

Master Gardener Foundation Kitsap County

Board Meeting Minutes

July 5, 2006

I. Call to order

TR Strong called to order the regular meeting of the **MGFKC** at **1:00 pm** on **Wednesday, July 5, 2006** at **The Eagles Nest, Kitsap Fairgrounds, Bremerton WA.**

Board Members Present: TR Strong, Peg Tillery, Colette Wilson, Sandy Livermore, Marialis Jorges, Wayne Tysver, Allen Miller

Members Present: Jane Bedinger, Sharon Howard, Ray Etheredge, Sharron Etheredge, Georgene Smith, John Mikesell, Deborah Ady, Betty Clark, Debra Hall

TR questioned whether there were any amendments or additions to the Agenda as published. No amendments or additions from the floor, TR had additions.

II. Approval of minutes from last meeting

Colette Wilson queried for any corrections or amendments to the minutes from the last meeting. The minutes were approved as distributed.

Motion to Approve by Allen Miller]

Motion Seconded by Marialis Jorges

Vote: Approved unanimously

Colette Wilson queried for any corrections or amendments to the minutes from the June 14th Special Board Meeting. The minutes were approved as distributed.

Motion to Approve by Marialis Jorges

Motion Seconded by Allen Miller

Vote: Approved unanimously

III. Reports and Announcements

Treasurer's Report – Sandy Livermore

Sandy's report was distributed electronically to the various board members. She briefly recounted the various totals outlined in her report for the members present at the meeting. Sandy's report is attached for the record.

Sandy has paid the liability insurance renewal premium of \$276.00. Non-profit renewal filing needs to be completed before the 7/31/06 deadline. Our agent of record needs to be updated and our address with the State updated to reflect new mailing address.

Motion to make Colette Wilson, Registered Agent of Record and mailing address to Extension office by Sandy Livermore.

Motion Seconded by Wayne Tysver.

Vote: Unanimously approved

Sandy said the plant sale basically met the budget figures previously outlined. Jane questioned if we were on track for the disbursement of funds as set out in the budget. Discussion took place outlining that certain items had yet to be purchased such as the Herbarium and Insectary.

Horticulture Coordinator- Peg Tillery

Peg has an intern starting July 6, 2006. Her name is Carolyn Irwin. She works for Savage Plants. Caroline WAS an Americorp Volunteer and she's exploring what she might want to pursue for her Masters by interning with Extension this summer and perhaps fall. She will use the Americorp \$\$s toward her Masters. She has earned her CPH designation and her degree through the Evergreen State College.. She will be working in the office and working on getting the herbarium and the Insectary. Peg has been mentoring her since 2002. As an intern Caroline is volunteering her time on Tues, Thurs & Fridays as part of her volunteer commitment to Americorp. Peg will publish Caroline's schedule when it is known.

Peg indicated that the Program is in desperate need of volunteers for the Fair in the Open Class building. Caroline Irwin will be contacting MG's to determine if people can volunteer and will also be contacting rookies to determine when they will be reporting their volunteer hours etc.

State Master Gardeners convention is being held in September in Seattle. The Oregon MG conference is being held later this month. Scholarships are available for MG's who cannot afford to attend. Information regarding the scholarships can be obtained from the State Master Gardening site. They will be having a Diagnostic Knowledge Bowl again, Peg encouraged Kitsap MG's to start thinking about their teams.

Jane questioned whether she had missed a mailing with information regarding clinics and gardens etc. Jane will check with Peg by email to determine when she is scheduled for the Extension office clinic. There are lots of dates available for clinic time in the Extension office.

The Extension Office is in the process of hiring for the Family Living position. The interviews for this position are being interviewed and will be producing a power point presentation at the Extension office beginning at 8:30 tomorrow morning and going through 2:30 pm. The Sea Grant position is currently being filled as well. The hiring process for that is much shorter.

The Extension staff will be tied up with the interview process Thursday and Friday this week. If you need to contact a member of the office staff please be patient.

Anna Smith reports regularly getting 25-30 MG's out for work parties. Raab Park had 176 children for their first Children's program day. There was no status available for Howe Farm but Peg will look into this and report at a future meeting.

State Foundation Representative – TR Strong

TR did not go to the State Foundation meeting as it conflicted with our own Board Meeting date. He has received a copy of the minutes. The list of attendees was fairly

extensive and many if not most of the western Washington counties were represented. The meeting was held at the Center for Urban Horticulture

Communications Committee – No Report

Program Committee – No Report

Plant Sale – Georgene Smith commented that the Van Zee Building was wonderful for holding and setting up the sale. We did 65 fuchsia baskets instead of 25 last year. We also did 4x4 planters of fuchsia starts which we didn't have in previous years.

Georgene said that we sold almost everything we brought. All of the gloves and additional items we purchased sold like "hotcakes". We didn't sell floating row cover this year because we hadn't sold as much as we had thought that we would the previous year and most of it had been sold to members rather than the general public.

It was thought not to be cost effective to have available at the Plant Sale. Georgene said that we could not have done the Fuchsia baskets without the help of Foxwood Nursery. TR and Colette will look into whether a thank you has been sent by the Plant Sale committee co-chairs to their volunteers, and Colette will draft a letter to the Sale co-chairs.

Georgene felt that if we had more plants we could have sold more plants. We were limited by a too small committee for this event, having additional members to take on specific tasks would free up the current committee to do additional work. The availability of a green house is absolutely necessary to grow plants for the plant sale. Wayne questioned whether we wanted to continue doing the plant sale book mark as a method of advertising. Everyone agreed that we needed to advertise in as many means possible. Peg commented that they may be able to be handed out at early clinics as people approach the clinics for assistance.

Ways and Means Committee – No Report

Finance Committee – No Report

Audit Committee – No Report

Nominating Committee – Sharon Howard

See attached report.

Sharon reviewed what the Nominating Committee has accomplished to date. She indicated that we would be publicizing to the membership that open nominations would be accepted at the August Board meeting on August 2nd. Sharon made special notice to attending candidates that biographies were necessary to be included with the ballots that members will receive and it should be limited to about 240 words.

Sharon outlined the documents which are key to our existence as a Foundation; Articles of Incorporation, By-Laws, IRS 501c3 Document and Memorandum of Agreement with WSU.

She further reviewed the Purpose of the Foundation, where and how we support

Program items, what the Foundation Board does and is responsible for, and what the Foundation does not do. Also outlined was what the Foundations legal classifications were, in particular; a 501c3 Public Charity and a non-profit corporation with the State of Washington.

Sharon spelled out the importance of our membership process to meet the requirements of the IRS etc.

Sharon reviewed the current list of candidates. There are a number of candidates for each position with the exception of President, Treasurer and Secretary.

Long Range Planning – TR Strong

The LRP committee meeting had been scheduled to meet 6/14/06 and that meeting was cancelled to allow for the Special Board meeting held that date. Peg indicated that she would contact committee members to plan the next meeting.

Garden Tours – Marialis Jurges

Marialis gave the information regarding the July 28th tour date. Members will meet at the South Kitsap Mall at 9:30 am. The group will leave at 9:45 am SHARP with stops at the gardens of Henri Ann Holt, Mary Ann Byhre and Margie Breunig. The tour may extend to Laura Pittman-Hewitt's as well but that is to be determined.

Marialis also indicated that she would be looking at coordinating a Grass Identification day which is a field trip at Stillwater learning center.

Marialis is considering running an English Garden tour and would like to explore interest from Foundation members and MG's. It was suggested by Sharon Howard that Megan Allen and DeLona Kent could do their slideshow from the English garden tour that they did as a "warm up" and interest finder. Peg suggested that if it was held in the evening the slideshow could be held at the Norm Dicks center.

Marialis is exploring possibilities for next years tours and when they would be available.

Third Wednesday Seminar – Sharon questioned whether the Third Wednesday Seminars fell under the auspices of the Program and the Extension office or whether, as had been the case historically it falls under the direction of the Foundation. Sharon indicated that some discussion needs to occur for this to be sorted out to clearly establish.

TR indicated this determination needs to be made sooner rather than later.

IV. Unfinished Business

Leadership Training Report – This item was reported on at the last meeting and is not necessary to be addressed

Greenhouse Search Committee Report - TR indicated that there would be a Greenhouse committee meeting at 9:00 am on 7/13/06 with Allen McKibben, Allen Miller, TR Strong, Peg Tillery, Gary Gratrix. They will meet at the City Bremerton

greenhouse location on the corner of Spruce and Sheridan in Bremerton. The greenhouse framework that exists for our use is lying as a pile of individual parts that need assembly. The City of Bremerton is willing to provide power and water as well as the land and we as the Foundation would be required to complete the project

August 5 Picnic/pie exchange/party – TR Strong

TR questioned if Ray Etherege and Wayne Tysver were still willing to chair. They agreed that they would and Wayne presented a brief outline of how he felt it could run. Wayne questioned if we would be doing joint publicity for both the Open House at Anna Smith and the Foundation picnic. Ray and Wayne will continue to work on details for the event. TR questioned if they required any additional assistance and should they (Wayne and Ray) need assistance they need only ask. No rain date is planned. When Jane sends an email advertising the event she will ask for a tentative RSVP so we have some sense of how many might attend.

V. New Business

- a) Letter of Thanks to Plant Sale Committee
TR indicated that the Foundation should be sending a letter to the Co-Chairs of the plant sale so that a letter from TR. acknowledges their efforts.
- b) Communication Committee
Jane Bedinger will chair the Communication Committee to determine the ongoing nature of the newsletter. Colette Wilson will be the Board member that is the ex officio member on the Communication Committee.
- c) Committees – TR raised the issue of standing committees that we need to fill so that they continue to conduct the business of our Board. Jane commented that we need to analyze why we cannot get members to Chair committees and what type of information or inducement we need to offer to make sure we fill these positions and have healthy, functioning committees. Jane suggested that it might be useful to have a meeting with the Board and the committee chairs. Sharon commented that it was easier to have a short term committee members that are purpose driven with specific tasks than long term commitments that are not time driven.

VI. Adjournment

TR Strong adjourned the meeting at **2:55 p.m.**

Minutes submitted by: Colette Wilson, Secretary