



Master Gardener Foundation of Thurston County

Board Meeting Minutes, June 14, 2017

Present: Board Members Cindy Hoover, President, Charley Barron, President-elect, Bev Bartlett, Vice-president, Kerry Norem, Treasurer, Pam Roberts, Secretary, Candace Jacobs, Member-at-Large. Also present: Cori Carlton, Program Coordinator, Midge Miller-Price, Co-chair, Plant Sale, and Joan Reitzwood, Retail.

5:30 p.m.

Joan Reitzwood provided a verbal report on retail sales to the group:

Tools -- \$787 at plant sale to date: 1473.00

Budget, 1,000 – Spent \$540

Ordered items that have sold well that there is still market for.

Gloves all gone

We will donate a watering can and tiger trowel or hori hori to the State Foundation for use as a door prize at the State Meeting in September.

Ordered soil scoops and angle weeder

(2 left-handed ones)

Clothing – moved \$200 from tools budget to order clothing.

Not in yet – Apron denim discontinued. 3-pocket in khaki ordered (fabric matches the hats) As of Friday graduation – down to 2 hats. Sweatshirts and denim shirts – short on smaller sizes. Ordered ladies' fit in small and medium. To get more hats, she needs more money allocated. Upcoming budget needs to be increased so there is more stock available. Vests also on order.

Cori commented that the MRC class will be interested in clothing. New class starts his fall. Need budget projections for 2018, so Joan will develop. Sweatshirts without hoods are preferable.

The group thanked Joan for her efforts. She left at 5:50

Midge Price reported on Dirt Works thefts/security.

They were broken into again last week. Thieves lifted the main gate off the hinge. They took a table, landscape fabric, plants, pallets out of Trex, trellises, broke irrigation system.

Midge stated that she need ideas. There is no electricity in the garden. Last year chain link fence cut at least 6 times with bolt cutters. Member suggested surveillance camera aimed at Dirt Works. Cannot electrify the fence because it is a City park, and this is not allowed. To register a formal claim with the police, the loss must be >\$750.00. This triggers interaction with the police. Cori stated that theft and vandalism were discussed at a recent State-wide meeting. All demo gardens have theft problems. Some have portable tool sheds. Discarded needles are

also a problem. Fence repairs need to be made. MOU (memorandum of understanding with the City) still not settled as to who is responsible.

Suggestion: What about moving to the Fairgrounds for the plant sale prep? Long term, George's property is ideal. (on Littlerock Road) He has set up provisions in his will that turn his property over to the Master Gardener Foundation upon his death.

6:17 Call to Order

Board Reports

Minutes – Minutes of the May 10, 2017 meeting were presented. Corrections were made, and Charley moved to accept them as corrected. Kerry seconded, and minutes were approved as corrected.

Treasurer's Report –

Kerry presented the monthly report as of May 31, 2017.

YTD Income:	\$25,387.66
YTD Expenses:	\$10,206.03
Current Assets:	\$34,119.90

Plant sale – all checks cleared. One \$20 bogus

\$18,000 transferred to savings account.

Wants to pay insurance bill - approved

What do we need to keep in checking account? \$5000 was determined.

Dirt works water bill will increase to over \$1000 per month over the summer.

\$6500 more on balance sheet than last year.

Charley moved, Candis seconded and all agreed that the budget report be accepted.

Technical alternatives update

Kerry asked for permission to make a Hot spot and tablet purchase, plus Square payment software on the tablet. A stand is included in Square, which has chip readers. This can be used at membership meetings. Members agreed that the money in the Technology line item in Budget is appropriate. Use Website Hosting and Maintenance line item. This equipment will be kept in Cori's office. Staff can use the Hot spot in the Extension office.

Bev moved, purchase iPad, Square, hot spot and move ahead not to exceed \$600. Second: Charley. Carried

Additional financial information:

1st Quarter:

Amazon Smile donations received: \$35.99

Fred Meyer donations received: \$103.00

Kerry asked that the Foundation's bank statement be reviewed by a board member each month as insurance against fraud. Members agreed, and stated that this expectation should be included in guidelines.

Follow-up: Get a member of Finance Committee to provide this oversight.

State Foundation Rep Report -

Cindy reported for Sandy that someone has been selected for the \$1,000 Van Bobbitt Scholarship.

Cluster meeting – Insurance was discussed. Plant sales were discussed. Ideas – tomatoes a big deal. Idea: provide a map to guests at the plant sale. Plants in alpha order by common name. Coffee vender.

Cowlitz Co, provides 10 families / year raised bed materials.

Vice President – Task List

Bev reviewed the task list she has developed, and members made suggestions which she will incorporate in her next draft. Publicity – Linda Talen has accepted the publicity chair position. She needs a meeting with Cori and Bev to discuss timeline, to fill in “publicity” column. Changes made as discussed. Cori will review and share changes with Bev.

Bev read email to the Intern who wants to donate to the Foundation. She will liaison with him.

Member-At-Large –

Candace reported that the speaker at the June membership meeting will be Lowell Cordas', who will be talking about equipment and tools.

Want members in the room at 6:30 p.m. Doors open at 6:15.

He will bring his unique tools. Cindy to introduce him.

President-Elect – Finance Committee Progress

Charley reported that Jerry Staton, a retired CPA, and Barb Baker, interns, have both volunteered to be members of the Finance Committee. Board members agreed that they would be appropriate members, and gave Charley the “Go ahead”. He will hold a meeting this summer to kick off the Committee.

Nomination process for MG of the Year has been completed and submitted.

President -

Cindy reported that Publicity Chair position has been filled. Linda Talen will be Chair. Cindy and Pam have met with Linda and Gayle Newsome to provide updates, information, etc.

Farmers Market shed update – Cindy displayed the draft plan. Need CAD drawing, to present to City along with MOU proposal from Cori. Cindy will secure this drawing and provide it to Cori.

July/August board meetings were discussed. The following dates will remain in the calendar:

Wednesday, July 19
Wednesday, August 9

2018 Budget prep – Cindy Expects to bring balanced budget to annual meeting

Membership - Diane Stanger- 144 members (24 are comp)

Bloomin' Bingo - Toni Ghazal - volunteers helping. Still looking for someone to shadow Toni and take over next year.

Nominations – Charley – We will need a new Member at Large, State Representative (2 year term) and VP candidate - Charley will announce this at the next membership meeting.

Program Report

Cori provided the following:

MG training-On June 9th 48 trainees completed the classroom portion of the 2017 WSU Master Gardener volunteer training class. Trainees now have until June 30th to complete all their quizzes and final exam. Graduation photos will be posted on our Facebook page.

Now that MG training is almost over my work focus will shift. Here are some of the priorities:

- MRC new volunteer training. Training will take place on Tuesday evenings and some Saturday mornings in late September-October.
- Summer outreach events (Children's Garden, Farmer's Markets etc.)
- Demo gardens and clinic operations.
- Office catch-up work including- MOU's, OFMG clinic building, and online volunteer management system.

Children's Garden planning continues. Some beds had seeds that did not germinate so those have been re-planted with fresh seeds. Weekly watering and weeding and some harvesting will continue until the first class. The first Children's Garden class will begin on July 18th and run through August 22nd.

On June 8th we (Cindy, Sandy and Cori) attended the MG Cluster Meeting from 10am to 1pm at Lewis County Extension office. Agenda items included recent plant sale successes/lessons learned, Foundation liability, insurance, sponsorships/scholarships, and plant clinic operations.

Old Business

Home Depot Grant Proposal from Closed Loop

Cori met with the CLP committee. 25th Anniversary of CLP (established 1994) have a couple of years to plan for 25th. Budget wise doing OK. Benches, tool shed, and kiosk need replacement. Trainee may be able to rebuild kiosk. Benches: Only one left. It must go. Tool shed needs to be replaced. Roof leaking. Rotted on side where water collects against the hill. Allyson Ruppenthal, from Solid Waste, wants to get together to discuss replacements. Where the money comes from is an issue. HD grants must be completed w/in 6 months. Action is on hold until meeting with Allyson.

New Business

(Upcoming: June 20 - Member Meeting, 6:30 pm)

Dirt Works security:

Consult with a security professional. First step: Memorandum of Understanding with the City of Olympia. Charley made a motion and Kerry seconded, motion passed - Table and put on future meeting agenda.

Eventbrite activity signup - \$1.36 cost per registration. Wording still there. Tammy Shaunessy's garden tour is on it, as well. Confuses attendees. Volunteer management system will make this possible without extra charge events. It would help if there were an explanation ahead of time. Cindy will follow up. Tammy garden tour, Bird bath workshop and Paula Finch tour need to be solidified. Thanks to Karla for all her work.

Foundation Storage – No storage at Fairgrounds available.

Need to establish what we must store.

5 x 10 storage = \$110 – \$114 per month

Step one: Inventory of storage items

Get rid of checks and receipts over 6 years. – Take to shredding.

Finance Committee will take the responsibility to determine which documents need to be kept and which ones can be shredded.

8:25 Meeting adjourned

Submitted,

Pamela E. Roberts
Secretary