



Master Gardener Foundation of Thurston County

Board Meeting Minutes

July 10, 2019

3054 Carpenter Rd SE, Olympia WA 98503

5:45 p.m. **Call to Order** by President, Charley Barron.

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

Also, Present: Cori Carlton, Program Manager, Donna Doerer and Kerry Norem.

Board Reports

Minutes of the June 12, 2019 Board meeting were reviewed and approved.

In response to a request from the Secretary about retention of records, Charley reported that an official Retention Schedule will be presented at the next Board meeting. Following approval by the Board, we can destroy appropriate records.

Treasurer's Report

Note: Kerry Norem has stepped down and Steve Wilson is officially the Board Treasurer as of July 1, 2019.

YTD Income:	\$41,566.04
YTD Expenses:	\$22,680.41
Current Assets:	\$50,658.57

Highlights of the report included:

Solid Waste has paid their part of Volunteer Management System, ½ and ½ with MG Foundation.

Steve has received transfer of records from Kerry. Bank signatures needed tonight.

Online access for Heritage account still needs to be switched to Steve. This will make Steve the administrator of the account. Reimbursement Forms turn-around will be somewhat slow until he has full access. Kerry reported that the Board uses a mobile hot spot through Tech Soup (service is \$120 per year). We also still have an Ignite AT&T line tied to Kerry. She will have it unlocked so it can be transferred.

Handicraft and Tools Committees will be selling items at the July 13th Garden tour at Dirt Works. They will need access to the Square for payments. Joanie Zelasko offered to use her own iPad for Square, but Board members determined that we should limit Square access to the Foundation-owned iPad. Steve will be present and manage this.

Motion was made to approve the Treasurer's report by Barbara, seconded by Becky, and approved by the Board.

Kerry will be back in town for Bloomin' Bingo and will be available to assist Steve during that event.

President Elect

Barb reported that she has worked a lot with Donna last couple of months, preparing for the Anniversary celebration at the gardens.

Member-At-Large

Becky reported that the Salvation Army facility at last meeting worked well. The speaker made a good and lively presentation and was well received despite technical issues with Salvation Army AV system. Becky and Charley will get written instructions for future meetings. The Foundation plans to use the room for membership meetings from now on, if desired.

Charley will verify availability of Salvation Army facility for the September membership meeting. If this works out Cori will cancel Health Department for that date.

Speaker for September meeting has not been secured yet. Becky is working on it. She asked Cori for a list of topics that have been requested. We may need to change the date for Salvation Army. Might need to change to September 23 or 24.

Pam suggested contacting CJ Nielsen, who is preparing the State meeting for 2020. (cjnielsen2@gmail.com phone: 408-960-0110)

Follow-up: Becky will contact CJ Nielsen.

Our December meeting will also need an alternative space to the Health Department. We may rent Heritage Hall if available in December. Cost is a concern.

State Foundation Rep.

George reported that he and Cori attended Cluster meeting In Chehalis, where the major topic was plant sales. Got some new ideas.

George restated that all Board members should attend at least one cluster meeting per year. Would be nice if there were more coordination on dates among groups.

We need an after-action report after Saturday's garden anniversary celebration.

Follow-up: George offered to, would be happy to put together a report on the celebration, to share with the State organization as well as locally.

Committee Reports (Committees that did not submit a report are not listed)

Plant Sale - Midge Price/Meagan Thorn

Fall Plant Sale has been scheduled for Saturday, September 28, from 10 a.m. to 3 p.m.

Since they are light on plant material, they may need to request additional budget funds.

Handicrafts –Joanie Zelasko

Joanie has submitted a request to increase their budget by \$300 to purchase additional supplies.

Motion was made by Barb, seconded by Becky, and approved by the Board, to provide an additional \$300 to the Handicrafts Committee.

Retail - JoAn Reitzwood

Clothing, tools have sold well. They will have items for sale at Dirt Works on Saturday for the Anniversary event.

Finance/Grants – Charley/Donna Doerer

The group presented proposed signage for each garden to honor, recognize and appreciate our sponsors for Anniversary celebration. This sign shows financial donors and in-kind donors with logos. The signs will be weather-proof banner material, and large enough (24 x 36) to be easily visible. sign with grommets at each garden. Board provided their approval.

Sponsorship support has been received from the following:

Thurston County – Closed Loop Park – preparation from the staff. MRC - related items purchased with Solid Waste Funds
Master Gardener/Recycler Program – Cori's supplies and time

Foundation – financial support, guidance, allowing persons to go out
Set up a process for approaching sponsors

Heritage bank - \$500.

Olympia Federal Savings - \$250

Costco – 2 gift certificates for \$25 each

Haggen – 1 gift certificate for \$50

DART Container Corp – provided recyclable cups.

Donna stated that through this first-time process they have opened some doors for future support opportunities.

A “Sponsor Development and Grant seeking Report” was presented by Donna. (see attached)

She stated that Sponsor names need to be put on social media.

Follow-up: Donna will contact Roy Emory and Lynette Anderson with this information.

We will continue sponsor development. Next year is “now”. Most budgets are done in September for the next year.

2 grant reports due. Community Foundation deadline has been extended to August 25. We have committed to \$5000 for signs through Dept. of Corrections as a sub-contractor through WSU. . Although we won't be able to report that the signs have been posted, we can report that we have encumbered the funds for their purchase by then.

Deadlines for other grant applications noted.

Important funding opportunities include:

- Childrens' Garden shed must be replaced.
- Farmers Market Shed must be erected.
- CLP Shed must be replaced

Donna brought to the attention of the Board a recent editorial in The Olympian and a nice write-up in Senior News.

Donna asked for permission to continue grant-seeking activity.

Motion was made by Barb, seconded by Becky, to grant Donna permission to continue grant-seeking efforts and to keep the Board informed. Motion carried.

Program Report

Cori

- 39, 2019 Master Gardener trainees have completed the classroom and online training. We had 1 drop in March and 1 did not finish their classroom training.
- The first Children's Garden program happened on Tuesday, July 9th. The children harvested 71 pounds of produce including a huge rutabaga. The program runs Tuesdays from 10am to Noon from July 9th through August 20th. The themes for each class can be found on the website.
- Growing Through the Decades-Celebration Garden Tour event here! Our next prepping meeting will be on Thursday, July 11th at 2pm at the Extension office. Advertising and other event preparation are the priorities and will continue.
- Finally got access to credit card statements online.
- I attended the International MG Conference outside of Philadelphia, PA. I presented about our demonstration gardens as part of a larger workshop panel which was very successful. I will be creating a CE lunch and learn so I can share what I learned. It was a great conference.
- Outreach season continues.
- My priorities and continuing projects:
 - Demo garden anniversary planning.
 - Preparing for Thurston County Fair.
 - Rehire process for program assistant.
 - Preparing for Fall MRC volunteer training
 - Summer and fall outreach calendar planning for 2019
 - Unpacking and organizing our new office spaces and storage unit.

Old Business

Foundation Membership Picnic: August 15 –

This will be a potluck event held at Priest Point Park in the Rose Garden.

Support: We will need to provide coolers for cold drinks. We will also need to provide cups, and some plates and silverware, as well as paper towels and cleaner for tablecloths.

Cori has tablecloths and will provide door prizes.

Follow-up: Cori will announce the picnic in the Friday Flash

New Business

Communications Committee

Pam and Barb presented a proposal for the formation of a “Communications Team”. (see attached). The purpose would be to coordinate all aspects of outward communications in support of the Board-specific Goal, “Increase Foundation visibility and outreach throughout Thurston County”.

Members discussed this proposal at length. Roles that would be involved include:

Webmaster and Web Committee

Publicity

Activities (including management of Facebook Page)

Membership

Grants/Sponsorship

Work that needs to be accomplished includes definitions, or “Job Descriptions” for each role involved. This process will necessarily involve the individuals in each role. This will include a distinction between roles related to the Foundation vs. roles related to the MG Program. Motion to move ahead with the Communications Coordination proposal was made by Becky, seconded by Kerry, and approved by the Board.

Follow-up: Cori and appropriate Board members (Pam and Barb at least) will call a meeting of the people in the defined associated roles as a next step.

Charley will talk with Julie re: promotion strategy for Bloomin’ Bingo.

7:30 Adjourn

Submitted,

Pamela E. Roberts
Secretary

Upcoming Meetings/Events

July 13: Demonstration Gardens Parties

August 7: Board Meeting

August 15: Potluck Picnic: 5:30 p.m. at Priest Point Park Rose Garden

September 12: Bloomin’ Bingo

September 18: Board Meeting

September 25: Membership Meeting