



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.

March 2, 2011 Board Meeting Minutes

CALL TO ORDER

President Mary-Cathern Edwards called the monthly Master Gardener Foundation Board meeting to order at 1:00 PM on Wednesday, March 2, 2011 at the Eagles Nest, Kitsap County Fairgrounds in Bremerton, WA.

Other Board members in attendance were: Judith Martin, Vice President; Fred Abrahamson, Treasurer; Jane Dower, Secretary, and Director at Large Monica Goldsberry. Horticulture Advisor Colleen Miko also attended. Jim Rodman and Martha Alexander, Directors at Large, were unable to attend.

Members in attendance were: Sharron Etheredge, Ray Etheredge, Lois Maynard, Arlene West, Becky Croston, Sandy Livermore, Alan McKibben, and Roland Malan.

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 February Board meeting be accepted as written. The motion was seconded by Judith. Motion Carried.

Treasurer's Report – Fred Abrahamson

Through 2/28/2011

- 1. The checking balance \$1,000.18*
- 2. The savings balance is \$501.01*
- 3. The Money Market balance at Kitsap Credit Union is \$6,537.82*
- 4. The combined CD balance is \$33,317.64*
- 5. Our overall cash resource is \$41,356.65*

Breakdown of CD's as of January 31, 2011

Kitsap Credit Union (01) 9/14/15 \$8,054.51 1.8% interest
Kitsap Credit Union (70) 2/12/12 \$5,087.26 1.8% interest
Kitsap Credit Union (71) 4/7/11 \$10,090.29 1.3% interest
Kitsap Credit Union (72) 7/6/13 \$10,085.58 1.5% interest

Budget vs. Actual 2/28/2011

Through February 28, 2011 we had income of \$1,043.52 and expense of \$2,175.29 for a negative \$1,131.77. \$1,000 of this income came from the donation for the Olalla Garden

Monica moved that the Treasurer's Report for February be accepted as written. The motion was seconded by Judith. Motion Carried.

Horticulture Report - Colleen Miko

MG Training

- 36 Interns
- 7th week of training
- Next class: March 11th: hands-on pruning workshop, extension office clinic tours in the am; Kitsap Weeds presentation in the afternoon by Dana Coggon
- Agenda out by early next week via email; dress for the weather
- Interns have chosen gardens & clinics for the year—lists to garden and clinic leads forthcoming.

Organic Gardening Class

- Finished on Feb. 19th
- Follow up meeting on March 21st with MG instructors

Learning Gardens

- Garden Lead Meeting Feb. 7 was productive sharing effort; plan for similar meeting again in the fall; Judith Martin's tomato bisque receives A+
- My attendance at garden planning meetings will continue: Anna Smith in January; Raab Park Youth in Feb; Blueberry planning meeting March 19th.
- Still looking for Leads for Raab Park P-patch; I may have 2 MG Interns who will serve as co-leads, but need veteran, certified MG to step up

Clinics

- My meetings with clinic leads: scheduled BI Clinic Meeting March 30th
- Clinic Box Update Underway: Dody Solaas & Lorraine Butler updated "prototype" boxes for Silverdale and Kingston--team will organize & re-stock other boxes this month
- Silverdale Clinic Co-lead still needed to assist Roxanne Moye

Peninsula Home & Garden Show March 18, 19, 20

- MG Volunteer Slots filled in 1 day

MG Roster Update/Badge Orders/5 year certificates

- Deadline for MGs to update info for roster and to order replacement badges was Monday, Feb 28
- Previously ordered badges are in
- 5 Year certificates and pins are in for class of 2004

To answer a question from last month's Board Meeting whether WSU L& I insurance would cover MGs who had donated their time as an auction item for the MGFKC Gala: Per Tonie Fitzgerald, State MG Program Leader: if the MG Program Coordinator approves the auction activity, WSU L&I will cover the MGs participating. The individuals involved, the type of activity and the specified number of hours must be specified for the Program Coordinator to approve.

MG Logos: Colleen stated in response to Monica's question from February that the MG logo on clothing, handbags, etc. is acceptable as long as it mirrors the actual logo. Becky commented that a South Kitsap company has the old logo and will embroider it on

clothing.

Member Lists: Colleen cautioned us against using the Master Gardener membership list to broadcast emails unrelated to the Master Gardener program or the Foundation.

MG Hours Clarification: Monica asked if hours worked in non-Kitsap gardens (Point Defiance greenhouses, for example) could be applied to the Kitsap County Master Gardener volunteer hours. Other examples were also brought up as was credit for travel time. Colleen stated that each case needs to be evaluated on an individual basis to determine if the hours can be applied and which category to use. The volunteer hour categories are being re-evaluated at the state level with the goal of clarification and more granularity. [Colleen will forward that info when available.](#)

Garden Tours Committee Report - Marialis Jurges and Joyia Rubens

The March seminar topic is 'Trees' presented by Jim Trainer. Ray commented that we need to provide a portable PA system to the speaker. Alan commented that the MG Program owns one. [Colleen will try to find it.](#)

State Foundation Representative Report - Roland Malan

State Conference in Kitsap County: Roland encouraged the Foundation to consider hosting the 2013 state conference in Kitsap County. The county must apply and the selection will be made in September 2011. He described many advantages including the fact that 75% of the net proceeds from the conference go to the sponsoring county. (Net proceeds last year were about \$10,000.) [Roland agreed to chair a committee to evaluate whether we want to do this. Roland will let the state know that Kitsap is considering hosting in 2013. Further discussion was tabled until the next Board meeting.](#)

Gala Report - Arlene West

"This past month the Gala team has been busy collecting auction items around 50 in all. 8 ½ X 11 posters have been placed in more than 27 locations throughout the county.

Great News: We were approved for Credit Card processing. I will be meeting with Michael Paxhia of Merchant Services of after March 9th to learn how to process charges.

In addition; the PayPal link is on the website so people can purchase their tickets right from www.kitsapgardens.org.

In the next month there will be several meetings to get everything together for the April 9th event. I would like to encourage everyone to get their tickets NOW before they sell out and encourage everyone you know to get theirs too and support the Master Gardener Foundation."

- Arlene commented that there is a glitch with PayPal on our Foundation site. Troubleshooting is in process.
- 90 Gala posters are being placed. Constant Contact announcement was sent. Three hundred tickets are available for sale.

- 1 hour of CE credit may be posted by MG's who watch Dan Hinkley, the main speaker, at the Gala.
- The next Gala meeting is March 9th at 1:00 at Fire station 151.
- Arlene is trying to find out the name of the person who, at the Annual meeting in September, offered a wheelbarrow filled with garden items for the Gala auction. Mary-Catherin will send a Constant Contact inquiry to Foundation members.

Plant Sale/Salvage Team Report - Becky Croston

Meeting: Feb. 3, 2011 1-3 pm Fire station #51

Attending: Chair: Becky Croston plus Sheri Kiley, Sandy Livermore.

Here is what the committee decided: (numbers/letters correspond to Jan. agenda.)

A. Confirm times of sale: May 5, set-up: 9am - ?. May 6: 9-5. May 7: 9-2

B. Set up next meetings: first Thurs. of Feb., March, April. May 19th wrap-up.
1-3 pm Fire Station 51 (Silverdale Way) If we have to move: 41 (Military Rd.)

1. **B. Equipment rental form: tables/ chairs** :70, 8' tables. 20 6', 5 chairs. One big ladder. Form turned in, on file as of Feb. 2, 2011. Becky marked these: "not to be charged."

2. Publicity:

A. Sandy intends to hit the media "hard." Add Craig's List, "Coffee News."

B. Fairgrounds Reader boards: Becky, via Fair Office: form turned in Feb. 2, 2011. (See 1B.)

3. Promos:

A. Mini posters: Gary gave Becky copies ready for this year, & Lg. one for back of building. Sandy will chart an effective distribution of these for '11.

B. Banners: Becky has one lg. yellow one, one smaller one that spells out: "MGF," and one that also has "calendar" on it.

E. Yard/Road Signs: several members have theirs. Gary gave Becky 24 and we could distribute these better. Start looking for places to display them, by checking out where you notice others' signs. A thought is to ask if we can divide up the signs with the gardens for distribution? Becky will ask the leaders.

F. E-mailing: Becky will draft one for MG's to forward to family and friends. We decided Becky will send MG reminders to Mary-Catherin for the CC system twice a month, starting in March.

4. Quantity ordering : reports/discussion

B. Veggies:

1. Sheri Kiley : Foxglove Nursery/Dave Halsaver is working with Sheri on growing all our tomato/pepper needs from the "wish list" drafted by Gary and Oggie. Dave will charge us close to 60 cents per plant, since our volunteers do the labor. We cannot get them at a lower cost anywhere. Some of the seeds are hard to find, but Sheri and Dave will do their best to locate them. Maybe Gary knows a source that Dave does not know of.

2. Monica Goldsberry will get a list of recommendations on what she can grow for us. She is generously donating LOTS of veggie starts, once again, for our sale!

C. Gloves: Sheri Kiley (note: get XL for 2011) Becky is storing 136 mixed. We sold about 168 pair/'10. Will sell them via "Cigarette Gal trays" this year: worked great! Becky will work with Sheri on a small order to fill out sizes/colors.

D. Hosta: Becky: about 100 left from last year, good variety. We always get more brought in.

5. Other:

Prepared by Jane Dower, MGFKC Secretary

Meeting Date: March 2, 2011

AA. Food! Sharron Etheredge and Sandy Livermore will coordinate goodies!

A. Displays/Tables: Ray Etheredge: "grand master" of floor plan. We must have our ID/pricing Tables up in the front by Thursday, 8-8:30 or Sheri will not be happy.

B. Fresh Flowers:

1. Kathy Hawkins and her team received tea cups and saucers from Judith Martin, which they will fill with small plants, arrangements, and candy for Mother's Day.

D. Salvage Team: Chrissy Petoff reports that they have over 5 MG gardens on a list for salvage dates, on top of all they have collected to date. MG's are working with John Mikesell at Ueland Tree Farm to collect more native plants and to educate the public. Judith Martin is ordering \$200 (or best price) of soil to be stored at ASG for ASG and Salvage needs. Chrissy is going to see if soil/plants can be stored at Raab Park as well.

E. Set-Up Day: Thursday. Plants MUST be brought in no earlier than 9am, and no later than 5pm when we clean up. They must be labeled, or at least ONE of each variety ID'd if unable to label them all. The Fresh Flower team will come in about 4:30 to arrange, display and clean up in the front area.

F. Purchases: these must be cleared with Becky so she can track expenses. We have a budget of \$2,500 for re-sale/expenses and \$1000 for publicity. There are new "Reimbursement Forms" which can be printed from our web site, or Becky has copies. Becky will need to sign them for you to be reimbursed.

G. Sell live baskets? No. The committee sought out advice on this, and concluded that we cannot hang them, they are a physical nightmare to transport, and the min. cost is \$12 wholesale. The box-stores sell on sale at a low price on this weekend that we cannot compete with. We sure miss the days when Sheri, Allen McKibben, and Georgene and Norm Smith wrestled with 65 fuchsia baskets, and 400 starts!

6. NEW:

A. Moving plants from/to Anna Smith: contact person: Judith Martin

B. Volunteers: everyone must stay for their full shift, even if things go dead. We let them go home prematurely last year, and suffered with being under-staffed, esp. Sat.

C. We will have the ability to "take" Master Card/ Visa, and check cards (?) this year (actual cards accepted will be proven at the Gala, which will be using the "new to us" system first.) BUT we will not spread the word on this before the sale. We prefer checks/cash, and will offer this service as a "last resort." We need to find a phone jack in the front of the building for these sales.

D. BIG CHANGE THIS YEAR: the committee gave the OK to our Plant Sale donating a special badge to the Gala auction. The high bidder will have the "Priceless" privilege of being the FIRST and ONLY human being to enter the sale on Friday at 8am, and choose their plants before ANY other human can enter at the Opening time of 9am. They will also have a \$25 discount on their purchases. No MG's can pre-hoard pre-select ANY Plants prior to 9am on Friday. Not even cashiers. There will be only ONE PRE-SALE, and that is to the highest bidder at the Gala Auction.

- Becky announced that the next meeting is March 3rd, 1-3 pm, Fire Station 51.
- She is looking for a contact from the County Roads Dept for broken posts to use to make potting benches to sell..
- The Mentor highway signs for Plant Sale ads are no longer free. Charge is \$315 Mon-Fri, and \$250 Fri-Mon, even for non-profits. Becky sent a request for sign support for a small space at no cost.
- The Port Orchard Helpline nursery will grow annuals for the sale.
- Boxes for plant sale: Judy Morgan has collected 130 so far. The committee thanks Raab Park for storing boxes for our sale!
- Becky will distribute the road signs to the MG gardens for them to find volunteers to put them out about April 29th and take them in again. We thank the garden leaders for agreeing to help with this task for promoting the sale!
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Constant Contact - Mary Cathern Edwards

Mary-Cathern sent Constant Contact email to the MG Interns letting them know that they will be receiving all Foundation member emails unless they opt out.

UNFINISHED BUSINESS:

Foundation Honorary Membership for MG Trainees and Interns:

There are some concerns about the motion that we approved at the February Board meeting because the motion requires a change to Article 3 in the By-Laws. All By-Law changes require a membership vote. Further discussion was tabled until the April Board meeting.

February 2011 Motion:

A motion carried to offer trainees and Interns Honorary memberships through the end of the calendar year in which they are trainees/interns. It was agreed that the trainees/interns would be added to the Constant Contact mailing list.

Pertinent Bylaws:

Article 3.1.3: Honorary Member: The Board will recognize the current Kitsap County Extension Director and the current Kitsap County Master Gardener Program Director to be Honorary Members with the right to vote and with dues waived. Other members who have rendered notable service may be recognized by the Board by majority vote as Honorary Members without the right to vote and with dues waived.

Article 8.1: These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the voting members. Voting will be by written ballot as specified elsewhere in these Bylaws. Each proposal shall require affirmative response of a majority of the votes cast in order to pass.

Record Retention Policy – Jane Dower

A motion to approve the new Record Retention Policy carried. [Jane agreed to send the document to Jane Bedinger for inclusion in the Board Policies on the Foundation website. The document will be sent to all Board members as well for inclusion in their Board Manuals.](#)

Becky Croston provided CD's containing copies of all Foundation files in her possession to Mary-Cathern and Jane Dower for retention.

Liability Release Forms for Gala Auction – Colleen Miko

At the February Board meeting concern was voiced about liability related to the 'Garden Cleanup Service' auction item. Colleen investigated and stated that: *"Per Tonie Fitzgerald, State MG Program Leader: if the MG Program Coordinator approves the auction activity, WSU L&I will cover the MGs participating. The individuals involved, the type of activity and the specified number of hours must be specified for the Program Coordinator to approve."* [Arlene will provide the details to Colleen for approval. The issue of ensuring that the garden homeowner has Home Owner's insurance was not addressed.](#)

Capital Improvement Budget

Fred suggested that the Board decide if they want to maintain a separate Capital Improvement

budget prior to the November budget meeting.

Per Judith, the MG Garden Leads have been asked to prepare long term plans. Colleen asked the Board to decide whether she should ask the Garden Leads to identify Capital Improvements. If so, she will need the Foundation's definition for a "capital expenditure" . Fred suggested that a dollar threshold be identified and said that Capital improvements are not consumables.

Roland encouraged the Gardens to describe desired capital improvements and the approximate associated cost so the needs can be advertised. He believes that this will increase the Donations we receive by helping people to visualize a specific need as opposed to maintenance and repair at the gardens. He encouraged advertising the needed Capital Improvements at our events.

Becky encouraged networking with other non-profit groups and grant writing for capitol improvements as options before committing Foundation funds.

Colleen stated that advertisements for "Wish List"/Capital Improvement items would need prior approval by the Board.

Roland suggested adding an Assistant MG Program Director as a capital improvement 'item'.

There was some concern about being too specific in advertising for Donations for these items because donors will want to see completion of the improvement.

Alan McKibben commented that most capital projects are accomplished using donated materials and labor. Mary-Cathern mentioned that Olalla garden is on private property and restrictions apply.

Fred moved that the Garden Lead for Olalla determine within 2 weeks the cost of an appropriately sized shelter for Olalla and provide the description to Arlene to use as a capital item for which we are soliciting donations at the Gala. Motion carried.

NEW BUSINESS:

Fund Raising Table at State conference: Roland asked if Kitsap County would like to rent a sales table at the next State Conference in September. Table rental fee is about \$35. Roland stated that our net proceeds from last year's conference were about \$250. A central cashier processes the sales. Price tags on the items include the county's code. Each county must apply for use of a sales table. *Further discussion was tabled until the next Board meeting*

Foundation Scholarships: Two \$1000 scholarships are given each year by the State Foundation to students who are (or plan to be) agriculture or horticulture majors. Roland stated that someone needs to inform the Counselors at our local high schools. Becky stated that Carolyn Berger took on this task last year and may be willing to do it this year. Colleen offered to contact her. Mary-Cathern will advertise the scholarship details via Constant Contact.

Donation Form:

The Donation Form is not on the Foundation Web site. Upon further investigation, Jane Dower shared that minutes from spring of 2010 showed approval of both the new Donation form and the Donation Receipt. PayPal was stated to be an option for Donations, but later minutes indicated that PayPal was not feasible and the Board agreed to post the documents without that option.

Arlene West recently ensured set-up of PayPal for Gala Ticket sales on the Foundation web-site. Mary-Cathern agreed to ask Jane Bedinger to post the current Donation forms and set up Donation via PayPal as an option.

Meeting was adjourned at 3:05 PM

Thank you Sharron and Ray Etheredge for providing refreshments and assisting with set-up!