



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.

July 6, 2011 Board Meeting Minutes

CALL TO ORDER

President Mary-Cathern Edwards called the regular monthly Master Gardener Foundation board meeting to order at 1:00 PM on Wednesday, July 6, 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 and Jim Rodman, and Horticulture Advisor Colleen Miko. Director at Large Monica Goldsberry was unable to attend.

Members in attendance were Sharron Etheredge and Ray Etheredge. Sharron's Mother, Aldora Downing, was a guest.

REPORTS AND ANNOUNCEMENTS

Secretary's Report - Jane Dower

Motion to accept the minutes of the June Board meeting as written carried.

Treasurer's Report – Fred Abrahamson

Through 6/30/2011

- 1. The checking balance \$5,714.89*
- 2. The savings balance is \$501.23*
- 3. The Money Market balance at Kitsap Credit Union is \$16,621.88*
- 4. The combined CD balance is \$33,354.08*
- 5. Our overall cash resource is \$56,192.08*

Breakdown of CD's as of April 30, 2011

Kitsap Credit Union (01) 9/14/15 \$8,101.85 1.8% interest

Kitsap Credit Union (02) 6/1/12 \$5,000.00 .55 % interest

Kitsap Credit Union (03) 6/1/14 \$5,000.00 1.1% interest

Kitsap Credit Union (70) 2/12/12 \$5,117.19 1.8% interest

Kitsap Credit Union (72) 7/6/13 \$10,135.04 1.5% interest

Budget vs. Actual 6/30/2011

Through June 30, 2011 we had income of \$30,817.59 and expenses of \$17,113.93 for a positive \$ 13,703.66.

Notes:

Our 2011 budget projected a total expenditure of \$33,285. Both the Gala and Plant Sale had expenditures less than budgeted by \$3,537, meaning that our new revised total expenditure will be \$29,748. As a result, we will not need to use any reserves. In fact we should have at the end of the year at least a positive balance of approximately \$1,070.

Unless there is a second fund raiser in 2012 beyond the Plant Sale we will dip into reserves.

Motion to accept the Treasurer's report as written carried.

Horticulture Report - Colleen Miko

Learning Gardens--MOAs

- The state Master Gardener website has a new section on MOAs with the new demonstration garden template <http://mastergardener.wsu.edu/>
- Working with WSU Pullman Contracts Department to create individual MOAs for all the Kitsap learning gardens (6 total) using the brand new template when appropriate.
- I have met with City of Poulsbo Parks Director to put together draft for Raab Park P-Patch and Raab Park Youth Garden.
- Learning Gardens that are funded by the MGFKC (4 total) will require MOAs that include the MGFKC as a third party including WSU and the Landowner. There is no template yet for a 3 way agreement and Raab Park Youth Garden MOA draft will serve as starting point for these 3 way MOAs.
- 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**.

Clinics

- I am seeking an informal committee of MGs to work with me on researching the material and support needs of the clinics **in time for 2012 budget planning** so that mid-year special requests from the Board are limited.

Master Gardener Accident Reporting

- I wrote draft Accident Reporting guidelines for Master Gardener volunteers in Kitsap and submitted to HR contact in Pullman.
- Guidelines will be emailed/and or snail mailed to all MGs, posted at all gardens and placed in all clinic boxes once reviewed and approved by WSU Pullman HR.

Manual Volunteer Hours Reporting Form

- I have been working on a new Volunteer Hours reporting form for MGs who do not have email to use to report their hours to me for manual input. This form includes descriptions on the reverse side of definitions of the different activity types. Ready soon.

Travel Time Policy

- New travel time policy emailed to all MGs on June 13th. Notice mailed to MGs that have no email on June 25th.
- Travel time can not be included in hours reporting online and does not count towards annual volunteer hours.

Budget for WSU Extension

- From an email from Dan Bernardo, interim Extension Director:

"WSU took a 26% reduction to its biennial operating budget, amounting to about \$108 million. This reduction means that WSU's state operating budget has been reduced 52 percent over the last two biennia. The Provost remains committed to a strategy of vertical cuts and reorganization and not passing reductions down to colleges (and ultimately to academic units)... "Most of our programs/units will likely see no operating budget reductions for FY-12"

- *I have also been told by Tonie Fitzgerald, State Program Coordinator and Arno Bergstrom, Director WSU Extension Kitsap, to paraphrase, "The Master Gardener Program is here to stay and is in no danger of being cut."*

Upcoming Outreach & Other Events:

- *Helpline Garden Dedication, July 9; 1-4pm*
- *Urban Bird Festival, Cowling Creek 9/17*
- *Urban Bird Festival, Clear Creek Barn 8/6*
- *John Mikesell's Plant Walks July 22; Aug 26*
- *Kitsap Fair dates: Aug 24-28*

Memorandum of Agreement (MOA) Discussion:

Colleen stated that the state Foundation web site contains information on Learning Garden MOA's and suggested that Board members peruse this info. The Learning Gardens funded by our Foundation (Raab Youth, Olalla, Anna Smith and Heritage) must all have 3 way MOA's (WSU, Foundation and Land Owner). Raab Pea Patch and Blueberry Park are exceptions . Colleen will meet with Kitsap Parks and Rec to establish Anna Smith Garden and Heritage MOA's.

Open discussion included the following comments/questions:

- Should the Foundation actually be a party to any MOA? We provide money to the Extension office who uses those funds to manage the Gardens. Per Colleen, the WSU Contracts office said that the Foundation should be a partner in any MOAs.
- Jim would like to see an example of an actual signed MOA. Colleen will provide one to the Board. (Colleen provided a copy of a draft for Raab Park Youth Garden at the meeting.)
- State Foundation may have an attorney that we can enlist to review the MOA from a Foundation perspective. Alternately, we may be able to enlist an MG or spouse who is a lawyer. Jim will approach known attorneys to solicit support.
- Fred suggested that we may want an attorney to look at our insurance policies. What is really covered? What about the public at a Foundation event at the Eagles Nest. What about an agreement to use the Eagles Nest. Is the Facility Permit acceptable?
- Colleen asked if a draft for each garden MOA was acceptable for review. Fred suggested a proven product for one garden first.
- Colleen wants to give a draft MOA to WSU and to the City of Poulsbo. Board should provide input to Colleen. Legal review should precede signature of the MOA.
- Colleen will approach the Garridos and the Kitsap Parks and Rec department to discuss Heritage and Anna Smith. In the meantime, Colleen will inform Mary McCluskey (Director, Poulsbo Parks and Rec) that we are looking at the Raab Youth draft and will have an attorney review it.

Capital Improvements Discussion:

Colleen wants to work with Fred or a committee on a definition for "Capital Improvements", a procedure for submission of the annual budget, and a procedure for

requesting funds on an ad hoc or emergency basis. She would like to create a template for the Garden Leaders to use when preparing their Budgets. Mary-Cathern offered to be on a committee for templates. (Budgets are submitted in December.) Fred will send examples of past history submitted to Peg Tillery at budget time.

Judith stated that Anna Smith Garden will be substantially over budget. One factor was plant replacement due to the harsh winter. Martha reminded us that overages must be submitted to Colleen who will submit a request for more funding to the Board.

Seminars and Garden Tours Report:

The last Foundation seminar of the season will take place July 20th. 'Preserving the Harvest' will be presented by Shannon Harkness of WSU .

Audit Committee Report - Martha Alexander:

The Audit team completed the audit of the Foundation's 2010 records. Sandy Livermore will present the audit recommendations at the annual meeting in September.

UNFINISHED BUSINESS:

Board insurance: Fred is going to call an agent in Woodinville to find out if the quote given in December is still viable. (\$1 million coverage/\$687, \$2 million/\$1031, \$5 million/\$1833.)

Motion to authorize Treasurer to purchase insurance not to exceed \$687 annual premium for \$1 million in "errors and omissions" coverage for the Board of Directors carried.

Nomination Committee: Committee is comprised of Jim Rodman, Monica Goldsberry, Roland Malan (Chair) and Judith Martin (ex-officio). Still need nominations especially for Treasurer. Ballot mailing envelope and return envelope will both be stamped. Labels will be made at the Extension Office by Lisa, the Office Manager. All of the ballot materials should be in hand by July 31. Ballots will be mailed after the August Board meeting. (We have about 110 Foundation members.)

2011-2012 Candidates to date: Donna Hamilton and Becky Croston for VP, Linda Wells and Jim Rodman for Directors At Large.

Judith announced that she will resign her position as Vice-President, creating a vacancy for President.

Group Health Grants: Jane Dower will present the Grant application for signature at the August Board meeting.

Budget Process: Discussion was tabled until the October meeting so the new Board can manage the process and be prepared for the December Budget process. Garden Leader input should be available at that time as well.

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

Meeting was adjourned at 3:00 PM.