**Master Gardener Foundation of Thurston County**

**Board Meeting Minutes**

**January 8, 2020**

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

**6:00 p.m.** **Call to Order**

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

**Also Present:** Cori Carlton, Master Gardener Program Manager, and Diane Stanger, Membership Committee Chair

**Board Reports**

**Minutes** – December 4, 2019 Meeting minutes were presented by Pam. Motion was made by Charley, seconded by Donna to accept the December 4, 2019 minutes as presented.

December 7 Annual Membership Meeting minutes were presented by Pam. Minor spelling corrections were made. Motion was made by Charley, seconded by Sharon, and approved by the Board to accept the December 7, 2019 minutes as corrected.

**Treasurer’s Report** – No formal treasurer’s report was available.

Barb referred members to the financial documents from Edward Jones and Heritage Bank.

 Total balance in Edward Jones: $123,574.40

 Total balance in Heritage Bank: 10,382.69

Pending financial deadlines were discussed. Items that need to be accomplished by an individual outside of the Board membership:

 Review of financials needs to be accomplished early in the year

 Taxes need to be filed with the IRS

Follow-up: Steve will contact Christine Garst, regarding the review of financials and tax filings and report back in February.

Additional finance-related items that need to be managed timely: (per Donna)

 990-EZ Form “*is due by the 15th day of the 5th month after the organization’s accounting period ends (May 15 for a calendar year filer). If the due date falls on a Saturday, Sunday or legal holiday, the file on the next business day. A business day is any day that isn’t a Saturday, Sunday, or legal holiday*.”

Secretary of State It appears we are current with both the corporation’s and charitable solicitation’s registrations, both due 11/30 annually. The online report shows that we dedicate 70% to programs and the rest to administration and fundraising. Let’s look at that closely. We want to be closer to 75% or above as that is the gold standard. Our percentage.has varied throughout the years from 5.1% to 95%. Suggestion: one of us should call Secretary of State to firm up our filing deadlines and anything else we need to know.

Dept of Revenue – Steve is handling resellers permit.

Follow-up: Monthly to do list add these items

Charley reported that he, Barb, Donna and Steve had met with Eric Rowe, our Edward Jones representative, regarding setting up accounts. As a hedge against fraud, Only the President will be able to approve withdrawal of funds from the Edward Jones account.

Follow-up: Pam will send the current Board Roster and signed forms to Edward Jones.

Barb needs to get access to the Heritage Bank Account.

Follow-up: Steve will get signed Minutes of the Annual Membership meeting which shows the Current Board membership and submit it to Heritage Bank to enable Barb’s access.

Credit Card – Cori’s credit card bill must be paid timely. She reported that charges have been declined twice this week. Cori paid the Cervis bill with Thurston County credit card due to this situation. Cori will invoice Foundation and Solid Waste to reimburse the County for Cervis bill.

**Past President**

Charley reported that he attended another meeting with Cori and Stephen Bramwell and City of Olympia regarding Dirt Works garden and nursery. The agreement now stipulates that WSU owns everything from the fence inward at Dirt Works. This is very good news! He reminded members that this responsibility will require the Board to keep financial reserves large to be sure we have plenty of resources for maintenance of this property. The City of Olympia will replace the failing roof on the Dirt Works Gazebo, then turn over maintenance responsibility to the MG Foundation. Also included in the new arrangement is a one-year notice of termination or change. City of Olympia logo must be on signs. City of Olympia will have access to the garden for city-sponsored activities, to be scheduled in collaboration with the MG Program. Port-a-potty will be provided by the City. The Foundation may procure a second one during the Children’s’ Garden program. The process for scheduling of the placement of a plant sale sign over State Street will be clearly delineated. Plant Sale parking is still unsettled. That will be arranged independent of this agreement. The agreement will hopefully be submitted by March.

Follow-up: Charley will share the draft agreement with Board members. He asked that any comments be returned to him by Sunday, January 12.

Charley suggested that the Board begin early looking for nominees for positions starting in 2021.

Communications Team initial organization will occur soon. Cori asked to be involved. Charley will meet soon with Lynne Dearing, Chair of Publicity Committee, prior to the first Team meeting.

**Vice President**

Donna submitted committee reports (see below).

**Member-at-Large**

Sharon reported that Nicole Warren, Natural Resources Tech for the Thurston County Conservation District, is willing to speak at the February 20 Membership meeting. Members agreed that her topic should be How to Interpret Soil Test Results.

Cori stated that the MG Program is offering a Soil CE on January 31 by Lizzie Carp. She has also offered to speak for the Foundation membership at a future meeting. Perhaps Preparing Soil for Spring would be a topic for her.

Another future speaker is Rod Baker, who can speak on IPM.

Follow-up – Sharon, Barb and Charley will meet for a tour of the Salvation Army prior to the February meeting to familiarize Sharon with the building and AV functions.

**State Foundation Representative**

George reported that the next meeting of the State Foundation will be in Longview on February 13.

Housing reservations for the Washington State MG Conference is now open.

**President**

Barb deferred to more urgent business.

**Committee Reports (**Committees not listed did not submit a report)

**Membership Committee:** Diane Stanger presented her report in person:

Diane reported that renewal emails have been sent out. Online registrations are coming through, although there are still glitches with PayPal when the user uses Microsoft Edge. Safari works

Announcement of speaker for February 20 meeting needs to be sent out.

Follow-up: Sharon will send details to Diane for the announcement.

MEMBERSHIP STATUS REPORT AS OF JAN 7, 2020

Total Memberships to date………………………76

(of these 17 signed up after Renewal Email was sent out on Jan 6, 2020)

Certified MGs………………..58 (of these 6 are both certified MGs & MRCs)

Certified MRCs……………… 2 (plus 6 certified MRCs from line above)

MG Interns…………………… 5

MRC Interns…………………. 4

Associate Members…………. 7 (all renewals)

 TOTAL………..76

All are renewals except for 5 who are new members (4 are MRC Interns & 1 is a certified MG 2019)

Diane left the meeting at 6:45 p.m.

Reports presented by email:

**Publicity – Lynne Dearing**

Barb will meet with Lynne to discuss the position responsibilities as Lynne is new.

**Website – Roy Emory**

I will not be at the MGFTC board meeting, no update. Happy New Year. Donna asked Roy about access to the MGFTC website. He responded: Current Access to the website:

 Active users: Roy Emory and Lynette Anderson with full administrative rights;

Access rights granted to Cori and Julie Sandberg some time ago, but no access ever occurred that I could detect.

Follow-up: Donna will follow up for more details as Cori noted she did not have login and password.

**Website – Lynette Anderson**

Thanks for copying me on these - in case I have something to share. Roy is generally responsible for supplying the committee report regarding website stuff.

On a side note... There was some mention at the annual meeting of me being on a publicity committee or something?? I hadn't heard anything about that, so if someone could clue me in, that would be great.

Also, for the last couple years I have offered to set up an online reservation system for Bloomin' Bingo, but my offer has always come a little late in the process. I'm throwing out that offer again now for consideration - hoping this will give everyone enough lead time to make it happen this year.

Let me know if you guys think of any other ways I might be able to help with online forms or website.

**Plant Sale – Midge Price**

The plant sale committee is on hiatus.  During our break, Meagan has been making plans with Dave Goff about growing our tomatoes for one last year.  We will be reconvening in a few weeks, weather permitting.

**Handicrafts – Joanie Zelasko**

Foundation Holiday Potluck Sales. $809.00. (Last Year 559.00)

Komachin Middle School Holiday Bazaar Sales. $542.00. (Last Year 638.00)

End of Year Total. $6439.00. (Goal 5,000.00)

Next Committee Meeting is 10:00am January 9th.

I have requested the Board consider purchasing a Square for our use at all sales opportunities. Credit card sales are getting to be most of our total sales. The last two times that the credit card sales were handled by a member of the Foundation our committee ended up short.

One possibility is that our committee hands the customer a bill to take to the Square cashier and maybe clothing or tools does the same thing. The customer accidentally hands the cashier only one bill. I have offered the use of my own older iPad as I recently upgraded to a new one. The Board would only have to buy the Square which is relatively inexpensive compared to purchasing an iPad.

**Retail – JoAnn Reitzwood**

1. MG/MRC Clothing at December 7th Christmas meeting =$343; Tools =$201

Since that date, two people have purchased, and money was turned in for MRC zip sweatshirts for an additional $68

Comments:

2. The venue for the December meeting seemed good HOWEVER, I thought we needed a bigger window of time for packing up in the future. It made reconciling money at that time virtually impossible.

AND, it did NOT work to have just one square to cover too many activities – handicrafts, memberships, clothing and tools. It was a bit of a bear sorting it out.

**Question:** Joanie and I identified and agreed that a transaction that went under handicrafts when it belonged in tools – we do not know how to re-categorize a transaction. Is there a way to change it in Square?

3. I’m due to be gone during Plant Sale. I’m looking for someone to help Lynne Dearing for that event. Perhaps the person can help at a couple of MGFTC meetings before then.

4. As reported in Friday Flash, MG/MRC hoodies (pull-on, hooded sweatshirts) are now offered for the sale price of $22 (were $27). There are limited sizes. I need room.

**Grants/Sponsorship: Donna Doerer**

Applications Reviewed – funding for 2020

Northwest Horticultural Society – Grant approved for $1,696 program

Training equipment: screen, LCD projector, portable microphone for 2020 budget

Nisqually Indian Tribe – Grant approved for $3,000 for CLP shed. $3,999 requested. Check received.

Applications Submitted and Pending Review:

* + - Squaxin Indian Tribe – Decision by February for operations funding. $1,000

 requested.

* + - McEachern Trust – Mid-February review for Children’s Garden shed. $4,540

 requested.

 Applications in Progress:

* + Cliff Bar Foundation – Due February 1. General operations. Ask for $2,500.

Reports Due

* + - * Northwest Horticulture –
		- 2018 grant progress report submitted. Submit final report upon

 signage for CLP completed.

* + - 2019 grant – submit progress report for AV equipment in June.
			* The Community Foundation – update with any new information regarding

 signage for CLP.

General Activity

* + - December 17 – Grants/Sponsorship Team meeting researched prospective funders.
		- January 3 – 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
		- 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 – January 14 to plan grants/sponsorship calendar for 2020.

Donna will volunteer at Seattle Flower & Garden Show on behalf of Northwest Horticultural Society, a major sponsor.

Nisqually grant has been received. $3000. Donna suggested that, in order to save setup costs we might recruit volunteers to assemble the shed. Additionally, she suggested that we invite the Nisqually Tribe to include their logo on the shed. These suggestions will be pursued. Cori is working on sign-off for clearing old shed. This will probably be done in March.

Follow-up: Order for the new shed will be placed the week of January 20. Charley will facilitate.

Saturday, Feb. 29 = Donna and Carol ??? have volunteered to staff the NW Garden Show in Seattle for the NW Horticulture Society.

Once it is up and running, Communications Team will report monthly.

**Program Report**

Jenni Post’s Report to MGFTC Board

1. My duties over the next few months will include MG Training (as a non-volunteer), MG Training support, Program support, and CERVIS development and implementation.  CERVIS development has been and will be a primary focus for me when I’m not training.  MG training support and Program support will be on a “when available” basis.
2. I will be going through the MG 2020 training via the non-volunteer track.  In addition to participating as a trainee during class, I will be on-hand to help Cori with certain tasks.  Cori will rely more heavily on mentors and training helpers this year, and next year I will be available for these duties.
3. Current CERVIS work: I’m getting to know system and setting up the system with “dummy” volunteers.
4. CERVIS roll-out: Dates set for CERVIS trainings – starting in June 2020 – 8 training days. Everyone should be in the system by end of 2020.
5. Next steps: setting up timeline and curriculum for system testing in Spring 2020, including recruiting a small number of volunteers that want to help test the system before roll-out.

Cori’s report for January 2020

2020 Master Gardener pre-orientations were completed on December 20th which was also the deadline to apply. We have accepted 43 in to the 2020 training program. Training will begin on Friday, January 17th. Mentor training was on January 6th. We are currently in full planning mode.

2020 program events/happenings/master calendar will be posted in the upcoming Friday Flash.

All year end reports are due by January 15th.

Master Your Education Day planning meeting will be on Thursday, January 9thwith the goal of finalizing the presentation topics so we can start advertising the event.

Also scheduling meetings with the demo garden committees and the volunteers who help with promotion/marketing/announcements via our websites/social media/press releases.

MG & MRC Recommitment forms will also go out by the end of the month. 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.

CERVIS-I paid the $1800 bill with County Credit Card. I will be invoicing the Foundation and Solid Waste for reimbursement.

 My priorities and continuing projects:

* + Finalizing and publicizing the 2020 calendar-Jan. 10th
	+ Year-end reports/data collection due by Jan. 15th
	+ 2019 MG training planning- first day of class is Jan. 17th
	+ Dirt Works Lease Agreement revisions due by Jan. 17th

After consulting with Board members, Cori determined that she will use stock photos tor the Plant Sale poster in order to speed the preparation process.

**Old Business**

Destruction of old MGFTC Files

As a result of discussion, it was determined that old file destruction will occur following the filing of Foundation 2019 taxes, probably in May.

Follow-up: Charley go to Pam’s house and together they will identify files appropriate for destruction with the use of a checklist that Charley will develop.

**New Business**

2020 MGFTC New Board Member Orientation

Meeting will occur at Pam’s house on Sunday, January 12, from 1:00 p.m. to 2:30 p.m.

 Pam’s house

Follow-up: Pam will send out an email invitation with her address.

Checking MGFTC Mailbox at Extension Office

Several recent important items have languished in the Foundation mailbox, resulting in late bill payments. Barbara stated that the mailbox should be checked once a week.

Follow-up: Cori will ask office help to give all Foundation mail to her. She will review mail and communicate with Barb and Steve. One method would be to digitize the mail and send to Steve once per week

Follow-up: Steve will get an updated email address specifically for Foundation

Establish a Greenhouse Group of MG’s to assist with Plant Sale stock

Following discussion, it was determined that this item will be deferred until the new Plant Sale Chairs assume responsibility in June.

Education Day: March 21, 2020 – Planning meeting will be held January 9.

Annual meeting in 2020

Members discussed the meeting agenda. Presentations need to be shorter than the 2019 meeting presentations. Columbian Hall worked out well.

Liability Insurance – Steve stated that our carrier will not cover sexual harassment liability. The Foundation and the Program may need to develop material and protocols.

Meeting adjourned at 8:00 p.m.

Submitted,

Pamela E. Roberts

Secretary

**Upcoming Meetings / Events**

January 12: Board Orientation – Pam’s House

February 12: Board Meeting

February 20: Membership Meeting 6:00PM at the Salvation Army

March 11: Board Meeting

March 21: Education Day