

**Master Gardener Foundation of Washington State
Board Meeting Minutes
June 27, 2009**

President Mary Shane called the meeting to order at 10:05 AM at the Timberland Library in Hoquiam, Washington.

Those in attendance were:

Mary Shane, President; Chris Bailey, Treasurer, Benton-Franklin Cty Rep; Carolyn Brand, Secretary; Stan Lundgaard, NWVP; Mike McFadden, Peninsula VP; Larry Davis, Metro VP; Helen Bachrach, Southeast VP; Ben Trowbridge, Southwest VP; Tom Kerne, Yakima Cty Rep; Carol Rubado, King Cty Rep; Cindy Hoover, Thurston Cty Rep; Martha Clatterbaugh, Shohomish Cty Rep; Patty Brown, Lewis Cty Rep; Mark Clark, Jefferson Cty Rep; Betty Ryan, Pierce Cty Rep; Roland Malan, Kitsap Cty Rep; Fran Hammond, Clark Cty Rep; Linda Bergquist, Whatcom Cty Rep; Tom Kerns, Yakima Cty Rep.

Guests: Carla Coffee, President-Elect Cowlitz Cty; Alice Richter, President Cowlitz Cty; Wayne Chandler, Clark County President; and Dean Sutera Clark County Conference Committee.

Additional Agenda Items

President Shane asked if there were other items that should be added to the Agenda. Redistricting of the State MG Program, discussion of local-foundation “charters”, a scholarship update, and the Ellen A’Key Grant were requested items.

Betty Ryan moved the Agenda, as amended, be approved. Motion seconded and passed.

Minutes of the March 6, 2009 Board Meeting

There were no corrections to the minutes. **Larry Davis moved the minutes be approved. Carol Rubado seconded and motion passed.**

Treasurer’s Report

Chris Bailey presented the Year to Date Budget Report and CPA Review. A report on the CPA Review will follow after Chris looks over the CPA’s comments and suggestions.

Request to Publish Advertising in Seeds for Thought

Mary Wingate has presented a request to run an ad in the Newsletter about a tour to Ireland next year. Ben supported the idea and suggested we charge a \$25.00 fee for garden related items. Mary said that Ed told her the Newsletter was originally supported by advertising. This request needs to go thorough the Communication Committee. Feedback from the Board will be helpful. Discussion followed. **Martha moved to approve Marty Wingate’s proposal and have the editor determine the fee for this proposal and that the communication committee develop a policy for the October Meeting. Ben seconded and motion passed.**

2009 Conference

- Helen Bachrach presented an update of the Conference”

1. Registration I now open
2. 60 people are now registered
3. Registration of 150 people is projected.

Helen asked the Board Members to give at least an hour to support Conference activities. She passed a list of activities and asked Board Member to sign up for specific activities.

Martha and Ben said they wished there were planned activities for spouses and field trips, such as a visit to the bear-research facility. There will be campus maps and other helpful information available and tourist activities are listed at the conference website.

There will be a General Store. Roland wondered if WSU were going to prohibit sales of the Kitsap Foundation Calendar. \$25.00 per table is the fee. No plants will be allowed in the Store, as the CUB does not want to run the risk of water spots on the new carpeting. Light weight items are also recommended because of the store location.

- Awards

- _ Patty Brown stated that the Service Award will be a surprise. The Media Award winner also has not been informed. Patty will buy the plaques for these awards. Larry has received nine nominations for the MG of the Year Award. A selection will be made in the next two weeks. Jim Black will provide the 'Award' for the MG of the Year. He will also format the Awards Dinner program.

- Jeff Leonard has donated the \$100.00 award for the MG of the Year.

- _ Scholarship Awards – Martha Clatterbaugh

- The Van Bobbitt Scholarship of \$1000 goes to Haley Clapp from King County and the Mary Robson Scholarship of \$1000 goes to Emmett Wild from Snohomish County. They will both attend WSU and plan to be at the Conference in Pullman.

- _ Search for Success – Chris Bailey

- There will be no presentations this year. Instead, a display area will have demonstrations of specific projects or programs. People will be able to ask questions. This is very popular and gives other counties ideas.

- _ Raffle/Silent Auction – Carol Rubado

- Carol needs the information on items being donated. There can be no plants after the first day since not water will be allowed in the room.

- Raffle tickets will be placed in bucket in front of the item you want. There will be a list of raffle winners. Raffle money will go toward endowment funds to support next years Conference. Silent Auction will be on Friday. Drop items off when you register.

MGFWS Plan

Roland Malan stated that there has been no progress on this project, mostly because of his involvement in other activities, so he has not scheduled a committee meeting or conference call. In response to a "straw man" that Roland circulated to his committee, Toni suggested that we would contact counties about what we can do to serve them.

Mary and Roland felt that the board members, as representatives of their respective Counties, can provide this information:

- Vision Statement: By 2014 the MGFWS will be recognized as a primary support organization to local Master Gardener Foundations and Associations.

- Do you know if County Foundations want or need MGFWS support?

- About Goals:

- _ Help local MG Foundations and Associations solve organizational and operational problems.

- What problems do they have?

- What resources and expertise do you have to offer them?

- _ To raise funds that can be allocated to MG Foundations in time of critical needs.

- Do County organizations want or need the State Foundation to be raising funds for them. It is more likely that WAU Extension needs your financial support.

- Do we have the ability to raise these funds?

We can put together survey material for you to take back to your Foundations. Do we as a group have the mindset and ability to raise money aside from what we have? already been doing?

Mark: I hear you saying we have a chicken or egg situation:

1. Go to the Counties and say what do you want from the State Foundation. They will say what are we going to do?
2. If we go to the State Foundation and will say what can we do; we are going to say what do they want or need.

We need to devise an interim approach that will do both of these things. The topic I asked be added to the Agenda (renewing charters) is very closely related to this and may have some value to this.

Carol: King County has funds for supporting their group; they do not need the State to raise money for them. The Newsletter needs to be used more to get out ideas. Legislative issues are important. The Legislature needs to know how important MGs are to the general public. We need to get information out as to what Mgs do. Toni is very cooperative, we should use her to assist with helping other Counties work.

Linda: We as a Board learn from each other.

Chris: Make need to make sure that information gets to our Counties.

Martha: With Chris' help, we are getting more information out.

Consultants said fund raising was not our strongest skill.

Roland: Look at what happened with the State Budget. There is money drying up! We need to change our path. The need for money is why Kitsap County is doing the calendar. Maybe we should be doing some fund raising.

Stan: If we go on record as raising funds, will the State cut more funds?

Martha: State Boards role is to get information out about how they can raise money.

Fran: State Foundation is the structure that 'glues' Counties together. Communication is a key and starts where things should start.

Mary: The SCORE consultant told this board a few years ago that large-scale fund raising is something they are positioned to undertake.

Helen: Two years ago when the relationship with WSU fell apart, it resulted in Toni's new position. This has made things better.

Wayne: The Legislative Role needs to be expanded. We can send out letters to get money for Extensions.

Mark: This is advocacy. We need a Webpage for each County with Standard Format Fact Sheets that can be used with letters, etc.

Mary: Develop a template that could be used.

Roland: This Foundation can be a source to which people go for the repository of information that exists across the state to a greater extent than it does now.

Mark: We need to use it more.

Chris: Develop pathways.

Mark: Listserv

Roland: Create the template that can be used.

Mary: Send it out to everyone to get feedback.

Mike: Some Counties do not look at websites. They are not aware of what anyone is doing.

Mark: Changes to the Website: Send out a notice of change so people can review.

Ben: Cluster Meetings are very helpful. Why aren't minutes being shared?

Mary: This varies from Extension to Extension. This is a WSU event!

Mary: Cluster Meetings have different protocols on who is invited. It differs from County to County.

Fran: Could the State Foundation coordinate with Toni to get the listings out?

Helen: Toni doesn't want Foundation people at Cluster Meetings.

Larry: Let's summarize what we have been talking about:

1. Legislative efforts
2. Communications – improved but needs more efforts
3. Tying Counties together (Search for Success, Newsletter)

Ben: Two Counties coming together to solve problems.

Martha: Mary talked to Toni about Cluster Meetings and the Role of the Foundation and improving communications.

Martha made motion to have Mary talk to Toni about the issue of Cluster Meetings and the role of the Foundation and extending communication as a result of Cluster Meetings. Fran seconded. Discussion. Motion passes.

Chris: The Round Table on Saturday at the Conference would be a good time to have discussions on topics of interest.

Roland: Larry gave a good overview. I will use today's discussion and develop objectives. I will draw up a 'Straw Man' without fund raising.

Mary: At the meeting after the Conference, we will approve this; I would like to see us wrap up this project at that meeting.

Mark: The State Foundation can act as an intermediary between Counties and WSU because the State Foundation (officers) has a line of communication with Toni and others at WSU. The Counties sometimes feel isolated. This can cause problems. Work as facilitators. Websites are our future.

Roland: Who are our clientele? Are they simply Foundation Members of various Counties or are they all of the MGs of various Counties. What is the role of the Websites.

Mark: Each County has a different procedure.

Helen: Does the State have a Webmaster?

Mark: Templates will be helpful.

• Mary: Let's move forward to Charters

Mark: Every County is a Chartered County. There was a Charter. There is no such written Charter.

Mary: Counties are referred to as Chapters in the Articles of Incorporation.

Mark: Should there be a written document between each individual County and the State Foundation? Such a document would set forth the expectations on each party. The goal would be to clarify expectations of the parties and to further promote and enhance the relevance. We have the MOA with WSU Extension. WSU has a template.

We have no written contracts or letter of understanding between Kittitas County, Lewis County and the State Foundation. There is a representative from each County to the State Foundation.. The Articles of Incorporation has nothing on this. Nothing defines what a chapter is.

Helen: Grant is the only County that has formally requested to be a member of the State Foundation.

Mary: Ed told me that to become a representative to the Board you have to come from an organization that can appoint or elect you to the position. Walla Walla has no such organization so John Hammond can come to the meeting but has no voting rights.

Mark: Should we have a formal process which states expectations of the Foundation and Counties?

Stan: This should be standardized across the Counties? May be able to use the Bylaws of the Washington Native Plant Society as a model.

Wayne: This is too big a topic for us to resolve here.

Mary: It is our plan to move on to the Articles and Bylaws after completing the Plan.

Roland: We need mutual understanding of what is expected.

Mary: Would you like to develop stated expectation that are very simple and straightforward?

Mark: A single page document that is very simple and straight forward.

Martha: It would be very helpful to have a repository of document will would provide a historical perspective. Examples help when changes take place.

Break for lunch at 12:20. Meeting Resumed at 12:50.

Review and Approve MOA for 2010 Conference

In early March we voted Clark County to host the 2010 Conference at the Red Lion in Vancouver Washington, partnering with the State Foundation and WSU.

In the late spring, Mary and Tonie became aware that Clark County desired to complete their MOA with the Red Lion by July 1.

In order for Clark County to accomplish this, the MOA among WSU, MGFWS, and MGFCC was targeted for completion before July 1. That MOA lays out the responsibilities of the parties. Mary convened an Executive Committee Meeting on May 29, 2000 to develop parameters for negotiating the MOA. Subsequently, Clark Cty and the State Foundation, represented by Larry Davis and Mike McFadden, met on June 17-09 to review the MOA with Clark County. The contract highlights are:

- No financial liability with the relationship with MGFWA and WSU.
- Registration recommendations
- Clark County will provide manpower, with the exception of the raffle/silent auction.
- A draft of program will be developed
- Allocation of Registration Profits - 75%/25% for 0 - \$10,000, 50%/50% - \$10,000 +
- Raffle – State Foundation will manage the Raffle
- Work on Awards Presentations
- Any Trade Show will be the responsibility of Clark County

Larry Davis made a motion to accept the MOA as presented. Betty Ryan seconded. Discussion: Mary requested an amendment that if the WSU Contracts staff makes non-substantive changes, she would be authorized to sign the MOA without seeking Board approval. Larry accepted the amendment.

Motion passed.

Set Meeting Date and Location for October 2009

The next Board Meeting will be October 23, 2009 in Clark County at the Red Lion in Vancouver, Washington.

February 4th or 11th for the Board Meeting/ Legislative Day in Thurston County. We will discuss a possible display of Master Gardener Activities on the third floor. We need to get this on the Legislative Calendar. The Board Meeting would be brief since this will be an outreach event. It is recommended we make appoints with individual Legislators. There will be an Agenda in October.

Art Antonelli WSU Scholarship

Information about the retirement of Art Antonelli was passed to the Board Members. There will be an article in the Newsletter.

Motion and second to adjourn. Passed.

Meeting adjourned at 1:25 PM.

Recording Secretary,
Carolyn Brand