



# MASTER GARDENER FOUNDATION OF KING COUNTY

## BOARD MEETING MINUTES

Thursday, January 11, 2024, 7:05 p.m. – 8:35 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, Lynn Provost, Gary Schneider

**Guests:** Sarah Moore, Marty Byrne

### Agenda

- 7:05 Call to Order (Joan).....5 minutes
  - Welcome – Joan recognized guests in attendance.
  - Approve December 2023 Minutes – Joe moved to approve; Daryl seconded; minutes approved, with two minor corrections made by Phil.
  
- 7:05 President’s Report (Joan).....15 minutes
  - Refer to distributed MOU agreement language with UW and to attached Q&A related to MG move to Renton.
  - The MG Program office move to Renton is complete and the diagnostic lab will move prior to April.
  - The annual meeting is scheduled for January 27<sup>th</sup>, between 10am and noon, on Zoom. The planning committee is set.
  - Joan called for a formal vote to approve the 2024 budget – Joe moved to approve; Daryl seconded; motion passed.
  - Joan noted that the UW and the King County MGs have reached agreement on a revised MOU to terminate our rental contract and to allow the diagnostic lab to stay until April. Joe moved to approve the new MOU; Linda K. seconded; motion passed.
  - Seed donation from Territorial Seeds for demo gardens – if we get seeds they will come in the fall.
  - Joan received a request to participate in a research project related to non-profit organizations. After some discussion the Board decided to decline the request as it did not fit with the structure of the King County MG Program.
  - Joan mentioned the upcoming Joint Counties Forum – invitations will be coming soon.
  
- 7:20 Communications Team Overview (Marty).....15 minutes



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- Refer to attached handout.
- Marty Byrne gave the Board a brief overview of what the Communications team does and the different activities they are involved with, such as: event planning, education, contacts with external resources, website support, newsletter support, etc. The communication team is here to support the MGs and tailor their support to specific needs.
- There was further discussion on how the MG Program interacts with outside media sources. After some discussion, Marty agreed to take this issue back to the Communication team to work on and to further describe these processes.

### 7:35 Development Committee Update (Joe).....10-minutes

- Refer to material distributed prior to the meeting.
- Joe provided an overview of the 2023 fall appeal. General topics or lessons learned from this appeal included: making sure all donors are appreciated and communicated with and we are not just focusing on high-net-worth donors, making sure the Program is more visible and financial update are more frequent, and the website will be updated to reflect what we learned.
- The first 2024 planning session is scheduled for January 17<sup>th</sup>. Board members are welcome to attend.

### 7:45 Program Update (Sarah).....5 minutes

- Intern training update – the first day of training will be January 13<sup>th</sup>.
- 2023 Intern graduation occurred. The event was very successful, and Sarah noted that several new graduates have already volunteered to support different MG programs.
- Sarah noted that the Program has a new lead for the Technology committee – Emanii Owens. Sarah will invite her to an upcoming Board meeting. Emanii is already working on several improvements – more to come.
- The Program office move is complete, and she is working out some logistical items with the County extension office.
- She and Nora are working to keep their hours under 40 hours per work so there may be times where they are not available on short notice. Please be patient.
- Sarah is working on an end of year report for 2023, that she will share with all MGs.

### 7:50 Treasurer’s Report (Nancy).....5 minutes

- Refer to financial information Nancy sent for this meeting.
- Nancy reviewed the financials through the end of 2023. The numbers look very good: income increased, expenses were down from projections, and our investments did well.
- Gary proposed an amendment to the 2024 budget to add expenses to cover the cost of maintaining the entry way flowerpots at the Bellevue Botanical Garden. The cost



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request was \$750. The Board agreed to amend the budget to include this amount and that Program reserves are adjusted to maintain a balanced budget. Joe moved to accept the budget amendment; Linda K. seconded; the motion passed.

8:05 Annual meeting planning (Joan)..... 5 minutes

- The planning for the annual meeting is underway. The date for the annual meeting was set for January 27, 2024, at 10:00 am. The meeting will be by Zoom. Advanced materials will be sent to all members along with the meeting invitation.

8:10 Board Recruitment and Succession Planning (Phil)..... 15 minutes

- Phil provided an update and overview on this topic. He shared that he reached out to past presidents for the input as well, including Penny, Carri, and Jim. He will share their input as this topic moves forward.
- Phil suggested that it has been hard to recruit Board members to the VP and Pres. positions. He suggested recruitment had been impacted by COVID, the sense that the President has a lot on their plate and the job can be overwhelming, and there is not a planned recruitment process.
- Phil’s proposal was close to the planned changes that were made when Penny and Carrie were presidents. The current bylaws reversed the changes made when Penny and Carrie were presidents. This proposal would involve the vice-president and president positions and would add a new position “past president”. This plan would require an update to the bylaws, but that process did not seem too cumbersome. The recruitment would be for a VP that would learn and work with the president, transition to the role of president, and then matriculate to the past president role where that person would coach and mentor the incoming president. This would happen over the three-year Board member commitment. The idea is to share the workload of the president and to provide more continuity going forward and to help with succession planning. The past president would also oversee strategic Board member recruitment. That recruitment could target areas of need the Foundation deems important – such as fund raising and financial stability.
- Board members suggested that Joan and others use the Annual meeting to start recruiting Board members.
- Joe noted that the Board needs to address the need for more focus on fund raising and to ensure stability of the King County MG Program.
- Phil will work with Joan on the next steps - more to come.

8:25 New business ..... 10 minutes

- Gary noted we must decide what to do with the remaining items in the CUH storage shed. He will work on taking care of each item by selling, donating, or discarding the items.



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- Gary mentioned scheduling issues with the new date at the Bellevue Botanical Gardens for the MG “Cool Plants Hot Topics” event. The event was moved to August 2024. The new date conflicts with Seafair. So, he will work with BBG to secure our old date in September and move away from the August date.
- Gary noted the Tilth asked us to participate in their plant sale in May. We will decline to participate this year and will look at 2025. We will ask about having a MG plant clinic booth there instead.
- There was a brief discussion about staffing the 2024 Flower and Garden show. Sarah will be sending out more details in the future.

8:35 Adjourn

**Next meeting:** Thursday, February 8th, 2024, 7 pm to 8:30 pm, on Zoom

References:

See information sent prior to this Board meeting.

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