



Master Gardener Foundation

WASHINGTON STATE UNIVERSITY
EXTENSION

Minutes of the MGFWS Board Meeting

January 7, 2021
Zoom Call

In attendance: Debra Benbow, Patricia Bosh, Awards Chair Kathy Brenberger, Al Call, George Cowan, Patty Dion, President Don Enstrom, Rory Flint Knife, PJ Ford, Angela Grady, Gloria Johnson, Membership Director MaryLou Krautscheid, Cathi Lamoreux, Jeannette Lawson, Kitty Lundeen-Ness, Erin Landon, State Program Lead Jennifer Marquis, Ruth Monahan, Treasurer Margaret Morris, Conference Director C-J Nielsen, Barbara Raabe, Irene Reed, Karen Russo, CFO Alan Smith, Secretary John Strong, Bob Taylor, Jackie Trimble, Melody Westmoreland, Susan Yeager.
A few others connected to the meeting, and were not identified. At least 17 chapters were represented, establishing a quorum.

OPENING:

The meeting was called to order by President Don Enstrom at 10:00 a.m. The Secretary confirmed the presence of a quorum. A correction to the minutes was offered by Cathi L who pointed out that our Articles of Incorporation, not the ByLaws, state that our officers are indemnified from liability. Kathy B. moved and Bob seconded to approve the minutes. Motion carried. No changes to the agenda were offered.

Don's opening remarks included his great appreciation for the attendance and involvement of all board members and representatives for these past several years. Throughout the difficulties caused by the COVID-19 pandemic, many local areas have shared training opportunities to help all MGs with continuing education. He mentioned that Mike Gaffney, of WSU, has hinted that face-to-face training and meeting may not be that far off.

Susan Y. asked about the best way to share training opportunities, and it was suggested that Seeds For Thought (Erin), Facebook (Cathi L.), and Program Coordinators are good places to submit that information.

John was asked to send out the latest MGFWS directory so that corrections and updates could be returned to him.

WSU EXTENSION:

State Program Lead, Jennifer brought us up to date with the progress she and the Program Coordinators are continuing to make in their key goals.

- Telling Our Story - Branding
 - Evaluation tools developed to assess the success of work on the ten identified program priorities
 - Website updates to make that site more outward facing; a key web developer from WSU is instrumental in this effort.
 - New posters are being developed to help tell our story.
 - More attractive and useful PowerPoint templates are being developed, some designed to target specific topic areas.
 - Social media icons are being redesigned to better fit the size requirements of those sites.
 - Once approved, these new tools will be made available to local programs to help them with public messaging. Some of them are already available at the Extension website.



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- Infrastructure
 - A new volunteer management system (Give Pulse) has been purchased for Extension, and will soon replace our volunteer hours reporting system, and much more. The system has capability to help manage event sign-up, applications, communication, and educational delivery. It is being trialed in several counties, and should be rolled out state-wide later in the year.
- Quality Resources
 - MG Training Curriculum is being updated, led by Project Coordinator, Noelle Hart.
 - Revisions to the training manual are hoped to be released in 2022, and
 - Two new modules released in 2023.
- Diversity, Equity, and Inclusion
 - This effort is Extension-wide, and gained impetus from a review done by USDA-NIFA, showing us where we have shortcomings and opportunities for improvement with serving populations and tracking same.
 - Reporting tools, and training to use them are being developed, and will be tailored to county needs and demographics.
 - Reporting on Race, Ethnicity, and Gender - - We are required to attempt to collect this information. Completing the forms by subject individuals is voluntary.
 - Training for PCs will be offered to help train MGs for easy collection of these data.
- Home Horticulture Training 2021
 - As part of our COVID-10 pivot, this program will help keep people engaged.
 - Counties that decided to participate will earn 50% of the revenue generated after expenses. Statewide, so far, there are 470 registered to take this course. The course begins this Saturday.

Questions for Jennifer:

Kitty - How will veterans get training of the new modules being developed?

That will probably be handled via Continuing Education.

Don - Asked that PowerPoint templates refrain from using the top edges of the slides, so that available space for content is maximized.

Jeannette - offered thanks making one of the new modules about pollinators.

Susan Y. - Noted that Xerces will be presenting an excellent Zoom training in March on pollinators.

FINANCIAL:

No financial report was presented.

OLD BUSINESS:

AEC 2021:

C-J thanks all who are working diligently to make this conference a success.

Marketing is well underway. The website is complete, and showcases all that we will have for attendees. E-blasts are going out regularly to keep MGs around the state informed, and excited. It is important to tell all that we ARE going to have a conference, and that we are planning for various options, should the pandemic continue to offer us challenges in the fall. People can "REGISTER WITH CONFIDENCE". There will be a conference, and their registration will be adjusted or refunded if necessary.

C-J has been communicating with our instructors, and all are on board, and looking forward to participating in whatever manner becomes necessary.

Master Gardener Foundation of Washington State-A 501(c)3 Charitable Organization
Providing Support for the WSU Extension Master Gardener Program
PO Box 10533 Yakima, WA 98909 www.mgfws.org



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Candice is heading up a team to develop options for hybrid or remote conference, if needed. And our host hotel Hotel R/L has experience, capability, and talents to help with remote access and broadcast, should that be required. These options are likely to be very expensive, so searching for grant assistance is beginning.

Through the efforts of C-J, Don and Candice, we have obtained a \$1,000 LTAC grant from the city of Olympia.

C-J needs to fill two more roles in the conference leadership.

- Coordinator of "Day Of" volunteers
- Coordinator of classroom moderators

Volunteers for these spots are encouraged to contact C-J as soon as possible.

Similarly, a Conference Coordinator for 2022 is needed. C-J and most of the other team leaders in the AEC planning will be carrying forward to work on the next conference. But a new overall coordinator is required. It would be advantageous to have that person in place within the coming few months, to mentor with C-J, and to begin the early planning.

(NOTE: These volunteers do not need to be members of the state foundation. Other MGs from local areas are welcome to assist.)

AEC Revenue

Bob reviewed the plans for a Raffle and a Silent Auction at the AEC this year.

For the Raffle, like in past years, each county is being asked to donate five items for the Raffle. If we are able to meet in person, the Raffle will be conducted as it always has been in the past. Bob is looking into ways to conduct it online, if we must.

The Silent Auction traditionally has been conducted by the conference's host county. Since this will be the first time the AEC is not being hosted by a county, but rather by the MGFWS, there will be some changes. We intend to still have a Silent Auction. Bob proposes that counties be invited to procure Auction items and deliver them to the AEC site. To incentivize this, he proposes offering a split of the revenue generated to those who procure the item.

Attendees at today's meeting were asked if the idea of such incentive was agreeable. There were no objections. Then he asked if a 50-50 split of the revenue was fair. To explain, this split would be an item by item basis. Furthermore, any shipping cost to deliver the item to the winning bidder would be borne by the county that provided the item. That was also agreed to.

Awards

Don noted that it has been challenging to present state awards without having an in-person conference. Particularly in the case of last year's Ed LaCrosse Award, Kathleen Eaton, who lives now in Tucson, AZ. After several attempts to arrange a meeting with Kathleen on a visit to the Northwest, Don finally shipped the award and certificate to Arizona. We can only hope that the presentation was made with proper fanfare by the UPS delivery driver!



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Insurance

Cathi L. provided this report on her ad hoc committee:

MGFWS Ad Hoc Committee on Insurance
Report to MGFWS Board of Directors
1.7.2021

Ad hoc committee members, Jennifer Marquis, Cathi Lamoreux, and Rose Wakeman, met on 12.17.2020 to discuss the directive from the MGFWS Board of Directors to investigate whether MGFWS should purchase General Liability Insurance, specially to cover the state conference.

It was stated at the board meeting on October 1, 2020 that MGFWS does not carry Directors & Officers insurance and that the Bylaws state that Officers & Directors are indemnified from liability. That statement is in the Articles of Incorporation, not the Bylaws.

We first addressed the question of General Liability insurance and whether WSU insurance covered the conference.

We also agreed that we would suggest to the board that a further investigation into how Directors & Officers were indemnified was warranted.

Jennifer shared the section of the State MG Program Handbook that addressed insurance coverage and exclusions. It essentially says that WSU covers official WSU/MG activities via the WA self-insurance program via the Tort Claims Act. We discussed the definition of “planned, approved and carried out” by WSU as to whether that takes precedence over all county/state foundation activities. Even though the state conference is planned by the state foundation, it is a planned WSU activity as the volunteers are reporting hours to WSU. Jennifer has asked before and will ask again at the Leadership Meeting on 12.18.2020 about WSU insurance coverage for volunteers.

We also addressed whether WSU would have to sign the venue contract in order for the WSU insurance coverage to apply. Jennifer shared that in the case of Chelan-Douglas counties sponsoring the state conference in Wenatchee in 2019, the county Foundation had General Liability insurance and took out additional insurance to cover the conference. At this time, it appears that there is difficulty with purchasing event insurance this year, but we did not confirm that during our meeting.

We reviewed the 2020 MOA between WSU and MGFWS regarding the planned, and cancelled, State Conference (awaiting the 2021 conference MOA). There were two clauses that applied that appeared to not agree with each other. WSU and MGFWS were both named as parties to the agreement. Jennifer will continue to investigate the terminology used in the contracts and provide clarification.

Following the meeting, Jennifer shared that we still needed clarification about when is a volunteer ‘working’ on behalf of WSU Extension and when is a volunteer ‘working’ on behalf of the Foundation. The program handbook outlines that volunteers are covered under Washington State’s Self-insurance and Tort Claims act when a volunteer is acting in good faith and in the scope of their duties and when:



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- Current enrollment in the WSU Extension Master Gardener Program;
- Compliance with WSU Extension Master Gardener guidelines, WSU policies, and the law;
- Engagement in activities that are planned, approved, and carried out through WSU Extension; and
- Reporting of dates and times of WSU Extension volunteer activities on a monthly basis.

Earlier this month Jennifer clarified that WSU insurance does cover L&I for Master Gardeners.

We were able to determine that WSU coverage also applies if a person (non-MG) were to get hurt at a WSU/Foundation co-sponsored event if a volunteer did something that caused the injury of the non-MG. For example, if a hose was left across the walking path at a plant sale or demo garden and a non-MG fell and broke an ankle.

A \$1000 grant from Olympia LTAC towards the AEC 2021 has been secured. However, the contract requires (us) to carry an amount referred to as, "...significantly higher than we've discussed." The members of the ad hoc insurance committee have not seen the contract for review.

A quote was obtained from Joel H Goesch Insurance Agency, 3910 Summitview Ave, Ste. 130, Yakima WA 98902 for a Business Owners Policy from State Farm providing an annual aggregate of \$2,000,000 in business liability and with a premium of \$440.

Still to be determined:

Do some/all of the AEC 2021 contracts require MGFWS to carry general liability insurance? If so, how much? Who will review the contracts?

Further investigation about how Board members are indemnified.

Don asked that a meeting of the Executive Officers in late February deal with the insurance question. Cathi L. moved and Bob seconded the following: That the Executive Committee is authorized to buy a General Liability insurance policy with a minimum of \$2 M coverage, and spend no more than \$550 for an annual premium. Further, such policy must meet the insurance requirements of AEC-related contracts. Motion passed.

Fundraising

Donations in December were \$2700 to the WSU Endowment, \$1200 to the Conference and \$250 to the Community Fund or Conference. The total for the year in the Endowment will be available later.

Charter Renewals:

Marylou Krautscheid reported that 100% of local chapters have renewed their charters. Further, Asotin County has partnered with Garfield County to charter as a dependent chapter. That charter paperwork is in process.

Financial Review

Erin volunteered to chair the Financial Review Team for this year. Susan Y. and Kitty volunteered to serve with her. Susan suggested postponing the review until it could be done face-to-face. Don suggested that the team could make that decision for themselves.

Executive Officers Meeting



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February 18, 2021 at 10:00-Noon was chosen as the date for this meeting.

GOOD OF THE ORDER:

AI - If a local chapter would like to donate funds to MGFWS, must it go to the Endowment, or are there other options?

They may specify. Endowment, or General operating fund, or targeted to the proposed Agency Fund, when that is approved and opened, or any hybrid combination of the above.

Kitty - There has been talk of a flexible start date for opening AEC registration in case it must be a virtual conference. Details??

C-J - This has just been proposed in the past two days. When a decision has been made, it will be announced.

Meeting Adjourned at 12:30 pm.

Respectfully submitted.

John Strong, Sec.

Don Enstrom, Pres.