

**MASTER GARDENER FOUNDATION OF WASHINGTON STATE**  
**Board Meeting**  
**March 15, 2011**

**Minutes**

The meeting was called to order by President Judy Porterfield at 10:50 a.m. in the Victoria Room, WSU Research Station, Puyallup.

**Announcements/Introductions**

We went around the table and the following members introduced themselves: Judy Porterfield, President; Chris Bailey, VP Eastern, Fran Hammond, VP Southwest; Jane Billinghamurst, VP Northeast; Roland Malan, VP Peninsula; Eileen Davis-Thorne, Treasurer; Tonie Fitzgerald, WSU Program Leader; Tom Kerns, Yakima County; Kathy Brenberger, Benton-Franklin Counties; Bill Longnecker, Thurston County; Carol Rubado, King County; Mary Shane, Grays Harbor-Pacific Counties; Martha Clatterbaugh, Snohomish County.

The president introduced our guests – Caroline Troy, Executive Director of Development for the College and WSU Extension; Penny Simonson, Program Coordinator in Spokane County; and Linda Bailey, Assistant Director of Development for the College and WSU Extension.

Judy welcomed and thanked Fran, Jane and Roland who have agreed to serve as Vice Presidents of their respective regions.

There was a question about whether there were enough Board members present to constitute a quorum. Mary said the bylaws state that a majority of the entire Board, with at least one officer present, constitutes a quorum. There are 20 members of the Board and a headcount verified 11 members present.

Vice President Jane Billinghamurst authored a book titled, *The Armchair Book of Gardens – a miscellany*. It is available at Amazon.com or you can go to your local bookstore and ask them to carry it.

**Additions To/Approval of Agenda**

Judy said the question of liability insurance for the State Foundation had come up when we were scheduled to meet in a non-state facility. The president asked Eileen to have the Finance Committee look into the cost and availability of the insurance and make a recommendation to the Board regarding purchase. King and Skagit County's Foundations both carry liability insurance and Judy and Jane said they would forward the name of the insurance company and the amount of the premium to Eileen.

**Approval of Consent Calendar for March 18, 2011**

The treasurer's report was not made available to the membership until today. Copies were distributed for review. **Roland moved to approve the consent calendar without the treasurer's report. The motion was seconded by Carol and carried.**

**Seeds for Thought Newsletter**

Judy offered kudos to Betty Ryan and Mary Shane for their work on the most recent issue. Fran Hammond is collecting information from the counties for the upcoming issue. The due date is April 7<sup>th</sup>.

**MOA 2011 State Conference**

The completed copy of the document will be e-mailed to the Board and an electronic vote will be taken for approval.

### Audit Committee

The committee met yesterday, but was unable to complete their work. When the audit is finalized it will be distributed via e-mail.

### Treasurer's Report

Now that the Board has had a chance to review the treasurer's report, Judy asked if there were any comments or discussion. Mary said the treasurer should also provide a quarterly report showing actual versus approved budgeted income and expenses. Eileen said she would do so.

### Scholarship Program

In light of the fact the scholarship chair will be unavailable until late in the meeting, this issue will be tabled until our May meeting.

### Appendix A to Bylaws – MGFWS Standing Committees and Their Respective Responsibilities

Judy said the Executive Committee recommends the note under the Communications Committee section be dropped and replaced by a statement that will direct those seeking further information to consult individual committee procedures.

Chris said the section on the Audit Committee requires the initiation of the audit within one month of the end of the fiscal year. She said that is not always possible because weather can interfere with the committee's travel plans. Roland suggested changing the wording to *Completing the audit by April 1 following the end of the fiscal year.*

The benefits for continuing the legislative committee were discussed. Caroline Troy said that WSU is in the early stages of developing an organization comprised of people who want to promote the university. She said she could arrange to have someone from the Government Affairs office speak to our organization to help us evaluate the need for our legislative program. Judy suggested that we wait until WSU finalizes their efforts and that we readdress the issue at our May meeting if there is something new to report.

In response to a question, Judy said Dean Sutera of Clark County will chair the conference raffle at Ocean Shores in September. She asked Chris to take over that responsibility for the 2012 conference. Tom said there are potential problems to using the term "raffle" instead of "drawing." Judy said she would talk to Dean and also the State Gaming Commission to verify we are in compliance with state requirements.

**Mary moved to approve Appendix A with the changes noted. The motion was seconded by Roland.** Bill said he would like to establish a definite time period for presenting a conference MOA to the Board. **Mary amended her motion by adding that the chair of the conference site-selection committee be required to present a completed MOA to the Board at least two years prior to the conference. Roland seconded the amended motion. It was carried by a unanimous vote.** Judy asked Jane to incorporate the approved changes to the document and finalize it for distribution.

### Committee Assignments

The following committee chairs were announced and Judy encouraged Board members to look around their counties to identify Master Gardeners who would be willing to serve on a committee:

Audit – Roland Malan  
Awards – Patty Brown  
Communications - TBD  
Finance – Eileen Davis-Thorne  
Legislative - TBD  
Nominating – Roland Malan

Search for Success – Jane Billingham  
Fundraising – Judy Porterfield  
Conference Site-Selection – Chris Bailey

### **Communications Policy**

Mary briefly discussed key changes that will be addressed in the Communications Committee Procedures. She said the committee needs to decide if the purpose of our website is to cover routine matters or if we should keep the content fresh. She also said we need the renewed focus of Board members on the newsletter and website to provide the necessary support. **Fran moved that we adopt the policy. Jane seconded the motion. Roland asked if we were adopting a policy or a procedure. Mary said it is a procedure. The question was also asked if we need to approve the procedures of all committees and the answer was no. Fran amended her motion to say that we adopt the Overview and Membership sections of the procedure, dissolve the currently approved Communications Procedure, and request the Communications Committee to develop new procedures. The amended motion was seconded by Jane and carried.**

### **Fundraising/Development with WSU Foundation, Next Steps**

Caroline Troy presented the draft *Washington State University: Big Ideas Start Here* document that defines our “case for support” explaining the need for financial assistance. Caroline also distributed copies of a draft letter that will be sent to MG Program Coordinators and Foundation Presidents to explain the partnership between the WSU Foundation and the State Foundation to form a joint fundraising effort on behalf of the program. Both documents were reviewed and commented on by the Board. Caroline explained the next step will be to hold focus group meetings and develop supporting materials to present to prospective donors.

### **WSU Program Leaders Report**

Tonie said the WSU budget situation is the current overriding concern driving everyone. She reassured the Board that our fundraising campaign is high on her list. She is getting the word out about webinars that serve as advanced education for MG volunteers. Cluster meetings have been replaced by webinars and they are scheduled for the first Friday of every month. The online training DVD is complete and is being mailed to interns. Veterans may also purchase the DVD. The educational portion of the 2011 Advanced-Education Conference in Ocean Shores has been finalized and Tonie said it will be great. WSU will host the National MG Coordinators Conference in Vancouver in 2012.

### **Other Discussion**

Judy asked if we have job descriptions for Board members or if it is an informal arrangement. Mary said she wrote the duties of State Foundation officers, but not Board members. Penny said it is not clear to her what is required to be a member of the State Foundation. Judy said she would meet with Penny to answer her question. Fran said she thought Board members should know what they are expected to do rather than fill a chair.

Having no further business, the meeting was adjourned at 2:20 p.m.

Respectfully submitted,

Chris Bailey, Acting Secretary