



MASTER GARDENER FOUNDATION OF KING COUNTY

DRAFT BOARD MEETING MINUTES

Thursday, April 11, 2024, 7:00 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, Nancy Marshall, Daryl Schlessler, Phil Fordyce, TJ Johnson, Lin Provost, Gary Scheider, Linda Kaufman, Dawn Rubstello, Trish Bloor.

Guests: Sarah Moore

Agenda

- 7:00 Call to Order (Joan).....5 minutes
- Welcome – Joan recognized guests in attendance.
 - Approve March 2024 Minutes – Joe moved to approve; Lin P. seconded; minutes were approved, with minor corrections made by Phil.
 - King County library agreement – Joan reported that additional libraries are interested in participating with the WSU KC MG Program (Program) to provide educational material. As a result, the agreement is being revised and Joan will send it out for Board review in the future.
 - Shoreline grant – see notes below.
 - Media protocol – see notes below.
 - Plant sale payments – see notes below.
 - Board elections – see notes below.
- 7:05 President’s Report (Joan).....10 minutes
- September plan sale at the Bellevue Botanical Garden (BBG). This event is now scheduled, and Joan proposed that the intern class take the lead on organizing and running the event. Hopefully, this will become an annual event for the interns to participate in and become more engaged in the Program. Joan asked Phil, Linda K., and Trish to help the interns get started and to provide them with support. Joan, Gary, and Dawn will provide support in the background.
 - The Shoreline grant has been approved and we are ready to move forward with the planning for the training sessions. Joan is looking for Board support to help get started.
 - The BBG operating agreement has been signed and will be in effect for 5 years.
 - Joan reported that the Master Gardener Foundation of King County (Foundation) received a bequest from the Davenport Charities for \$87,635.24. This is great news,



MASTER GARDENER FOUNDATION OF KING COUNTY

and the Development Committee has a proposed plan to manage this bequest – see notes below.

- 7:15 Development Committee Update (Joe).....15 minutes
- The spring funding appeal is complete, and the committee is recommending that we continue with this fund-raising effort in the future. The appeal has raised \$5000 so far. The amount raised is below the target \$10,000, but better than what historical data shows. The trends are encouraging with new members donating right away.
 - Joe noted the bequest from the Davenport Charities, and that Mr. Davenport was a long-time member of the Program. The Development Committee recommends that this bequest be put into an endowment to generate annual income to help run the Program. The endowment will help the Program to become financially independent.

Joe made the following motion:

- “Whereas: The Foundation has received a bequest from the Allen V. Davenport and Joy S. Davenport Charities, a donor-advised fund, in the amount of \$87,635.24 to support Program; and the bequest is made “In memory of Joy S. Davenport” with no further restrictions. Be It Resolved: That the Davenport Charities bequest be placed in an endowment fund to be named the “Davenport Endowment Fund, In memory of Joy S. Davenport” to provide long-term income to the Foundation to support the Program; and that the Foundation Finance Committee be appointed and meet to make specific recommendations for the management and spending policies of the Davenport Endowment Fund for future review and approval by the Foundation Board of Directors.”
 - Phil moved to approve; Daryl seconded; the motion passed.
- Joe suggested that the Foundation develop strategies to look at encouraging other endowments and this current bequest would likely help to raise awareness with other donors.
 - This meeting will be Joe’s last meeting as he is taking a sabbatical. The Board wished him all the best and encouraged him to reengage with the Program when he returns.

- 7:30 Program Update (Sarah).....15 minutes
- Sarah has been working with a small group of volunteers to help them better understand how the Program and Foundation work, as well as getting them interested in future leadership and volunteer activities. Her plan is to make this a yearly planning exercise for interested volunteers. She is currently working with 8 highly motivated volunteers.



MASTER GARDENER FOUNDATION OF KING COUNTY

- Sarah updated the Board on the upcoming all volunteer meeting, scheduled for Thursday April 18th, at 7pm. She wants to schedule these meetings once a quarter to help engage the volunteers and provide more transparency.
- All of the 2024 interns have completed their paperwork and are beginning to get engaged in their clinic work.
- Clinics are starting and we are busy supporting pop-up clinics. One pop-up clinic is at the King County Fair. There will be two shifts per day, from July 11th through the 14th.
- The DEI Committee is beginning to host voluntary training sessions, to encourage growth and involvement.

7:45 Treasurer’s Report (Nancy).....5 minutes

- Refer to financial information Nancy sent for this meeting.
- Nancy reviewed the financials through the end of March. The financials are looking good and what we expected. She noted that the spending versus budgeted amounts is looking good through the 1st quarter. The picture will become more refined as actual expenses become realized throughout the year. It looks like the clinics are doing a good job managing their budgets. As of the end of the first quarter, income is 23% of the budget and spending is 22% of the budget, which is in line with expectations. Net income YTD is \$1,365. There have been no unexpected or unusual expenses. Unrealized gain on investments YTD is \$25K.
- Phil asked that, going forward, Nancy provides a summary describing the financials that helps to explain the expenses and trends to the Board as they do their review each month.

7:50 Plant Sale Payments (Joan/Gary).....10 minutes

- The Program needs an updated way to accept payments electronically at our plant sales. The Board discussed purchasing three credit card readers for a cost not to exceed \$1000. It is also desirable to use our old IPAD readers for supporting help as needed. This new technology is needed to support the move to Office 365 and to ensure data and information remains confidential and secure. The Board agreed to go ahead with these purchases with the understanding that the cost would be defrayed by the plant sale revenue. Joan moved to purchase these three devices; Trish seconded; the motion passed.
- The Technology Committee will develop training for these new devices, with the training being in place to support the Soos Creek plant sale.

8:00 Board Recruitment and Succession Planning (Joan/Daryl) 20 minutes

- The Board discussed how to replace Matt and if a replacement was needed at this time. Joan noted that this topic concerns more than just replacing Matt. We need to



MASTER GARDENER FOUNDATION OF KING COUNTY

look at our overall strategy for recruiting new members and the need to consider what qualities are desirable for prospective Board members.

- Joan noted that this topic also includes Board succession planning related to the VP and President roles. She also wants to review a possible change in election scheduling and when new board members start to help them better understand the budget and funding issues.
- Joan asked for feedback from all the Board members. The following items were agreed to in general terms with the understanding that more work needs to occur over the next few months:
 - We will not fill Matt's old position as there enough Board members to comply with the Bylaws.
 - The Board will work within the flexibility that the Bylaws provide but will begin to strategically plan for future next steps.
 - The Board should begin to identify potential Board members that bring the needed expertise and qualities to the Foundation.
 - Phil suggested that this planning effort look at succession planning related to the VP and President role with the idea of making the transition easier from one person to the next, to support coaching development for a future president, and to set up a Past President role to help coach the current President.
 - The Board should address filling Joe's role as chair of the Development Committee and begin seeking out qualified members.
 - While no action to fill the current vacancies is needed, the Board should begin to plan for the possibility that another Board member may have to leave.

8:20 Media Protocols Adopted (Joan)..... 8 minutes

- Joan updated the Board on the media protocols that the Communication Team has prepared and that have been implemented. She thanked everyone for their input.
- The Board expressed their appreciation for Sarah and Joan and their TV interview talking about gardening and getting ready for springtime.

8:28 New business 2 minutes

- Several board members noted that Molbak's has reached out to the community to begin exploring and developing a funding support program for restarting the nursery sometime in the future. Joan noted that we are cautiously watching how these efforts will play out.
- It was also noted the King County has a noxious weed class and that it may count towards CE time. Please coordinate with Sarah before counting any time a CE.

8:30 Adjourn



MASTER GARDENER FOUNDATION OF KING COUNTY

- Joe moved to adjourn; Linda K. seconded; the motion passed.

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

References:

See information sent prior to this Board meeting.

Attachments: