



Master Gardener Foundation of Thurston County

Board Meeting Minutes

November 10, 2021

Via Zoom Technology

5:00PM Call to Order

Present: Barbara Baker, President, Donna Doerer, Vice President, Midge Miller-Price President-Elect, Bev Bartlett, Treasurer, Lucy Chaffin, Treasurer-Elect, Sharon Parsons, Member-at-Large, George Cowan, State Representative, and Pam Lovinger, Secretary.

Also Present: Cori Carlton, Program Manager, Laura Westrup, Plant Sale, Joanie Zelasko, Handicrafts, Lynette Anderson, Web, Diane Stanger, Membership and Julie Sandberg, Fall Fundraiser.

Board Reports

Minutes – The October 13, 2021, meeting minutes were presented by Pam. Changes were discussed and accepted. Donna made a motion, seconded by Midge, to approve the amended minutes. Motion carried.

Treasurer's Report –

The October 2021 report was presented by Bev.

YTD Income: \$39,743.44
YTD Expenses: \$31,542.34
Net Income: \$8,201.10

Current Assets: Edward Jones: \$128,470.54
Heritage Bank Checking: \$26,427.10
Heritage Savings: \$23,368.72

The Budget versus Actual report reflected a change because grant funds are in the Grants spreadsheet. Donations were added to the Plant Sale.

Julie Sandberg asked a question regarding how expenses are charged to fundraisers. Plant Sale Certificates were given away as prizes at the Fall Fundraiser. Is the cost of the certificate charged to the fund raiser? While it does not impact the Foundation bottom line, it could make a fundraiser appear less profitable than it is. Bev reported that they are not charged to the fundraiser as an expense so the income from a fundraiser is clear.

Julie also suggested that we create a budget for PR for the Foundation and its events. It would include PR costs and things like Thank Yous for long term supporters. **The Board discussed the pros and cons of a PR budget and decided that we do not need that level of detail and tracking.**

Lucy made a motion to accept the Treasurer's Report, Sharon seconded, and the motion carried.

Bev renewed our status as a charity with the Secretary of State. Administration expenses look higher than in a normal year because COVID restrictions prevented us from spending more on program activities.

President-Elect

No report.

Vice President

See committee reports.

Member-at-Large

Sharon described the nominations she received for the annual awards. The Board discussed each nomination and determined who should win the awards.

State Foundation Representative

No report.

President

Barb spoke with Mary Ecklund who has agreed to complete the term of Secretary. She will be appointed in January 2022.

The Irrigation Committee Meeting met. They are working on maps. They will meet again December 2,

Committee Reports

November 10, 2021

Yellow highlight – indicates action needed.

Publicity – Pam Roberts

Recently placed an ad for calendars in OfferUp!. Also placed notice in Next Door.

Membership – Diane Stanger

Diane joined the Board meeting.

The final one for 2021 paid memberships, which remains the same as the EOM September report, and the most recent for 2022 paid memberships.

All, except one, are from board members & committee chairs. The Cheddar Up process, so far, is working beautifully. YAY!! I hope other members don't balk at paying an additional .80 cents for credit card payments. Oh well...

MEMBERSHIP STATUS REPORT AS OF October 31, 2021

(There is no change from the Report submitted for September 2021)

| | |
|--------------------------------|-------------------------------------------------|
| Total Memberships to date..... | 147 |
| Certified MGs..... | 106 (of these,11 are both certified MGs & MRCs) |
| Certified MRCs..... | 2 (plus certified MRCs from line above) |
| MG Interns 2019..... | 1 |
| MG Trainees 2020..... | 5 |
| MRC Interns..... | 1 |

Associate Members..... 31*
 Business Member..... 1

 TOTAL..... 147

*The Foundation gained 5 new Associate member since the last report

New members total 19 while 128 are renewals; 17 new members are Associates; 1 new member is an MG 2016 from Grays Harbor/Pacific County.

2022 MEMBERSHIP STATUS REPORT AS OF November 09, 2021

Total Memberships to date...11
 Certified MGs..... 7
 Certified MRCs..... 1
 MG Interns 1
 Associate Members..... 2

 TOTAL..... 11

*The Foundation gained 1 new Associate member who applied & paid on Oct. 28.

The remaining paid members—all renewals—are from the Foundation Board and Committee Chairs. All have reported that the Cheddar Up application process worked well with no problems or concerns.

Website – Roy Emory & Lynette Anderson

Donation payment gateway to Cheddar Up. Plant Sale pages updated to reflect no more appointments this year and "stay tuned" for next year. New items added to the Handicraft category for sale.

Plant Sale – Laura Westrup and Marcia Justis

Laura joined the Board meeting.

The rain is doing us all a lot of good - it's allowing our faithful and amazing crew a much-needed time to relax and catch up with their families and home projects and the plants a chance to rest too. Soon it'll be spring again and we'll wonder where the time went!

The Nursery crew tucked everything in for the winter months on October 27th allowing some of us to order natives from Conservation Districts and shop clearance racks for bargains. It's been a wonderful year and we can't wait to see what the spring brings!

Joanie reported that she had heard a rumor that we are not having an in-person Spring Plant Sale. This would negatively impact the Handicrafts Committee because the Plant Sale provides a great opportunity to make in-person sales. Cori noted that no decision has been made yet. Cori also reminded us of the limitations on parking at Dirt Works as well as the impact of having fewer volunteers to help with the Plant Sale. Laura said there are other limiting factors like ongoing COVID restrictions. Options for Plant Sale including another Plant

Palooza. Laura said that they will be discussing options this winter and making a recommendation to the Board.

Handicrafts – Joanie Zelasko

Joanie joined the Board meeting.

Crafts Committee participated in our first in-person bazaar in a long time. We did quite well, and the weather smiled on us. We took in \$642.00 in those two days and it felt great being able to finally move some of our products! Our total sales for October were \$898.00.

Joanie reported a concern about the lack of an in-person Spring Plant Sale, see discussion above. Her committee needs opportunities to sell in-person. Not many people use the Foundation Website, so sales are very slow and delivery is more work. She assumes we will not be having any in-person Foundation meetings anytime soon either.

Retail – JoAnn Reitzwood

Tools:

Sale #7402, payment by PayPal \$27

I am wanting to and planning to make a small tool order for tough totes which are quite low and a perennial favorite, plus another item or two.

Clothing:

MG Clothing, payment by check
1 sale of 2 MG Denim Shirts @ 36 \$72

MRC Clothing – sold at MRC Graduation 11/4/21

Sales by check and cash
2 hats @ \$16 \$32
1 Tee Shirt \$15
1 Zippered Sweatshirt \$34
4 Hoodies @ \$20 on CLOSEOUT \$80

Total MRC Clothing \$161

Total Clothing, MG and MRC \$233

Good news from the sale of MRC clothing is that I sold 4 of the hoodies on closeout, so I have just 5 left, and one of those is reserved, awaiting payment. Yay – they are great, but I now stock the zippered version as a replacement.

Lynne Dearing has agreed to assist me and helped sell clothing at the MRC graduation. Another “Yay.”

Fall Fundraiser – Julie Sandberg

No current activity for this Committee. Pending the Corona Virus situation and direction from WSU, a Board decision will need to be made by the first of the year whether to try and conduct an "in person" event in fall 2022. We do have a commitment from Marianne Binetti to facilitate a fundraising event the week of September 12-16, possibly Thursday, September 15, 2022. I'll let you know as soon as we can finalize the date.

Activities – Open Position

No report.

Grants/Sponsorship - Donna Doerer

- Committee met via Zoom on October 18. Currently there are nine members. Next meeting is planned for November 15 to identify potential funding needs and explore prospective funders.
- Sponsorship Development – Calendar sponsorship raised \$2,950. Heritage Bank contributed \$500 later as a general sponsor of MG/MRC activities and program.
- Grant applications – Applied for general operating support to Nisqually Indian Tribe (\$2,000) and Squaxin Island Tribe (\$500). Decisions anticipated by December 2021.
- Reports
 - No new activity
 - McEachern Charitable Trust – Drafting final report regarding shed installation at Children's Garden/Food Bank Garden.
- Other potential opportunities to enhance MGFTC visibility and to raise funds in 2022:
 - Intend to work on Planned Giving and IRA Required Minimum Distributions.
 - Give Local may be a fundraising possibility. View this site if you desire more information: <https://www.thecommunityfoundation.com/give-local>

Communications Committee – Open Position

No report.

Calendar Committee – Barb Baker

We are now selling calendars via the MGFTC website, as well as word of mouth thru Calendar Committee members. So far, as of 11/9/2021, we have sold 142 calendars (\$2,130). Pam Roberts has publicized the calendar at various places in the community. Info is also on the website, and Diane Stanger has sent information to the MGFTC membership a couple times. Information has been sent to Cori for inclusion in the Friday Flash.

Julie suggested that we send a calendar and thank you note to the nurseries that are long time supporters. Joanie volunteered to help deliver to save money on postage. Julie will come back to the Board with a plan.

Finance Committee – Donna Doerer

There was no activity at this time. We plan to hold a meeting in December.

Reports compiled by Donna Doerer, Vice President

Old Business

All

The Board decided to defer the review of revisions to the Handicraft and Web Site Committee Guidelines to the December meeting.

Barb shared the final Board Goals. They will be presented at the annual meeting.

New Business

The Board discussed the need to verify the COVID status of its membership. The MG Program had to confirm the vaccine status of its members under the Governor's mandate. Since the MGFTC is a non-profit, separate from government, we can make a different decision. Barb and Midge discussed the issue and are not recommending that the foundation verify COVID status since our meetings are not in person. The Board can reconsider this when in-person meetings resume.

Cori noted that the foundation has more options than the MG program. If we meet in person, we could ask members to attest they are not sick, wear masks and/or show a vaccine card. We will need to explain our decision to foundation members prior to meeting in-person.

Donna asked if the final meeting minutes can be shared with Committee Chairs. She would like to share them. Starting in January, final meeting minutes will be sent out to them.

We discussed the upcoming budget meeting. Donna will ask committee chairs for input. Bev will send out materials prior to the meeting.

MGFTC Board Report from Cori Carlton, Program Manager

2021 MRC training is complete. It was successful despite having to change the format to meet COVID-19 operating procedures. 11 students graduated. The lessons learned will help with 2022 MG training.

The demo garden work is complete for the year. All the expensive tools and equipment will be stored at the Extension Program at the Fairgrounds over the winter. Dirt Works water was turned off Friday. The City of Olympia is putting together a proposal to replace roof at the Gazebo. The solar panels will not be reinstalled because the technology is outdated. Cori asked if the RFP would include the disposal of solar panels. The city will look into it and let us know. The new roof will enable school groups to return for in-person programs in the spring. Note: The school programs will most likely take precedence over during-the-week Plant Sale offerings, so we need to schedule accordingly.

Cori is planning required Refresher Training for volunteers. The training will cover the following: how to submit 2021 service hours, 2022 MG & MRC recommitment process, 2022 operating changes, new communication format, and COVID-19 policies. She will send an email to all MG and MRC volunteers explaining the details. Volunteers will have the option to attend in-person, virtual or watch a recording. Details to follow.

Cori and Jenni have begun the promotion and marketing of 2022 MG training. Notice went on the website today. There will be new procedures. Jenni will be promoting throughout the county. 2021 trainees will have option to complete MG certification in 2022.

Due to COVID-19 we will not be hosting our annual in-person awards program. Appreciation gifts have been ordered for volunteers who provided service in 2020 and 2021. They will be mailed to the volunteers. Hosting an in-person awards event for 2022 will depend on the amount of improvements made with the pandemic. One possibility is to move our normal November date to the summer so we could potentially meet outside for the event. A final decision will be made next spring.

She attended a MG Cluster meeting. The discussion includes points about 2022 MG training, creating a multi-county speaker list, 2022 plant sale format and COVID-19 conversations. We also set our 2022 Cluster meeting dates. They will be hosted on Zoom until COVID-19 conditions improve.

November Update from Jenni Post (added after the Board Meeting)

Hello members of the MGFTC.

Now that MRC Training is done for this year, Cori and I are shifting gears to 2022 MG Training and 2022 Recommitment.

Training details and application process are now available [on our website](#). The application process looks different this year from previous years. Instead of the pre-orientations, Cori recorded a video for people to watch before applying, and we'll do in-person meet and greets with individual applicants after we review their application. We hope to have 30 trainees in 2022. I've been working on the application and website and will assist Cori with the meet and greets.

For 2022 recommitment, I'll be helping to create processes and procedures while assisting volunteers through the process. Volunteers will be using CERVIS to complete their recommitment "form" like they did last year, where they log in, update their profiles, and indicate if they want to remain active or not. Paper forms will be available to those that don't use computers.

Meeting adjourned at 7:05 p.m.

Submitted,

Pamela G. Lovinger
Secretary

Upcoming Meetings / Events

11/23/2021 – MGFTC Budget Meeting
12/8/2021 – December Board Meeting
12/11/2021 – MGFTC Annual Meeting