

**Mast Gardener Foundation of Washington State
Executive Committee
Minutes of December 1, 2007**

The meeting at the Pierce County Demo Garden in Puyallup, WA was called to order at 10:03 AM by Bill Havens, President

Those in Attendance were:

Officers and Representatives: Bill Havens, President; Ed LaCrosse, Past-President; Sharon Commander, Treasurer; Carolyn Brand, Secretary; Paul Becker, Jefferson VP; Martha Clatterbaugh; Snohomish County Rep; Stan Lundgard, Snohomish VP; Larry Davis, Metro VP; and Carol Rhubado, King County Rep.

Guest: JoAnne Slaybaugh, Pierce County MG.

Each participant was asked to introduce themselves and give a brief description of some activities:

Bill Havens: Pierce County Demo Garden "Welcome Sign" has produced many negative responses.

Bill plans to talk to WSU about the message the sign sends to 'friends' of the Demo Garden.

Sharon Commander: Treasurer. A very busy time of the year! Thanked Larry Davis for the cookies.

Ed LaCrosse: Past-President. Working on Plant Sale.

Paul Becker: Jefferson County VP. Co-Chair of Jefferson County New Training Class Committee. Working on the process which involves interviewing candidates. Jefferson County is hosting this year. Clallam County will host 2009. Maximum class size is 50 people.

Larry Davis: Metro VP. Baking cookies!

Carol Rubado: King County Rep. In charge of Raffle for State Meeting. She is working with Bill Havens to get a letter out in December with details of the process. She is also working with Cherry for additional ideas. The pin is ready. Will have a slash added between names: WSU/MGFWS.

Martha Clatterbaugh: Snohomish County Rep. Made the trip with Stan Lundgard, who is the new NW VP, to help him with directions. She is in charge of the scholarships this year. Once she has finalized things with Helen, she will be sending out information this month. Snohomish County Sustainable Garden Lecture Series starts in January and is sold out. Open to the public. Tickets are \$75.00 for MG and \$85 to the public. There are eight lectures. Ed Hume, Mary Robson, Marianne Binetti, Cisco, and Lad Smith are some of the speakers.

Stan Lundgard: Snohomish County. New NW VP. Working with office clinics and training classes which start in January. 60 students.

Elaine Anderson: King County Coordinator. Here to represent the NW Leadership Council. Training starts January 12. First time training will be held on Saturday. Also the Representative to 2008 Executive LCS.

Carolyn Brand: Secretary, Peirce County. Working on a special two year CE project. New focus this year is Landscape Design. Speakers are almost finalized. Nicole Martini, who has a masters in landscape architecture, will start off the series with an overview. Marianne Binetti will be the first invited speaker. We will use design professionals, visits gardens, and then look at plants, disease problems – the whole scope and how you put it in place.

JoAnne Slaybaugh: Guest. Pierce County MG.

Bill Havens indicated that we need volunteer help to work on the MG of the Year Project.

Treasurer's Report

ASSETS

Cash and Bank Accounts

CD – WSECU	4,233.48
CD – Kitsap Bank	3,506.61
Checking – US Bank	0.00
Checking – WSECU	13,822.89
Savings – US Bank	0.00
Savings – WSECU	9,817.94
<u>TOTAL Cash and Bank Accounts</u>	<u>31,380.92</u>
TOTAL ASSETS	\$31,380.92

No outstanding liabilities at the present time.

Ed LaCrosse moves to accept report. Second by Paul Becker. Motion approved to accept Treasurer's Report.

Bill Havens stated that we will talk about the budget at the next meeting. Sharon mentioned that as of this year all non-profits are required by the Secretary of State to do an annual filing whether the organization raised \$25,000 or not. Similar to form 990Z and she will have to file the report by March 15, 2008, so it is imperative that every county that is under the umbrella of the State MG Program send their asset reports by early February so she can get the report filed. Since this has not been required in the past, Sharon will need the help and support of all the counties to get this information in on time.

Minutes of October 27, 2007 Executive Board Meeting

Minutes of the October 27, 2007 meeting were sent out by e-mail that included corrections made by Bill Havens. No other additions or corrections were made. Larry Davis moved to accept the minutes as e-mailed. Second by Sharon Commander. Motion approved to accept minutes as corrected.

It was stated that the detailed reporting was appreciated. It was also mentioned that it is required to inform participants that the meeting is being recorded. Participants did not require the reading of the minutes because they had all read the e-mail minutes.

Conference 2008

Sharon reported on the status of the meeting in the absence of Co-Chair Helen Bachrach.

A detailed report was given in October. There is one opening left for a speaker. When this is finalized next week, she will forward the information to WSU at Pullman. The On-Line Registration will be completed and the entire brochure should be on-line by early January.

Registration Form:

Full Conference Price	\$145
Early Registration by April 15 th	\$135
Late Registration after May 12 th	\$160

Banquet will be on Friday night this year instead of Saturday night. Thursday night will be the Board Meeting and the Search for Success. Orcus Island will be participating. Bill Havens emphasized the importance of participation as a method to pass along ideas and make us aware of what others are doing. Helen has suggested that we not make this a contest by voting for the best presentation. All presentations are good and the votes last year were very close. This is also a method of training in communication and documenting our mission. The Board was supportive of not voting on projects.

It was suggested that each participant be given a plaque of recognition for their participation and hard work. Sharon made a motion to remove contestant from the description and award every participant with a plaque. Second by Ed LaCrosse. Discussion that a committee would be formed which would include Helen and Chris. The motion carried.

Things changed from last year:

1. Saturday night dinner is optional.
Required by contract to have a certain number of people.
2. 3 Tours
Indian Island Tour – No Charge
3 Nurseries – Thursday - \$10/person – Noon
Hiking Tour to Hurricane Ridge – Thursday 10AM - lunch included \$20/person
3. Dinner/Board Meeting/Search for Success – Thursday 6-9 PM

Registration forms On-Line Registration through WSU – one stop Registration. The 14-page brochure will also be on-line. This saves a lot of printing money. Have to answer Yes or No for dinner on Thursday.

Chris Bailey is in charge of Registration.

Housing is separate and Helen Bachrach is in charge. Discounts to participants at listed off-site housing. RV space info will be on the brochure.

Pins are done.

Raffle: Carol will have a letter out about the Raffle in December.

Need 5 Raffle items from each County; 5 items from each Executive Board Member.

Examples: gardening books, flower pots, garden art, bird houses, bee boxes.

End of January there will be a follow up letter. You need to have a list of what you have and a value for each item.

We will have a letter format with Tax ID Number put together for those that donate items.

This letter format will be sent along with the other info.

We need to personalize the letters.

There will be one sheet for each County/Exec Member that list items and their value.

This info is needed by Sharon for the 990Z tax form

A form letter will also be included for businesses.

We will use the USO Hall on Saturday to exchange ideas.

Working on Handouts and Bags.

There is a possibility that the Pierce County 35th Anniversary Cookbook will be ready.

We want to invite all people from the first class. Letters will be sent to dignitaries.

Cost of pins:

200 pins	\$2.24
300 pins	\$1.69
500 pins	\$1.40
1000 pins	\$1.19

2009 Conference

Toni Fitzgerald is very excited about the 2009 Conference. Speakers are already being scheduled.

Good Representation for WSU. Very pleased with the partnership that is developing with WSU.

What do we need to do at WSU Pullman?

Date

Schedule will come from WSU (probably will be in September)

On-Line System will be in place.

Committee Reports

•Elections

New VP's: NW: Stan Lundgard

SW: Ben Trowbridge

Chelan/Douglas – No Rep – Ed checked – no progress

NE: No Rep

New committee chairs: None present

Communications

• Questions about Website: Bill asked Cindi to put quarterly newsletter out. She did get it out but she doesn't think it's her responsibility. There are problems with the website. Cindi is helping with this. Willing to help review website and evaluate what belongs and what should be removed and approve new things to go on the site. This still has to go through someone at WSU. Cindi also is also having some problems with the Extension. She is working on process.

What goes on the website? Send info to Cindi for the newsletters such as Announcement of the Annual Conference, Minutes of Meetings, etc.

• Scholarship information needs to be redone. It is now under awards. It needs to be a separate item and information needs to be reviewed. Martha Clatterbaugh is willing to work on this. Bill asked that a proposal be developed and sent to him for review. Bill will then send the final proposal to WSU for review. This can then be put on the website.

The process to submit any information will be to first send it to Bill and he will work with Cindi Johnson. It would also be very helpful to develop a link that would allow counties to share information. The Regional Vice Presidents should help with this. The VP's need to report on their region. A reminder will be sent out to each region to submit their info.

• Logo: How do we get the Logo printed on paper? You download it. There are instructions on the website ext.wsu.edu/identity. You can download all of the logos and letterheads. It is easy and everyone can do it.

• Closed Circuit TV: The Executive Board did not think this was a good idea. Too many problems for larger groups. Very small groups find it useful, but Board Meetings have too many participants to work effectively. People that travel more are the ones requesting this option to help decrease their travel time. Having the meetings in North Bend should help.

Legislative Visit:

We need to contact Larry Ganders who is the President's Assistant for Legislative Affairs, in order to schedule a date.

We need to find Representatives from each of the Legislative Districts to go to Olympia. Each individual makes an appointment with the Legislator through their Legislative Assistant. Park in the parking lot and please follow their special rules on parking. Fifty cents/hour is the parking fee. There is a tram that takes you from the parking lot to the Legislative Area. WSU President will be there to greet the Representatives before they speak to their Legislators.

Bring a Single Page Report that has something specific for your County. This will happen in February and date will be assigned. A notice will be sent out. It is a good idea to invite them to the Annual Meeting, as well as, events and the Demo Gardens. Legislators are interested. If you can't go, send them the letter and arrange to meet them when they are back in their home area. Each representative needs to contact their Legislator through their assistant and make an appointment.

• Letter: Examples from Pierce County:

1. One page letter that describes what is happening in our county
2. The number of contacts we have made in the county
3. The number of MG's.
4. Mention it is the 35th Anniversary Celebration of the Master Gardeners and that we were the first program in the USA.
5. Use colored paper
6. Pictures of activities
7. Pictures of Seniors working with children.
8. Get a picture of the County Rep with the Legislator.

We also need to get a copy of the info from WSU on the whole program. Bill will get this info through Linda Fox. Car pooling would be a good idea.

Old Business

Leadership Conference was on November 15. Linda Chaulker-Scott requested not to be the representative to the Board. Elaine Anderson has volunteered to be the representative to the Executive Committee. Requested that Conference Calls be part of the Meeting so WSU can participate. It was stated that this would be difficult because the meetings are held in different locations.

Toni Fitzgerald reported on the progress of her survey. People were most pleased with: comradery, continuous learning, helping other people by the information we give out, and the public education (improving the environment, demo gardens, clinics, and public education.)

What makes the program work: extension officers, volunteers, information from WSU.

Future training was discussed with WSU more involved in training in the communities and working on on-line training. Cindi Johnson and two others people are working on the committee to provide on-line training. A procedure has to be developed.

Suggested that they have an Annual Coordinators Conference.

County volunteer representative is being added to the Council. Mary Shane, a member of our Board, was elected from the West side. East side to be elected. Next meeting is January 17th.

Sharon brought up the question of representation at the NW Flower and Garden Show. Need to check with Linda Fox about sharing a booth with WSU. Sharon said that Linda indicated that there was a possibility at the Retreat.

Need to get new brochures out. Ed and Paul are working on this. Bill has talked to Linda but there have been no details finalized. We would participate and pit in hours if they needed. A brochure would be provided.

Other possibilities for next year are the Tacoma Home and Garden Show and the Pierce County Fair. This gives us the opportunity to answer questions on the Foundation.

New Business

There was no reported new business.

The meeting was adjourned at 11:50 AM/
Carolyn Brand, Secretary