



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.

August 3, 2011 Board Meeting Minutes

CALL TO ORDER

President Mary-Cathern Edwards called the regular monthly Master Gardener Foundation board meeting to order at 1:00 PM on Wednesday, August 4, 2011 at the Eagles Nest, Kitsap County Fairgrounds in Bremerton, WA.

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

Members in attendance were Sharron Etheredge, Ray Etheredge, Isabel Van Valey, Dorothy Crouch, and Sandy Livermore . Aldora Downing and Don Goldsberry were guests.

REPORTS AND ANNOUNCEMENTS

Secretary's Report - Jane Dower

- The minutes of the July Board meeting were accepted as written.
- Applications for rental of the Eagles Nest and the Van Zee building for 2011-2012 meetings, seminars, and Plant Sale were presented for Mary-Cathern's signature by Jane. Thanks very much to Becky for preparation of the request for free rent "in kind" for Master Gardener hours expended in Kitsap County at parks and clinics. The applications were submitted to Kitsap Parks and Rec immediately after the Board meeting.
- Jane prepared a Group Health (GH) Grant application for the Foundation and submitted it to Colleen Miko for signature/verification of volunteer hours for Marialis Jurgens. Marialis, as an employee of Group Health and a Master Gardener volunteer, is eligible to sponsor a GH grant application annually. Thank you Marialis!

Treasurer's Report – Fred Abrahamson

Through 7/31/2011

1. *The checking balance \$5,332.47*
2. *The savings balance is \$501.29*
3. *The Money Market balance at Kitsap Credit Union is \$16,621.88*
4. *The combined CD balance is \$33,392.62*
5. *Our overall cash resource is \$55,852.35*

Breakdown of CD's as of June 30, 2011

Kitsap Credit Union (01) 9/14/15 \$8,113.73 1.8% interest

Kitsap Credit Union (02) 6/1/12 \$5,002.25 .55 % interest

Kitsap Credit Union (03) 6/1/14 \$5,004.50 1.1% interest

Kitsap Credit Union (70) 2/12/12 \$5,124.70 1.8% interest

Kitsap Credit Union (72) 7/6/13 \$10,147.44 1.5% interest

Budget vs. Actual 7/31/2011

Through July 31, 2011 we had income of \$30,865.28 and expenses of \$17,501.35 for a positive \$ 13,363.93.

- The Treasurer's report was accepted as written.
- Fred noted that he will be submitting a check for purchase of \$1 million of coverage for "errors and omissions" insurance. Thank you to Judith for assisting with the insurance option evaluation.
- Fred provided Garden Budget status reports to Colleen.

Horticulture Report - Colleen Miko

Memorandums Of Agreement (MOAs)

- *Poulsbo Public Works requested fine-tuning of MOA for Raab Youth clause XII on Maintenance of Garden to clarify mowing around outside of garden only and I circulated this draft via email on July 27th.*
- *Jim Rodman circulated latest draft of Raab Youth Garden MOA on July 30th^t with suggested changes given via email by Board members. The changes appear in VI B and the last page Exhibit A under 3. For Foundation Responsibilities.*
- *I appreciate how responsive the Board has been with their constructive input.*

Learning Gardens

- *I would like to work with either Fred or a committee from the Board on Budget Policy issues to:*
 1. *Develop a definition for "capital improvements" requests and a procedure for submitting those budget requests for each of the learning gardens both in the regular budget cycle and outside it for "emergencies";*
 2. *Create a budget template and submission procedure for the learning garden leads to work from each fall, **in time for use in 2012 budget planning.***

Anna Smith Butterfly House Expenses

- *Judith Martin brought me copies of receipts for Plexiglas purchased by Roxanne Moye to upgrade the Butterfly House. These specific receipts total: \$1026.37*
- *The Plexiglas could not be returned because it was cut when purchased*
- *In 2012, The Bremerton Garden Club made a donation to the Anna Smith Garden specifically in the amount of \$500 which was deposited in the general fund*
- *Judith suggests using \$500 allotted to the native plant trails for Anna Smith for 2012 to reimburse Roxanne for the Plexiglas—this amount has not been spent*

- *Judith estimates even if \$500 from general fund was used, along with the \$500 allocated for the native plant trails, Anna Smith would still exceed their budget by as much as \$500 because of other unanticipated garden expenses*

Manual Volunteer Hours Reporting Form

- *A new Volunteer Hours reporting form for MGs who do not have email to use to report their hours to me for manual input has been completed. This form includes descriptions on the reverse side of definitions of the different activity types.*
- *July 11th two copies of the new form were mailed out with a letter to MGs who do not use email to encourage them to report hours.*

WSU Extension Website—new and improved

- *I have been working with Lisa Rillie to improve the MG website, add important documents and streamline information. The new events calendar is nice. Check it out!*
- *Under “MG Resources”—find monthly hours reporting log and the speaker summary form to print when needed.*
- *New online system for inquiries regarding MG Training for 2012 on website (and Lisa Rillie being full time and managing this list) has yielded 175 inquiries so far, which will be contacted in early October and given applications.*

Organic Gardening Class for 2012

- *Team of MGs working on class has been assembled, with Gayle Larson joining the team as coordinator as Kathy Morse gets ready to step out after 2012*
- *Classes to be held Saturdays Jan 14, 28 and Feb 4 & 18 at Norm Dicks Bldg*
- *Special rate for Master Gardeners: \$25 for individual classes and \$100 for all four—regular rate is \$45 ea/\$150 for all. In order for MGs to get special rate they must register by January 6th.*
- *Flier and brochure will debut for Fair and online registration will be available.*

Fundraising Suggestion

- *Laura Larson, rookie this year, has offered to photograph the demo gardens and the private gardens of MGs to produce cards that can be sold as a fundraiser to support the Program. Laura provided samples for me to bring to the Board today.*
- *Laura Broun, another rookie who enjoys photography has offered to help*

Action Items from July Board Meeting

- *On July 11th, per request of the Board, I provided sample 3 way MOAs for the Board’s perusal via email*
- *Lisa Rillie, Administrative Assistant, printed out labels, ballots and cover letter for MGFKC election, per instructions*

Upcoming Outreach & Other Events:

- *Anna Smith Open House Aug 6*
- *Japanese American Memorial Garden Dedication, Bainbridge Island Aug 6*
- *Urban Bird Festival, Clear Creek Barn Aug 6*
- *Kitsap Fair dates: Aug 24-28*
- *John Mikesell’s Plant Walk Aug 26*
- *Urban Bird Festival, Cowling Creek Sept 17*

- *State Master Gardener Conference Sept 22-24, Ocean Shores*
- *Friends of the Farms Harvest Fair, Bainbridge Island Sept 25*
- *Home & Remodel Show, Kitsap Fairgrounds Sept 30, Oct, 1, 2*

MOAs:

Jim moved that the Board approve changes made by Jim and Jane to Draft #8 of the MOA. Motion carried.

Martha moved that we send approved verbiage to a member lawyer for review prior to submission to the City of Poulsbo Commissioners. If member lawyer is unable to review this in a timely fashion, the Board authorizes retention of an attorney to do the review with maximum fee of \$500. Motion carried. Jim abstained.

Jim agreed to contact Linda Wells to request review of the MOA's.

Butterfly habitat: Improvements to the butterfly house at Anna Smith totaled \$1026. The ASG budget could not cover this amount. Various solutions were discussed by the Board. Fred moved that the Board approve an expenditure to cover the \$1026. Motion carried. The Board emphasized the need for Garden Leaders to track their budgets closely and inform all Garden volunteers of the need to pre-approve expenditures.

The Board and Colleen agreed to postpone review of several outstanding requests for purchases beyond garden budgets until October when the new Foundation officers begin their terms.

Volunteer hours: Colleen presented a manual log for volunteer hours with descriptions of types of hours on the back of the form. Garden Leaders will keep this form on hand at the Gardens. Colleen emphasized the importance of recording hours. There is no L&I coverage for people who do not enter hours. This includes Emeritus members.

The Board thanked Colleen for all of her hard work and thorough preparation for Board meetings.

Garden Tours Committee Report - presented by Jim Rodman for Joyia Rubens
The July Foundation Seminar featured Shannon Harkness of WSU. Her presentation was titled 'Preserving the Harvest'. A field trip to the Botanical Gardens at the Locks in Ballard is scheduled for August 4th. On September 15th field trip attendees will visit Yang's nursery in Port Orchard.

NEW BUSINESS:

2011-2012 Election: The ballot was approved for mailing to Foundation members.

Membership: Jim led a discussion on the lack of growth in Foundation membership. Various ideas were put forward including encouraging interns and non-members one-on-one. The MG Graduation ceremony currently includes a Foundation presentation and a sign-up sheet. Stronger reasons for joining need to be presented. The benefits need to be emphasized. The Port Orchard Nursery offers a 5% discount to Foundation members. We may be able to entice other nurseries to offer discounts.

Jim gave Foundation hand-outs to Colleen for distribution at the Fair and the October

Home and Garden Show.

Jim gave the Board a "homework assignment" to suggest verbiage to be used to invite rookie interns to join.

Annual Meeting: The Board agreed to have a Gift Exchange at the Annual Meeting in September. Martha will bring leftover wine glasses from the Gala to sell.

Meeting was adjourned at 2:35 PM.

.....and as always, thank you to Ray and Sharron Etheredge for coordinating our refreshments for every Board Meeting.