



## Master Gardener Foundation of Thurston County

### Board Meeting Minutes - December 6, 2017

#### **Call to Order**

5:40 p.m. (Meeting was held at 2112 Aspinwall Road NW, Olympia, Pam Roberts' home)

**Present:** Board Members Cindy Hoover, President, Charley Barron, President-elect, Bev Bartlett, Vice President, Pam Roberts, Secretary, and MG Interns Barbara Baker and Jerry Stayton

#### **Board Reports**

**Minutes** of the November 8, 2017 board meeting were reviewed. Motion was made by Charley and seconded by Bev and carried to approve the minutes as presented

#### **Treasurer's Report**

The report as of November 30, 2017 was available for review. Since Kerry was not present, the review was shortened.

YTD Income:	\$36,940.49
YTD Expenses:	\$33,229.22
Current Assets:	\$22,649.62

Motion was made by Charley, seconded by Bev and carried to accept the Treasurer's Report.

**State Foundation Representative**, Sandy, was not present. Cindy stated that Sandy will help as needed in the absence of a new Representative.

#### **Vice President**

Bev reported that we are up to date in compliance with the Annual task list as of this month.

We still need to have bookmarks made Dates set and need to send to WSU for OK, then print them. Members discussed whether to do them in December or January, and determined that they should be printed (and thus paid for) in December.

#### **Member-At-Large**

Candace was not present. Barbara, who will stand for election at the Annual Meeting, was present. First priority is arrangement for the February meeting. Barbara will speak with Karla Salp regarding ideas for topics/speakers.

#### **President-Elect**

Charley stated that he will send instructions to Board members on how to use storage locker. He reminded members to make sure it's locked before you leave, 2 storage shelf units have been installed. Retail inventory is in there. If anyone has an issue with the locker, contact Charley for help,

## **President**

Cindy thanked all members for their help during her term.

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

Membership - Diane Stanger will have sign-in sheet at the Annual Meeting to determine quorum.

Website - Bev Postman/Roy Emory  
Lynette Anderson has agreed to take over Bev's responsibilities in 2018.

Handicrafts – Kay Zambone will not continue as chair in 2018.  
Nobody has agreed to chair that committee. Cindy will coordinate until a chair comes forth.

Retail - Joan Reitzwood  
Joan asks that members communicate with her using text or phone call

Bloomin' Bingo - Julie Sandberg has assumed responsibility for this activity.

Nominations – Charley commented on how promptly Diane Stanger sent out information to members about the Annual Meeting. Charley will ask for nominations from the floor. Since Jerry will not be at the Annual Meeting, Charley will introduce both candidates and speak for him and allow Barbara to speak for herself.

## Activities

Karla Salp and Cori met last week to talk about next year. Karla will provide a program on Seeds for January, and will work on other ideas for the upcoming year. Additional ideas for 2018:

Tammy S. – teach mosaic – work party  
Marcia Justis yard tour – CE  
Susan Elkhart yard tour – Membership tour

## Finance Committee

Charley stated that he met with Eric Rowe, of Edward Jones. The Foundation investments are \$6000 to the positive after his fees for the year (8.1%). Finance policy and scholarship policy in the works – to be done by June, 2018. He will have tax return information to present at the Board's January meeting.

## **Program Report**

\*We are in the final stages of selecting the Master Recycler Composter Education & Outreach Specialist I position. This is the part-time help position that Solid Waste will be funding. 2018 Master Gardener pre-orientations- 6 of 8 completed, 25 have been accepted, 8 are in background check phase, 6 applications in hand but they have not attended a pre-orientation yet. Deadline to apply is December 15<sup>th</sup>.

\*Spring Greening room rental contract for Westwood Church is still being reviewed by WSU.

\*I met with Karla Salp (Foundation Activities & Events Chair) to review continuing education opportunities for both the program and foundation. We will be finalizing the schedule for the first few months of 2018 shortly.

\*Preparations continue for the Extension office move which will happen December 18<sup>th</sup>-20<sup>th</sup>. Preparing for the move will be our priority for the rest of the year. Our new address will be 3054 Carpenter Rd. SE, Olympia WA 98503. The Foundation will need to update their address with the post office. Our phone numbers and emails will remain the same.

New address for Extension Office:  
3054 Carpenter Road SE, Olympia, WA 98503

We will need to change address on all forms  
Kerry to change addresses on bills  
Cindy will do forward form

## **Old Business**

### Agenda for Annual Meeting

Cindy provided a draft agenda.  
Documents for handout at meeting will include  
Current budget – and current budget summary  
2018 budget

## **New Business**

### Approval of 2018 Proposed Budget

Members discussed the inclusion of the software expense and the cost of the shed (\$6000) at the Market, and concluded that they should be included as expense items, with a footnote that we have \$900 in reserve to cover one-time start-up expense.

Motion was made by Charley to add \$6900 to the expense side of the budget account as noted above. Pam seconded, and the motion as carried.

### 2018 board meetings at Conference Room at 5:30 at Fairgrounds

Move picnic to August 16  
September – Board Meeting – 9/19

October -  
November Board meeting 11/7  
December – Board Meeting 11/28  
Annual meeting – 12/8  
Cindy will put out a new calendar

7:35 p.m. Adjourn

Submitted,

Pamela E. Roberts  
Secretary