



Master Gardener Foundation of Thurston County
3054 Carpenter Rd SE, Olympia, WA 98503
Board Meeting Minutes

March 9th, 2022
Via Zoom Technology

5:00PM Call to Order by President Midge Price

Present:

Board Members, Midge Price, President, Barbara Baker, Past President, Pam Lovinger, Vice President, Sharon Parsons, State Representative, Ellen Wendt, Member at Large, and Lucy Chaffin, Treasurer.

Also Present: Cori Carlton, Program Manager, Lynette Anderson Website Committee Co-chair, Donna Doerer Grants, Committee, Roy Emory, Webmaster and Julie Sandberg, Communications Committee

Board Reports

Minutes: Minutes of the February 9, 2022, Board meeting were presented by Pam Lovinger. The minutes were reviewed, and changes made. Barb moved to accept the minutes, Midge seconded, and they were unanimously approved.

Treasurer's Report Lucy Chaffin

Heritage Bank February 2022 statements

Checking: (interest rate=0.03%)*	\$ 13,205.94
Reserve:(interest rate=0.04%)	\$ 33,372.00
Encumbered grant funds	(\$ 2,228.72)
Financial policy reserve	<u>(\$ 5,000.00)</u>
Available funds	\$ 39,349.22

*Note: transferred \$10,000 from checking into higher interest earning Reserve account

Edward Jones February 2022 Statements

1. Money Market/Mutual Fund 16402	\$22,438.92
2. Income Focus Fund 16408	\$50,839.10
3. Balanced Toward Growth Fund 16569	<u>\$49,409.83</u>
TOTAL	\$122,687.89

Value of Edwards Jones investments is down \$1,930.62 from last month, due to fluctuations in stock market.

- Fund 16402 Money Market portion (\$10,470) earns .01% interest - \$.02 in January
- Fund 16408 average 7.10% growth over 5-year average, 4.81% since inception
- Fund 16569 average 14.08% growth over 3-year average, 9.54% since inception

Treasurer's work this month

1. Processing bank deposits: memberships, donations
2. Paying bills
3. Entering financial data into Quick Books, reconciling with bank statements
4. Tracking down refund check in amount of \$122.00 from State Dept. of Revenue for late payment of sales tax penalties.

Pam made a motion to accept the Treasurer's report. Sharon seconded the motion and it passed.

Past-President: Barbara Baker

See Committee Reports on Calendar and Irrigation.

Vice President: Pam Lovinger

See Committee Reports

Member-at-Large: Ellen Wendt

Ellen asked if we will we have an in-person membership meeting in June. The speaker will be available for an in-person or Zoom meeting. Cori anticipates changes in WSU mask mandate, but she will not hear until tomorrow. Midge said we should have a virtual meeting in June.

Cori suggested we reserve the venue for the August picnic in case we can meet in person. Ellen agreed.

State Foundation Representative: Sharon Parsons

She attended a meeting on February 16 regarding the State Conference. It will be held in-person here in Olympia. Registration opens June 1. There will be a limit on the number of people who may attend.

The State Foundation is re-working its web site. They will add county events to their state calendar. The International conference is in 2023 in Kansas. The next state meeting, in 2023, will be in King or Pierce County.

Cori announced that Tami Shaugnessey will be the MG Program's liaison to the State Conference.

President: Midge Price

The Web Page Work Group met twice. Their goal is to make suggestions to Board on changes to the MGFTC website.

In Midge's informal membership survey, the suggestion was made to arrange some garden tours of member's gardens. These tours will be open to other MG. Midge has set up the following:

- May 22: Tami Shaugnessey
- June 5: Laura Westrup

- July 10: Nancy Mills
- August: TBD

There will be no bathrooms or food. MGs must wear a mask and complete COVID attestations.

Committee Reports: Pam Lovinger

Web – Roy Emory and Lynette Anderson, Co-Chairs

Roy and Lynette have been posting the new Guidelines. They have 3 questions for the Board:

- Can members send them web content directly to post to our website? Or should it go through a Board member? e.g. Updated information on the 2022 Plant Sale. **The Board agreed Roy and Lynette can post material upon approval of a Board Member or Committee Chair.**
- Should Board meeting minutes be posted on the website? **The Board decided that the most recent twelve months should be posted on the website. Cori noted that we need to be sure to exclude personal information in any document posted on the web.**
- The Committee/Representative Descriptions do not describe a Communications Committee. Should they be revised to do so? **The Board decided Pam and Julie should draft a committee description for the web site.**

Membership – Diane Stanger, Chair

2022 MEMBERSHIP STATUS REPORT AS OF March 08, 2022

Total Memberships to date.....	130
Certified MGs.....	79
Certified MG/MRCs.....	9
Certified MRCs.....	1
Associate Members.....	23 *
MG Trainees	16 **
Business Members.....	2 ***
 TOTAL.....	 130

*The Foundation gained 7 new Associate members so far this year. The remaining 16 members are renewals.

**Two of the 16 MG Trainees paid for a MG membership while the others applied as a free membership.

***The 2 paid Business Members are also MG Trainees

Membership status as of March 8, 2021, was 132 members by comparison. There were no MG Trainees in 2021.

Calendar – Barb Baker, Chair

Barb has polled the Committee members and a meeting will be scheduled within the next week or so.

Irrigation – Barb Baker and Marie Kirk, Co-Chairs

Cori was unable to attend the meeting in February, so the Committee scheduled another meeting for March 16th. In the meantime, a note went to Foundation members asking for them to send information about their experiences with irrigation contractors to Marie Kirk. Donna Doerer is gathering those names to bring to the next meeting.

Plant Sale – Laura Westrup and Marcia Justis

The Plant Sale Nursery crew reconvened for the 2022 season on February 23rd. Prior there were a variety of efforts made to get things ready; we took a load of items to the landfill, cleaned out both the Office and the Children’s Shed and picked up several loads of donated pots and plants from The Plant Place, Hammersley Nursery and Gordon’s Nursery. We also received three loads of mulch from Asplundh. We’ve been very busy getting the new tables in place, tending to the plants, and spreading mulch.

Starting April 13th through to October 1st, there are 18 public sales dates (the 2nd and 4th Wednesday and the 3rd Saturday of the month), they are:

- Wednesdays, April 13, 27
- Saturday, April 16
- Wednesdays, May 11, 25
- Saturday, May 21
- Wednesdays, June 8, 22
- Saturday, June 18
- Wednesday, July 13, 27
- Saturday, July 16
- Wednesdays, August 10, 24
- Saturday, August 20
- Wednesdays, September 14, 28
- Saturday, September 17

Cori said Saturday Plant Sales are allowed according to our MOU with the City of Olympia.

Grants – Donna Doerer, Chair

Committee met on February 21 (without Donna...) to discuss their research and recommendations.

- Next committee meeting is planned for March 21 to follow up on tasks for committee members.
- Focus for fundraising in 2022 is currently irrigation for the three demonstration gardens and general operations.
- Sponsorship Development – Identifying potential opportunities and sponsors.
- Grant applications
 - Squaxin Island Tribe – received \$500 in 2021 and spent on new tables for Plant Sale nursery. Report emailed on March 4.
 - Identifying potential funders for 2022.
 - Considering Gardens for Good from Garden Conservancy due by April 15. **The Board approved the application.**
- Coordination with other committees: Planning a Zoom meeting with fundraising committee chairs in March to discuss our contributors (in-kind and cash) and how to collaborate with state conference.
- Other potential opportunities to enhance MGFTC visibility and to raise funds in 2022:
 - Planned Giving and Required Minimum Distributions from IRAs.

- The Community Foundation’s Give Local may be a fundraising possibility.
1. Does the Board want us to ask for \$ in general or specifically for the irrigation project? If the second, then the committee will need a budget for the irrigation project. **The Board discussion noted that it is unlikely the Irrigation Project will have a budget by summer so grant applications for this project will have to wait.**
 2. How does the Board feel about applying for grants from organizations that primarily fund applications sponsored by employees, e.g. Starbucks is more likely to fund a request forwarded by one of their employees. In order to accomplish this we would need to ask membership if they know anyone who works at Starbucks, Microsoft, or Target and work with them to submit the application. **In general, the Board approved this concept noting that we should not apply for grants from companies that are not agreement with MG Program principles, e.g. a grant from a pesticide company.**
 3. Does the Board have financial goal? **Donna noted that the budget included \$2,500.**
 4. Do we have a location to put up a sign thanking donors? **Not at this time though Cori noted other counties have done this.**

GuideStar is an organization that rates nonprofits. Ellen addressed the issue of improving our GuideStar rating. In order to improve our rating board members would have answer questions of a personal nature related to diversity. **The Board agreed as long as the information would remain confidential and not shared for other purposes.**

Retail – JoAnn Reitzwood

MG and MRC Clothing Sales, in-person, amounted to \$94.
 2022 Clothing Sales so far \$94

Tool Sales: An in-person sale for \$51
 A PayPal sale for \$30
 2022 Tools so far \$81

Communications – Julie Sandberg, Chair

Julie opened the meeting with a discussion of the Role of the Communications Committee and participating committee chairs. Committee Chairs provided the role of their committee, priorities for the next year and expectations for this Committee. Board priorities are Irrigation Committee, Website Revision, Plant Sale, new class of MG trainees, and re-engage members. Web-Roy Emory: Working with co-chair Lynette Anderson on Website Revision Committee while providing ongoing technical support and posting of material; important to receive material well in advance of the activity. Publicity-Pam Roberts: Maintains and updates a list of organizations and sites to promote Foundation activities, requests sharing of any suggestions for new locations; Membership- Diane Stanger provides timely email notices to Foundation membership, requests timely submission of material. Good suggestion for timely response is to also text her if email requests are submitted. Grants/Sponsorship-Donna Doerer: This committee has several members searching potential sources for grants; priority is to support needs of Irrigation Committee for improvements to public gardens; working on coordinated effort when soliciting from our sponsors.

The group brainstormed the upcoming Foundation activities that will require marketing assistance whether the audience is our membership or the general public. Ideas included (without priority): Irrigation Committee, Website Revision, MG trainees, re-engaging Foundation members, Plant

Sale, Board Survey, Fall Fundraiser, 2023 Calendar, Quarterly Membership Meetings, State MG Conference end of September, Coordinated Program Activities.

A discussion was held regarding "How Best to Coordinate Messages Between Committees". A priority activity is the upcoming schedule for 3x monthly Plant Sales at the Nursery. Arlanda Crail is serving as communication lead for the Plant Sale. It was agreed that a separate focused meeting should be held to discuss marketing needs for the Plant Sale whether for publicity, web updates or day of sale signage. Julie will work with Arlanda to set up a smaller Plant Sale Marketing group meeting in the near future to ensure timely preparation of messages prior to the April 13 first sale.

- Do we have a budget for publicity? \$500 is included in our annual budget.
- Marketing for the State Conference – who does it? I.e. sponsors, gifts for raffles, and visits to gardens. Cori will check with the State Conference volunteers and get back to us.
- Our 2021 Goals state we are going to survey members regarding updating the web.
- Next meeting is Monday, March 28 at 4:00 p.m.

Fall Fundraiser (Blooming Bingo) – Julie Sandberg, Chair

The Board determined we will have a virtual fundraiser in the fall.

Finance – Pam Lovinger and Lucy Chaffin, Co-Chairs

No report

Publicity – Pam Roberts, Chair

No report

Handicrafts – Joanie Zelasko

No report

Activities - This committee is on hiatus until MGFTC resumes in-person gatherings.

Old Business

Sales Tax: The Board discussed information that Lucy gathered regarding charging and collecting state sales tax by the MGFTC. MGFTC is required to collect sales tax on all items sold on its website. So sales tax is not required for plants purchased at the Plant Sale. However, since handicrafts are sold both online and in person, we are required to collect sales tax on all sales of handicrafts. A question was raised about out of state purchases. Lucy agreed to seek clarification on this point.

New Business:

Midge brought up the need for the Board to develop a policy on removing ineffective board members. This type of policy is recommended for boards and commissions in order to maintain good governance.

Program Report: Cori Carlton

Greetings to the Board,

Cori and I are starting to map out an outreach events calendar for 2022, including Farmers Markets and community events. We've been busy updating outreach materials and restocking the outreach to-go kits. I look forward to learning a new facet of my position this year, since COVID interrupted our outreach plans in early 2020 and I started this job in Sept 2019.

I'm working on the first issue of 2022 of our newsletter – The Program Post. This issue will promote the Plant Sale Nursery and the Q&A Clinic, as well as offer some gardening and composting-related resources. We are planning a composting workshop for May 7 at Closed Loop Park, and this will be advertised in the newsletter.

I am lining up two speakers for continuing education events in March and May. These will be promoted in the Friday Flash.

Jenni

Meeting Adjourned: 7:00 PM
Submitted,

Pamela Lovinger for Mary Eklund, Secretary

Upcoming Events/Meetings

April 13, 2022 - Board Meeting

April 19, 2022 – Membership Meeting

May 11, 2022 – Board Meeting

MGFTC January 2022 Budget vs Expenses	EST Gross Income	Budgeted Expenses	YTD Income	YTD Expenses	YTD NET Income	Budget Remaining	
Program Service Activities							
Demonstration Gardens							
Closed Loop Park		\$ 3,500.00				\$ 3,500.00	Operations + \$1000 signage
Dirtworks		\$ 3,500.00				\$ 3,500.00	Operation + \$1000 signage
Utilities-water @ DW & PS Area		\$ 4,000.00	\$ 293.69		\$ 293.69	\$ 4,293.69	refund City water bill pd 2X
Children's Garden		\$ 1,500.00				\$ 1,500.00	expenses + \$4000 grant
Olympia Farmer's Market		\$ 2,500.00				\$ 2,500.00	Operations + \$1000 signage
Vandalism expenses of all gardens		\$ 3,000.00				\$ 3,000.00	Including plant sale area
Diagnostic Clinics		\$ 200.00				\$ 200.00	
Consultation Travel Clinic		\$ 250.00				\$ 250.00	
Volunteer Recognition/Awards		\$ 2,000.00				\$ 2,000.00	Awards and rent
Gardens for state conf.		\$ 1,500.00				\$ 1,500.00	\$500 per garden for state conf.
Grants carried over from 2020-2021		\$ 2,728.72				\$ 2,728.72	
Total Demo Gardens/Diagnostic Clinics		\$ 24,678.72		\$ -		\$ 24,942.41	
MG and MRC Program Support							
MRC Program		\$ 500.00				\$ 500.00	
MG Program Support/Training		\$ 7,500.00		\$ 118.29		\$ 7,381.71	
MG Scholarships		\$ 750.00				\$ 750.00	
Cervis		\$ 900.00	\$ 900.00		\$ 900.00	\$ 1,800.00	Reimbursed from County
Other Program Expenses							
Prog. Mgr. Training- MG Conf, etc.		\$ 400.00				\$ 400.00	registration fee for Cori & Jersi
Total MG and MRC Program Support		\$ 10,050.00		\$ 118.29		\$ 10,831.71	
Intern / Special Projects							
CLP, DW, OFM		\$ 500.00				\$ 500.00	
Total Intern / Special Projects:		\$ 500.00		\$ -		\$ 500.00	
						\$ -	
Total Program Service Budget		\$ 35,228.72	\$ 1,163.69	\$ 118.29	\$ 1,163.69	\$ 36,274.12	
Foundation Operations:							
Membership/dues drive	\$ 1,200.00		\$ 430.00		\$ 430.00	\$ 770.00	ind & business members
Grants	\$ 2,500.00				\$ -	\$ 2,500.00	
Ind. Donations & Corp. Contributions	\$ 2,000.00		\$ 440.85		\$ 440.85	\$ 1,559.15	includes gen. sponsorship like Heritage
Interest	\$ 20.00		\$ 1.45		\$ 1.45	\$ 18.55	
Membership Meetings		\$ 700.00				\$ 700.00	
Volunteer Recognition, Awards		\$ 2,500.00				\$ 2,500.00	food/rent & foundation rewards
Office Supplies, Printing, Filing fees, subscriptions		\$ 2,500.00		\$ 135.79		\$ 2,364.21	Mobile Beacon
Insurance		\$ 1,420.00				\$ 1,420.00	
Publicity/Marketing		\$ 500.00				\$ 500.00	social media
Website Hosting & Maintenance		\$ 500.00		\$ -		\$ 500.00	\$100 web/\$340 Cheddar up
Accounting Review & Taxes		\$ 1,200.00				\$ 1,200.00	
Membership Dues-Costco Amazon		\$ 295.00				\$ 295.00	
State Foundation		\$ 300.00				\$ 300.00	travel to state mtg & reg for state conf
Trips & Tours		\$ 225.00				\$ 225.00	
Board (CE)		\$ 225.00				\$ 225.00	dispute resolution
Warehouse Storage		\$ 1,620.00				\$ 1,620.00	
Sales tax paid to State of WA		\$ -		\$ 479.18		\$ 479.18	
Miscellaneous Expenses		\$ 500.00		\$ 126.26		\$ 373.74	
Total Foundation Operations	\$ 5,720.00	\$ 12,485.00	\$ 872.30	\$ 741.23	\$ 872.30	\$ 12,702.13	
Foundation Fund Raising:							
Plant Sale (Parking est. \$500)	\$ 20,000.00	\$ 5,000.00			\$ -	\$ 5,000.00	\$2500 operations/\$1500 tables/\$500 parking/\$500 canopies
MG/MRC Retail					\$ -	\$ -	
Clothing	\$ 650.00	\$ 500.00			\$ -	\$ 500.00	
Handicrafts	\$ 2,500.00	\$ 800.00		\$ 172.63	\$ (172.63)	\$ 627.37	
Tools	\$ 550.00	\$ 300.00			\$ -	\$ 300.00	
MG Bingo Night	\$ -	\$ -					
Education Day							
Calendar	\$ 5,500.00	\$ 2,500.00	\$ 92.16		\$ 92.16	\$ 2,500.00	\$3000 sales/\$2500 sponsorship
Fall Fundraiser	\$ 2,000.00	\$ 550.00			\$ -	\$ 550.00	
Foundation Fund Raising Total	\$ 31,200.00	\$ 9,650.00	\$ 92.16	\$ 172.63	\$ (80.47)	\$ 9,477.37	This is net expenses
						\$ -	
Total Foundation & Fund Raising Budget	\$ 36,920.00	\$ 22,135.00	\$ 964.46	\$ 913.86	\$ 50.60	\$ 22,179.50	
Available funds reserve account	\$ 17,715.00						
TOTAL ALL MGFTC ACTIVITIES	\$ 54,635.00	\$ 57,363.72	\$ 2,128.15	\$ 1,032.15	\$ 1,096.00	\$ 58,453.62	
Irrigation project funded by Edward Jones funds		\$ 10,000.00	A	B	C		
