

MASTER GARDENER FOUNDATION OF WASHINGTON STATE

Board Meeting Minutes

March 6, 2009

President Mary Shane called the meeting to order at 10:05 a.m. in Yakima, Washington.

In attendance: Mary Shane, President; Larry Davis, VP Metro Region; Helen Bachrach, VP Southeast Region; Ben Trowbridge, VP Southwest Region, Tonie Fitzgerald, WSU Master Gardener Program Leader; and the following representatives: Marge Lippincott, Cowlitz County; Chris Bailey, Benton-Franklin Counties; Fran Hammond, Clark County; Martha Clatterbaugh, Snohomish County; Roland Malan, Kitsap County; Tom Kerns, Yakima County; Cindy Hoover, Thurston County; Carol Rubado, King County; Patty Brown, Lewis County. Attending as guests were: Tom Stock, Vice-President, MG Foundation of Benton-Franklin Counties; Susie Walters, President, MG Foundation, Yakima County; Dick Larson, MG Foundation, Yakima County; Wayne Chandler, President, MG Foundation, Clark County, and Penny Simonson, MG Program Coordinator, Spokane County.

President Shane explained the use of a consent calendar saying it is a component of a meeting agenda that enables the board to group under one umbrella the routine items that do not need any discussion before a vote. The president then asked if anyone wanted an item removed from the consent calendar or if there were additional agenda items. Hearing none, **Roland Malan moved that the agenda be approved and also a special order to use a consent calendar. The motion was seconded by Helen Bachrach and carried. Patty Brown moved that the items on the current consent calendar be approved. The motion was seconded by Fran Hammond and carried.**

President Shane has received the resignation of our treasurer, Sharon Commander. In her absence, Mary presented an income and expense report covering the period November 1, 2007, through October 31, 2008. The report showed a beginning balance of \$31,340.15 and an ending balance of \$36,024.76 for a gain of \$4,684.61. Mary also presented the year-to-date budget report showing expenses during the three-month period of \$2,288.58. **Fran Hammond moved that the financial reports be accepted. The motion was seconded by Marge Lippincott and passed.**

President Shane voiced the organizations thanks to three people who are no longer on the Board: Sharon Commander who served many years as our treasurer; Elaine Anderson who was the WSU representative to the Board; and Bill Longnecker who served as representative from Thurston County. The president asked the secretary to send a note of thanks to each.

Mary opened the floor to nominations to fill the unexpired term of the treasurer. She said Chris Bailey had volunteered to fill the vacancy. **Patty Brown nominated Chris Bailey and it was seconded by Fran Hammond.** A question was raised about postponing the election until an audit of the financial records could be completed. Mary said it was imperative to elect someone as soon as possible to sign checks and record our financial transactions. **The question was called and Chris Bailey was elected treasurer.**

At the beginning of the fiscal year, the board approved \$500 for a CPA review of our financial records. The review was not conducted because the treasurer was hospitalized. Now that tax season is upon us, the CPA is too busy to review the records. Mary also said she didn't think the CPA would want to travel to Tri-Cities where the new treasurer resides. Following discussion, **Helen Bachrach moved that the new treasurer be authorized to engage the services of a CPA in her area to conduct a review of our financial records for the 2006-07 and 2007-08 fiscal years. The motion was seconded by Fran Hammond and passed.** In the event the estimated fee for conducting the review is over \$500, **Larry Davis moved that the Executive Committee be approved to authorize additional funds. The motion was seconded by Carol Rubado and passed.**

Roland Malan presented a sample five-year plan for the organization. **Martha Clatterbaugh moved that a task force be appointed to work on the strategic-operating plan, establish goals, make recommendations about how to implement the goals and come back to the board with an improved vision and mission statement. The motion was seconded by Fran Hammond and carried.** No deadline was established for the completion of the work of the task force. Roland volunteered to serve as facilitator of the task force. Other volunteers were Tonie Fitzgerald and Ben Trowbridge. Wayne Chandler said he would join the task force if no one else steps forward.

Tonie Fitzgerald gave an abbreviated WSU MG Program Leader's report.

- On Monday, March 9, at 2 p.m., Dr. Linda Kirk-Fox will give an update to everyone in Extension on the WSU budget. Her update will be video streamed and can be viewed by going to <http://eces.wsu.edu/video/stream.html>.
- Tonie said the system to log volunteer hours online will soon be up and running. She said the use of the system is mandatory to comply with requirements of the Department of Labor and Industries.
- All program coordinators have received a link to go online to enroll in a tutorial that demonstrates use of the new online training system. Cinde Johnson will also be meeting with the coordinators to train them on using the system.

A break was taken for lunch and representatives passed out reports detailing projects in their counties.

President Shane said the Site Selection Committee for the 2010 Conference had completed their work and they recommend Clark County as the location for the conference. **Larry Davis moved to approve the selection of Clark County and to authorize MGFWS to enter into a written agreement with Clark County. The motion was seconded by Carol Rubado and passed.** The committee also recommended Grays Harbor County as the location for the 2011 conference and Benton-Franklin Counties for the 2012 conference. All three counties were thanked for providing excellent proposals.

Helen Bachrach gave the 2009 conference update. She said planning is on track and she expects to distribute the charter bus rates by e-mail in the next couple of weeks. The CDPE will have registration and the conference brochure online by May 1st. Tonie Fitzgerald is finalizing arrangements for the conference speakers.

A discussion was held on the possibility of the board getting together informally to network and catch up on news. Mary Shane asked interested parties to contact her by e-mail.

President Shane said she had asked Ed LaCrosse to serve as Legislative Coordinator for our organization. She hasn't heard back from him yet.

We discussed the possibility of MGFWS conducting a fundraiser at the 2009 conference. Carol Rubado said she will be sending out information for the conference raffle and silent auction very soon. Watch for it in your e-mail box.

Our next meeting will be held in Grays Harbor on Saturday, June 27. Having no further business, **Larry Davis moved the meeting be adjourned. The motion was seconded by Patty Brown and carried.**

Substituting for the Secretary,

Christine Bailey