



MASTER GARDENER FOUNDATION OF KING COUNTY

BOARD MEETING MINUTES

Thursday, May 9, 2024, 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, Nancy Marshall, Daryl Schlessler, Phil Fordyce, TJ Johnson, Lin Provost, Gary Scheider, Linda Kaufman, Dawn Rubstello, Suzi O’Byrne, Linda Peterson.

Guests: Sarah Moore, Emanii Owens

Agenda

- 7:00 Call to Order (Joan).....15 minutes
- Welcome – Joan recognized guests in attendance.
 - Approve March 2024 Minutes – Linda K. moved to approve; Lin P. seconded; minutes were approved, with minor corrections made by Phil.
 - King County library draft agreement – Joan reported that additional libraries are interested in participating. There was a general discussion about the agreement. Joan asked the Board to approve moving forward. Linda K. moved to proceed to finalize the agreement; Lin P. seconded; the motion was approved.
 - Plant Sale Square terminals – Joan reported the new card readers worked well and that we need to purchase two Wi-Fi hotspots to improve their function. See notes below.
 - Foundation - Davenport Donation Finance Committee – Joan reported that this committee will oversee the Davenport donation and that it has been established and is just getting started. The initial committee members are Joan, TJ, Steve Layman, and Nancy. Their first meeting will be May 4th and they will report back to the Board on their progress and recommendations. Phil and Linda K. offered to provide the names of their financial planners to help create a financial plan, if requested.
 - Cool Plants & Hot Topics – The initial planning for this meeting has begun, Joan reported that the steering committee has gotten off to a good start. See notes below.
- 7:15 President’s Report (Joan).....5 minutes
- The volunteer recognition event planning is under way. It will be in person and will take place on October 19th, at 10am. It will be held at the Bellevue Botanical Gardens.



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- The planning for the Shoreline mini grant educational classes is underway and going well. Joan and Dawn are working on developing the classes, arranging for speakers, and securing the locations.
- Joan mentioned that the Board had received a copy of the recent Audit Committee report and that the findings were good, and the Foundation was meeting its goals. Refer to the report that was sent separately to the Board.

7:20 Development Committee Update (Joan).....10 minutes

- Joan has taken over managing the spring funding appeal. The campaign was successful. The goal was to raise \$10,000 and we currently have collected \$13,879.22. The donations came from 67 donors and some of the donors were from outside the KCMG volunteer base. This is good news and shows that the outreach and marketing plan was a success. A number of lessons learned have been documented and will be used for planning the fall campaign.
- Emanii Owens suggested that the Board consider creating or using a “pop up shop” as an additional fundraiser for the fall campaign. She highlighted different ways that could be used to generate more funding. The Board was interested, and the Development Committee will be reaching out to her in the future.
- The Davenport Donation Finance Committee has been formed and will be working on proposals to manage the donation and to leverage those funds to attract more donors.

7:30 Program Update (Sarah).....25 minutes

- Sarah noted that in April, the all-volunteer meeting was held and that there was good response to the survey that was a part of the meeting. She has seen interest from volunteers to work on and support DEI issues, and to become engaged in Board activities.
- In the future she will be asking the volunteers to comment on the vision for the Program and what they would like to see in the future. This input will likely impact the Board duties as well as the support the Foundation provides.
- The Program is struggling to fill pop-up clinics and will continue to look for resources to support these community requests.
- She submitted a Program report to King County and hopefully that report will help the County provide additional funds to the KC Extension Program.
- She continues to provide communication about the different ways our volunteers can gain CE hours.
- The diagnostics lab is set up and is underway.
- She has begun a program to provide training to different clinics on how to use all the clinic material.



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- She discussed the need to potentially update some volunteer badges. The Board noted that the first badge is free and that a new or a replacement badge should be paid for by the volunteer.
- She noted that for the 2025 budget the Foundation will have to plan on funding more plant sales than were anticipated for in 2024.
- Sarah asked if she could attend the 2024 National Extension Master Gardener Coordinator's Conference August to help her increase her knowledge as the Program director and to look for ways to improve the Program. The Board was very supportive of her attending. A short discussion occurred about funding her expenses and the Board agreed there were funds in the 2024 Budget to cover her expenses.

7:55 Treasurer's Report (Nancy).....5 minutes

- Refer to financial information Nancy sent prior to the meeting.
- Nancy reviewed the financials through the end of April. The financials are looking good and what we expected. No further discussion occurred.

8:00 Upgrade Wi-Fi hot spots (Joan).....5 minutes

- After using the new Square terminals, Joan noted that we need to update our hot spot connectivity. She proposed buying two devices that cost \$199 each. We can turn their use on and off with a T-Mobile account. Funding for this purchase will come from the plant sales. Daryl moved to approve the purchase; Gary seconded; the motion passed.

8:05 Cool Plants & Hot Topics (Joan)..... 15 minutes

- The first planning meeting was held and was successful. It was in person and there were a lot of good ideas generated.
- Holding the meeting in person or as a hybrid meeting was discussed. Sarah will investigate if they can have a hybrid meeting at the extension office in case the option is needed. It would be preferable to be in person.
- Joan has an email to the 2024 interns ready to send out soon asking for their support and volunteers to plan and staff the event. The next meeting is currently scheduled for May 28th, at 10:00 am.
- The theme for the event will focus on climate change and biodiversity.

8:20 Board Recruitment and Succession Planning (Joan/Daryl) 10 minutes

- Joan updated the Board on the work she and Daryl have done so far.
- It was agreed that a small committee would be formed to review the by-laws and proposed draft revisions. The committee members are Joan, Daryl, Lin P., and Phil.
- It is likely the bylaws revisions will need to be reviewed by an attorney.
- Succession planning will need to be included along with potentially changing the dates for the new Board member elections.



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- 8:30 New business 0 minutes
- No new business.
- 8:30 Adjourn
- Linda K. moved to adjourn; Suzi 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:

None.