**Master Gardener Foundation of Thurston County**

**3054 Carpenter Rd SE, Olympia, WA 98503**

**Board Meeting Minutes**

**March 11, 2020**

**6:00PM Call to Order**

**Present:**

**Board Members,** Barbara Baker, President, Charley Barron, Past-President, Donna Doerer, Vice President, Sharon Parsons, Member at Large, George Cowan, State Representative, Bev Bartlett, Treasurer, and Pam Roberts, Secretary.

**Also Present:** Cori Carlton, Program Manager and Laura Westrup, MG

President, Barb Baker, announced that ***Bev Bartlett, MG, MRC, had been appointed to the vacant position of Foundation Treasurer*** at the Finance Committee meeting on March 6, where Board members Charley Barron, Barb Baker, Donna Doerer, and Pam Roberts made up a quorum of the Foundation Board. Members welcomed Bev to the Board and thanked her for her willingness to step into the position.

Laura Westrup was present to report on behalf of the Plant Sale Committee. Her report:

**Plant Sale update:** The Plant Sale Committee is meeting between **9:00** a.m. and 1:00 p.m. on Wednesdays. There has been a great turn-out of volunteers. The water is on. Bathroom is being serviced. A recent Barbed Wire fence break-in needs to be fixed. They are receiving lots of donations of plants.

**Yoga for gardeners as a fund raiser.** Laura volunteered to repeat the Yoga for Gardeners classes that she has taught in the past. There would be 3 different classes on a Saturday or Sunday, on one day each month. Sessions would last 75 minutes. The cost to participants would be a $10 donation to the MG Foundation. Limit to 15 people per class. Laura asked the Board to consider her offer and get back to her. Laura left the room at 6:10

**Board Reports**

**Minutes:**  Minutes of the February 12, 2020 Meeting were approved ahead of this meeting. They stand approved.

**Treasurer’s Report** – February 2020

(Background: The former Treasurer of the Foundation, Steve Wilson, had not kept the books up to date, beginning in July 2019. Kerry Norem, former Treasurer, Barb Baker and Bev Bartlett together have spent the past two weeks trying to reconcile accounts and bring the books up to date. This discussion included issues that are in the process of resolution as a result of that experience.)

Bev Bartlett provided a thorough Treasurer’s report, including:

Income and Expense Jan thru December 2019 –

Follow-up: Bev will take reports to our accountant on March 30 so that she can file taxes

Members discussed sales tax issue. Bev is trying to justify Account # 8620

Bev also presented:

January Balance Sheet

February Balance Sheet

Items still to be resolved from 2019 were discussed as follow:

1. Board designated $12,000 net assets needs explanation
2. Missing checks. Julie Harmon. Linda Talen. Patricia Lawrence Dawn Cutler, BJ Matthews, didn’t get reimbursed. Bev will follow up.
3. Water bill is current. Bev’s name has been put on the bill now. We will be billed every 2 months. This will become an electronic bill. Cori needs copies of bills for use tracking.
4. We are solvent. We are correctly registered with Secretary of State
5. Reseller Permit has been updated.
6. Business License is current. Need to update wall copy in the Clinic.
7. Bev has a meeting with Donna scheduled to discuss grants and sponsorship.
8. Midge, Laura and Marsha are meeting with Bev regarding the Plant Sale.
9. 3 blank checks are missing that belong to the Foundation. This is considered a Low risk issue. Members determined that Bev should just monitor account.

All members joined in a wholehearted “Thank you” to Bev for her hard work.

Report on 2019 Budget vs. Actual is pending.

Bev and Barb and Kerry reported that they haven’t found any evidence of theft or misappropriation at this time. Bev will give update in April.

Motion was made by Charley, seconded by Donna, and approved, to Accept Financial Report

Charley suggested that the Credit Card balance be part of the record on a monthly basis. The bill is due on the 25th each month. Payment can be done by email.

**Past President**

Charley made the following motion:

As recognition for her many hours of work on our 2019 accounts, Kerry Norem be thanked for all her work by granting her a lifetime membership in the Foundation.

Motion was seconded by Barb and Approved.

Follow-up: Certificate of appreciation and lifetime membership for Kerry Norem will be made before the next Board meeting.

Charley reported that he plans to visit our Storage locker and change the lock code. He will then go through the sign-in sheet and provide the new code to appropriate people.

Follow-up: Billing for the storage unit is annual. Charley will communicate with Bev about the bill.

Charley no longer has Foundation PO Box 165 key. He gave his key to Bev. Bev, Barb, Donna all have keys

Follow-up: The Board should devise a plan for how committee members handle bills. Informed Delivery from the USPS will help manage the proper and prompt handling of mail. Charley suggested that we set it up.

**Vice President**

Donna reported that she is regularly checking the WSU Extension Office for Grant-related mail, she sat in on Finance Committee on March 9.

**Member-at-Large**

Sharon reported that Dana Kelley Bressett is the scheduled speaker at the April 14 Membership meeting and Rod Baker is scheduled for the June 25 Membership meeting. Dana Bressett has not contacted me to cancel her talk at the April meeting.

**State Foundation Representative**

George reported that he had attended the State Foundation Board meeting in Longview. They first met as a whole group then went into committees. George has been assigned to the MG of Year committee. Afternoon focus on working groups.

He reported that the Bylaws of the State Foundation prescribe an annual State MG conference. The number of participants becomes an issue.

Lodging reservations are open for the 2020 State Conference in Port Townsend in September. Conference registration opens in April.

The State Foundation leadership wants volunteers to enjoy their involvement. They are hoping for 3 representatives from each county foundation.

State MG Foundation endowment was also discussed. Their goal remains $2million endowment. The next meeting will be held in Ellensburg.

**President**

Barb updated the Board on missing items that we thought Steve had in his possession. equipment as well as a large gray tub from the plant sale is gone. Also missing is a black book with passwords, and a calendar.

Barb distributed a document listing missing equipment.

Follow-up: Will need to purchase new card readers, etc. Barb will be sure to purchase items to replace those that are missing. Barb will also send the list to Steve with letter to be sure is aware of the items that we are having to replace.

Charley made the following Motion

“That Barb be authorized to purchase needed replacement items and follow up with Steve Wilson in writing.”

Motion was seconded by Donna and approved.

**Committee Reports**

* **Publicity – Open Position**
* **Membership – Diane Stanger**

MEMBERSHIP STATUS REPORT AS OF MAR 10, 2020

Total Memberships to date………………………179

Certified MGs………………..121 (of these,15 are both certified MGs & MRCs)

 Certified MRCs……………… 2 (plus 15 certified MRCs from line above)

MG Interns 2019…………..… 3

MG Trainees 2020………….. 32

MRC Interns…………………. 5

Associate Members…………. 15

New members total 45, while 134 are renewals.

NOTE: All membership payments have been researched and verified. There is still an issue with the processing of PayPal payments when online applications are submitted using Microsoft Explorer or Microsoft Edge.

I leave for Colorado Wednesday morning and will return on the 22nd.

* **Website – Roy Emory**

Roy responded that there is nothing to report.

* **Plant Sale – Midge Price**

Plant Sale has nothing much to report.  We're hard at work, preparing for the plant sale.  We have a lot of good plants and things are on track.  We have no major crises now, thank goodness.

Laura Westrup and Marcia Justis, the plant sale co-chair understudies, are right in the thick of things, and will absolutely be ready to take the reins on June first.  They will be wonderful chairs.

Just like everyone else, I've devoted some thought to the fall-out of Corona.   What happens with the virus during the month of April will be crucial.  There is a real chance that we might have to cancel or postpone the sale if the virus gets worse during that month.  If that's the case, we will simply reschedule.  We can't really plan now, just must wait and see what happens.

Neither Meagan nor I will be at the meeting.

* **Handicrafts – Joanie Zelasko**

No report received.

* **Retail – JoAnn Reitzwood**

***Tools:*** Waiting to see new date for Education Day; Support the cancellation for March.  Adding a few more items to inventory. Will re-plan for a new date.

***Clothing:*** Took sample clothing to MG Class February 28th during lunch so members could see the various items and try on sizes. I’m hoping this will help me in ordering (what sizes). I plan to order more MG zippered sweatshirts and gray vests this year for sure. The class was enthusiastic.

THANK YOU to Barb Baker for doing double duty and pinch hitting as interim Treasurer. Appreciate your stepping up and into work you didn’t anticipate! Hope I was able to provide all information you requested. And thanks in advance to Bev who’s assuming the Treasurer position.

I hope the Board can have Square units up and running with practice sessions in the future

* **Bloomin’ Bingo - Julie Sandberg**

The Bloomin' Bingo Committee has no update for this month. I appreciate you giving us the opportunity to provide input.

* **Activities – Open Position**
* **Grants/Sponsorship - Donna Doerer**
* Applications Reviewed – funding for 2020

None currently.

* Applications Submitted and Pending Review:
	+ - Squaxin Island Tribe – Declined but invited to apply in April.
		- McEachern Trust – Mid-February review for Children’s Garden shed. $4,540

 requested. Decision by early March. No notification to date.

* + Clif Bar Foundation –General operations. $2,500 requested. Decision anticipated by April/May.
* Applications in Progress:
	+ Squaxin Island Tribe
* Reports Due
	+ - * The Community Foundation – update with any new information regarding

 signage for CLP.

* + General Activity
		- Continue to research prospective funders
		- Identify details regarding microscope and mobile training unit
		- February 13 – Met with Cori to identify priorities for grant/sponsorship funding in 2020 to include:
		- Complete signage for CLP (no new grants)
		- Sheds for Children’s Garden and CLP
			* Recommend that MGFTC fund remaining $1,000 for CLP shed
		- New ramp for Dirt Works tool shed
		- Master Your Education Day (sponsorship)
		- Digital microscope for Q & A Clinic
		- Mobile training unit – research and identify potential funders for 2021
	+ Next Grants/Sponsorship Team Meeting – March 17
	+ Donna volunteered at Seattle Flower & Garden Show on behalf of Northwest Horticultural Society, a major sponsor. Met several board members of NHS.

Motion was made, seconded and Passed: *“That the Foundation fund the additional $1000 needed for the CLP shed.”*

* **Communications Committee – Charley Barron**

To be presented at MGFTC board meeting.

**Program Report**

**Jenni’s Report to MGFTC Board – March 11, 2020**

Jenni’s Work Priorities in March

1. CERVIS: system configuration and test development
2. Master Gardener training as non-volunteer
3. Program support – MRC kick-off, MG training prep (including managing volunteer help), and managing a RSVP’s for a few outreach events.

 CERVIS update

Training Schedule is set – all volunteers need to attend one of the following trainings to learn how to use the volunteer management system.  They will be able to attend additional trainings if they want, and we will have written instructions available as well. In order to use CERVIS, volunteers need to have an email address.

1. July 8, Wed, 12-2pm 5. August 26, Wed, 6-8pm
2. Sept 3, Thurs, 12-2pm 6. Sept 21, Mon, 6-8pm
3. October 3, Sat, 10-noon 7. October 8, Thurs, 12-2pm
4. Nov 7, Sat, 10am-noon 8. Dec ?, additional training if needed

Testing agenda and timeline – Cori and I will be meeting on March 19 to discuss the plan for testing CERVIS.  Testing will be accomplished with the help of a small group of volunteers that will be given specific tasks to complete and document their experience using the system.  This is our opportunity to thoroughly test the system and fix any problems with system settings, processes, and user experience before training begins in July.

* Aiming to test system in April - If we can complete testing by early May, that will give us about 2 months to fix any problems and complete system configuration and create supporting documents for training.  At this point, I am envisioning two in-person testing sessions with some at-home work.
* Test Group - The test group will consist of 6 volunteers with a variety of computer skills to reflect the diversity of skills in the MG/MRC volunteer population. Each tester will need an email address.

**Cori’s report for March 2020**

COVID-19 precautions have caused a lot of uncertainty and cancellations of some of our events and meetings.

Education day has been cancelled.

MG class training has been cancelled for this Friday. We will need to look at how to set up remote training opportunities.

Indoor meetings for the next two weeks are also looking to be being cancelled.

Outdoor activities are still be discussed-we are waiting for feedback from WSU and County managers.

Q & A Clinic- looking at answering remotely, no drop offs.

Some counties are canceling trainings, education days, plant sales etc.

I am encouraging us to curb unessential spending until we know if some of our events will be happening.

Fred Meyer Planting Day- Is still up in the air. I told them that due to the unfolding circumstances with COVID-19 we may not have very many, or any, volunteers that are able to help at the event this year. This is because a majority of our volunteers are in the high risk category. I have received no response back from Fred Meyer about my email.

Plant Sale and Dirt Works Committees-

Plant Sale poster-being printed, should arrive soon.

Water has been requested to be turned on.

Mtg is scheduled to update committees about the City of Olympia Lease Agreement next Wednesday March 18th at 11:30am at the plant sale area.

Request for Publicity committee or communication team meeting

* The volunteers who help with promotion/marketing/announcements via our websites/social media/press releases on April 2nd at 6pm.
* 2020 events/activity master calendar is almost complete. Farmers Markets 2020 vendor packets have been posted and we are working on filling them out. Once we get confirmation from each of the markets the dates will be added to our master calendar.
* Due to my schedule MG & MRC Recommitment forms were delayed going out but will be sent by next week. They will not include the new background check procedures. That process will happen this year, but the new system is not operational yet. We will be implementing that process later.
* Follow-up meetings are scheduled with the demo garden committees to finalize operation plans for 2020.

Question/Answer clinic re-opened on Tuesday, March 3rd. A refresher training for all clinic volunteers happened the week prior.

My priorities and continuing projects:

* + 2020 MG training classes
	+ Outreach events

Kick-off meetings with all the committees (demo garden, clinic, MRC’s etc.)

Bev made the motion that the Foundation follow the lead of the Program for Covid19 health restrictions –

Motion was seconded by Pam and approved.

**Old Business**

Dirt Works lease is still at WSU being reviewed

Education Day – We will reschedule for Fall. Hope to hold it at Salvation Army on November 7 or October 17

Follow-up: Charley will check with the Salvation Army regarding availability.

**New Business**

Prep for IRS Filing and External Financial Review Bev and Kerry are in process

Request from Laura Westrup – Yoga as a MGFTC Fundraiser

Laura’s offer includes outdoor sessions at Laura’s home. Question was raised about whether Foundation liability insurance will cover this activity. Need to contact insurance to verify coverage

Follow-up: Charley will check with insurance agent, and Barb will let Laura know we are positive and need to check with our insurance

Meeting adjourned at 8:10 p.m.

Submitted,

Pamela E. Roberts

Secretary

**Upcoming Meetings / Events**

4/8/2020 MGFTC Board Meeting

4/14/2020 MGFTC Membership Meeting

5/6/2020 MGFTC Board Meeting