



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 7, 2011 Board Meeting Minutes

CALL TO ORDER

President Becky Croston called the regular monthly Master Gardener Foundation Board meeting to order at 1:00 PM on Wednesday, December 7, 2011 at the American Home Builder's Association (HBA) meeting room in Bremerton, WA. The association has kindly offered use of their facility at no cost for our monthly Board meetings. The Board thanks Teresa Osinski of HBA for coordinating this.

Board members in attendance were: Donna Hamilton, Vice President; Fred Abrahamson, Treasurer; Jane Dower, Secretary; and Directors at Large Monica Goldsberry, James Rodman and Linda Wells. Horticulture Advisor Colleen Miko was also in attendance.

Members in attendance were Martha Alexander, Irene Dulin, Izzy Van Valey, Carol Harcharik (Policy Committee Chair), Ray and Sharon Etheredge (Refreshments), Judy Morgan (Barnes & Noble Gift Wrap Chair), Sandy Livermore (Finance Chair) and Mary-Cathern Edwards (Communications Chair). Aldora Downing was a guest.

REPORTS AND ANNOUNCEMENTS

Secretary's Report - Jane Dower

A motion to approve the November Board meeting minutes carried with the following corrected paragraph:

- ***Tax-exempt purchases at Home Depot:*** *Linda shared that purchases at any Home Depot for items reimbursed by the Foundation are tax exempt if the buyer presents a Home Depot number designated for the Foundation's use. Purchasers should contact our Treasurer, Fred, for pre-approval. Colleen will look into whether WSU has a tax exempt number. Colleen will share this information at the next Garden Leader meeting.*

Linda noted that Home Depot assigned the "tax exempt" number to the Foundation after approving our 501c3 paperwork. She commented that we may want a new Procedure for this process to regulate purchases made in behalf of the Foundation. Monica commented that an upcoming bark and delivery purchase for Anna Smith garden may be tax exempt at Shearer's Landscape Supply in Belfair. Fred provided her with 501c3 paperwork to present to Shearer's.

Treasurer's Report – Fred Abrahamson

Through 11/30/2011

1. The checking balance \$1,802.86
2. The savings balance is \$501.53
3. The Money Market balance at Kitsap Credit Union is \$12,142.76
4. The combined CD balance is \$33,551.13
5. Our overall cash resource is \$47,998.28

Breakdown of CD's as of 10/31, 2011

Kitsap Credit Union (01) 9/14/15	\$8,162.61	1.8% interest
Kitsap Credit Union (02) 6/1/12	\$5,011.50	.55 % interest
Kitsap Credit Union (03) 6/1/14	\$5,022.97	1.1% interest
Kitsap Credit Union (70) 2/12/12	\$5,155.60	1.8% interest
Kitsap Credit Union (72) 7/6/13	\$10,198.45	1.5% interest

Budget vs. Actual 11/30/2011

Through November 30 2011 we had income of \$31,345.82 and expenses of \$25,835.96 for a positive \$5,509.86.

A motion to approve the November Treasurer's report carried.

Two small donations were received. Donation Acknowledgment letters will be sent by Jane.

Horticulture Report - Colleen Miko

MOAs

- *WSU Attorney General and legal team are meeting this week to discuss the most recent MOA draft for Raab Park Youth Garden (mark up from 10/6/11) to determine whether the Foundation should be third party to the agreements and whether current wording works. Until the basic wording of this MOA draft is established, other garden MOAs are on hold.*

Learning Gardens

- *I am turning in 2012 budget proposals from Anna Smith, Olalla, Heritage and Raab Youth Gardens today using new budget template.*
- *November Garden Lead Meeting was success—working on new, uniform sign-in sheets for all gardens*
- *2012 Garden Leads Needed: Raab Youth, Co-lead for Raab P-Patch*
- *Waiting for garden year end reports and lists of garden donors from one garden lead—will use to put together my year-end report to the Foundation, which I will provide to Board by end of December. Report will include #s produce, and other information that Foundation can then use to promote the program in their fundraising.*

Clinics

- *Clinic boxes were inventoried by Debra Hall and Christine Christensen in November in order to put together 2012 budget requests. Biggest expenses for 2012 Clinics will be supplies such as tables, chairs, boxes, canopy and new printed materials—new MG manual (boxes still have Sustainable Gardening Manual) and more PNW Weed, Insect and Disease Management Guides.*
- *2012 Clinic Lead still needed for Extension office Clinic; Libby Weatherson will co-lead with Debra Hall for Port Orchard clinic and Lorraine Butler will co-lead Silverdale with Sherry Kanode.*
- *Clinic Committee in 2012 will look into wireless devices to use for clinics to access online resources and perhaps grant funding for these materials. Hardware itself is estimated to be around \$1000, but monthly wireless account fees could be more than \$2000 annually. Many, many MGs have requested this for the clinics.*

End of Year Reports

- *I will be working on a series of year end reports in December and early January: report for MGFKC Foundation; Report to Tonie Fitzgerald, State MG Coordinator, WSU Extension*
- *MG volunteers have been working to create spreadsheets and do data entry for me to tabulate all the 2011 clinic questions for these year-end reports—thank you for all your help.*

Anna Smith Compost Bins

- *Chris Piercy at Kitsap County Solid Waste arranged for delivery of compost building materials to Monica and Don Goldsberry in November.*

November 6th Graduation and Awards, 2-4pm Norm Dicks Chambers

- *31 new MGs received their certificates of completion and MG badges—congratulations!*
- *Awards were given to many outstanding MGs—thank you for all your dedication!*
- *Thank you so much to the Foundation Board—I have certificates of appreciation for you and WSU logo flash/jump drives as a thank you.*
- *New years of service recognition policy announced (email sent 11/7/11): Years of service from 2011 forward will be recognized based on graduation date. First year's 50 hours of service as MG Intern, is considered part of training.*

Master Gardener Training 2012

- *Next year's MG Training will be on Fridays starting January 27th and ending April 13th. There will be 11 in-class training days—9 at Norm Dicks and 2 as "learning garden tours". One day will be Clinic Training and MG Veterans will be strongly encouraged to attend this class and all classes we'll be holding.*
- *I have held 3 Orientations—one in October, two in November and have a 4th scheduled December 13th from 1-3 in room 406 at the Norm Dicks Building*
- *Applications, corresponding paperwork and payment of WSU Extension portion of fees were due Dec 1st, but applications and payment are still being accepted*
- *We have 43 MG Interns lined up for 2012 and would like another 10 more if possible.*

- *Master Gardener veterans can purchase the DVD of online training without enrolling for the class by going to this URL: <https://cm.wsu.edu/DVD-MG-Alums> Only certified MGs can purchase the DVD for \$70.*
- *MG Training class schedule will be available in January and will be emailed to all MGs.*
- *I am looking for at least 3 MGs who would like to be Mentors for the 2012 Rookies—this is a super-rewarding job!*

Organic Gardening Class for 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.*
- *Online registration is up and operating—THIS IS A GREAT GIFT IDEA!*
- *We have 6 attendees already registered and paid and hope for a total of 50*
- *Looking for one individual who would like to take the classes for free in exchange for helping with set-up, handouts, clean up, etc for classes. Person must be able to be there early and stay late for all 4 classes. I have a list of duties for anybody interested in what this entails—see me.*

2012 MG Program Re-Application (“Re-up”):

- *Two step process this year—update Constant Contact info online and return Reapplication form to our office—due by December 1*
- *To date 137 MGs have returned their forms (of approximately 260)*

Volunteer Hours Reporting

- *If you are short clinic hours—we have openings this month in the extension office—please contact me if you’re interested in coming in*
- *If you are short CE credits—we have 30 minute long DVDs that MGs can “check out” of our office now! Each is worth ½ hour Continuing Education credits.*
- *There are still 70 MGs who have not reported ANY hours for 2011*

Upcoming Outreach & Other Events:

- *Barnes & Noble Gift Wrapping: Dec 10 and 19 from 10 am to 8pm*
- *Peninsula Home & Garden Expo, Kitsap Fairgrounds March 16, 17, 18, 2012—looking for MGs to do 45 minute hands-on presentations in the new Activities tent! Interested? Please let me know.*

Committee Reports:

Barnes & Noble Gift Wrap Event Report - Judy Morgan

Gift wrap location has been moved to the café area in Barnes & Noble. A greeter will be posted at the door. There are still a few openings for gift wrappers on the 10th and the 19th. Colleen provided handouts for the event. Hours can be recorded as Educational Outreach per Colleen. Judy will use the new Cash Handling procedures to record income at the end of each of the two gift wrap event days.

Plant Sale/Salvage Team Report - Becky Croston

Sanzalone's Greenhouse in Port Orchard expressed an interest in the Plant Sale, and will grow 60 fuchsia baskets and deliver them to the sale. Their delivery truck is outfitted with shelves. They offered to assist with other plant deliveries. Becky is coordinating!

Policy Report - Donna Hamilton, Carol Harcharik

The policy committee met and made some suggested changes to the policies for Communication, Budget and Membership. Those policies with the suggested changes have been sent to the members of the MGF Board. The committee reviewed all Board Minutes from 2011 and will coordinate other suggestions with the Board in a prioritized manner. Thank you Carol and Donna for volunteering to chair this committee!

Resource Development Report - Linda Wells

Linda turned in paperwork for Safeway matching funds for the Foundation.

Colleen reported that she has Master Gardener T-shirts and one apron available for sale. Martha Alexander brought the remaining wine glasses from the Gala which are also available for sale. Linda will broadcast sale info via Constant Contact.

Linda shared a substantial list of projects or sale items that the committee will consider for fundraising. She will be holding a meeting at her home for those interested in being committee members.

The subject of credit card sales was discussed at length. Fred noted that \$6 per month is automatically withdrawn from our checking account for credit card processing, but we only used this capability at the 2011 Gala and Plant Sale. Arlene West set up the credit card capability, a great asset for the Gala and Plant Sale, and will be contacted for further details. It was noted that the Foundation web site Donation page includes an option for using a credit card: however, this is linked solely to Pay Pal. Linda will work with Jane Bedinger to understand the intricacies of credit card/Pay Pal Donations on-line and to determine whether the capability is functional. Linda will report at the January meeting.

Thank you, Linda, not only for agreeing to serve as Director at Large, but also for taking on the Resource Development committee!

UNFINISHED BUSINESS:

Reimbursement Policy and Form:

The Reimbursement Policy and Request form were approved at the November meeting; however, additional changes to the policy were discussed at this meeting. The changes would ensure that all concepts on the Request form are mirrored in the policy. Becky asked the Policies committee (Donna and Carol) to create a draft revision to the Reimbursement policy and distribute it to the Board for discussion at the January meeting.

Insurance Policies:

Jane will provide complete copies of the new Great American Directors & Officers (D&O) policy to the Board members on December 16 (Budget meeting) for inclusion in their Board manuals.

Fred will bring complete copies of the Travelers Liability insurance policy to the meeting for Becky and Jane, and will bring copies of the proof of coverage page for the rest of the Board.

NEW BUSINESS:

Facilities:

Board Meeting: Board members agreed that the Home Builder's Association meeting room is a great location for our monthly Board meetings. The association kindly offered this space to us at no cost. Becky noted that we may need a larger space for the Annual Meeting, but rearrangement of tables and chairs may be adequate.

Seminars: Becky is still coordinating space for the six Foundation seminars. From 30 to 60 people attend and the events are open to the public. Colleen reminded us that the Norm Dicks meeting room is free. Parking is not free, however. Use of the Eagles Nest is no longer 'free', and will cost \$35 per 2 hour seminar this year. The Board agreed that location, continuity, free parking, and adequate room space make the Eagle's Nest the most desirable option for seminars. Request for \$1 donations was discussed. It was suggested that Seminar announcements emphasize the need for donations and explain why. Linda noted that many Master Gardeners think that WSU pays for all costs and do not fully understand the purpose and benefits of the Foundation.

A motion to reserve the Eagles Nest for seminars at the rate of \$35 per seminar carried. Becky will make the reservation, coordinating with the Seminars Chair, Joyia Rubens.

Evening and weekend Seminars are being contemplated. The Board may consider Norm Dicks for evening seminars. Parking is free on the street after 6:00 pm as well as in the 6th street lot at the entrance of the Norm Dicks Building.

Plant Sale: Becky reserved the Van Zee building at the Fairgrounds for the Plant Sale.

Communications Policy:

Donna and Carol provided a draft of a revision to the Communications Policy to the Board prior to the meeting. A motion carried to accept the changes suggested by the Policies committee with the exception of the By Laws change. The committee will finalize the policy, entering a new Revision date, and forward it to the Board. Jane will include it in our Foundation's electronic archive and will forward it to the Web Master for replacement of the existing policy on our web site (*Who We Are* section).

Thank you once again to Ray and Sharron Etheredge for coordinating our refreshments!

Meeting was adjourned at 3:00 PM.