



JEFFERSON COUNTY  
**MASTER GARDENER**  
FOUNDATION

## JCMGF Board Members 2024

**Chair**

Suzanne Eggleston

Lead all Board and Foundation meetings. Establish and distribute agenda for each meeting. Plan for continuous process improvement.

**Co-Chair**

Harry Hayward

Create and maintain current calendar of events, and communicate them to JCMGC and JCMGF webmaster. Review website monthly, answer emails from public that come into website.

**Secretary**

Beth Marshall

Record minutes for each Board and Foundation meeting. Send draft of Board minutes to Board members for review and approval. Send minutes to webmaster for posting. Prepare, handle, and maintain records of Foundation correspondence, all non-financial.

**Treasurer**

Renee Blattner

Prepare and present proposed budget to Board for approval by February board meeting. Issue all payments and receive all revenues. Prepare and present Treasurer's report for Board and Foundation meetings. Compute and distribute annual contributions to WSU and JCMGF programs. File necessary forms and licenses

**Positions 1 & 4**

Pam Kelley  
Doug Van Allen

Organize Foundation meeting programs. Ask JCMGPC if lecture qualifies for CE. Organize room set-up/clean-up, treats, etc., as appropriate.

**Positions 2, 3 & 5**

Carol Lee Boone,  
Julie Cordz  
Meg Crosby

Act as liaison between Board and Committee Chairs & between Friends of MGs. Check in with Committee Chairs before each Board meeting and give Board monthly status report. Facilitate social events & organize field trips. Review JCMGF roster with JCMGPC by Feb. 1<sup>st</sup> of each year.

**Intern rep**

Open

Keep respective class abreast of Board and Foundation activities and events and encourage them to be active in the Foundation