



Master Gardener Foundation of Kitsap County

*Promoting long term environmental health
through sound and sustainable horticultural practices*

*The purposes of this non-profit Foundation are solely educational
and charitable to enhance and supplement the effort of the WSU
Master Gardener Program and thereby provide education and
information to the citizens of Kitsap County.*

Master Gardener Foundation Kitsap County

Minutes for Wednesday, November 4, 2009

I. Call to order

The regular meeting of the Master Gardener Foundation of Kitsap County was called to order by President, Becky Croston at 1:10 PM on Wednesday, November 4, 2009, at the Eagles Nest, Kitsap County Fairgrounds, Bremerton, WA.

Board members in attendance were: Becky Croston, President, Roland Malan, Vice President, Fred Abrahamson, Treasurer, Arlene West, Secretary and Members at Large: Mary-Cathern Edwards, Martha Alexander and Jim Rodman. Extension Office, Peg Tillery.

Members in attendance were: Cat Ross, Sharron Etheredge, Lois Maynard, Ray Etheredge, and Donna Hamilton.

Reports and Announcements

Becky Croston welcomed everyone to the meeting.

Secretary's Report Arlene West

Fred Abrahamson made a motion to accept the October 7th 2009 minutes as submitted. The motion was seconded by Roland Malan. Motion Carried.

Treasurer's Report – Fred Abrahamson

Master Gardeners Foundation Kitsap County

November 4, 2009

Treasurers Report

Provided by Fred Abrahamson, Treasurer

Through 10/31/2009:

1. The checking balance is \$17,631.64
2. The savings balance is \$657.74
3. The combined CD balance is \$20,384.71

Our overall cash resource is \$38,674.09

Breakdown of CD's

Kitsap Bank (131) 7/7/10 = \$2,552.00

Kitsap Bank (133) 4/6/10 = \$4,669.10

Kitsap Bank (136) 9/14/09 = \$8,163.61

Kitsap Bank (137) 2/5/10 = \$5,000.00

Additional information provided as follows:

- A. Through 10/31/209 : income \$41,864.30 versus expenses \$31,748.01 resulting in positive \$10,116.29
 - B. We have three checks that have not been cashed that are more then 12 months old. They range from 12 to 21 months old. Total amount is \$112.30. The bank will not honor checks older then 6 months. I intent to cancel these checks and credit the accounting system.
 - C. I have received a copy of the 2008 tax forms submitted by Sandy L and will complete the Washington Secretary of State's Charitable Solicitation Registration/Renewal Form, due 11/30/09
 - D. Registered Agent update completes.
 - E. PO Box renewal \$70. Do we want to renew?
 - F. Do we have a "Reseller Permit" which is issued by the Washington State Dept. of Revenue?
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Financial Discussions:

CD interest rates, our current rate is 0 .9% if we find a higher rate at a different institution we will consider opening a new account to get the higher rate.

Foundation PO Box Rental cost was discussed. This box was set up for calendar sales as a temporary box. The benefits of having a permanent box were discussed at length.

Martha Alexander made a motion to keep the current Post Office Box (3077) permanently for receiving all Foundation mail. The cost is currently \$70.00 per year. James Rodman seconded the motion. Motion carried.

Resellers Permit was discussed. There is some question as to whether or not we need a reseller's permit. Fred Abrahamson will check with the Extension office for more information.

Martha Alexander made a motion to approve the treasures report as written. Mary-Cathern Edwards seconded the motion. Motion Carried.

2010 Calendar FUNdraiser: Cat Ross, Chair

Over \$900 additional dollars come in today in calendar sales. Upcoming calendar events

Arlene West, Secretary
November 4, 2009

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include an event at the Poulsbo Library on November 21st, decorating a tree at Retsil Veterans Home in Port Orchard on Sunday, November 29th at noon. Barnes and Noble Calendar signing on Thursday, December 3rd at 6:00 PM (Winifred will attend this one!) Then again at the Barnes and Noble on Tuesday, Dec. 22nd at the Master Gardener Foundation gift wrapping fundraiser.

Several options were discussed for all the calendars not sold before Christmas. Options include reserving 500 for sale in January. Then ideas presented were: giving calendars to nursing homes, retirement centers, hospice and some to the models and calendar teams for each of the two calendars 2006 and 2010.

The calendar team will be selling calendars to the new 2010 Master Gardener Class on Friday January 22nd.

Horticulture Report: Peg Tillery, Extension

WSU KITSAP HORTICULTURE REPORT FOR MGFKC BOARD

Nov 4, 2009

The expenses submitted for the month of October were:

\$180 for Extension Office MG Clinic (parking)

\$3500 for Extension Office Staff, Postage and Office Supplies (this is for the whole year 2009)

\$61 to Honey Bucket for the Olalla Garden (this is an in and out item-the funds required to pay this expense were donated by Pam and Doug Jennings and is in the treasury of the Foundation as a donation specifically earmarked for the Olalla Garden.)

We have not used any of the BKAT budgetary funds for 2009 and do not anticipate using any through the end of 2009.

MG Program items of interest to the MGFKC Board:

The Class of 2009 graduated on Sunday Nov. 1-Attendees filled up every chair available in the Council Chambers of the Norm Dicks Government Center. Our estimate is about 175-200 people were in attendance.

The Class of 2010 will be attending a group interview / orientation on November 16.

Long Range Planning:

The committee for long range and strategic planning has been selected and we will begin meeting in December.

Program Budget for 2010:

The garden and clinic leaders have submitted their budgets for 2010 to the Horticulture Educator. This is one of the first steps in the budget process.

Newsletter Editor –Report by Becky Croston

Dennis Kimbrough has accepted the position of Newsletter editor and is working with Gary Gratrix on taking over the newsletter.

State Foundation: Roland Malan

Roland shared the new logo's the State Foundation is using on their posters. The State Foundation is looking to recruit a representative from each foundation board. To join the State Foundation there is a formal membership requirement.

Reimbursement Form Policy Review: Fred Abrahamson

After much discussion Jim Rodman motioned that we accept the modification to the Reimbursement Policy, Martha Alexander seconded the motion. Motion Carried.

The changes are below in italics:

POLICY:

The policy establishes the procedure by which *individuals* shall be reimbursed for expenses incurred on behalf of the Foundation and Master Gardener Program.

GUIDELINES:

In order to maintain proper financial records and track Foundation expenses it is necessary for members to submit proper reimbursement requests and receipts for any expenditure over \$5.00.

All expenditures must be *budgeted and approved* by the Board, committee chairperson *or the Horticulture Coordinator*. *Approvers other than the Board must have a direct responsibility for the activity incurring the costs.*

Members are asked to submit only reimbursement requests totaling \$5.00 or more.

Committee Chair Search-Becky Croston

Becky will send out an email with the chair positions still available for committees. The board is asked to suggest people for the open positions.

New Business:

Bylaws Review and Revision Committee:

The Bylaw Review and Revision committee will consist of the following board members: Mary-Cathern Edwards, Roland Malan and Becky Croston. The committee will solicit additional committee members from different areas of Kitsap. Suggested committee members are: Heidi Hottinger, John Mikesell and Sharon Howard.

Budget Meeting:

Finance Committee meeting will be held on Friday, December 4th at the Extension Office from 9:00-2:00 PM. Peg Tillery will bring parking passes on December 2nd to the Board Meeting for our use on December 4th.

Plant sale Budget Request-Becky Croston

Becky Croston requested an additional \$800 above last years budget for plants and supplies for the 2010 plant sale. This money will go for plants, soil, labels, fertilizer, slug bait and several varieties of hostas.

Martha Alexander motioned that we approve an additional \$800 over last year's budget to go toward the expenses for the plant sale. Fred Abrahamson seconded the motion. Motion Carried.

Mentors Propagation and Potting Up for New MG Class:

Peg Tillery requested money for potting up plants with the new Master Gardener class on January 22nd. These plants will be tended to by the class participants and returned in May for the Master Gardener Plant Sale. The money will go toward the seeds or starts, potting soil etc.

Martha Alexander made a motion to approve \$200 for supplies for the new MG Class to pot up plants. Roland Malan seconded the motion. Motion Carried.

Meeting was adjourned at 3:30 PM.