

Arlene West, Secretary
January 7, 2009 Minutes
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Master Gardener Foundation Kitsap County DRAFT Board Meeting Minutes

Wednesday, January 7, 2009

I. Call to order

Marialis Jurges, President, called the regular meeting to order of the Master Gardener Foundation of Kitsap County at 1:00 PM on Wednesday, January 7, 2009, at the Eagles Nest, Kitsap County Fairgrounds, Bremerton, WA.

Board members in attendance: Marialis Jurges, President, Becky Croston, Vice President; Sandy Livermore, Treasurer, Arlene West, Secretary and Directors at Large: John Mikesell, Roland Malan. Mary-Cathern Edwards, and Peg Tillery, Kitsap Extension

Reports and Announcements

Marialis welcomed everyone at the meeting.

Secretary's Report Arlene West

The Minutes of the regular foundation meeting from December 3, 2008 were accepted.

Treasurer's Report - Sandy Livermore

Detailed financial reports are attached.

I transferred \$3955.27 from a CD and will need to transfer more in February probably.

Barnes & Noble gift wrapping brought in \$321.81. Heidi Hottinger has the detailed information. That's great considering the snow and all.

ACCOUNTS

BALANCES

Bank Accounts

Kitsap Bank CD #4 (131) 7-7-08	\$	8,444.66
Kitsap Bank CD #6 (133) 4-6-09	\$	4,586.55
Kitsap Bank CD #8 (135) 12-6-08	\$	-
Kitsap Bank CD #9 (136) 9-14-08	\$	7,918.39
Kitsap Bank Checking	\$	6,414.16

Kitsap Bank Savings	\$ 657.16
TOTAL Bank Accounts	\$ 28,020.92

OLD BUSINESS:

Roland Malan made a motion that we accept the 2009 budget as presented. John Mikesell seconded the motion. MOTION CARRIED. It was suggested that the new budget be posted on the website.

Reports by Committee:

Plant Sale, Becky Croston –Chair

A planning meeting was held on January 8th from 1:00 -3:00 PM. A joint ad is being placed in the West Sound Home and Garden Magazine for the Plant Sale and the Calendar / Gala.

The plant sale will be at the Van Zee building once again on May 8th and 9th. Forms for equipment rentals are now available.

National Hosta Representative, Fred Pierson will help with the plant sale. Many good things are happening toward having a great sale.

Newsletter Committee – Gary Gratrix, Newsletter Editor

No report this month

Seminars Report 2009 : Debra Ady, Chair, Report offered by: Cat Ross

The following seminars will be advertised in the:

West Sound Home & Garden

MGF Website Listing of Seminars:

3rd Wednesday of the Month Seminars 1 pm to 3 pm Eagle’s Nest

March 2009 Jim Rodman “Nomenclature for Dummies” making plant names easy to learn.

April 2009 MJ Tyler Helping your Houseplants be Happy and Healthy

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Seminar Report Continued:

May 2009 Susan Harrington of Labyrinth Hill

June 2009 Sue Goetz Creative Gardener

July 2009

August 2009 Kitsap County Fair ~ no seminar

Horticulture Report - Peg Tillery

WSU Kitsap Extension - Master Gardener Program Report - for January 7, 2009 - MGFKC

The total MG Program/Horticulture Receipts and Expenses from the MGFKC Contribution for the year 2008 are as follows. Note all amounts are rounded up to even dollars.

RECEIPTS - Total Program Income

\$ 125 - Honorariums (contributed from WSU & MGs)

\$ 505 - From Silent Auction at Annual Year End Celebration (October) (from family & MGs)

\$ 2,364 - Fees from MG Training (from MGs)

\$ 3,178 - Computer and Laptop for Program use (allocated by MGFKC Board)(from 2006 Calendar Revenues)

\$ 9,430 - MGFKC Contribution to MG Program (from 2008 Plant Sale)

\$12,424 - Total Receipts for year 2008

EXPENSES - Total Program Expenses for January through December, 2008

\$ 241 - Program Awards & Appreciation to Volunteers

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Horticulture Report Continued:

\$ 2,270 - Clinic Expenses

\$ 3,178 - Computer & Laptop for Program use

\$ 252 - Annual Constant Contact E-Mail Fees for 12 months total

\$ 2,226 - Garden Expenses

\$ 1,660 - BKAT (Kitsap Gardener Series - production and DVDs for other educational outreach)

\$ 271 - Kitsap Fair Educational Materials and Displays - Open Class Horticulture

\$ 41 - Office Expenses (postage for mailings to MGs)

\$ 1,195 - MG Basic Training revenues received in 2008 calendar year

\$ 900 - IPM Training for MGs

\$ 100 - Other Educational Training Expenses

\$12,424 Total Expenses for year 2008

2010 Calendar Fundraiser: Cat Ross, Chair

MGFKC 2010 Gardeners At Play Report

I'd like to thank the MGF Board for their decision to adjust the printed minutes of the December 2008 on that one issue that could have cause some potential difficulty.

I want to thank each and every person that has helped create the calendar without their individual support and effort we would not be as successful as we are currently. We have secured a Calendar/Gala only PO Box located in Silverdale Sandy Livermore and Donna Hamilton are keepers of the keys. PO Box 3077 Silverdale WA 98383-3077. Once calendar orders no longer flow the box will be closed. Fee was **\$70** for a year. We needed this early so the address could be printed on the calendar for ordering. The MGF calendar website is being created it is currently a work in progress.

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Calendar Report Continued:

The set of 10 ISBN numbers that were purchased in 2005 for the Au Naturel Calendar (1 being used for the 2006 calendar) were thought lost with the calendar box of info stored at the Extension Office.

With some extraordinary research done at the ISBN BowkerLink Company our 9 additional numbers were found. So that saved us a hefty fee for a new set of numbers. Cost was **\$25** to re-open the files. Jane Bedinger and Sharon Howard as well as Donna Hamilton and myself are listed on the file for accessing. So there are 8 additional usable numbers in case anyone wants to sell anything in the future that has to be sold with one of those numbers i.e.: the journal or book that has been discussed as a possible future fundraiser.

Simply Bar Codes out of Georgia agreed to sell and design the graphics for the bar codes needed; the ISBN scanable EAN number and the UPC symbol for a greatly discounted price. Cost **\$40.05** for the ISBN design and **\$10** for the UPC symbol number & graphic design a huge savings over other companies. They did require a copy of our 501-3-c-3 status. Total spent **\$75.05** for barcodes where \$500 was expected costs. Yeah savings!

Gone to PRINT:

As of 20 December 2008 (in the midst of the worst snow storm of the past 147 years) The Printery was in control of the calendar. Diane our Graphic Artist will be there for the pre-print press check as a bonus to us, free of charge. They did send her a proof but due to the inclement weather it was ruined and it arrived soaking wet from UPS. They will create another one and send it. They are aware we do not need the calendars until March but will print when they find the project fits their schedule. So we could possibly take receipt of the calendars earlier than expected and they would then expect to be paid balance upon receipt as early as end of January 2009. Getting it to them earlier at their request avoided the January 1 2009 price increase in their inks and general yearly printing cost increases. So they understand and are helping keep our costs down.

MAPS:

Marketing Team has been busy and meets again this month, anyone and everyone that would like to offer input is welcome to join us or offer suggestions via email or contact me for a date and time of meeting. We can not afford to overlook any idea no matter how small or crazy. Advertising and Marketing is where we create the demand in the community and make sure everyone knows they can not possibly get along without one or more of our calendars.

Calendar Report Continued:

We will meet in late January 2009 to contemplate some ideas and themes and work on what it is we need to do to promote the calendar.

Waiting to hear from:

Info & prototypes have been sent to 2 distributors Small Changes and Partners West.

Info & prototypes have been sent to Costco and Made in Washington

Info has been sent to ABC's THE VIEW

Work is continuing with Oprah and Gardening with Ciscoe

What we suggest not doing:

Even with early receipt of calendars it was decided wise not to pursue the International MG Conference as it is too costly to attend and unless Roland finds that State MGF Board member willing to take a few calendars it really doesn't seem cost effective.

Northwest Flower & Garden Show it is not feasible. King Co. does not own the booth they are in and can not offer us a spot & stated it was crowded already. We could get our own booth for \$275 in the Educational area but that would take over 30 MG's working the clinic booth as it must be manned at all times by 2 people. Plus it may just be too early to sell 2010 calendars.

Sound Publishing ~ Kitsap New Group ~ Almanacs for South Kitsap, Bremerton/Central Kitsap, North Kitsap, and the Bainbridge Island. 1/3 page advertising at \$920 seemed high and many of us were not aware of what these Almanacs were.

What we suggest doing:

Sell the 2006 Collector's Calendar for \$10 until they are gone. Hoping we sell quite a few at the Gala as Ciscoe will be there to autograph them.

Sell Gala tickets and both calendars at the Kitsap Home Expo March 13-15 we will also create some book marks that advertise the calendar ordering info for future sales and the Annual Plant sale on the other side.

Pursue selling the calendars at the surrounding Counties MGF Plant Sales as well as events closer to the end of year where people will be looking for holiday gifts to give. Cedar Cove Days (Aug), Kitsap Fair, The Kitsap Home & Remodeling Expo in October, Tacoma Dome Holiday sale (Oct.), and possibly the Puyallup Victorian Christmas Event (early Dec)

The Gala: Is on a count down it is exactly 101 days away!

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Calendar Report Continued:

Our Gala Team Lead Arlene West has prepared a report on this fundraiser so I will defer to her to give you that information
Submitted by Cat Ross 5 January 2009

Gala Report – Arlene West, Chair

The Gala committee has been awesome. They have worked together and accomplished so much over the past few months. Here are some examples of work completed:

1. Kitsap Memorial Park has been secured with in kind service \$1710.00 value
2. Speakers have been booked: Ciscoe Morris and Meeghan Black.
3. Caterers Soiree Catering (Jade Castillo) and Harbor Sweets Catering (Jessica Kendrena) have been chosen to make the food and are not charging us the customary hourly fee for working the event. (\$35.00 per hour, per person)
4. The ticket is ready to go to print following Monday's Gala Meeting.
5. Flower pots of Daffodils and Tulips have been planted for decorations
6. Tablecloths have been secured for all round tables
7. 175 Hand Painted wine goblets donated by Judith Martin are ready to sell.
8. 2 cases of wine have been donated.
9. Jack Hamilton has agreed to be our MC
10. Music will be by the Duncan Creek String Quartet (thank you Mary Cathern)
11. Many great items for the auction have been donated.
 - Watercolor painting of your home or garden
 - Gourmet dinner for six
 - Wine tasting for 10 at Hoodspout Winery
 - Intimate Portraits, sitting fee for 1 or 2 people \$350 value
 - And much, much more
12. The Dibble Boys are working on their entertainment
13. I will be meeting with Danny from DEF Sound on Thursday about them donating their time and equipment for the event.
14. Decorations have been planned

I am having a great time, getting to some great folks and thankful for the opportunity to work with everyone on the team. The Gala is going to be awesome. Get your name on the list for tickets...before they run out!

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Unfinished Business:

Calendar Images:

Cat Ross suggested that we once again address calendar images being reproduced in portrait size for those wishing to purchase them. Models did sign a release; however some board members feel strongly that ethically and morally each model should be contacted anytime we wish to use their image for anything other than the calendar.

Cat suggested that in the future the release form should be re-written to reflect that the images will be only used for the purpose of calendar related items.

Digital Photos:

Arlene West requested photos for a Gala slide show. It was suggested that Ogie Ogden, Jane Dower and Tess Frazier from the Extension Office would be good resources for digital pictures.

Conflict Resolution:

Marialis reviewed the by laws and found that we need a conflict resolution person on the board. Mary-Cathern Edwards offered to be involved in this area. It was also suggested that we more closely follow the Roberts Rule of Order.

Meeting was adjourned at 2:00 PM