

**Master Gardener Foundation of San Juan County
Board of Directors Meeting and Annual Membership Meeting
July 7, 2020**

Present: Board members Kate Yturri, Nancy Forker, Sandra May, Pat Kuentzel, Barbara Orcutt, Vicki Leimback, Dianne Macondray, Sylvia McKenney, Julia Turney, Lenore Bayuk, Diana Brooks, Kim Howard; Program Coordinator Caitie Blethen; and members Jane Wentworth, Mo Sloane, Sandy Ryan, Laurie O'Roarke, Leslie Hutchinson, Anthony Suruda, Judy Winer, Jenny Harris, Alice Deane, Susan Mahoney

Jennifer Marquis, WSU Master Gardener Extension Statewide Coordinator, attended to listen and learn in our meeting.

This meeting was held via Zoom conference due to the physical distancing restrictions in place at present ordered by Washington State Governor Jay Inslee in response to the ongoing coronavirus pandemic.

Minutes: Review and approval of minutes of the April 7, 2020 Board meeting. Motion to approve the minutes, seconded, passed.

Treasurers Report: Treasurer Nancy Forker presented to Zoom for purposes of reporting and discussion of three financial documents she had previously forwarded to all Board members by email on 6/28/20: Summary Balance Sheet year to date (ytd) 2020; Profit & Loss Budget vs. Actual for ytd 2020, as of April 1; and Spring Plant Sale Budget vs. Actual, 8/1/19 through 8/1/20, as of April 1. These 3 documents are attached to these minutes.

Balance Sheet shows how much money is left in the bank. There is 46K left in the bank. Nancy presented the profit and loss, year to date report – Jan-Dec 2020. This document shows money we budgeted, earned and spent in this calendar year (2020).

Income from Spring Plant Sale is \$6437.02.

There were some expenditures for educational workshops, Kevin for the Conifer presentation (\$100), and info boxes for the Farmers Market. There were some expenses for the apple tree grafting which did not happen. We upgraded Weebly website to do online sales for the Spring Plant Sale (\$188).

Spring Plant Sale (SPS) Sept 9, 2019-Dec 31, 2020 (ytd) budget vs actual - \$5,094.88 (actual) vs \$5,480 budget. The SPS was very good considering we were operating during Covid-19 constraints. There may be additional expenses. The software expense is for Quickbooks that was used to keep track of the Native Plant Sale orders.

Perennial in Orcas sales are listed under 'Income' of the Spring Plant Sale.

Native Plant Sale Income was \$19.36 vs \$1,500 budget. The Native Plant sale was cancelled due to Covid-19 and inability to get shipments and distribute the bareroot plants during the pandemic.

Spring Plant Sale and Demo Garden update

Alice Deane reported on Spring Plant Sale. The SPS was a roaring success and Mo has most information. Mo, Laurie, Sandy Ryan, Sandy May and many others put in hard work growing plants, pulling together the online sale, and distributing the plants at the Mullis Center. Alice still has tomatoes! Have been giving starts to the food bank. Myla Sherbourne contributed an amazing effort on the perennial plant sale.

Demo garden – they have been using the hoop house. There is a bit of a water issue. They have been harvesting for the food bank.

Native Plant Sale

Jane Wentworth reported that \$290 payments were in checks. Jane presented the March 2020 MGF Native Plant Sale Summary. We had canceled an order and had a restocking fee due to that cancellation. Laurie and Jane are working with Salish Sea Plants. For the sale, we did not do bundling or bare root because of Covid-19 and this incurred a loss. We held a sale at the Red Mill Farm.

The new online platform will work better for the NPS going forward. This is the time of the year to order from Plant Material Center. They are open for business, but don't recommend to order again since we don't know if we can bundle plants next year. To take a loss again is not a good idea at this point. Laurie and Jane don't recommend having the NPS sale next year due to having to get the plants from other sources. Maybe we could have a fall sale in conjunction with the Fall Workshop. If someone wants to take it on, Jane and Laurie would be up to mentoring someone else.

Kim agrees and thinks maybe do a NPS every other year. Sylvia agrees doing in the fall. Bare root plants are inexpensive. Bundling is hard to do because of social distance requirement. Maybe we could buy bare root, pot them up and sell in the fall. Hard to pot them up and keep until Winter. Maybe have volunteers to pot them up. Container plants do better. Bare roots have a high mortality rate.

Jane mentions that we still get calls on what plants we will have. Logistically we need to do differently. Getting plants from many places off island is challenging. Kate – all of these ways to sell online and communicate may have better way to procure and sell these plants.

Laurie would like a fall sale to avoid taking care of the plants. Would like to find a place to hold plants, hand watering and have drip irrigation. Recommendation is to take the year off.

Jane thanked all of the volunteers who helped with the NPS this season.

Nancy mentioned that it difficult to determine how much we made on Perennial sale. Payments came from paypal, stripe, and square. Kate said about \$300 was made. Kate has a lot of perennials that were left over. Caitie said if we do an internal sale in the future, how to improve communication of the sale to improve sales. Kate thinks it was too short of a sales window and we sold only to MGs so that limited sales. In the future the sale should be part of the Spring Plant Sale. Kim thought volunteers didn't have enough energy after the SPS. Nancy mentioned that selling perennials is different because they are concerned about how they look so this works better as an in-person sale. Laurie thought the photos on the website looked great. Plants were nice looking and were in a nice container (like the sedums). Might be worth trying to sell again. Kate – maybe in the fall but we don't know what will happen with Covid-19.

Alice – Roger Ellison is doing a Grange booth every Saturday at the SJI Farmers Market. Kate will talk to Myla. Also Sandy May has a booth every Saturday, we could sell there as well.

Gardening Workshop Series – Judy and Caitie are going to do on zoom webinar for the Gardening Workshop. Speakers are willing to do on zoom. Plan is to start on same Sat with 2 speakers – keynote and Amy Sanderson, then 1-2 presentations on Tues and Thur for the rest of the month. Charge one fee and that covers all presentations. Will charge enough to cover costs.

Judy mentioned that they will use a full functional zoom using WSU standards for online seminars. Has nice integrations to interface with automatic surveys. Zoom has a registration function and registration reminders. Will still use brown bag since there is paypal integration. The Zoom sessions won't have interruptions. Caitie worked with Kevin to go over how to do the online seminars. Have the ability to do practice webinars with the speakers. One common problem is 5-10% of people have trouble getting in to Zoom. Kevin had some hints on how to overcome and to be able to send out presentations and have them call in. Caitie mentioned they will do a practice Zoom later this summer.

How are we going to advertise? Judy mentioned there will be a committee including Mo and will use Eventbrite. You can have more people online since we don't have the constraint of the middle school.

We can promote wider than usual since the seminar is online. Facebook will also be used to promote the workshop.

Kate - The Whidbey Island workshop was cancelled; the state conference was cancelled. People will want CE hours. The fee will cover being able to see live or from a recording \$20-\$25 for all presentations. \$1500-1700 in honorariums for speakers. Publicity is an expense also. We are just trying to cover our costs.

Jennifer - Snohomish has a webinar with 100 people. The zoom webinar can do up to 500. If you get more and allow for more, you can use YouTube. The 3rd party registration systems are struggling to pay for their services. Brown paper tickets is not doing well and holds on to their funds.

Jenny is attending horticulture webinars on zoom every other day. Sounds like a wonderful plan.

Grow Your Own Food project

Containers were donated by Brownes. We provided soil, tomato trellis, fertilizer and handouts in Spanish for our Latino community mentored by the resource center. Alice had a video on tomato transplanting. Children were broken up by age groups. Many were invited to participate but given Covid-19 weren't able to join in. There may be winter gardening. Plants were donated from spring plant sale. This was a good way to find homes for leftovers.

Native Grass Identification Workshop

Jane – this was cancelled and rescheduled for June 25, 2021. Must be attended in person in order to ID plants.

Apple Orchard – Lopez

Pat – over the winter Molly and Steven refinished benches, installed in the orchard. Had a work party (Molly, Barbara, Debbie and Pat) to fertilize trees.

Orchard looks nice!

Orcas School Garden

Tony has done bulk of work going everyday to take care of school garden. Nancy and Kate did some weeding. Colleen has worked in the garden. Tony is going to do a fermenting workshop on pickles in the fall with the kids.

Moran State Park Heritage Apple Orchard

Julia is plant sitting (root stock), Lena, Kate and Julia put together.

Training 2021

Statewide call to discuss training. No decisions made. State is looking at doing online Zoom presentations for in class portion. Internship (in person) is tbd. Kim – are you taking applicants? Caitie has a list of people who are interested in training, typically start recruiting in the summer at the fair.

Diagnostic Clinic

We have a hybrid model of looking at photos, putting forms in. Appreciate all volunteers taking in questions. Have 30 questions recorded and have more than that. Not the same as gathering but everyone is doing a great job. Kim – we are spread out. There is less unity on what is going on since we are not in person it is hard to get people to give photos and paperwork to go more in depth. We are trying to put questions on a shared google worksheet. May schedule an internal zoom on questions. Maybe in next phase do a clinic outside. The google drive may be a way to upload photos and forms that could be shared. Laurie - Are there things showing up repeated? This seems to be a big summer for aphids for example (and slugs!). Is there interest in 4 coordinators in doing zoom discussion of problems and how they are handled? Kim – yes there is interest if we could do it. Date maybe toward the end of the month. Other MGs could participate. Sylvia – would like to connect with the clinic.

County Fair

Caitie – it will be an online fair on the fair website. We will be a vendor to populate website with videos. We will collaborate with WSU as a vendor (rather than MG). Would like a short video on our demo gardens and info on what we are. Another is how to fill out clinic form. Recruitment info on why people love to be a Master Gardener. Caitie will take a video of the demo gardens uploaded to youtube. Caveat – hopefully everyone will check out the virtual fair. Will highlight Orcas and Lopez more. Is there a website now? Yes – Caitie will send out, or google San Juan County Fair.

Newsletter

Caitie – July newsletter – content submitted by Kate, Alice, and Noxious Weed program. Created with Mailchimp. Lena also helped with the newsletter. Caveat – have to be careful about copyright, needs to be original photo and content has to be vetted for sources etc.

Discuss development of Program Committee and how it will interface with MGF

Caitie – working with Jennifer Marquis to have a system for vetting new ideas. What is motivating people to be MGs and keeping people engaged. Committee would be about five members including one from the foundation. Committee would help with recruitment,

retention of members, and be a liaison with the foundation. Kim – committee could organize garden tours, native plant tours, events to include newbies and members who would like to be more active. The mission statewide has been updated to how we can support this objective. Jennifer – advisory committees works alongside MGs. There were 5 committee members in Chelan Douglas County MG (120 volunteers). King County has 600 volunteers. There are 79 volunteers in San Juan County MG. Are we doing too much, or do we have room to do more projects. This is helpful to the program coordinator and a way for members to be more involved.

Insurance for equipment, and credit card

(postpone discussion to next meeting)

Finance committee to discuss and report to BOD in October

Members of finance committee are not on the board, Nancy would be the member on the board. Also includes 1-2 members not on the board.

Kate – Need to develop guidelines on project negotiation. There was trouble on the hoop house on direction of the contract. We need SJC MG expenditure guidelines. Need to develop a reserve fund. We should have a credit card, and a method for how to store user names and passwords. Insurance for equipment, do we need more liability than we are getting from the state. Nancy – anyone like to be in the group like to be on the committee? Barbara would like to be part of the team. Goal of the committee is to present to the board.

In reserve fund, how much are we talking? Island group president has reserve fund $\frac{3}{4}$ of full year operating budget. The money is put aside from their projects. We set aside \$15K in case demo garden had to be moved. Reserve fund would be a contingency for if they could not operate in a usual function.

This is in the bylaws – one board member and one non-board member in addition to the Treasurer. Discussion on whether to do the meeting via Zoom or in-person to be determined.

Activate Executive Committee per bylaws

According to the bylaws if we cannot meet, the executive committee (President, Treasurer, Secretary) is authorized to make decisions.

Develop priorities list aligned with WSU and SJC MGF mission to guide projects, education and budget (as part of a retreat or if unable to meet then ad hoc committee)

Jennifer (Statewide leader) – currently revised vision, mission and values (last revised 2009). Spent retreat time to revise. Value statements are new. (available on state website and Caitie can send out). Includes Program description and Critical Issues facing WA residents. Excited to roll this and start evaluation process and toolkits (delayed due to Covid-19). These are guiding principles to help us make decisions around critical issues to focus our efforts. Extension mission fits within the college mission.

Kate – we can take these ideas and have our own retreat to guide our projects and budget decisions. Jennifer – background in environmental science and how to build in environmental concerns. Caitie – part of goal to figure how best to get feedback on what critical issues to focus on and give feedback to the board.

Website redesign and management

Kate – would like to have website development done that is not dependent upon volunteers. Our website looks pretty good, but it could be better. The management to keep the website updated is hard. We need to take it on and improve it and figure out a way to manage it. They just redid the Orcas Garden Club website and got a professional to do it. Good idea to have someone manage it. Island county has a board seat that manages the website. There is a website developer in Chelan County that we could hire to take a look at the website.

Sandy – Website infrastructure is good; it is easy to make changes and the eCommerce works well. The Weebly platform was selected since the online sales uses square (same as in person sales). The website could benefit from some polish and reorganization. It would also benefit from a dedicated volunteer to update the website rather than multiple people.

Respectfully submitted August 25, 2020.

Sandra May, Secretary
SJCMGF