training began on Friday, January 25<sup>th</sup>. It's a good group of 39 trainees. Charley 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.

Due to the snow we've had to reschedule many activities and meetings which has shifted some priorities.

Demo gardens all have damage related to the snow and clean-up will be the priority once the snow melts and temps warm.

Education day planning is the priority

Demo garden anniversary celebration planning meeting will now be on March 6<sup>th</sup> at Noon at the Extension office.

Cluster meeting is now March 7<sup>th</sup> at 10am in Chehalis.

The calendar planning group meeting will not happen until late March/early April.

Promotion/marketing/media/websites/social media/ meeting is scheduled for March 12<sup>th</sup> at 6pm at the Extension office.

Summer program events/happenings will be posted in the upcoming Friday Flash.

MG & MRC Recommitment forms are due by February 28<sup>th</sup>.

My priorities and continuing projects:

2019 MG training.

Year-end reports/data collection

Summer and fall outreach calendar planning for 2019

Demo garden anniversary planning

Unpacking and organizing our new office spaces and storage unit. New cabinets have been installed in the conference room and hallway. Continuing to get my stuff organized and out of the clinic is a priority.

Allyson completed:

- A draft Master Recycling Composter Program of Thurston County Course Manual (approximately 60 pages of text; will be roughly 90 pages with the addition of pictures/photos/diagrams—unless it can be edited down).
- The MRC 2019 draft training outline.

- Two, two-hour volunteer management system training sessions with CERVIS.

Allyson assisted with the:

- Preparation of 2019 MG class handouts/packets and other materials.
- Design and rearranging of the annex workspace.
- Initial data entry and system formatting/layout of the CERVIS Volunteer Management System.
- Data entry of 2019 MG completed class work.

## **Old Business**

Board and Committee Tasks (deferred)

### 2019 Plant Sale Poster

Submissions of flower photos were provided to the Board members, who voted for their favorite. Plant Sale Committee members will be asked to vote also. In order to get a submission to WSU timely, we must have all votes cast by Thursday, March 7.

Follow-up: Charley will forward photo candidates to Plant Sale co-chairs, Midge and Megan, emphasizing the importance of timeliness.

## **New Business**

### Meeting Location for Membership Meetings

Thurston County Health Department is no longer available in a format that is usable for membership meetings. A new location must be secured for the remainder of 2019, beginning with the April 16 membership meeting and forward.

Members discussed important criteria: Easier access; Space we need; Own tables and chairs; Parking

Possible locations discussed included TC Fairgrounds/Heritage Hall, Salvation Army, and Lacey Community Center

Follow-up: Charley will follow up and report back to the Board as to availability and cost.

Board's permission was granted for Charley to sign the contract for March 23 Education Day at the Salvation Army.

Meeting was adjourned at 8:20

Submitted,

Pamela E. Roberts  
Secretary

### Upcoming Meetings/Events

March 13: Board Meeting    March 23: Education Day    April 10: Board Meeting  
April 16: Membership Meeting    May 8: Board Meeting    May 18: Plant Sale