



## **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.*

## **April 6, 2011 Board Meeting Minutes**

### **CALL TO ORDER**

President, Mary-Cathern Edwards called the regular monthly Master Gardener Foundation board meeting to order at 1:06 PM on Wednesday, April 6, 2011 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, Directors at Large Martha Alexander and Jim Rodman, and Horticulture Advisor Colleen Miko. Director at Large Monica Goldsberry and Secretary Jane Dower were unable to attend.

Members and guests in attendance were Sharron Etheredge, and Ray Etheredge, Sandy Livermore, and Becky Croston.

### **REPORTS AND ANNOUNCEMENTS**

#### **Secretary's Report – Mary-Cathern for Jane Dower:**

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

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

Through 3/31/2011

1. The checking balance \$2,100.69
2. The savings balance is \$501.07
3. The Money Market balance at Kitsap Credit Union is \$5,538.75
4. The combined CD balance is \$33,355.42
5. Our overall cash resource is \$41,495.93

Breakdown of CD's as of February 28, 2011

Kitsap Credit Union (01) 9/14/15 \$8,065.53 1.8% interest  
Kitsap Credit Union (70) 2/12/12 \$5,094.23 1.8% interest  
Kitsap Credit Union (71) 4/7/11 \$10,098.76 1.3% interest  
Kitsap Credit Union (72) 7/6/13 \$10,097.10 1.5% interest

### **Budget vs. Actual 3/31/2011**

Through March 31, 2011 we had income of \$3,392.59 and expense of \$4,384.88 for a negative <\$992.29>

Notes:

CD # 71 matures on April 7, 2011. Interest rates have dropped so to reinvest for one year the rate would be .50% compared to one year ago it was 1.5%.

I recommend that we wait to buy a new CD until we complete both the Gala and Plant Sale to re-access our fiscal needs for the remainder of 2011.

Martha Alexander moved that the Treasurers Report be accepted as written. Judith Martin seconded the motion. Motion carried.

### **Horticulture Report - Colleen Miko**

#### MG Training

- April 15<sup>th</sup> Garden tours are our last class meeting. Final exams must be completed by 8 am Monday the 18<sup>th</sup>.
- MG Interns are all assigned to gardens and clinics now

#### Learning Gardens

- I have a team of 3 MG Interns to lead the Raab Park P-patch—orientation was Sat. April 2<sup>nd</sup>
- Rules for Anna Smith Garden will be posted soon in the shed there and re-cap of rules has been sent to all MGs via Constant Contact
- Still like to arrange a meeting with the leads and gardeners at the Heritage Garden and the Olalla Garden.
- Blueberry Park is pretty close to having all their plots assigned—5 left at last count.

#### Clinics

- Clinic Box Update completed thanks to Christine Christensen, Dody Solaas, Carol Michel & Lorraine Butler. All boxes except new clinic boxes for Anna Smith are ready for pick up. B.I. and Silverdale already have their boxes.
- I will be purchasing new chairs for PO clinic and canopy for traveling clinic this month.
- Silverdale Clinic Co-lead is Sherry Kanode
- Both BI and Silverdale Clinics have/are going to hold clinic orientation meetings—this is something I will encourage for all clinics for next year.
- BI clinic is trying out new posters that they have designed to more proactively bring in contacts at the Farmer's Mkt
- BI has submitted a funding proposal to the Board for the purchase of a "tough shed" to store their clinic materials.

#### Peninsula Home & Garden Show March 18, 19, 20

- Fabulous turn out with regard to contacts at the MG clinic—lots of questions on composting—thank you to MGs who staffed and set up and took down booth

#### MG Roster Update

- The Roster has finally been updated and printed. We'll be putting together the mailings of the roster with the remainder of the 5 year certificates and pins for the class of 2004 that haven't yet been distributed. For MGs who do not have email, this mailing will include the "Who's Who and What's What Kitsap County MG Program 2011". The mailings should go out on Monday.

#### To answer question from last month's Board Meeting

- We do have a portable PA system here in our office for MG use
- I submitted funding requests for capital projects for Blueberry Park, the Heritage Garden and the Olalla Garden to the Board by March 15<sup>th</sup>, per request of Board.
- No policy answer yet with regard to recording travel time in volunteer reporting

#### Upcoming Outreach & Other Events:

- Kitsap County Volunteer Recognition April 12
- Bloedel Plant Sale April 16 & 17
- April 21 Earth Day Fest Bangor
- Stillwaters Eco-Fest April 30
- MG Plant Sale May 6, 7
- Kitsap Lake Highly Capable Night, May 10

The Master Gardeners of the Bainbridge Island Clinic requested funding, via Colleen, in the amount of \$450 for a shed to store Clinic materials, tables and chairs.

Discussion occurred. Fred made the motion to approve an expenditure not to exceed \$500 in support of the Bainbridge Island Master Gardener Clinic. Martha seconded the motion. Discussion occurred. The motion passed with 1 abstention, 1 nay, and 3 ayes.

#### **Gala Report - Submitted by Arlene West, Chair**

We are just 4 days away from the Gala and everyone on the team is working hard to pull the last detail items together. The desserts are ordered, programs printed and auction items organized, we are on the way to a great event.

**To date we have: 144 Attendees**

There are some folks that will be paying at the door and more tickets are selling each day. So we expect about 150 people. So far our income is as follows:

<b>TICKET TOTAL</b>	<b>\$4,440</b>
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<b>DONATIONS</b>	<b>\$1,175.00</b>
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<b>ADVERTISEMENT</b>	<b>\$150.00</b>
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<b>GROSS INCOME</b>	<b>\$5,765.00</b>
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We are under budget right now and we expect for expenses to come in below the \$8300 budget for the event. The ticket, donations and advertisement income should more than cover the cost of the event.

The auctions will be our big profit margin. We have 91 amazing auction items! My advice...bring a check book or credit card because there are so many great things to buy you will want to buy more than one or two items. Scratch the check book and just bring your credit card or your banker!

Our very last meeting before the Gala is today at 3:30 when we will plan the event details. This team has been wonderful! People have stepped up and taken on so many responsibilities. The team members are: Fred and Marlene Abrahamson, Martha Alexander, Becky Croston, Mary-Cathern Edwards, Julie Forville, Kathy Hawkins, Sandy Livermore, Rosemary Long, Dick Lund, Roland Malan, Judith Martin, Jim Rodman, Sheri Kiley, Jane Bedinger, Tana Brown, Mary Annese and myself.

This is a group does what is required, with or without being asked. Thank you! Many of you are sitting right here on the board and I say bravo, you are a wonderful group.

Hope to see you all at the Gala. Next month we will report the success of a fun and profitable event.

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Note: Arlene requested Board input/suggestion for storage location of Gala materials after the event. Colleen will check the capacity for storage assigned to the Extension Office (Norm Dicks Office basement)

*6 April 2011 Minutes prepared by Mary-Cathern Edwards for Jane Dower, MGFKC Secretary*

## **Plant Sale - Becky Croston**

### Plant Sale report for April 6, 2011 Foundation Board Meeting

Supplemental to the Report from the March 3 Plant Sale meeting which has more details.

Due to the work by the Committee in prior months, and the excellent communication skills via e-mail by the committee members, there is no need for an "in person meeting" which was scheduled for April 7. That meeting has been cancelled. Between now and the Plant Sale, the committee will deal by phone and e-mail with any new business as it comes up.

Sandy Livermore has handled Publicity, Sheri Kiley:the gloves order, Georgie Pulliam: coordinating the volunteers, Kathy Hawkins and her "Fresh Flower" team: the flowers.

Chrissy Petoff and Christina Nelson and their Salvage Team is doing an outstanding job of gathering plants for our sale. Many have said they need special recognition for their hard work!

Volunteers for specific tasks have been signed up, and wonderful MG's have jumped in to help with gathering boxes, hauling plants, and tending veggies.

The Sale goes well due to the dedicated volunteer hours of our Master Gardeners. There is a long list of volunteers who do a long list of tasks at the sale. There is another list we could make of those who work behind the scenes at their homes, gathering plants to donate, or even growing them for us in their greenhouses. Another list is the support from the relatives who work the sale or help their Master Gardener at home. The Kitsap Nursery community can be thanked for their generous contributions and discounts, big and small.

Our concentration now is on our Gala for April 9, 2011. Once that is wrapped up, the Plant Sale committee will jump in again and remind our members to gather for our sale, and to sign up with Georgie for where they want to volunteer the days of the sale and set-up day.

Chair Becky Croston puts her palm to her chest and folds it out as a heart-felt "thank you" to everyone helping with our Plant Sale 2011.

## **Seminars – Jim Rodman reporting for Joyia Rueben**

Nikki Johansen of Pheasant Field Farm will present the April Third Wednesday Seminar. Sue Goetz and Shannon Harkness of WSU Extension will provide seminars at a later date.

## **State Master Gardener Foundation - Roland Malan**

The State Foundation accepted the by-laws. The appendix re: how committees would operate was approved. Presentation by WSU Tonie Fitzgerald and staff to the members emphasized the need for the local Foundations to accelerate their local fund raising efforts. Times are tough – “we’re all in this together”.

### **UNFINISHED BUSINESS:**

The audit Committee previously recommended creation of a cash handling procedure. Fred presented a draft procedure for Board consideration. Discussion occurred. It was determined that the written procedure would be “field tested” through the Gala and the Plant Sale events. A “lessons learned” will be discussed upon the conclusion of these two events. The results will be reported at the June 2011 meeting.

**Meeting was adjourned at 2:35 PM**

**Mary-Cathern Edwards reporting for Jane Dower**