

**Master Gardener Foundation of Washington State**

**June 1, 2018**

**Interim WSU Master Gardener Program**

**Team Leadership Report**

1. June Face to Face Meeting next week. The goals of this meeting are to:
  - a. Motivate and engage staff and volunteers who have leadership responsibilities for the WSU MG program in assuring program relevancy across the state.
  - b. Build a team that is engaged in the future success of the statewide MG program
  - c. Define priorities for the WSU MG program that are aligned with WSU Strategic plan.
  - d. Determine knowledge, skills and abilities required for a future leader or leadership team.
  
2. Surveys: We recently launched a survey to WSU Master Gardener program coordinators to assist in the achievement of the goals.
  - a. Highlights of preliminary survey results are:
    - i. A WSU Master Gardener Program Leader needs to have volunteer management and leadership abilities more so than horticulture knowledge.
    - ii. Program Coordinators need more training on coordinating and managing volunteers and volunteer programs
    - iii. Team Leadership approach seems favorable at this point.
  - b. Additional surveys will be sent to Foundation Leadership and County Directors. Both surveys are pending a July distribution a date.
  
3. Proposed working timeline to hire permanent leadership.
  - a. WSU Extension Director has committed to the team model until December 31<sup>st</sup>. The proposed timeline dictates we will have an informed hiring process before then. Please keep in mind WSU has many logistical challenges that could affect this timeline.
    - i. MG Coordinator Survey (out)
    - ii. MG Faculty and County Director Survey (pending - before July)
    - iii. MG Foundation Survey (pending-out by end of June)
    - iv. Informed hiring plan by September
  
4. WSU Master Gardener Program Interim Team Leadership update:
  - a. Leadership Team Responsibilities:
    - i. Project Management (including ongoing grant work, Master Gardener training manual revisions and publication, Garden Team, and On-line Training) – T.Murray & J.Kropf

- ii. Volunteer Management (including support for Master Gardener Coordinators with difficult volunteer issues) – **Jana Ferris**
- iii. State Master Gardener Foundation Relations and MOA & Contracts – **J.Kropf & Jennifer Marquis**
- iv. Master Gardener Program Statewide Coordination – **J. Marquis**

5. Conference MOU: fully executed! Nice work everyone in getting this done in a somewhat timely manner.

*Handwritten notes:*  
Jana Ferris  
J.Kropf & Jennifer Marquis  
J. Marquis

*Handwritten signature:* Jana Ferris

*Handwritten date:* 10/28/12