

**Master Gardener Foundation of Washington State
Board Meeting
Minutes of January 19, 2008**

The meeting at Los Cabos in North Bend 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; Carolyn Brand, Secretary; Mary Shane, Grays Harbor Cty Rep; Chris Bailey, Benton-Franklin Rep; Paul Becker, Jefferson VP; Helen Bachrach, SE Region VP; Janet Camarata, Kittitas Cty Rep; Patty Brown, Lewis Cty Rep; Roland Malan, Kitsap Cty Rep; Betty Ryan, Pierce Cty Rep; Bill Longnecker, Thurston Cty Rep; Larry Davis, Metro VP; Jeff Leonard, Green Industry Rep; Linda Bergquest, Whatcom Cty Rep.
Guests: Mark Clark, President Jefferson Cty Foundation; Luanne Williams, President Whatcom Cty Foundation.

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

Ed LaCrosse: Lining up speakers for Annual Conference and preparing for Legislative Day.

Chris Bailey: Starting new training classes. In December celebrated with a Soup and Pots Day.

Paul Becker: Working with new chairperson of Jefferson County. New class of 51 for Clallam and Jefferson Counties.

Helen Bachrach: Working on housing for Annual Conference. New Jefferson County Chairperson.

Mark Clark: New planning session. The Garden Lecture Series has started and will last for six Saturdays.

Carol Rabado: Training classes on Saturday this year. 90-100 in the new class. Working on Raffle for State Conference. Asking people to get lists of donations to her.

Janet Cacarata: Interviewing for new training class. Starts in February.

Patty Brown: Training started this week. Class of 25. Floods have generated calls about how to save plants. Coordinator researching how other areas have handled flood issues. Preparing Community Class on How to Save Your Garden.

Roland Malan: Training classes started this week. Cost is over \$225. per trainee. Working on funding. Put out a calendar that made about \$20,000. A cash balance will be maintained so expenses can be paid as needed.

Carolyn Brand: Meeting with Pierce and King Counties to discuss efforts to combine some of our Continuing Education. Retention of volunteers is one of the objectives for this effort.

Betty Ryan: Start new training class of 48. Evaluating impact a smaller class may have on retention. County Foundation is focusing on efforts of State Foundation.

Bill Longnecker: New class of 38. Meets on Saturdays. Two mentors per trainee. Class every three weeks. Compost Bins Sales until February 1. This is the first year. Taking orders. The water waste management is helping with marketing. Focused on Compost Bins for Christmas – very good response. Make \$15.00 per bin. Bill Havens suggested we include this information in Seeds for Thoughts to share this idea with the rest of the state. Foundation very active with changes in leadership

Jeff Leonard: Jeff is the Green Industry Representative to the Leadership Council. He is a 16 year veteran in King County. Speaking on Bamboo at the Annual Conference. Putting together speakers of the Bamboo Society. Arbor Day Society Exhibit at the Pacific Science Center on June 7-8. Excellent opportunity for children to tour the exhibit.. Lowe's donated seed starts that attendees might want to use for children garden projects.

Larry Davis: Metro VP. Working in the Bellevue Demo Garden collecting seed requests. He will then make a list of seeds requested and travel to Oregon to Territorial Seeds to get the requested seeds. Started this 7-8 years ago. The Raffle this year will again have the cabin on the lake. The Seaplane Ride has not been confirmed. The Garden Series Workshops start this Saturday 10:30 – 12:00 and will continue through October. Also mentioned the Pierce County Cookbook.

Luanne Williams: New President for Whatcom County Foundation. Here to get new ideas.

Linda Bergquest: New Representative from Whatcom County. Putting together a 20 x 40 Greenhouse at Homestead Park. County involved with Rain Gardens – Classes being developed. The new training classes start in March. Classes held two times a week for two months.

Asked Jeff how they get on the Leadership Council. Ed responded you are asked to be on the Council. Cindi Johnson is the contact person.

Roland also shared that Kitsap County has inherited two large greenhouses. These may be used for community projects.

Many counties are now looking at new projects as part of the class training. There is a need to come up with some guidelines to select best projects. Funding is getting very tight and reports on projects may make it easier to get some funding. Mark Clark stressed the importance of going to the Legislature to make them more aware of how important Master Gardeners are and what they give to the community. There is a need for more funding. Our Community Contact is very important and needs to be documented on paper. Working with the State through WSU can help to provide more funding. Working also with Friends of the Foundation, Community Groups, and the Industries can help.

TREASURER'S REPORT – Bill Havens

Sharon is on vacation.

Checking Account	\$15,600.00
CD	4,000.00
Savings	10,000.00
CD	<u>3,500.00</u>

TOTAL ASSETS **\$33,300.00**

This money will be used to pay for Conference.

It is also time to move toward Strategic Planning for Long Range Spending Plans.

Ed Lacrosse moved to accept the report. Helen Bachrach second. Motion passes.

Minutes of December 1, 2007 Executive Board Meeting

Minutes were reviewed by e-mail. No corrections were submitted.

Carol Rubado moved to accept the Minutes as reported. Larry Davis second. Motion passed.

2008 Conference

Helen Bachrach – Joint Coordinator

Registration:

Final copy of brochure and registration sent out.

Asked to register online. If you register online, you can make changes yourself. Mail registration

takes 7 days and changes are harder to make. Checks to WSU also cause delays.

Have the brochure with you when you register. Password will let you get back into the system to make changes.

The most popular speakers will be back this year.

Ed LaCrosse gave the website: mastergardener.wsu.edu/mgfws. When they ask for organization, that refers to the county.

Housing: Two houses are left.. There are still single rooms or double rooms. Housing registration goes to Helen at mghousing@yahoo.com. Cancellations may have penalties. 90-days out is the cutoff. NCO houses - the final payment was January 15.

Country Store: Bill Longnecker is in charge. Possibility of New Book Sales? Additional help is needed to make things run better. Helen to send around sign-up sheet to sign up for helping. Jefferson County is really helping to get more people involved. Sharon and Helen are the contacts. To participate in the Country Store there is a \$35.00 fee per table. Helps to pay for cost of room and credit card fees. Two groups do not have to pay: Ed Hume and McComb Nursery because of their donations to Friends of the Foundation. Table location is a first come basis. It is request that people get their request in early. Attendees would like to see a larger selection this year. Each county is responsible for their inventory. The Country Store will tell participants how much they made.

Letters of Invitation: Bill will work with Linda Fox on this. We want to promote the 35th Anniversary Celebration by putting invitations out to the Governor, President of the University, etc.

Posters were suggested as an effective to promote the event. It was suggested to ask artist Varney to help with this. Bill Havens also suggested contacting Terry Small in Gig Harbor.

Search for Success Deadline is April 1.

Changes have been made as a result of the feedback from last year. This will no longer be a competition. Equipment will be provided for set ups this year. There will be a Certificate of

Presentation given to those who participate. The new criteria is 'What did I learn?' not 'Who did the best?' Table displays will be presented. This will focus on inspiration rather than competition.

We want ideas that can be shared with other counties. The presentations will be on Thursday night. Timing has not been specified. Audio/visuals can be a challenge.

Awards: Larry needs three volunteers to help him with the awards. Responsibilities will be to help make selections. Request will be sent out next week.

Raffle: A reminder will be sent out in February to submit Raffle items lists. This needs to include the value of each item. There will be at least ten silent auctions which will include 3 items on Thursday, Friday and Saturday. It is very important to have the value for all items. Winner sign-in sheet will verify that the items have been received. The registration numbers of the winners will be listed. Attendees must have their badge on when they pick up their item (s). Carol will talk to Bill Longnecker about last year's raffle.

Raffle will be in the USO Building after lunch and also after dinner

Carol has a picture of the pin that will be used at the Conference. Sharon will order the pins. Bill Longnecker asked how many counties have pins. Thurston County is the only county that has pins.

Handout Materials: Mary Shane will handle the "goodie bags" for the Conference. We are expecting 350 attendees and 25 speakers. The possibility of using reusable grocery bags was

discussed. A sheet was sent around for people to sign up to check out their local stores. People were asked to bring the bags to the April Meeting.

Scholarships: There will be two awards given. Each county can send as many names as they want. Call Martha with any questions. It was also suggested that this process begin earlier on the recommendations of some schools.

Mary Shane will get some information out very soon. Service awards recognize outstanding service to the MGs. People that are retiring are often nominated. This award is for Staff, as well as, MGs. Last year was Don Tapio and Sharon Commander. Others in the past have been Mary Robson, Ray Malieke, and Ed LaCrosse.

Evaluation Form: The response for last year was not as large as expected. A draft of this years form was passed around the room. The Logo, 2008 WSU/MGFWS Conference, was on the form. It asks question about what could we do better and what do you want repeated. This Logo is now standard on all materials. Chris was recognized for her outstanding work in developing the information that is being sent out.

Speakers can request how they want to be introduced. There will be a Facilitator in each room. The Food Service Provider has changes according to Paul Becker. There will be more emphasis on local products from Challum County.

2009 Conference

Linda Fox will select the date for the meeting. June will be ok. Facilities, housing, classrooms, and professors will be selected. WSU is the host. We need to select chairpersons for the conference. Toni Fitzgerald wants to be included. She would like to work on speaker. Bill would like to see her as the co-chair for the Conference.

Local registration can be a problem.

The profits from the meeting will go to the Master Gardeners. We need to negotiate the fees that will be charged by WSU.

Motion made by Helen Bachrach that the Executive Committee discuss the details of the agreement with WSU for the 2009 Conference at the March Meeting. Second by Bill Longnecker.

Discussion about getting directions before the March 12 Meeting. Toni should be at our meetings to be aware of planning procedures that are now in place.

Motion passed.

2010 Conference

Clark County is a possibility for this conference. Ed suggested checking with them..

Bill Havens will send out a call letter that will give the criteria for this.

It was suggested that we make the effort to have the conference moved around the state.

Committee Reports:

Elections

Vice President of the NE Region is still open. We need to nominate someone. There is not a Foundation in this region. Cindi has represented Spokane County. Perhaps Cindi and Toni can help to change this.

Communications

We now have something on the Website working through Cindi and Toni. Linda Fox has put some thing on the website. Changes are being made. Some things are being removed and others are being added.

Cindi said if we could find a webmaster, she would arrange for them to have direct access to improve the site. Cindi will train that person. Chris might be willing.

Seeds for Thought: We are trying to eliminate mailings. Representatives should send this to MG's.

Friends of the Foundation folder to be updated. Fund raising is very important. Pass the information on to those that may make a contribution to MGFWS. All donations made will be listed in Seed for Thought. Mary Shane will work with Sharon to keep the list of donors up to date.

Mark brought up Donations-in-Kind saying that we need to issue tax letters related to this. Do we have a formal policy for this? What are things that MG's give to the Foundation (time, materials)?

Motion by Jeff Leonard to develop a state-wide In-Kind-Donation Form. Second by Linda Bergquest.

It was suggested that we ask the advice of a tax-professional. This should be put on the website when completed. Roland Malan suggested a 2-step process.

Motion passed.

Legislative Day

Legislative Day is February 5th. This is a very important day that gives an opportunity to talk to legislators about the important role Master Gardeners have in Community Activities.

Each County will prepare a one page letter that describes the activities of that County: number of Master Gardeners, the number of programs, the number of volunteer hours, and a description of the overall program, goals, and objectives.

WSU, Linda Fox, will also issue a statewide letter.

Those attending should call and make appointments with their legislators. We should stress the importance of the 35th Anniversary Celebration of the first Master Gardener Program in the United States of America! A meeting will be held at the Capital Rotunda at 10:00 so those in attendance can meet with the President of WSU. Lobbyist Larry Ganders will also attend. Mark asked how this fits with our 503 ©(1) status. There is no lobbying. The objective of the visit is to inform the legislator of the community service, educational based program that delivered a great deal to the citizens of Washington State. These WSU programs are underfunded and underpublicized.

Information will be sent out regarding parking and the process.

Old Business

Flower and Garden Show

We have offered to help with staffing for this show but have not heard back from WSU. Seminars by certified speakers are ok for CE credit. Jeff said that a list of certified WSU speakers would be very helpful for Counties to have. The Nursery and Landscape Association has a list of certified speakers from their organization.

Leadership Council

Ed reported that Michael Hammer of Chelan County is the East Side MG Representative.

Cindi Johnson is working on the MG Online Program. The first module will soon be available on Entomology. Other topics being developed are Botany, IPM, Pesticides, Plant Pathology, Soils and Soil Amendments, and Weeds. These modules will be tested in four Counties, then made available statewide.

A Library of Resources is being developed by the coordinators. Progress on this project will be discussed at the Annual Conference.

Toni Fitzgerald has given the results of her State Survey to the Dean. Results should be out in February. The State Report will include a report, for the first time, on the impact of Master Gardeners.

Cindi reported on the progress of the Website. Master Gardeners will have their own webmaster. This will make a dramatic impact on the website.

The next meeting is February 21.

Jeff has been on the Council for two years and sees many improvements. Bill Longnecker also shared that he sees improvement in communication.

New Business

Janet Camarata asked how mileage is paid. The process and reporting was discussed.

It was suggested that County Foundations should have formal Thanks you Notes and Business Cards. We would like Bill Longnecker to send us samples of their Thank you Cards and Business Cards.

Meeting was adjourned at 2:40 PM.

Carolyn Brand, Secretary