



MASTER GARDENER FOUNDATION OF KING COUNTY

BOARD MEETING MINUTES

Thursday, December 14, 2023, 7:00 p.m. – 8:30 p.m.

Zoom Meeting - <https://us06web.zoom.us/j/88172076722> Meeting ID: 881 7207 6722

One tap mobile - +12532158782,,88172076722#

Dial in - +1 253 215 8782 Meeting ID: 881 7207 6722

Directors In Attendance: Joan Baldwin, Joe Jennings, Linda Kaufman, Trish Bloor, Matt Jennings, Nancy Marshall, Daryl Schlessler, Phil Fordyce, TJ Johnson, Suzi O’Byrne, Dawn Rubstello

Guests: Sarah Moore, Sharon O’Grady

Agenda

7:00 Call to Order (Joan).....5 minutes

- Welcome – guests were recognized.
- Approve November Minutes – Joe moved to approve; Linda seconded; minutes approved.

7:05 President’s Report (Joan).....5 minutes

- Seed donation from Territorial Seeds for demo gardens – We will be contacting Territorial Seeds to see if and/or how to make this work. More to come.
- Board Member Recruitment and Succession plan discussion moved to next month.
- Joan mentioned the upcoming Joint Counties Forum coming up in January next year. We are responsible for planning and hosting the meeting in 2024. She is looking for a new date, as Skagit County had a conflict. This joint forum includes MGs from the following counties: King, Skagit, Whatcom, San Juan, Snohomish, and Island counties. More to come on the planning efforts. Think about whether you can attend.

7:10 Office move update.....15 minutes

- Refer to resolution handout attached to the agenda.
- CUH/UW conversation update – UW is agreeable to releasing MGs from the lease for office staff by the end of the end 2023. The diagnostic lab will stay until the end of March 2024. We will pay a reduced rental fee for the lab space. The revised lease terms are being worked on.
- Sarah recognized the collaboration between the Board and the Program staff. Noting how positive everyone was.
- Joan will be looking into whether we will need to update our agreement with WSU to adjust for moving the extension offices.



MASTER GARDENER FOUNDATION OF KING COUNTY

- Approve resolution to move the office from CUM to the extension offices in Renton – Joe moved to approve: Suzie seconded; the motion passed; TJ voted no.
- 7:25 Development Committee Update (Joe).....35 minutes
- Joe provided an update on the 2023 fall appeal. We have received \$24,300 through December 14, 2023. We have seen an increase in all ranges of donations, with emphasis on the top two ranges. 13% of all members contributed. Information on the website seems to have been well received. Members are appreciative of the transparency in our financial issues and budget needs.
 - Plans for 2024 are underway. The goal is to increase revenue by 25% or a target of \$125,000. These goals are reflected in the 2024 budget proposal.
 - The following ongoing issues will be tracked next year: we need to be profitable, need to understand donor behavior, grow member donations across all levels, and potentially add a new plant sale.
 - Some of the strategies to be used next year include: developing relationships with donors, increasing transparency related to budget issues, looking at planned giving and endowments, and finding new grant sources.
 - Phil requested the committee look at bringing on Board members outside MGs to strategically target funding opportunities and network with large corporate and private foundations.
 - It was noted that King County MGs were discussed in a good write-up in the Seattle Times. There was a brief discussion on how to be best prepared for these opportunities. The Communications committee will be looking at how the article came about and if there are lessons learned that can be used in the future.
- 8:00 Program Update (Sarah).....15 minutes
- Sarah updated the Board on planning efforts for the 2024 intern class. The number of applications increased from 2023. We had 109 applicants and we provided 5 scholarships. The training program has been scheduled, speakers have been scheduled, and other planning efforts are underway.
 - The current MG yearly certification is at 90%. Reasons for not recertifying include retirements and not being able to meet the requirements for a variety of reasons.
 - The Board completed an annual civil rights diversity survey during the meeting. This exercise is required by WSU as we are an advisory body to the Program.
- 8:15 Treasurer’s Report (Nancy).....10 minutes
- Refer to financial information Nancy sent for this meeting.
 - Nancy reviewed the financials through the end of November 2023, and she continues to monitor as the year end approaches. Expense reimbursements continue to come as year end approaches. We are currently showing a positive



MASTER GARDENER FOUNDATION OF KING COUNTY

balance of \$10,507. This is very good news and is reflective of the budgeting efforts that the Board and Program have been making this year.

- Nancy reviewed the proposed 2024 Budget with the Board. She highlighted the areas where significant changes or adjustments have been made. The Board made minor adjustments to show a balanced budget for next year.
- Phil suggested that we have in-depth budget reviews on a quarterly basis to make sure the Board is more aware of ongoing budget issues and concerns. Joan noted that she intends to do this next year.
- Approved the draft 2024 budget – the Board agreed that the entire Board should review the draft proposal in more detail and vote by email – votes to be complete by the end of December 2023. It was moved by Joe to have an electronic vote by the Board to be completed by 12.31/2023, Darly seconded, the motion for an electronic vote was passed.

8:25 Annual meeting planning (Joan)..... 15 minutes

- The date for the annual meeting was set for January 27, 2024, at 1:00pm. The meeting will be by Zoom, Advanced materials will be sent to all members along with the meeting invitation. The following Board members volunteered to be on the planning committee: Joe, TJ, Linda K., Suzie, along with Joan and Sarah.

8:40 New business 10 minutes

- Joan discussed the need for a Board retreat in 2024. More to come and hopefully everyone can be flexible with scheduling.
- There is desire to have presentations at upcoming Board meetings by the various King County extension leaders so that the Board can become more familiar with what the various groups do and look for areas of collaboration. Look for these presentations during the second quarter of 2024.

8:50 Adjourn

Next meeting: Thursday, January 11th, 2024, 7 pm to 8:30 pm, on Zoom

References:

See information sent prior to this Board meeting.