



Master Gardener Foundation of Thurston County
3054 Carpenter Rd SE, Olympia, WA 98503
Board Meeting Minutes

February 9th, 2022
Via Zoom Technology

5:00PM Call to Order by Vice-President Pam Lovinger, as requested by President Midge Price who was delayed at work

Present:

Board Members, Midge Price, President, Barbara Baker, Past President, Pam Lovinger, Vice President, Sharon Parsons, State Representative, Ellen Wendt, Member at Large, Lucy Chaffin Treasurer, and Mary Eklund, Secretary.

Also Present: Cori Carlton, Program Manager, Roy Emory, Web Master, Lynette Anderson website committee co-chair, Laura Westrup, Marcia Justis, co-chairs Plant sale

As Midge Price notified the Board that she might be delayed at the start she deferred to Pam Lovinger, Vice President to open the meeting. Pam recommended that we hold the meeting out of order to accommodate our visitors, Roy Emory and Lynette Anderson to discuss the Website Committee Guidelines. Laura Westrup and Marcia Justis, co-chairs for the plant sale were also present to discuss the plant sale status. By accommodating our guests, they can present their data for discussion by the Board and can then leave the meeting.

New Business:

Prior to today's meeting, Pam Lovinger had sent copies to the Board of the Guidelines up for review. These included **Website Committee Guidelines, Publicity Committee Guidelines, and Handicraft Committee Guidelines.**

Roy and Lynette presented the final draft of the **Website Committee Guidelines**, which included guidelines for posting content on MGFTC.org. The Board unanimously approved the final draft after only a few grammatical changes.

The Board also suggested that there be a standardized format for Guidelines. Specifically, rather than using a header of "A. Purpose", every Guideline should start with "The role of" as in "The role of the Website Committee:". The name of the Guideline should also be in capital letters in the header. The Board unanimously approved these modifications.

The **Publicity Guidelines** have been updated to include the changes to the Communications as discussed at the January Board Meeting. Pam Roberts, chair of the Committee updated the URL. Barb motioned for approval, Lucy seconded, all Board members approved.

Handicrafts Committee Guidelines have also been updated. Although Chair Joanie Zelasko was not present, she had discussed changes with Pam Lovinger who presented the guidelines for review. The Board recommended some changes in wording and approved the final version.

Plant Sale Co-Chairs, Laura Westrup and Marcia Justis presented an update on the status of plant sale nursery.

The Plant Sale Nursery crew has been busy. Yesterday, nine newly constructed plant tables were dropped off at the Nursery. There were 12 of us who lent their time and skills to hammer, screw, cut and move the 8'x4'x32" tables and we think it'll really help with displaying the plant inventory as well as help volunteers with sore muscles from not having to bend down to the ground to groom and move the plants.

While there, we discovered that the cable securing the carts was cut in two places and that the lock was missing. Several carts were scattered around, and one is missing. Last week Bob found metal objects from the DW Garden gone, at least two hose bib handles and locks were taken. We decided to lock the gate between the Nursery and the DW Garden as a preventive measure.

The Nursery had 7 yards of mulch delivered last week and on Wednesday we'll move it around but will need several more truck loads to cover the nursery area, any help we can get locating a source for the chips would be very much appreciated. We had a tool sharpening workshop at Marcia's home last Friday and the hand clippers and loppers are now clean and sharp for another season of use. Also, on Wednesday the crew will clean out the office and relocate seldom used items to the Children's Garden shed. Our first official workday at the Nursery is February 23rd.

A request for reimbursement to Bob Findlay for \$1100.00 for table materials, plants and supplies was requested. Actual cost of table materials is \$998.03 (\$111.00 per table.) (\$111.00) per table was requested. Another reimbursement request for \$14.00 for soil. Donna Doerer recommended that we consider use of the Grant money to help support this cost. Lucy Chaffin, treasurer agreed. Pam Lovinger motioned to use \$500.00 from the Grant money, Barb Baker seconded. The full board approved, and the motion was carried.

While the co-chairs were still present, they reported what their informal survey of the plant nursery volunteers had suggested for this year's plant sale. They suggested two plant sale days per month, the second and fourth Wednesday from 9:30 AM-1:00 PM. Shoppers as they arrive could request a personal shopper or just shop independently in the garden. There will be on on-line scheduling of personal shoppers this year. Also, the third Saturday of the month could be a shopping day to accommodate people still working. The other two Wednesdays of the month there would be no shopping which allows the nursery volunteers to focus on the care of the plant inventory. Marcia Justis reported that they anticipate opening the garden on April 13th at 9:30 AM. Laura is hoping to come back to the Board for publicity support.

Lucy informed the co-chairs that their nursery license was renewed which allows them to have as many sales as they want, assuming no COVID restrictions to the contrary.

Board Reports

Minutes: Minutes of the January 12th Board meeting were presented by Mary Eklund. The minutes were reviewed and unanimously approved.

Treasurer's Report – presented by Lucy Chaffin

Please see Lucy's Excel Spreadsheet at the end of the Board Minutes
Heritage Bank January 2022 statements

| | |
|---------------------------------|----------------------|
| Checking: (interest rate=0.03%) | \$ 25,053.82 |
| Reserve:(interest rate=0.04%) | \$ 23,371.07 |
| Encumbered grant funds | (\$ 2,228.72) |
| Unencumbered grant funds | (\$ 500.00) |
| Financial policy reserve | <u>\$ (5,000.00)</u> |
| Available funds | \$ 40,696.17 |

Edward Jones January 2022 Statements

| | |
|--------------------------------------|--------------------|
| 1. Money Market/Mutual Fund 16402 | \$22,470.06 |
| 2. Income Focus Fund 16408 | \$51,570.06 |
| 3. Balanced Toward Growth Fund 16569 | <u>\$50,578.39</u> |
| TOTAL | \$124,618.51 |

Value of Edwards Jones investments is down \$3,125.38 from last month, following the continuing fluctuations in stock market.

Fund 16402 Money Market portion (\$10,470) earns .01% interest - \$.02 in January

Fund 16408 average 7.10% growth over 5-year average, 4.81% since inception

Fund 16569 average 14.08% growth over 3-year average, 9.54% since inception

Treasurer's work this month

1. Learning timelines for State of WA reports, filings, license renewals, etc.
2. Processing bank deposits: refunds, memberships, calendars, donations
3. Paying bills
4. Entering financial data into Quick Books, reconciling with bank statements

Past-President: Barbara Baker

See Committee Reports on Calendar and Irrigation

Vice President: Pam Lovinger

See monthly Committee Reports

Member-at-Large: Ellen Wendt

Ellen continues to work on speakers. She has secured Sue Milliken and Kelly Dodson from Far Reaches Nursery for the February Membership Meeting.

State Foundation Representative: Sharon Parsons

Attended her first Cluster Meeting which she found productive to meet other members.

President: Midge Price

Midge brought up for discussion her desire to form a Website workgroup to make the Website more attractive. Pam Lovinger is going to help her with this project.

Midge also brought up that she is concerned that the plant sale volunteers may be getting over worked. As this has been an important source of Foundation revenue, she acknowledges the importance of the nursery but feels for now the reduction of plant sales to two weekdays and one Saturday per month is reasonable. She plans to bring this back for further discussion with the Board.

Midge reminds all the Board members to go to the MGFTC.org website and fill out a Conflict-of-Interest form and send your signed copy to Mary Eklund who will put them in the official binder.

Midge also revealed the results of the membership survey. Although there were not a lot of participants, there was a suggestion that we arrange free tours of some of our member gardens as a substitute for bigger garden activities considering the on-going COVID restrictions. Pam Roberts volunteered that she has some good member garden recommendations.

Monthly Committee Reports: Pam Lovinger

Web – Roy Emory and Lynette Anderson, Co-Chairs

Roy and Lynette updated the committee guidelines. Roy updated the Conflict-of-Interest form on the website.

Publicity – Pam Roberts, Chair

The big news this month is the article published in the State Foundation newsletter about our 2022 calendar. I plan to stay on top of publication dates for future articles as the opportunities arise.

I was asked to explore the possibility of promoting the MG Foundation in the "Sourcebook" published by The Olympian. I found out that the Sourcebook is no longer published. They offered to sell us advertising at a competitive rate. I haven't followed up on that and ask the Board if there is any interest there, perhaps for future events.

Senior News is always interested in publishing informative articles. Perhaps if we had a few interested members, we could organize submissions on a regular basis.

Membership – Diane Stanger, Chair

2022 MEMBERSHIP STATUS REPORT AS OF February 08, 2022

Total Memberships to date.....101

Certified MGs.....73

Certified MG/MRCs..... 8

Certified MRCs..... 1

MG Trainees 2 **

Associate Members..... 17

TOTAL..... 101

*The Foundation gained 4 new Associate members so far this year. The remaining paid members are all renewals.

*One member paid twice and asked that the double payment be applied to his 2023 membership. This extra membership is not included in the total of 49 members.

**One of the 2 MG Trainees paid for a MG membership while the other applied as a free membership.

Membership status as of February 9, 2021, was 120 members by comparison.

Calendar – Barb Baker, Chair

Not much in the way of calendar sales in January. An article about the MGFTC Calendar, written by Pam Roberts, was included in the State MG Foundation's January 2022 Newsletter. We are hoping the article will stimulate sales.

Irrigation – Barb Baker and Marie Kirk, Co-Chairs

The Irrigation Committee met on January 19, 2022. Marie Kirk agreed to co-chair the Committee with Barb Baker. At the meeting we developed a timeline with a list of Committee tasks. Marie developed a 'blurb' for the Friday Flash requesting feedback from MGs, MRCs, and Foundation members about their experience with irrigation contractors. The 'blurb' was sent to Cori to be included in the Feb. 4th Friday Flash. It may be sent to Diane Stanger as well, to send directly to MGFTC members. Donna Doerer and Marie met to develop a plan for identifying irrigation vendors providing service in our County. The irrigation project for all three demonstration gardens is anticipated to cost about \$10,000.00.

Grants – Donna Doerer, Chair

- Next committee meeting is planned for February 21 to firm up tasks for committee members.
- Focus for fundraising in 2022 is currently irrigation for the three demonstration gardens and general operations.
- Sponsorship Development – Identifying potential opportunities and sponsors.

- Grant applications
 - Squaxin Island Tribe – received \$500 in 2021 for general operations. Please let me know when this is spent and the purpose so that I can report.
 - Nisqually Indian Tribe – declined our 2021 request but invited a future application.
 - Identifying potential funders for 2022.
- Reports - None required. Report on Squaxin grant in summer.
- Coordination with other committees: Plan to have a Zoom meeting with fundraising committee chairs in late February to discuss our contributors (in-kind and cash)
- Other potential opportunities to enhance MGFTC visibility and to raise funds in 2022:
- Intend to work on Planned Giving and Required Minimum Distributions from IRAs.
- The Community Foundation’s Give Local may be a fundraising possibility.

Retail – JoAnn Reitzwood

No sales activity to report.

Handicrafts – Joanie Zelasko

Handicrafts sales in December were \$203.00.

Communications – Julie Sandberg, Chair

Fall Fundraiser (Blooming Bingo) – Julie Sandberg, Chair

The Board determined we will have a virtual fundraiser in the fall.

Finance – Pam Lovinger and Lucy Chaffin, Co-Chairs

No report

Activities - This committee is on hiatus until MGFTC resumes in-person gatherings.

Program Report: Cori Carlton

Master Gardener training has started in a hybrid fashion. The first two classes were surrounding logistics and she plans to start normal learning sessions next week. Currently zoom sessions are from 9-noon. Apparently, some trainees filled out the MGFTC membership forms and paid \$10.00 when in fact as trainees their membership is free for the first year. Lucy reported that she had not received any reports of these fees. The program was able to award one applicant for a scholarship. There was unanimous approval from the Board for the scholarship.

Cori reports that she is having difficulties getting speakers due to COVID. She continues to work on her year-end reports.

Jenni is working on GivePulse system. She is also a major facilitator in the MG trainee program

There was a discussion about paying ahead as a “lifetime” member. Cori mentioned this has come up before. Lucy mentioned it is a complicated task to monitor over the years.

Cori reported that she received a query from the Olympia Garden Club want to know if they could post on our website. This has been an old issue and a risk of Olympia Garden Club drawing

advertisement and revenue from us. She was not suggesting that we allow this on our MGFTC website.

Cori is meeting with the Demonstration Garden Committee chairs on the annual plan.

Report from Jennifer Post added after the meeting:

Greetings to the Board.

MG Training has started, and we have a great group of trainees. The first part of the training schedule is on zoom and I'm helping Cori with the back end of virtual training classes like monitoring chat, trainee tech support, and processing the class recordings. Lynette Anderson is our admin helper, as well as mentor, and she is helping us track attendance, homework, and quizzes, in addition to helping us with other training tasks as they come up.

Other program functions that I'm helping with:

Our goal this month is to develop and test the initial steps in our transition to Give Pulse. I have recruit a handful of volunteers to help test the instructions and process for claiming their Give Pulse account and recording their hours. Hopefully we can work out any issues before launching to the rest of the active MG volunteers.

As part of our communication plan, I am developing a one-page summary outlining the different web platforms that volunteers interact with to help them remember where they go for what. The summary will include CERVIS, Give Pulse, TOSS, FF, and will have space for links and passwords.

We will launch the summary when we are ready to launch Give Pulse in late February/March.

Jenni

Meeting Adjourned: 7:00 PM
Submitted,

Mary Eklund, Secretary

Upcoming Events/Meetings
2/17/2022 – Membership Meeting
3/9/2022 -MGFTC Board Meeting

Addendum: Treasurer's Spread Sheet

| MGFTC January 2022 Budget vs Expenses | EST Gross Income | Budgeted Expenses | YTD Income | YTD Expenses | YTD NET Income | Budget Remaining | |
|---|---------------------|---------------------|--------------------|--------------------|--------------------|---------------------|--|
| Program Service Activities | | | | | | | |
| Demonstration Gardens | | | | | | | |
| Closed Loop Park | | \$ 3,500.00 | | | | \$ 3,500.00 | Operations + \$1000 signage |
| Dirtworks | | \$ 3,500.00 | | | | \$ 3,500.00 | Operation + \$1000 signage |
| Utilities-water @ DW & PS Area | | \$ 4,000.00 | \$ 293.69 | | \$ 293.69 | \$ 4,293.69 | refund City water bill pd 2X |
| Children's Garden | | \$ 1,500.00 | | | | \$ 1,500.00 | expenses + \$4000 grant |
| Olympia Farmer's Market | | \$ 2,500.00 | | | | \$ 2,500.00 | Operations + \$1000 signage |
| Vandalism expenses of all gardens | | \$ 3,000.00 | | | | \$ 3,000.00 | Including plant sale area |
| Diagnostic Clinics | | \$ 200.00 | | | | \$ 200.00 | |
| Consultation Travel Clinic | | \$ 250.00 | | | | \$ 250.00 | |
| Volunteer Recognition/Awards | | \$ 2,000.00 | | | | \$ 2,000.00 | Awards and rent |
| Gardens for state conf. | | \$ 1,500.00 | | | | \$ 1,500.00 | \$500 per garden for state conf. |
| Grants carried over from 2020-2021 | | \$ 2,728.72 | | | | \$ 2,728.72 | |
| Total Demo Gardens/Diagnostic Clinics | | \$ 24,678.72 | | \$ - | | \$ 24,942.41 | |
| MG and MRC Program Support | | | | | | | |
| MRC Program | | \$ 500.00 | | | | \$ 500.00 | |
| MG Program Support/Training | | \$ 7,500.00 | | \$ 118.29 | | \$ 7,381.71 | |
| MG Scholarships | | \$ 750.00 | | | | \$ 750.00 | |
| Cervis | | \$ 900.00 | \$ 900.00 | | \$ 900.00 | \$ 1,800.00 | Reimbursed from County |
| Other Program Expenses | | | | | | | |
| Prog. Mgr. Training- MG Conf, etc. | | \$ 400.00 | | | | \$ 400.00 | registration fee for Cori & Jensi |
| Total MG and MRC Program Support | | \$ 10,050.00 | | \$ 118.29 | | \$ 10,831.71 | |
| Intern / Special Projects | | | | | | | |
| CLP, DW, OFM | | \$ 500.00 | | | | \$ 500.00 | |
| Total Intern / Special Projects: | | \$ 500.00 | | \$ - | | \$ 500.00 | |
| Total Program Service Budget | | \$ 35,228.72 | \$ 1,163.69 | \$ 118.29 | \$ 1,163.69 | \$ 36,274.12 | |
| Foundation Operations: | | | | | | | |
| Membership/dues drive | \$ 1,200.00 | | \$ 430.00 | | \$ 430.00 | \$ 770.00 | Ind & business members |
| Grants | \$ 2,500.00 | | | | \$ - | \$ 2,500.00 | |
| Ind. Donations & Corp. Contributions | \$ 2,000.00 | | \$ 440.85 | | \$ 440.85 | \$ 1,559.15 | includes gen. sponsorship like Heritage |
| Interest | \$ 20.00 | | \$ 1.45 | | \$ 1.45 | \$ 18.55 | |
| Membership Meetings | | \$ 700.00 | | | | \$ 700.00 | |
| Volunteer Recognition, Awards | | \$ 2,500.00 | | | | \$ 2,500.00 | food/rent & foundation rewards |
| Office Supplies, Printing, Filing fees, subscriptions | | \$ 2,500.00 | | \$ 135.79 | | \$ 2,364.21 | Mobile Beacon |
| Insurance | | \$ 1,420.00 | | | | \$ 1,420.00 | |
| Publicity/Marketing | | \$ 500.00 | | | | \$ 500.00 | social media |
| Website Hosting & Maintenance | | \$ 500.00 | | \$ - | | \$ 500.00 | \$100 web/\$340 Cheddar up |
| Accounting Review & Taxes | | \$ 1,200.00 | | | | \$ 1,200.00 | |
| Membership Dues-Costco Amazon | | \$ 295.00 | | | | \$ 295.00 | |
| State Foundation | | \$ 300.00 | | | | \$ 300.00 | travel to state mtg & reg for state conf |
| Trips & Tours | | \$ 225.00 | | | | \$ 225.00 | |
| Board (CE) | | \$ 225.00 | | | | \$ 225.00 | dispute resolution |
| Warehouse Storage | | \$ 1,620.00 | | | | \$ 1,620.00 | |
| Sales tax paid to State of WA | | \$ - | | \$ 479.18 | | \$ 479.18 | |
| Miscellaneous Expenses | | \$ 500.00 | | \$ 126.26 | | \$ 373.74 | |
| Total Foundation Operations | \$ 5,720.00 | \$ 12,485.00 | \$ 872.30 | \$ 741.23 | \$ 872.30 | \$ 12,702.13 | |
| Foundation Fund Raising: | | | | | | | |
| Plant Sale (Parking est. \$500) | \$ 20,000.00 | \$ 5,000.00 | | | \$ - | \$ 5,000.00 | \$2500 operations/\$1500 tables/\$500 parking/\$500 canopies |
| MG/MRC Retail | | | | | \$ - | \$ - | |
| Clothing | \$ 650.00 | \$ 500.00 | | | \$ - | \$ 500.00 | |
| Handicrafts | \$ 2,500.00 | \$ 800.00 | | \$ 172.63 | \$ (172.63) | \$ 627.37 | |
| Tools | \$ 550.00 | \$ 300.00 | | | \$ - | \$ 300.00 | |
| MG Bingo Night | \$ - | \$ - | | | | | |
| Education Day | | | | | | | |
| Calendar | \$ 5,500.00 | \$ 2,500.00 | \$ 92.16 | | \$ 92.16 | \$ 2,500.00 | \$3000 sales/\$2500 sponsorship |
| Fall Fundraiser | \$ 2,000.00 | \$ 550.00 | | | \$ - | \$ 550.00 | |
| Foundation Fund Raising Total | \$ 31,200.00 | \$ 9,650.00 | \$ 92.16 | \$ 172.63 | \$ (80.47) | \$ 9,477.37 | This is net expenses |
| Total Foundation & Fund Raising Budget | \$ 36,920.00 | \$ 22,135.00 | \$ 964.46 | \$ 913.86 | \$ 50.60 | \$ 22,179.50 | |
| Available funds reserve account | \$ 17,715.00 | | | | | | |
| TOTAL ALL MGFTC ACTIVITIES | \$ 64,635.00 | \$ 57,363.72 | \$ 2,128.15 | \$ 1,032.15 | \$ 1,096.00 | \$ 58,453.82 | |
| Irrigation project funded by Edward Jones funds | | \$ 10,000.00 | A | B | C | | |
