

Master Gardener Foundation of Washington State
Executive Committee
Minutes of March 12, 2008

The meeting at the Pierce County Demo Garden in Puyallup, WA was called to order at 10:10 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; Larry Davis, Metro VP; Helen Bachrach, SE VP; Stan Lundgaard, NW VP; Ben Trowbridge, SW VP; Elaine Anderson, King Cty Coordinator, University Rep; Mary Shane, Pacific-Grays Harbor Cty Rep; June de Mers, Jefferson Cty Rep, Roland Malan, Kitsap Cty Rep., Chris Bailey, Benton-Franklin Rep.

Guests: Toni Fitzgerald, WSU Master Gardener Program Leader; Sheila Gray, Director, Lewis Cty; Kelly Ward, MG Coordinator, Lewis Cty; Judy Porterfield, King Cty Foundation President; Fred Weener, King Cty; Michael McFadden, Jefferson Cty; Mike Clark, Jefferson Cty Chair. Tom Stock, Benton-Franklin Cty.

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

Bill Havens: There is Good news and Bad news! The Good news is a bill was passed that distributes food from small farms to schools on the state level. The Bad news is apple maggots and codling moths are showing up in large numbers in Pierce County. Apples have worms!! Nothing seems to be working.

Ben Trowbridge: Mason County, SW VP.

Toni Fitzgerald: New State Program Leader. This is a new position developed by Linda Fox. She has completed the state survey to assess programs in our state. A Strategic Planning Assessment Report was submitted to the state. The end of January Linda Fox asked her to be new State Program Leader. The position started February 1. She is very excited.

Stan Lundgaard: NW Rep.

Chris Bailey: Handling Registration for the Conference and Search for Success.

Tom Stock: Benton-Franklin Cty.

Judy Porterfield: King County Foundation President.

Mary Shane: Pacific-Grays Harbor Rep.

Elaine Anderson: King County Coordinator, NW District Rep MG Leadership Council.

Helen Bachrach: SE VP. Working on housing and Chair of Awards.

Larry Davis: Metro VP. Working on MG of Year Award.

Ed LaCrosse: Past-President. Historian.

Fred Weemer: King County guest.

Kelly Ward: New MG Coordinator for Lewis County.

Sheila Gray: Director Lewis County

Roland Malan: Kitsap County Rep.

Carolyn Brand: Secretary

Sharon Commander: State Treasurer, Jefferson County.

June deMers: Jefferson County Rep.

Mike McFadden: Foundation Board Jefferson County.

Mark Clark: President Jefferson County Foundation.

TREASURER’S REPORT – Sharon Commander

Checking – WSECU	\$24,059.46
CD – WSECU	4,233.48
CD – Kitsap Bank	3,584.83
Savings – WSECU	9,817.94
TOTAL BANK ACCOUNTS	\$41,695.71

**Larry Davis moved to accept the report. Second by Ed LaCrosse.
Motion carried.**

MINUTES OF DECEMBER 1, 2007 EXECUTIVE BOARD MEETING – Carolyn Brand

Minutes were e-mailed to all Board members. No corrections were received.

**Helen Bachrach moved to accept the minutes as reported. Second by Ben Trowbridge.
Motion Passed.**

2008 CONFERENCE

Registration: Chris Bailey reported there are 110 Full Registrations, 4 for Friday, and 4 for Saturday. That gives us a total of 118. 19 are registered for the Nursery Tour and 11 for the Boedel Reserve Tour. The Indian Island Tour is having some difficulties because of ID requirements at the gate of the tour. Registrants have to have their ID available on the day of the tour.

We need to send out an e-mail stating there will be a \$10.00 increase in Registration after April 15.

Our break-even number is about 70. WSU is charging 6 percent for registration. There have been some changes in speakers. This information will be sent to Chris and Toni.

Housing: There is one NCO house and one Officer’s House left. These will not be available after today. There is one double dorm room and 15 single dorms left. A letter will be sent out to those that have rented houses. This will include needed emergency, etc information for each house. The USO Building will be a gathering place in the evenings.

Awards: MG of the Year is chaired by Larry Davis. Helen Bachrach, Kittitas Cty; Emily Bishton, King Cty, Betty Ryan, Pierce Cty, and Mary Shane, Pacific-Grays Harbor County are on this committee. We need to send out a notice that nominations will be closed on April 1, 2008.

There was a discussion about the process to notify the nominees. We want to have all nominees at the ceremony so they can each be introduced and honored at the ceremony.

Helen Bachrach stated that Jim Black, the managing editor of the MasterGardener Magazine, has offered to sponsor the MG of the Year Award. He will be attending the conference. They would like to have the criteria for the award so they can also write an article for the magazine. The back cover of the magazine will honor the Master Gardener of the Year. They will also pay for the plaque. It was suggested that they also provide certificates for the other nominees.

It is estimated that there will be five to seven nominees. Roland Malan suggested that all nominees receive a subscription to the magazine.

Sharon Commander moved that we accept Jim Black’s offer to sponsor the Master Gardener of the Year Award. Second by Ben Trowbridge. Motion passed.

Roland Malan asked if the Executive Board should make this decision. It was suggested that Board could reverse the decision. The decision would become part of the Awards policies.

Larry Davis suggested that local newspapers be notified of this award.

Jim Black will be replacing Katherine Baril as Coordinator of Jefferson County.

Other Awards:

Service Award: Mary Shane, Chairperson. She wants to develop a committee to review nominees. Two nominees is average. There is a possibility the award may be renamed.

The Service Award recognizes service on the State Level. Sharon Commander and Dan Tapio were recognized last year.

Scholarship Award: Martha Clatterbaugh is the Chairperson and was not present. It is unknown if she has received any nominations.

There are two scholarships: Mary Robson: \$500.00

Van Bobbitt: \$500.00

There are usually not many nominations. April 1 is the deadline.

Media Award: Helen Bachrach, Chairperson. It was suggested that past winners participate in the selection process. Wording for qualifications came from Ed Hume. Qualifications center around newspaper articles, TV Shows, etc. References are required.

Country Store: Bill Longnecker, Chairman

Four people are needed in the store at all times. Larry Davis is helping with other volunteers. A fee of \$35.00 per table is required to cover room rental, credit card expenses, and other cost. Each County has code on a tag that allows tracking of sales.

Raffle: Carol Rubado, Chairperson. Not present,

We need to make up a Receipt Sheet for Donations with EIN number included.

Raffle Categories:

Drawings

Silent Auction – more expensive items. Will be held in a separate room.

Each person needs to send a list of items (5) which includes the price.

Registration Packet: Mary Shane

There will be a Bag Stuffing Event at 9:00 AM June 12 to stuff the “goodie bags.”

Carolyn Brand will explore vendors donating bags for next year. She will also inquire about possible interest in having a “vendor room.”

Poster: Bill Havens

Bill Havens brought a poster to share with attendees. This poster includes a drawing he did of a plum blossom branch. The old gnarled plum branch supports the beautiful flowers of the present and the fruit of the future. This will have the signage of the 35th Anniversary Celebration of the Founding Master Gardener Program by Washington State University.

There were several questions about the poster:

1. What is the cost? About \$10.00 per poster
2. Will we sell the poster? Yes
3. Will we frame the poster? Depending on cost.

It was decided that a committee was needed to determine how this will be done. Toni and Bill will work together on these issues.

Helen Bachrach moved we have Toni and Bill make a decision about cost and present this to the Board at the next meeting. Second by Sharon Commander.

Bill said he would offer an in-kind donation to pay for the first \$100.00. Sharon needs to know the cost so she can include the cost in the budget.

Motion passed.

Letter of Invitation: Bill Havens

Toni and Bill will prepare a draft for Linda Fox. This will be sent out to Representatives, Senators, the Governor, County Commissioners, and others to invite them to the 35th Anniversary Celebration. Linda will speak at the opening and we also hope to have them attend the banquet.

Helen Bachrach asked if we could change the order of the agenda and move to the MOA so people that needed to leave could do so.

MOA

2003 was the first written agreement with WSU after 25 years with no agreement. This opportunity to review the MOA between WSU and MGFWS gives all parties the opportunity to expand the MOA to include a more specific emphasis related to the duties of all parties (WSU, State Foundation, County Foundations).

There needs to be a better description of the relationship between WSU and MGFWS. Larry Davis stated that communication is the major object of the MOA.

Judy Porterfield stated that the duties of the parties involved are too vague. There is not a balance. A partnership relation can be an objective. The Hand-in-Glove Relationship has been moving us in that direction and we would like to see this applied to the MOA. We have all the necessary pieces in place which can move us into a productive future. We have to seize this opportunity.

Linda Fox states that change is in the interest of WSU and the Master Gardeners.

This will be a five year agreement which will again be reviewed at the end of the five years.

Committee to review the MOA: Ben Trowbridge, Roland Malan, Judy Porterfield, Carolyn Brand, Mike Clark, and Toni Fitzgerald. This needs to move forward ASAP. The objective is to have feedback for the April meeting and a draft for the May Meeting. We would like to see this completed before the Annual Conference.

The Executive Committee assigned Toni Fitzgerald the Leadership Role. There needs to be an emphasis on terminology that is specific and well defined. The Memorandum is a contract that will specify WSU and Master Gardener responsibilities. Fundraising needs to be a major focus. All Board members will be asked to review the MOA before the April meeting and give as much feedback as possible about their concerns.

Directions that were recommended for the committee were:

1. Partnership
2. Vague references (Fundraising)
3. Uniformity of quality education across state
4. Core programs – are they the same.

Michael McFadden suggested that the final MOA be included in *Seeds for Thought*.

Can 'cluster meetings' comments on the process?

The Foundation is a part of the future goals for the program.

Lunch break at 12:30 PM.

Welcome to Toni Fitzgerald as Master Gardener Program Leader!

Toni reported on the role of Master Gardener Program Leader.

Toni did an extensive survey that assessed the following questions:

1. What is it you love about being a MG?
2. What is working well in your County?
3. What has allowed these things to happen?
4. How do you see the future?

The response was very positive! Toni's recommendations were based on this research.

• **Present and Future**

- Consistent and quality training
- Communication among county programs
- Relationship with Foundation
- Coordinator support
- More help from WSU

The Deans first offering was a State Leader for the program. Toni was named the first Master Gardener Program Leader.

• **Foster Communication**

- E-mail letter
- Attend cluster meetings
- Websites

<http://mastergardener.wsu.edu> – Program management website
State MG Website
Foundation Website

<http://gardening.wsu.edu> Gardening information
Public interface

Toni reviewed the changes in the process covering the navigational links:

1. Washington State MG Program
2. Support Organization (Foundation)
3. Staff and Volunteer (Directory Lists by County)
4. Forms
5. Other Resources
6. County Programs
7. MGFWS
8. Other links

- Training
- Curriculum
- On-Line Training – Cindi Johnson is the project leader. Toni is also involved.

Next Spring is the projected date.

Additional topics will be discussed at a later date.

2009 CONFERENCE

The conference will be held in Pullman. Date to be determined. Preference at this time seems to be mid-late September.

Toni and Helen Bachrach will Co-Chair the meeting. Costs are a primary concern. The number of attendees could be an issue. We need to decide what will attract people. Toni and Helen will meet to come up with a committee structure. Quality education will be a focus.

2010 CONFERENCE

Location is the first objective. Bill will send out a request for people willing to hold the conference.

There is a new conference center in Centralia. Tri-Cities has submitted a proposal for 2010. We need better guidelines for the conference. Sharon Commander volunteered to help.

LEGISLATIVE DAY

Bill Havens extended a thank you to those that participated in the Legislative Day. They talked to Legislators and left literature and a letters from Linda Fox and County Coordinator. Pictures of various programs were shared. Some were familiar with the MG's but they did experience a few that were not familiar with MG's.

Legislators will be home next week. Bill still encouraged us to visit our State and County officials.

NEW BUSINESS

Committee Reports

Nominations

Fiscal year ends October 31.

President – Board nomination

Treasurer – Board nomination

3 Regional VP Positions

Metro

Peninsula

Northeast

Nominations by Region should be given to Ed LaCrosse who is Chairman of the Nominations Committee.

Election in October. Take office on November 1

President and Treasurer election at September Board Meeting

Mike McFadden will be the Peninsula Regional VP

Donation Reporting

In-Kind Donations were discussed. It was suggested that we develop a Standard

In-Kind Donation Letter.

New Mailing Address

The PO Box is no longer active. The new mailing address is MGFWS, 7612 Pioneer Way E, Puyallup, WA 98371-4989.

OLD BUSINESS

No old business.

Meeting adjourned at 2:12 PM.

Carolyn Brand, Secretary