

Master Gardener Foundation of Washington State
Board Meeting
Minutes of August 6, 2008

The meeting at Los Cabos in North Bend, Washington was called to order at 10:00 AM by Bill Havens, President.

Those in attendance were:

Officers and Representatives: Bill Havens, President; Ed LaCrosse, Past-President; Sharon Commander, Treasurer; Carolyn Secretary; Ben Trowbridge, SW VP; Helen Bachrach, SE VP; Linda Berquist, Whatcom Rep; Mary Shane, Grays Harbor/Pacific Rep; Patty Brown, Lewis Rep; Tom Kerns, Yakima Rep; Carol Rubado, King Rep; Betty Ryan, Pierce Rep; Toni Fitzgerald, MG State Leader, WSU Ext.; Lee Haugen, Newsletter Chair.

Guest: Tom Stock, VP Benton Franklin Cty Board.

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

Bill Havens: MGs can be the front line if getting information. Last year an insect was reported for the first time in Washington State. It was reported again this year in Whatcom County.

The hemerocallis gall midge (*Contarinia quinquenotata*) is an insect that destroys the blossoms of plants. We are the first line of defense.

Mike McFadden: We are working with Clallam Cty on the Forks/Western Jefferson Cty Project. Also doing a project with the Hoh Indian Reservation to teach them to use their greenhouses and grow food properly.

Mark Clark: Chair Jefferson Cty Foundation: Annual picnic is coming up. The Secret Garden Tour raised \$7,500 (profit).

Carolyn Brand: Secretary. Pierce County Fair is next weekend. Betty Ryan and I are still working on the poster project. This has been an excellent way to get information out to the public.

Linda Bergquist: Advance training is coming up for Whatcom Cty. MGs from BC will attend the training and also visiting our Demo Garden. 140 are expected to attend the training. Annual picnic is also coming up. New Coordinator Jill Cotton has been very productive.

Mary Shane: Grays Harbor Fair opens today. The fair will be dedicated to MGer Nadine Sargent to honor her service.

Patty Brown: Lewis Cty Rep. We had a successful plant sale. We are losing some of our fundraisers and are working to find new fundraiser opportunities.

Tom Kerns: Garden four for Yakima Cty. There have been two public classes: one on recycling, one on growing and using herbs. A third class is upcoming on Iris.

Carol Rubado: King Cty Rep. Trained on Saturday this year. This was very successful.

It helped to bring in more young applicants. Fall Festival is on the 27th. We will be touring farms in King Cty. A \$50.00 award was given to the clinics to help show appreciation to the interns. It is hoped this will encourage trainees to stay. It is up to the clinics on how they give the award.

Tom Stock (and Janet, his wife): Ben Franklin Cty. Fair the end of the month. Foundation meeting. Fall plant sale. Garden clean-up also planned.

Betty Ryan: Pierce Cty Rep. Gig Harbor Demo Garden finally starting construction. This makes working at the garden a challenge.

Ed LaCrosse: As a follow-up to the Legislative Day, the 33rd District Senator visited the Demo Garden. There was an open house at the Demo Garden.

Lee Haugen: Editor of the newsletter. He will have more to say during the meeting.

Sharon Commander: State Treasurer. Jefferson Cty. Working on a new handbook for hosting a state conference.

Helen Bachrach: Kittitas Cty. MGs helping with community gardening classes in low-income Ellensburg. The focus is on raised beds.

Ben Trowbridge: VP SW Region. Continuing monthly meeting on Growing your Own Vegetables. This has been very successful. A chef will also do a presentation on what and how to cook vegetables. New York Times stated that Wal-Mart and Safeway will be buying their produce locally.

Treasurer's Report

Bank Accounts

CD – WSECU	4,233.48
CD – Kitsap Bank	3,624.37
Checking – US Bank	37,541.36
Savings – WSECU	817.94
Total Bank Accounts	\$46,217.15

We did not lose money on the conference. Details will be given in the 2008 conference report.

Bill Havens reported that the Hilltop Garden Club in Pierce Cty dissolved and gave the Foundation their assets of \$185.00. This needs to be deposited. The bill for the posters was \$937.00, which was under budget. This was a very good investment based on the major publicity opportunities we have had.

With the large amount of assets we currently have, Bill Havens recommended we develop a state fundraising project. He asked the board to think about possible projects.

Minutes of the Previous Meetings

Carolyn was not able to get the minutes to Chris before leaving on her vacation. Bill Havens and Carolyn Brand gave overviews of the April and June minutes. The minutes will be sent out as soon as Chris returns. They will be reviewed at the next meeting.

Foundation Communications

• *Seeds for Thought*

Lee Haugen, *Seeds for Thought* editor, attended this board meeting. The board considered many ideas about the direction the newsletter should take. Tonie suggested that the newsletter could be the principal statewide newsletter for MGs, while her e-newsletter will communicate with local MG program coordinators.

Content for future newsletters was discussed at length. Ideas suggested for each newsletter include a theme for the major articles and publishing articles that give “how-to” information to MGs, instead of reports on local activities. Mark offered the idea of having a page for brief county reports – 3-4 lines with websites listed for more information. Helpful information for local foundations and MG programs was also suggested.

Management and direction for the newsletter, the website and the ListServ was considered and discussed. An ad-hoc committee was appointed, consisting of Lee, Mary, Tonie, and Mark, to develop a new policy/procedure for the Communications Committee, to be presented at the September board meeting. Areas to be addressed include structure and responsibilities of the Communications Committee, including content, reporting, timelines, and review/editing tasks for each communication medium.

- **Website.**

It is really great to have a website and webmaster. Mark will be gone January, February and March. We need someone to be a backup. Chris might be interested in being the backup.

- **ListServ**

It is left up to the counties on how they want to handle this. People also need to be aware that they can unsubscribe or subscribe at anytime. You can reach the ListServ at <http://mastergardener.wsu.edu/mgfws> or webmaster.mgfws@wsu.edu. Mark has done a great job!!

Report from MG Program Leader

- **Cluster Meetings.** Tonie shared her efforts to establish county committees to deal with program management. Attending Cluster Meetings is one such tool. NW and SW Cluster Meetings were developed by Extension faculty to bring themselves and Coordinators together to talk about program management. Tonie has developed an Eastern Cluster Meeting.

- **Handbook Revision.** Tonie reported on the revision to the Volunteer Handbook. The new title is *WSU Extension Master Gardener Program Handbook: Statewide Guidelines and Procedures for Program Coordinators and Volunteers*. This is a working draft. She asked for our input in three areas of the handbook. She will send the draft for these sections to Chris, who will distribute it to the board with a date to return comments to her. Chris will assemble the comments and forward them to Tonie.

- **Fundraising.** This is one of the topics for which Tonie requested feedback. There are multiple ways for local MG programs to generate funds, all of which have rules and laws to follow. One method is to establish a MG nonprofit association. MG associations are established to financially support MG programs. These associations are independent organizations that are not part of WSU that operate under an MOA with WSU.

- A. Nonprofit Corporation (Registered with Secretary of State as a Non-Profit).

- B. Charter Chapters – Also known as Dependent Chapter of MGFWS.

- C. Independent 501(c) 3 status, which allows an organization to accept tax-deductible items.

- D. Use of a county's WSU Foundation Account, which is often referred to as a "17A Account." When using a "17A Account," MGs can raise and deposit funds or tax-exempt gifts into this account. No independent association or foundation is necessary to administer these accounts. Administration of funds is handled by WSU.

- **MG Coordinator Award.** WSU Foundation received an anonymous funding for a MG Coordinator Award. This has never been started. This award could be included as an award presented at the WSU/MGFWS annual conference. Ed shared that Dr. Art Antonelli was given a Faculty Award in 2003.

- **Taste of Washington at Benaroya Hall.** This is a WSU function that will spotlight 40 programs. Tonie will have a booth featuring the Master Gardener program. Tickets are \$50.00 apiece.

- **Strategic Framework.** Toni also updated us on the Strategic Framework document. This helps Coordinators with their annual reports. These reports show the impact of the work we do. Annual Reviews use these guidelines.

Program Management Forms:

1. Measure impact of MGs on community.

2. People who run programs explain the impact these programs have on the volunteers.

Tonie asked to board to review the 5 Goals on the website: Goal 3.6 is to enhance natural resources and environmental stewardship.

What is an impact? Measurable items: Social, numbers, etc. Very important part of evaluations. Tonie wants to develop a form for Coordinators to use to evaluate and measure the impact of MGs in the community.

Program Management Website: mastergardener.wsu.edu _ Extension _ Strategic Framework

Scholarships

We received a note from Evan Bean, who received the Mary Robson Scholarship.

MOA

The board is asked to review the MOA. Chris will send the final version reviewed by the Attorney General to all board members for their review. This version is approved and supported by the MOA Committee.

2008 Conference Review

Chris Bailey's summary of the Conference was passed out to all attendees. Sharon is waiting for funds from WSU before finalizing the financial report. Linda Fox has been out of the office. She has to approve the release of the information/funds. We did make money on the conference. Our estimated inflow was \$65,000 and outflow was \$51,000, which leaves us with \$14,000 and another couple of thousand could put at a profit of about \$17,000.

Ben expressed his appreciation for the opportunity to present the class on mentoring. Carolyn stated there is the possibility of writing a Mentoring Handbook.

Bill met with attendees and heard positive feedback on effort to solve program problems. He would like to see more members attend topics like the mentoring topic. It was suggested that an article in the *Seeds for Thought* would be appropriate.

Attendees were happy with the conference location.

Ben stated that the person that developed the ecology program to clean up Indian Island was on one of the tours. There was an orchard that had not been pruned in 30 – 40 years. Ben offered to put together a group to prune the orchard this fall. This will also be open for other volunteers. They will take before and after pictures

This was the first time to use online registration. Chris helped to solve problems.

Many comments were received on the positive impact of housing and how it increased the opportunity to interact with other MGs.

The banquet was the biggest problem for the conference. People felt it was too long. Many expressed the option that more recognition of MGs working in their individual counties would be beneficial. A bulletin board with each nominee for MG of Year with a brief description of their activities would honor each nominee was suggested. An inspirational speaker would also be appreciated.

2009 Conference

The 2009 Conference will be held in Pullman, Washington, on the WSU campus, September 24 – 26, 2009. Details will be presented at the September meeting. Input will be requested for various aspects of conference planning. The board is encouraged to provide input.

Patty passed on the information from the SW Cluster meeting, which encouraged using a bus to save gas and have activities on the bus. The dean will invite the Univ. of Idaho MGs and Canadian MGs to attend the conference. Sharon will be the financial consultant.

2010 Conference

There will be a meeting next week to start discussion. Usually there are 2 meetings on the West side to 1 meeting on the East side. Do we want West for 2010? Tri-Cities is the only one to submit a proposal at this time, although the Clark County Extension agent has made inquiries to Tonie. There is also the question of giving the conference back to the counties. A proposal from any area should be considered.

Election of VPs

Ed explained our election procedure: Local boards select their own representatives. The Election Committee Chairman manages the elections for each Regional Vice President, in September. The county representatives select their region's VP. If there is a tie, there is a runoff. This year's nominations are Larry, Mike, and Helen.

Old Business

- Jefferson County Rep resigned. Mark will take over that position.
- Helen is the new Rep for Kittitas County.
- No other business.

Bill passes the gavel to Mary Shane as the new President.

Meeting adjourned at 1:54 PM.

Recording Secretary,
Carolyn Brand