



## **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.*

## **December 1, 2010 Board Meeting Minutes**

### **CALL TO ORDER**

President, Mary-Cathern Edwards called the regular monthly Master Gardener Foundation Board meeting to order at 1:05 PM on Wednesday, December 1, 2010 at the Eagles Nest, Kitsap County Fairgrounds in Bremerton, WA.

Board members in attendance were: Mary-Cathern Edwards, President; Judith Martin, Vice President; Fred Abrahamson, Treasurer; Jane Dower, Secretary, Directors at Large Martha Alexander and Jim Rodman, and Horticulture Advisor Peg Tillery. Director at Large Monica Goldsberry was unable to attend.

Members in attendance were Debbie Flood, Sharron and Ray Etheredge, Judy Morgan, Don McDonald, Arno Bergstrom, Arlene West, Marialis Jurges, Carol Henning, Bob McBride, and Becky Croston.

President Mary-Cathern Edwards welcomed the guests to the meeting.

### **REPORTS AND ANNOUNCEMENTS**

#### **Secretary's Report - Jane Dower**

Fred moved that the minutes of the November Board meeting be accepted as written. The motion was seconded by Martha Alexander. Motion Carried.

#### **Treasurer's Report – Fred Abrahamson**

*Through 11/30/2010:*

- 1. The checking balance \$785.57*
- 2. The savings balance is \$500.80*
- 3. The Money Market balance at Kitsap Credit Union is \$8,032.25*
- 4. The combined CD balance is \$33,193.16*
- 5. Our overall cash resource is \$42,511.78*

*Breakdown of CD's*

*Kitsap Credit Union (70) 2/12/12 \$5,064.44 1.8% interest*  
*Kitsap Credit Union (71) 4/7/11 \$10,062.51 1.3% interest*  
*Kitsap Credit Union (72) 7/6/13 \$10,047.82 1.5% interest*  
*Kitsap Credit Union (01) 9/14/15 \$8,018.39 1.8% interest*

***Budget vs. Actual 11/30/2010  
for  
Calendar year 2010***

*Through November, we have an income of \$16,806.67 and expense of \$15,533.29 for a positive \$1,273.38.*

Jim Rodman moved that the Treasurer's Report be accepted as written. Martha Alexander seconded the motion. Motion carried.

**OTHER:**

Donations to the foundation were received from Jim Rodman and Martha Alexander in memory of Wayne Tysver's passing. "Thank you's" will be sent.

Fred presented a reimbursement check to Becky Croston for her payment of materials for the 2010 plant sale. An invoice had been paid twice, once by the Foundation and once by Becky. The Foundation was recently reimbursed for the duplicate payment. Becky will submit her Master Card payment record to Fred for the Foundation records

A Budget meeting was scheduled for December 17<sup>th</sup> 9:00 at the Extension Office. Colleen Miko, the incoming Horticulture Advisor, may attend.

**Horticulture Report - Peg Tillery**

Peg reiterated what a great nine years it has been for her as Horticulture Advisor! Her efforts are much appreciated. Peg also noted that Colleen Miko, her replacement, would be back in Kitsap County on December 1<sup>st</sup>.

**Gala Report - Arlene West**

*"The Gala committee met on Wednesday, November 17<sup>th</sup> and accomplished so much I was even amazed. Below are a list of items that have been decided/ confirmed for the gala.*

***Date:*** Saturday, April 9, 2011

***Time:*** 2:00 – 5:00 PM

***Location:*** Son's Of Norway, Poulsbo

***Auctioneer:*** Stokes Auction-Chris Sizemore and Jamie Bordman

***Food:*** Desserts and fruit with the option of chocolate

***Catering / Enhancing:*** by the committee with the help of the Ladies of the Son's of Norway

***Speaker:*** Dan Hinkley, Author, Designer and, plant explorer  
Checking on a secondary speaker Richard LeMieux, author of Breakfast at Sally's (10-15 minutes) connecting food production for the community to Master Gardener Program.

**Budget:** \$8,520 (on the high side)

**Profit Goal:** \$7,500-\$10,000

**Number of Guests:** 250-300

**Auction Items:** We are searching for unique auction items. Examples might be: wine and cheese sunset cruise, garden items, 5 yards of garden soil, unique plants, garden art and garden designs. The more unique the item, the more money we will make for the program. If you know of someone that could contribute please ask them.

**Additional need:** A main need for the gardens or program; i.e.: small tractor etc. to help with food production at Olalla Garden, which benefits the community directly. With a main focus people are more willing to contribute.

**Documentation:** The gala committee requests that the board vote to have the April 9, 2011 Gala for the record.

**Our next meeting will be held on Wednesday, December 15<sup>th</sup> at 1:00 PM at Fire Station # 51 on Silverdale Way.**

We have an awesome team of hard working, creative people and I am proud to be part of the this team.

- Dan Hinkley reduced his speaking honorarium to a **fraction of his normal fee.**
- The Son's of Norway **reduced their fee by 50%.** What a great way to start this fundraiser!"

Arlene noted that use of the kitchen at the Sons of Norway will cost \$400. Assistance from Sons of Norway members is included in this fee. She encouraged all of us to think about items that could be donated and to identify items that we would like to bid on. Arlene also requested that the Board formally endorse the Gala.

Martha moved that the Board endorse the 2011 Gala. Jane seconded this motion. During discussion, Fred suggested changing the motion wording from 'endorse' to 'authorize'. Martha moved to accept the amendment. Judith seconded. Motion was carried.

#### **Gift Wrapping - Judy Morgan**

Judy reported that 13 people volunteered for the Gift Wrapping event at Barnes and Noble on December 4<sup>th</sup>. Judy purchased bows and tags with funds from the Foundation. It was noted that the event is good for Master Gardener Public Relations and that the PR has much value as any income that is made. Judy will try to schedule 2 days at Barnes and Noble for the 2011 Christmas season.

Jim Rodman offered to pick up the cash box at the end of the session for transfer to the Treasurer

#### **Plant Sale - Becky Croston**

Becky presented a flyer that describes the salvage effort, how to donate, and how to

volunteer.

Becky requested that the following amounts be included in the budget for 2011 for the Plant Sale: \$2500 for items for resale, \$1000 for marketing and \$400 cash for change. Projected revenue is \$12,900.

### **Plant Sale Salvage Team - Ann Haines**

*The Salvage Team Leaders meeting was held 10/6/10 and attended by Chrissy, Christina, Marcia, and Ann.*

*Discussed plans for 2011 including:*

*Digs:*

- *Plant goal of 800.*
- *Research places to store plants and dirt.*
- *Hold November dig (done)*
- *Contact gardens and gardeners for digs, plants, pots.*
- *Need for soil and supplies. Budget – ~\$200 for soil and grease pencils.*
- *Improve identification and labeling.*
- *Stop digs by April to allow plants to adapt to pots and grow.*

*Communication:*

- *Use Constant Contact to introduce Team to all MG's.*
- *Develop brochure describing team, distribute to all MG's, rookies, at clinics, etc.*
- *Need for sandwich board at digs to inform neighbors what we are up to.*
- *Regularly report our progress/activities to Foundation.*
- *Give presentation to Rookies.*
- *Hold all-Team meeting in January.*

### **State Foundation Board - Roland Malan**

Roland reviewed the foundation purpose and structure and the roles that he has served. He announced the Master Gardener education conference at Ocean Shores in September of 2011. Roland encouraged us to consider having the conference in Kitsap County in 2013. (The conference will be held in the Tri-cities in 2012.) Having a conference here will draw attention to our program. Master Gardeners earn CE credits for attending. Peg Tillery also voiced support of a conference here in 2013.

## **UNFINISHED BUSINESS**

**Conflict of Interest (COI):** Jim Rodman described the revised COI policy and disclosure form that has been under review during the past month. The disclosure form will be completed annually by all Board members, Committee chairs and committee members. The disclosure form includes verbiage that improves the submitters understanding of COI. Jim moved that the revised policy and disclosure form be approved as written. Martha seconded the motion. The motion carried.

**MGFKC Archives/Record Retention Review:** This topic was tabled until the next meeting.

### **2009 Audit Report Recommendations:**

Recommendations 3, 4 and 5 of 6 in the Audit Report were discussed. (Items 1, 2 and 6 were previously approved for implementation.)

Jane moved that Item 3 be accepted as written. (*Change (currency and coins) for special sales/fund-raising events must be drawn from the savings account or money market account (not the checking account). When the event is concluded, the change must be re-deposited into the respective account, with clear documentation of withdrawal and re-deposit being kept..*) Fred seconded the motion. Motion carried.

Jane moved that Item 5 (*The Treasurer should provide a quarterly back-up of computerized financial records to the Board Secretary for safe-keeping.*) be accepted as written. Fred seconded the motion. Motion carried.

Item 4 (*Prior to the next sales/fund-raising events, the Board should develop written procedures for cash-handling and depositing of proceeds from such event.*) is in process and will be on the agenda as Unfinished Business at the January meeting. Fred has written a draft of a cash-handling policy and will distribute it to the Board for review prior to the January meeting. In the meantime, it was agreed that written receipts would be prepared at the December 4<sup>th</sup> Barnes and Noble Gift Wrap event when Jim Rodman picked up the funds for transfer to the Treasurer.

Jane moved that Item 5 (*The Treasurer should provide a quarterly back-up of computerized financial records to the Board Secretary for safe-keeping.*) be accepted as written. Fred seconded the motion. Motion carried.

**'Errors and Omissions' Liability Insurance:** Judith reported that the Non-Profit Center in Tacoma does not carry the subject insurance. She contacted several other insurers and found that Great American is the primary carrier. Judith received a quote from Brune Kolbach of \$687 per year for 1 million in coverage with \$1000 deductible. Judith is in process of getting a quote from Brown and Brown, a company that covers other Master Gardener Foundations. She presented the application to Fred who, as Treasurer, must fill it out.

Roland commented that liability insurance hasn't been discussed by the state Foundation. Jim asked if the state Foundation could canvas the county-level Foundations. This discussion was tabled until the next meeting.

## **NEW BUSINESS**

**Grants:** Mary-Cathern asked if it was acceptable for the Foundation as a 501C3 to submit grant applications. Jane noted that the Foundation sponsored the 2009 Fiskars grant for Anna Smith Garden.

**Reimbursement Request Form:** The revised Reimbursement Request form was discussed and a motion was carried to accept the form. Jane Dower will request that the new form be posted to the Foundation web site as an attachment to the Reimbursement policy but in Word format rather than an Adobe PDF. This allows those who download the form to populate the form electronically prior to printing if desired. Donna Hamilton suggested announcing the new form using Constant Contact.

**Budget Meeting:** The meeting will be held on December 17<sup>th</sup> at 9:00 am at the Extension Office.

**Farewell Potluck for Peg Tillery:**

A potluck for Peg was held after the Board meeting. About 30 people attended. Mary-Cathern presented Peg with a gift from the Foundation. Thank you Peg for all that you did for the program and best wishes in your new endeavor!

**Meeting was adjourned at 2:05 PM.**