

# ***Master Gardener Foundation Kitsap County***

## ***Board Meeting Minutes***

August 2, 2006

### **I. Call to order**

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

**Board Members Present:** TR Strong, Sandy Livermore, Wayne Tysver, Colette Wilson, Peg Tillery, Marialis Jurges

Regrets: Allen Miller

**Members Present:** Dorothy Crouch, Virgie Jones, Jane Bedinger, Delona Kent, John Mikesell, Ray Etheredge, Sharron Etheredge, Gary Gratrix, Allen McKibben, Kim Schleis, Sharon Howard

TR queried the membership for any additions to the Agenda. TR noted one change in the New Business section.

### **II. Approval of minutes from last meeting**

Colette Wilson queried for any corrections or amendments to the minutes from the last meeting.

Motion to Approve by **Sandy Livermore**

Motion Seconded by **Marialis Jurges**

Vote: Approved unanimously

### **III. Reports and Announcements**

**Treasurer's Report** – Sandy Livermore

See attached reports.

Sandy has recently moved \$6000 from the checking account to a CD.

TR raised a question regarding distribution of the Treasurers report to the membership. Colette indicated that the report generated by Sandy was included with the minutes of the meeting at which it was presented. Gary Gratrix indicated that he has a summary form which he will forward to Sandy for use in providing copies of the summary of the Treasurers report at the monthly Board meetings for all in attendance.

Motion to accept Treasurers Report – **Marialis Jurges**

Seconded – **Wayne Tysver**

Vote: Approved unanimously.

**Horticulture Coordinator** – Peg Tillery

Peg questioned the members present regarding the upcoming annual banquet. We have outgrown the church facilities we previously used. Peg has found a

facility that we can rent for \$300, the Eagles clubhouse which is in Bremerton adjacent to the Norm Dicks Center. There are kitchen facilities available for our use. Parking would be available at the Health District Parking Lot. Peg questioned whether people would mind traveling to Bremerton for the function, there seemed to be no negative comments about the distance. Peg questioned if the date of October 7<sup>th</sup> would be ok and it too seemed to meet with approval.

Howe Farm – South Kitsap Schools will share the farming area with the Master Gardeners and WSU Extension. There is a formal proposal being made to the County Commissioners in October. There is funding available for Youth Education in Kitsap County. Peg, Arno Bergstrom, and Dr. Moseby (SKSD) will draft the proposal to the Commissioners.

Peg's intern is working two days per week (a total of about 3 hours per week). She is currently working on the herbarium and Insectary acquisition. She will gather information regarding where they are available and at what cost. Peg will report to the Board prior to any purchase.

TR questioned if the items were not purchased prior to the end of the year if they would have to be voted on for next years Budget and rolled over again. It was confirmed that while the item acquisition had been approved for this year, it would be included in the budget for overall approval again next year.

Dr. Alber is interested in turning a 6.6 acre plot of land located near 31<sup>st</sup> Street in E Bremerton into a Kitsap County Center for Urban Horticulture. She will provide additional details as they become available.

#### **Anna Smith Learning Shelter Permit Status** – Gary Gratrix

A permit application has been made by Facilities, Parks and Rec. for a building permit and word has come that the permit was approved. Building will commence in the near future. Gary indicated they are waiting for Bob McBride to return from vacation so building can commence. Gary anticipates the construction will be completed within a couple of months. He questioned how much money had been set aside in the budget for this item and it was determined that there would be \$2050 available in addition to the \$1000 from Silverdale Rotary and \$450 from the Bremerton Garden Club.

#### **State Foundation Representative** – TR Strong

No report.

#### **The Green House Search Committee** – Ray Etheredge

Ray and the committee have been out to view the greenhouse that we would construct in conjunction with the City of Bremerton. It is in a former residential area at the end of the Birch St cul de sac. The City will provide limited power, the amount still to be determined. Fans and propane heaters are available for

use. We will need labor to assemble and some wood for structural work as the green house is assembled. The Foundation would be required to provide flooring, landscape cloth, gravel etc. We would have to provide a propane tank to power the heater. As part of the memorandum of agreement with the City of Bremerton we would be required to help the City to pot up plants twice per year. The first date this year would be August 14<sup>th</sup>

There are benefits to our Master Gardeners as a learning facility for Master Gardeners, potting up plants for the plant sale, other training opportunities for outside groups. The committee is endorsing that the Foundation proceed with this venture. Additional details are being worked out before a formal proposal is made. It is hoped that this structure can be up and running prior to next spring. The City of Bremerton is relocating the greenhouse so permitting is not required. There was discussion regarding what security was available at the site. The Greenhouse will be run in the same manner as a "garden" in that there will be a committee and chair.

Issues which need further clarification we require clarification of whether additional liability and structural/physical insurance is required. Colette questioned if the MOA with the City would be available prior to any vote being required by the Board.

#### **Aug 5 Picnic** – Wayne Tysver, Ray Etheredge

The picnic plans are done; it will happen following the Anna Smith Open House. Wayne will be bringing a sound system so that it can be used that day. Sally Tysver will be providing entertainment. Supplies have been purchased etc. It appears that attendance will be between 30-40 people based on current RSVP's

#### **Nominating Committee** – Sharon Howard

The committee is made up of Sharon Howard, Joyia Rubens and DeLona Kent. There have been no additions to the current slate of candidates. Sharon reported the following slate:

President – TR Strong

VP – John Mikesell, Sharon Howard

Secretary – Colette Wilson

Treasurer – Sandy Livermore

Directors – Mary-Cathern Edwards, Ray Etheredge, Wayne Tysver, Allen Miller, Marialis Jurges, Georgene Smith

TR queried whether there were additional nominations from the floor. There were no nominations from the floor.

Included with the ballots will be a job description for each position so that members are aware of what each candidate will be responsible for in the course of their term. Ballots will go out within a couple of weeks. Sharon will contact Colette Wilson to coordinate volunteer help to complete the mailing.

### **Communications Committee** – Jane Bedinger

Jane reported that she assembled a group of people to discuss communication issues; Heidi Hottinger, Ed Jentsch, Colette Wilson, (Jane Ramirez was absent). The role of the newsletter was discussed. The committee agreed in their discussion that the primary and most important role of the newsletter was a Calendar function. They envision a quarterly production of a 4 Month calendar which includes MG programs, Foundation and outside horticulture related events. It would be produced with the emphasis on electronic production but it would still allow for quarterly mailings of hard copies available to those without computer access. Jane commented that the committee discussions continued to come back to items which were suggestions for program events.

Jane will be sending out an email to the membership about the intended calendar mailing. Jane will also be sending out a “restatement” of the policy surrounding what is required by committee chairs for publicity for each event with requests for inclusion in the calendar being made to the Communications committee, as needed. The Communications Committee is not primarily responsible for event publicity; COMMITTEES are responsible for arranging their own publicity.

### **August Field Trip** – Marialis Jurges

The July Field trip was a success with 15 people in attendance. The August field trip will be Friday, August 18<sup>th</sup>. Parking at Sharon Howard's with the field trip going to Laura Pittman-Hewitt's via carpool. Marialis questioned if there were other suggestions for trips for next year. Jane suggested B&D Lilies which is near Port Angeles and would be happy to host a field trip in July. This facility is closed to the public. Virgie Jones suggested a Hydroponics facility and said we could get the contact information from Isabel Van Valey. Marialis commented that there are a number of opportunities available so that we could conduct fieldtrips throughout the entire year, not just during the summer. Peg suggested that we also speak with Susan Harrington. (Labyrinth Hill) regarding the Lavender Farms in Hansville.

### **Program Committee** – Sharon Howard

Sharon will be meeting with Peg tomorrow (August 3, 2006) to talk about the Third Wednesday seminars.

### **Audit Committee** – Georgene Smith

Committee is made up of Georgene Smith, Linda Johnston, Roland Malan. Georgene was not present to give the report. TR indicated that the committee would be conducting the audit in the near future and would report at that time.

## **IV. New Business**

a) **State Conference Attendance – TR Strong**

The State Conference takes place September 6-8 inclusive. Classes taking place on September 7<sup>th</sup> & 8<sup>th</sup>. TR raised the question as to whether there was a policy regarding whether Board Members had their way paid, and how that was determined, etc. There is no policy in place for this. There is an item in the budget which allows for the Co-Coordinator and “one” member to be paid for. There is \$300 set aside in the current budget. Marialis suggested that we cover the cost of two Board members to attend as there is money available in the budget. Jane suggested that some other MG’s (non-Board members) may want/need to be paid for. Peg suggested that Sandy and Colette (who are MG’s and Foundation Members as well as Foundation Board Members) be sent by the Foundation and that we explore how this is handled in future. Concern was expressed that there be no favoritism shown to paying for Board members registration since there had not been a similar offer or opportunity made to other members of the Foundation. Comments were further made that we might consider making a scholarship of this type available to any Foundation member and that a policy should be developed to deal with this. Members questioned whether we were limited to paying for any MG in good standing, or Foundation members only. Discussion seemed to agree that payment should be for Foundation members only.

**Motion** made that tuition for Colette and Sandy be paid by the Foundation with the funds split evenly. - **Marilis Jorges**  
Seconded by **Wayne Tysver**.

**NOTE:** Colette and Sandy removed themselves from the vote so there is no quorum with which to make the vote.

Allen McKibben questioned if these individuals would be conducting themselves as “representatives” of the Foundation. Peg indicated that they could vote at any meeting of the State Foundation. TR indicated that he would not be able to attend as either the President of our Foundation or as the State Foundation Rep. He appointed Sandy Livermore as his alternate. Colette Wilson will accompany her.

Peg suggested that a report be made by Sandy and Colette when they return so that there is value to the membership for the expense incurred. Peg suggested that duplicate copies of all published items be picked up so they would be available to share with members.

b) **New Board Orientation**

TR questioned who was responsible for presenting the Board Orientation. Sharon Howard indicated that two years ago the first orientation was conducted by herself and Karen Meyer. During orientation the Board Manual is passed out to new members, and there

should be discussion about how communication within the Board will take place. Peg suggested that someone who isn't a Board member be called upon to conduct the orientation. Sharon suggested that Gary Gratrix chair the orientation. Gary declined because of previous commitments with the Greenhouse and Anna Smith Shelter. It was agreed that the orientation should be conducted within a week of the elections, but no decision was made as to who would do this.

c) **Filling Vacancies on Standing Committees**

TR commented that Jane in her term as President struggled to find committee chairs and members to fill the standing committees which are to exist for the Foundation. Peg Tillery suggested that candidates not elected to the Board be asked to Chair committees that require spots to be filled.

Jane Bedinger suggested that we need to take some meeting time or have an additional meeting to discuss this issue and look for solutions to this problem. Do we really need these committees? How can we problem solve this issue? Does this committee job need to be done? Is the job getting done without a committee? Jane mentioned the Membership committee in particular. Colette outlined in brief what had been done regarding membership during the past year. It was agreed by the Board that the incoming Board will deal with appointing the Membership committee as a high priority action item.

d) **Distribution of Minutes to Membership**

Jane Bedinger requested that meeting minutes be sent to the Membership and published prior to each upcoming Board meeting. Peg suggested that we not publish minutes until they have been read and approved by the Board. Gary Gratrix suggested that copies of minutes of the previous meeting be available prior to the next meeting. TR suggested the minutes be distributed to Board members prior to publication/distribution. Board members would be given 48 hours to make corrections. After 48 hours, the minutes would be sent to the Communications Committee (Jane) for distribution to the membership. These minutes would be considered for approval by the Board at its next meeting.. Colette Wilson suggested that she would like ALL board members to acknowledge having received the minutes and reviewed same whether they are suggesting changes or not. Marialis indicated that she only replies if a reply is requested

**V. Adjournment**

**TR Strong** adjourned the meeting at **2:50 pm..**

Minutes submitted by: Colette Wilson