



MASTER GARDENER FOUNDATION OF KING COUNTY

BOARD MEETING MINUTES

Thursday, December 8, 2022, 7:00 p.m. - 8:30 p.m.

Attendees: Jim Olson, Carrie Hill, Bruce Caredio, Phil Fordyce, Amy Lee, Sarah Moore, Lin Provost, Nancy Marshall, Trish Bloor, Bruce Williams

Absent: Suzi O'Byrne, TJ Johnson, Linda Peterson

Guests: Daryl Schlessler, Gary Scheider, Penny Kriese

7:02 Call to Order (Jim)

- The meeting was called to order by Jim Olson @ 7:02 p.m.
- Guests today - Daryl Schlessler, Gary Scheider, Penny Kriese
- Minutes for November meeting were approved. Phil motioned, Bruce C seconded, and there was unanimous approval voted by all attending members.

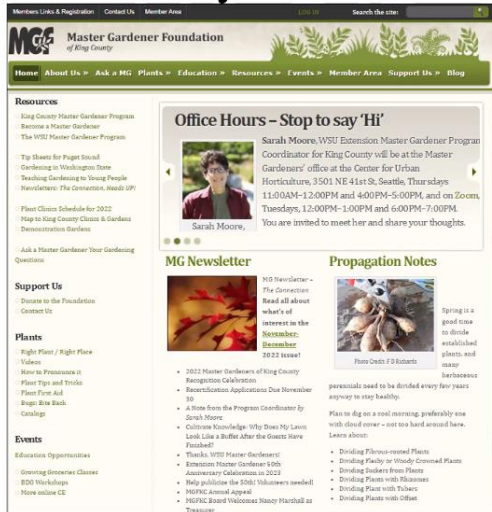
7:04 Statewide Website (Penny K)

- The WA State MGF group is working on the web redesign.
- The website will be migrated into a new WordPress template.
- Basic draft layout is shown in the third slide below. A WordPress template was provided free of charge from WSU, so the anticipated \$10k cost of redesign will be saved, and not costed out to the counties.
- Next, we need to come up with a content migration plan by mid-Jan and will need a King County migration team to work on finding images and text. Penny will put an ad in the newsletter looking for willing volunteers.
- The timeline for launch of the state foundation site is the flower and garden show in mid-Feb. They would like for us to launch concurrently or shortly thereafter.
- We will get a new domain name, but we will redirect it from our current domain, so there will be no public facing impacts.
- Ongoing costs should be less than what we are currently paying.
- Phil asked if this is a website for the foundation board. Penny clarified that this is for the MGFKC and built on the same structure as for the WA State MGF website. KC MG newsletters, and member information will be on this webpage, in addition to fundraising information. The program website will hold intern training, gardens, and clinic schedules. The foundation is the support of the program, and over the years when there has been a leadership or staffing gap, the board and foundation committees stepped up and assumed those roles, which is why there appears to be crossover. Jim said we should include this topic in the January Strategic Planning meeting, to decide how to implement that.



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The Way We Are ...



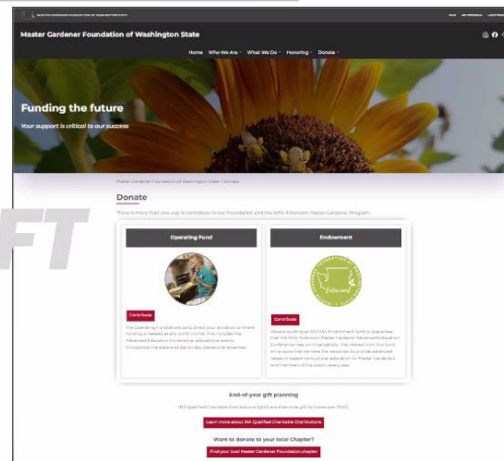
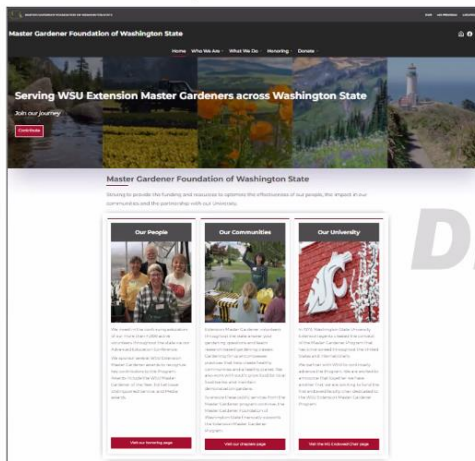
2009-2012

Master Gardener Foundation of King County

In October 2004, Steve Layman reported the Foundation Board decided to approve funding for the initial website development for these reasons :

- It legitimizes our organization and will allow us to do fundraising on-line.
- It will improve communication with our members who have internet access.
- We will be able to direct the public to our site to find out more information about who we are and what we do, which will lead to increased visibility for our program.
- We can archive old newsletters so that members have access to them at any time.
- We will have the ability to survey our membership on issues that arise.
- We will offer links to other Web sites so that both our own members and the public and find answers to their horticultural questions.

The Way We Can Be ... for example only



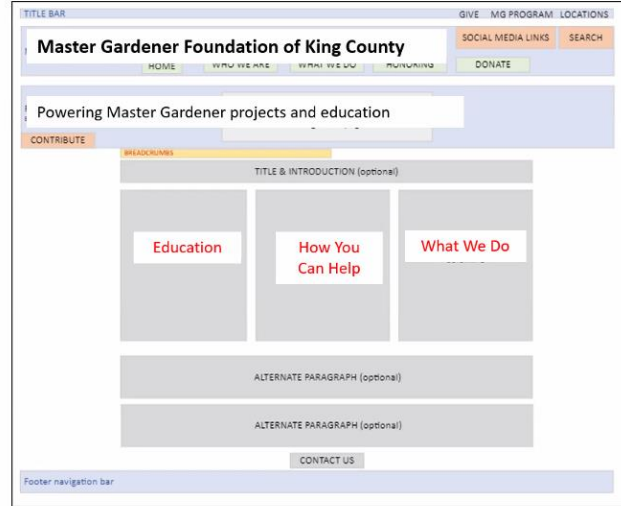
Master Gardener Foundation of King County website in 2023

WordPress template provided by WSU (bones of the look/feel only)
Content & images provided by King County Foundation to fit layout.



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The Way Forward...



7:21 Program Update (Sarah)

- **Certification Update** – 88.2% of all volunteers have recertified. Sarah would like to have the discussion on how to continue including alumni in the program. A window will be opened in the second week of December to let people enter outstanding Give Pulse information into the system. Phil asked if there was anything we could have done better to keep the people who resigned. Amy suggested implementing an online exit interview survey in future.



WASHINGTON STATE UNIVERSITY
EXTENSION

Certification Update

- 509 of 577 volunteers (88.2%) submitted applications
- 439 are ready to be certified for 2023
- 2 require background checks to be recertified for 2023
- 64 are late in entering their hours into GivePulse
- 4 have resigned





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- **Intern program:** 91% of interns have submitted certification applications. Some people have found that it isn't what it thought it would be and are leaving. Some other people did it as a work requirement, and having done the coursework, have left. Bruce W advocated for greater recognition of interns, so they feel more important and welcomed.



WASHINGTON STATE UNIVERSITY
EXTENSION

Intern Certification

- 101 of 111 Interns submitted applications
- Of those 101:
 - 90 are ready to be certified for 2023
 - 11 are late in entering hours



- **Volunteer hours summary** – listed below, through December 8. There will be more hours recorded through Dec 31. Sarah would like to let people know that these hours reflect the hard work that people have done, and it is worthwhile recording this information as it tells the story of what we have achieved.

For 2022 hours (through today only):

• **16,571 activity entries, representing 35,966.34 hours for 547 people**

- 4,367 Continuing Education entries, 6,308.29 hours for 466 MG Volunteers
- 1,026 MG Basic Training entries, 3,420.00 hours for 114 MG Trainees
- 11,178 Volunteer Service entries, 26,238.05 hours for 523 MG Volunteers



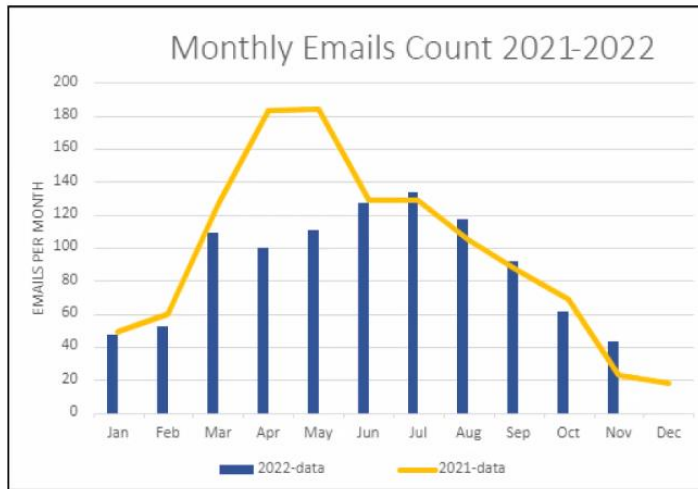


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- **Email Clinic Report** – see data below. Sarah said that the trough in April and May is likely due to weather conditions. (Heavy rain.)

December 2022 Email Clinic Report

2021-2022 YTD Comparison Data



	2022	2021
Jan	47	49
Feb	52	60
Mar	109	126
Apr	100	183
May	111	184
Jun	127	129
Jul	134	129
Aug	117	105
Sep	92	86
Oct	61	69
Nov	43	23
Dec		18
Total	993	1161

- **Intern Training preparation for 2023** – full agenda and speakers have been lined up.
- **Flower and Garden Show** – preparing heavily. Will put out a call soon for people to staff the County and State booths.

7:20 Treasurers Report (Nancy)

- **Appeals letter** – only \$400 received in November. Between \$2500-3000 was deposited yesterday.
- **Financials** – not a lot of activity this month. Mainly reimbursements for clinics in small amounts. Investments have improved. Nancy withdrew some funds from Vanguard account to fulfill the requirement to have \$25,000 cash at hand.
- Bruce W asked – where are we at on the MOA with Finn Hill. Jim responded that it is sitting with WSU legal. Sarah is working on getting it addressed. archdiocese is also concerned about certain insurance issues. Nancy advised that Sharon (Finn Hill Garden Leader) asked for no 2023 budget for Finn Hill.

7:45 Draft Budget Review (Nancy)

- The board reviewed the 2023 draft budget spreadsheet.
- Nancy has worked on some estimates and is being conservative with the income estimate.
- Jim proposed reducing replacement canopies to \$2000 and Gary agreed.
- PayPal and partner fees – Nancy will look into this further to see if it can be decreased.



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- Photocopy costs will increase due to a new invoice received from WSU for \$1200.
- The January badge expense for 2022 new veterans will be added.
- Nancy will look into the QuickBooks and Office365 subscriptions as this could reduce our software costs.
- Zoom is \$75 a month and has a 500-person limit. Jim said we could potentially move to a 100-seat account and will monitor attendance numbers over the next few months to determine the feasibility of this.
- Bruce W suggested that we consider a line item to support real estate research for a new office in case we need to hire a consultant or do a refurbishment, since we need to prepare to negotiate office space with the university in 2023. Jim suggested this could be handled by an RFF and Bruce W agreed.
- A correction was made to the BDG garden expenses. Carrie asked if we could get compost donated. Bruce C suggested contacting Cedar Grove.
- Nancy mentioned that a lot of non-profits she has worked with have gotten grants, and she suggested we consider this. King Conservation District has funding. Amy suggested we add it to the long-term planning meeting in January.

8:10 Emergent Items (All)

- **Wildfire Preparedness recommendations** – an MG Alumni contacted Amy regarding WSU/MG wildfire preparedness recommendations. Carrie advised that Jim Kropf (WSU) will speak on the topic of Wildfire Preparedness (which is one of the 9 WSU MG Priorities) on 2/25 as part of the 2023 Intern Training. She believes he'll share some of the materials developed in Chelan County (with MG involvement) — with, hopefully, a west-side take. We are expecting we can share a recording of that with King County Master Gardeners and/or have advice to share with our MGs in advance of the 2023 clinic season. Carrie discussed the possibility of also creating a Tip Sheet. Several people suggested sharing the [King County Firewise Brochure](#).

8:31 Meeting Adjournment

- The meeting was adjourned @ 8:31 pm.

Next meeting: TBD in January