



Master Gardener Foundation of Thurston County

Board Meeting Minutes

November 6, 2019
3054 Carpenter Rd SE, Olympia WA 98503

5:30 p.m. Call to Order

Present: Board Members, Charley Barron, President, Barbara Baker, President-elect, Steve Wilson, Treasurer, Becky Emrich, Member at Large, George Cowan, State Representative, Pam Roberts, Secretary

Also Present: Cori Carlton, Master Gardener Program Manager

Board Reports

Minutes of the October 9, 2019 Board meeting were presented by Pam. Spelling corrections on some members' names were acknowledged.

Motion was made by Barb, seconded by Becky, and carried, to approve the minutes as amended.

Follow-up: Charley asked Pam to put the 2020 Board calendar on MGFTC letterhead and send to board members.

Treasurer's Report – Steve reported the following:

Secretary of State website has been updated. Steve needs signatures on that report.
Edward Jones Balance 121,712.46
Heritage Checking account \$8,346

Plant Sale Gift certificates for Awards Banquet have been prepared.

Two reimbursement requests have been misplaced:

Becky Emrich and Julie Sandberg (\$62.40) have not been reimbursed due to lost documents.

Board members determined that the individuals (Becky and Julie) should provide a replacement receipt to best of their knowledge, secure a counter signature from a Board member, and Steve will reimburse them. Charley will follow up.

Storage locker. Bill was not paid timely due to notice having been sent to Kerry Norem (former Treasurer) at the former Extension Office address. We are locked out of the locker!

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Follow-up: Charley asked Steve to change the storage locker records to our new address and change contact information to Treasurer@MGFTC email and to bring the Foundation checkbook to every future board meeting.

Upcoming budget meeting. Charley asked Steve to simplify the draft form for Garden Committee budget requests. Cori and Steve will get together to prepare before 11/16. Committees at the recent garden committee planning retreat prepared some requests. Cori will fill in gaps. We will need to add more detail to these under the Budget items within the final budget..

Follow-up: Pam will send out an email to Board members with directions for Budget meeting at her home: 2112 Aspinwall Road NW, Olympia, 98502

President Elect -

Barb reported that Sharon Parsons has agreed to run for Member at Large for 2020.

Legal notice of election has been sent to members electronically by Diane Stanger, Membership Chair.

Vice President

Donna was not present and provided a written report on Committees. It is inserted below under Committees.

Member-At-Large

Becky reported that she is ready for the upcoming November 13 Awards Banquet.

Need 14 tables of 8 set up; Put drinks all together.

No bottled water. If so, set up recycling station. Caterer will provide durable dinnerware, not plastic. Prize table on the back. Keep drinks in kitchen area.

Serve dinner at 6 p.m.

Holiday Party Details:

December. 7 Annual meeting preparation is complete. Location will be Columbian Hall in Lacey. Rent and damage deposit has already been paid.

Potluck – Cori will put an announcement in Friday Flash.

Need volunteers to clean up after, so we are sure to recoup our damage deposit.

When: Saturday, Dec 7, 2019

Where: Columbian Hall, 6794 Martin Way, East, Lacey, WA 98516

Time: 11:30 am – 2:00 pm

Description: Potluck & gift exchange as well as a business meeting

Follow-up: Pam will prepare paper Ballots for Dec. 7 meeting as back-up to oral voting.

All our proposed meeting and education dates for 2020 have been accepted by Salvation Army

Follow-up: Sharon needs a tour of Salvation Army to familiarize herself with the facility and prepare her for 2020.

State Foundation Representative

George reported that Donna accompanied him to the recent Cluster Meeting. The next Cluster meeting will occur in March 2020 at Thurston County Extension Office.

Washington State Foundation meeting occurred today in Port Townsend. George attended remotely through Zoom. He stated that he was surprised to learn that the State Foundation's working budget is less than the Thurston County MGF budget.

The State organization is depending on early reservations for the State Conference to front operational funds, The State Foundation doesn't have enough "hands" to do all the preparation work. 9.5 CE's will be offered at the State Conference in 2020.

The State Foundation Board is seeking sponsorships for the Conference.

George commented that the process for choice of MG of the year needs to be improved.

President – Charlie reviewed his upcoming obligations:

1. The Board meeting dates for 2020 need to be posted on our Website.
2. Slides for Annual meeting need to be updated.

Follow-up: Cori will send slides to Barb and Donna so they can update for this year.

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

Publicity – Linda Talen (Linda will not continue as Publicity Chair in 2020)

Linda will provide Publicity Committee files to the Extension Office before the end of the year.

Plant Sale (Midge and Meagan Continuing as Chairs through 2020 Spring Plant Sale)

- We are talking with Brent Stratton about making us some new plant tables for the sale area. It looks like he'll be making us three 4x8 tables which are wood/metal and will take heavier pots and wetter weather than most of our current ones. We are also planning to buy some new hoses in spring.
- We are getting ready to shut down the plant sale work parties for a few months starting November 13th. Our plant stock is pretty good, and we look like we're in good shape for this time of year. We will likely resume in early February, weather dependent.
- Our most exciting news is that two very experienced members of the plant sale committee, Laura Westrup and Marcia Justis, have decided to take on the co-chair roles after the next plant sale. The entire committee unanimously and joyously accepted their offer. They are both fine gardeners, fine people, and will make wonderful co-chairs. Meagan, Laura, and Marcia and I are meeting soon to work out some transitioning plans.

Membership Diane Stanger (Continuing as Chair in 2020)

Sent the following message to membership:

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The holidays are fast approaching, and this year's Annual Membership Meeting & Holiday Potluck Party is scheduled on Saturday, Dec. 7, 2019. See below for details or simply click on the link for that information
<http://www.mgftc.org/> **Please note that at this meeting, Foundation members will be asked to vote for the nominees listed below who have graciously volunteered to fill these three very important MGFTC Board positions.**

*This is also a good time to renew your Foundation membership for 2020. **The membership fee is still only \$10 per year.** If you prefer to bring a printed application and pay at the December meeting, a printable form is available on the <http://www.mgftc.org/join-the-foundation/> webpage. You may pay your dues at the door with cash, check or **credit card.***

NOTE: *Our preference for renewing your membership would be for you to **use our NEW and IMPROVED Online Application Form and payment system.** This is also available on the MGFTC website at <http://www.mgftc.org/join-the-foundation/>*

Handicraft items, tools & clothing will be available for purchase and may be paid for with cash, check or credit card.

Family and friends are very welcome. Any non-Foundation members wanting to attend can either join the Foundation for \$10/year or pay \$5 at the door for one-time admittance into this event. The Board and I are looking forward to seeing you at the meeting.

Bloomin' Bingo – Julie Sandberg (Continuing as Chair in 2020)

The only item I must report for Bloomin' Bingo is that once Lacey Parks notifies me that their cashiering system is available, I will be requesting a check from Steve Wilson to pay the \$150.00 deposit. Marianne Binetti has confirmed our 2020 date of September 10.

Grant Committee Donna Doerer

The Grant Committee new team had a meeting in October. Nine people attended. The plan was to demonstrate methods to research prospective grant makers. But unfortunately, we couldn't get the online tool to work with our internet connection. We still discussed various methods and exchanged our own experiences and questions.

The next meeting of the Grants Committee will be held on November 19. Anne Kirske, a former grant maker, will visit and share her suggestions for successful grant seeking. The December meeting on December 17 is focused on planning a 2020 grant seeking calendar.

We submitted one grant application in October to the Squaxin Indian Tribe asking for \$1,500 for general purposes. We anticipate a decision by early January. The next application will be to the D.V. and Ida J. McEachern Charitable Trust. We are seeking a grant for the shed at the Children's Garden.

Program Report

Cori

Monday, November 18, 9 a.m., Olympia City Hall. - MOU meeting on contract.
Cori wants 2 documents/exhibits.

October 30, the demo garden committee members participated in a recap and planning retreat.

2019 MRC training graduation and fall extravaganza is tomorrow night. In addition, we are having a guest speaker, director Heather Trim from Zero Waste Washington give us an update on waste reduction initiatives regionally and globally.

Dirt Works License Agreement-meeting on Monday, November 18th at 9am at Olympia City Hall-meet in the lobby. I have sent out a copy of the proposed agreement for you to review and provide comments before we meet.

A couple of date changes need to be made for the upcoming 2020 calendar.

The appreciation awards luncheon will now be on November 17th at Noon at Heritage Hall. The room was not available on our original date proposal.

The MGFTC budget meeting is typically scheduled for the Saturday after awards. That is too tight of a timeframe for me to get all the awards prepared and budget number proposal done. I am asking for you to consider some alternative date options.

Statewide changes to the WSU Master Gardener background check will be coming in 2020. Need to start preparing and determine if the new \$14 fee will be paid by the volunteer or if our Foundation will cover the costs. This discussion needs to happen before our budget meeting on November 16th.

My priorities and continuing projects:

- MRC training graduation
- Appreciation and awards dinner
- 2020 budget prep
- 2020 MG training recruitment, pre-orientations and training schedule
- Dirt Works License Agreement review and prep

Old Business

All

2020 Budget Meeting/Committee Budget Information

2020 MGFTC Officers Nominations – slate sent out

2019 Annual Awards Celebration: Foundation Awards – Done

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Communications Committee

The Board will Plan Retreat in January – especially for new Board members
We will provide new manuals for new members

2020 MGFTC Bookmarks and Calendar

Cori passed around bookmark sample for review and approval.

MGFTC Corporation Filings – Secretary of State.

Follow-up: Steve will get together with Kerry or Diane Stanger to get formula for numbers to balance for Secretary of State due November 30. Formula is not working.

Reviewed 2020 Goal spreadsheet. Discussion deferred until next Board meeting.

New Business

All

Clothing Budget Request JoAnn Reitzwood

Clothing Budget approved for 2019 was \$1300.00

Used for an order of MG denim shirts \$ 750.20

Remaining \$ 549.80

My goal was to also order some item of MRC clothing as there is a class this year (there was no class last year), and I have very limited sizes in MRC clothing.

After consulting with Cori, I want to order 24-30 zippered sweatshirts, as they have been very popular with MG's. Cori said there will be an MRC class each year moving forward.

I'm requesting approval for an addition \$200 which would allow me to order 30. I will judge where to order in the 24-30 range based on interest at graduation (Nov 7th) as well as storage space. If I can order very soon, I hope to have them by the Christmas MGFTC meeting. They would be \$34, same as the MG version. Markup is close to 40%; the largest sizes may cost us somewhat more, but we've always priced all sizes the same.

I had rotator cuff and shoulder repair surgery on 10/29 (going well), but I'm slow with my left (I'm right-handed) hand., so excuse typos, please. Our computer system doesn't have voice-to-text. This request is for NOW; I have an idea what I'd like to order for next year and will submit a 2020 clothing budget request, my goal is next week.

You'll receive a similar request for tools as I'd like to order tough totes now for Christmas but don't have quite enough left. It'll follow separately because it takes me so long right now.

Motion was made by Barb, seconded by Pam, and carried, to approve the request for additional funds for clothing purchases.

Follow-up: Edward Jones Account Review Meeting will be arranged by Charlie. Steve, Barb and Charlie will participate.

City of Olympia Dirtworks License – not discussed.

Meeting was adjourned at 7:25 p.m.

Submitted,

Pamela E. Roberts
Secretary

Upcoming Meetings/Events

November 13: Annual Awards Celebration 6 p.m. at Heritage Hall, Fairgrounds

November 16: Budget Meeting 9 a.m. to Noon at Pam Roberts Home

December 4: Board Meeting

December 7: Annual Meeting 11:30 a.m. to 2:00 p.m. at Columbian Hall

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